

HOCHSCHULE DARMSTADT UNIVERSITY OF APPLIED SCIENCES **fbeit** FACHBEREICH ELEKTROTECHNIK UND INFORMATIONSTECHNIK

Brief Instruction: Applying for Lectures and Labs in my.h-da

1. Log in

- Call up the <u>https://my.h-da.de</u> page in your browser and log in at the top right with your h_da user ID and password. At the bottom right you can switch to English.

h.da	Benutzerkennung Passwort Login
my.h-da - Mein Hochschulportal	

- At the bottom right you can switch to English.

Vateriverwaitung Kurs-& Profungsammeldung Studien- & Leistongsübbersicht Bescheinigungen weitere Funktionen (Verfügbarkeit variiert nach Fachbereich)	informationen zu Forschungsaktivitäten an der n_da
Vorlesungsverzeichnis Lehrveranstaltungen aller Fachbereiche Suit Module & Sprachkurse	
	Deutsch
	English
HISinOne	

2. Choose your lecture

- Use the course catalogue to select the desired lecture or lab.

	OCHSCHULE DARMSTADT NIVERSITY OF APPLIED SCIENCE	s search menu	
my.h-da - My Universi	ty Portal		
Quicklinks for stude	nts		
Student Service	Register for Exams/ Unsubscribe from Exams	Exams Extract and Grade Distribution	
My Lectures	Schedules	Course Overview	

- Please check if you are in the correct semester at the top right:



- Here is an overview of a lecture as you see it then:

Safety Go Back	/ in E	mbedded (Control Sy	vstems (Elective) -	Sing	le View						
Functio	ons: S	chedule preselect	ted apply / ca	ncel application 🔤 🙆	0 🕈	1						
Page c	ontents	Basic Information	on Dates/Time	es/Locart Responsible Ins	tructor	Curriculae	<u>Exams / N</u>	lodules As	sign to PORG	Departments	Structure Tree	
Basic I	nform	ation		·								
Туре о	f Cours	e	Vorlesung			Long text						
Numbe	r		PEE.48201			Short text						
Term			SoSe 2020			Hours per	week in t	erm	2.0			
Expect	ed no.	of participants				Max. partic	ipants					
Freque	ency		jedes 2. Seme	ster		Study Year						
Credits	5		2.5			Assignmer	nt		enrollment			
Hyperl	ink											
Additio	nal Lin	ks	Moodle									
			Class Schedul	<u>e</u>								
Langua	age		englisch									
applica	ation pe	eriod	Belegung mit of Department : Fachbereich E	lirekter Zulassung und Wartel	iste EIT	23.03.2020) - 02.04.2	020 active	•			
Dates/1	limes/	Location Grou	up: [no name	ə] 🗒				\sim				
	Day	Time	Frequency	Duration	Room	1	Room- plan	Lecturer	Status	Remarks	Cancelled on	Ma
→ 📑 📾	Mon.	17:45 bis 19:15	woch	20.04.2020 to 29.06.2020	<u>C10 -</u>	<u>C10 / 04.01</u>		Fromm	taking place			50
Functio	ons:											
Group [n	o name]	🗆 preselect 🔸	apply now / car	cel application > application	n info	Schedule pre	selected					

3. Enrolment

- Click on the "apply / cancel registration" button. You get the following screen:

Curricula: MA Electr.Eng4 InfTech EE (MA EE4 EEE) Terms of study: 4 Graduation: Master Exam Regulations Version: 20190 Please check your selection:

app	lication period: Be	legung mit di	rekter Zulassung und Warteliste EIT - 23	3.03.2020 - 02	.04.2020			
voucher-requiring lectures:								
PEE.48 Occupance organity	3201 Safety in Em cy serves as evic application info	bedded Cont lence in the e	rol Systems (Elective) - 2.0 SWS - englis examination registration	sch				
Day	Time	Frequency	Duration or Date	Room	Lecturer			
Montag	17:45 bis 19:15	wöchentlich	lectures from 20.04.2020 to 29.06.2020	<u>C10 / 04.01</u>	Fromm			
apply								

- Check whether it is the right course and click on "apply". You will then receive a confirmation immediately:

Confir	mation								
You have successfully applied to the following lectures:									
→ PEE.48 Occupant applica	8201 Safety in Em cy serves as evic tion info	bedded Cont lence in the e	rol Systems (Elective) - 2.0 SWS - engli xamination registration	sch					
Day	Time	Frequency	Duration or Date	Room	Lecturer				
Montag	17:45 bis 19:15	wöchentlich	lectures from 20.04.2020 to 29.06.2020	<u>C10 / 04.01</u>	Fromm				
1 applicat	tion lection								

4. Deregistration

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If you have accidentally applied for a course or do not want to attend, you can also cancel the registration. In the single view (see figure at point 2), click on the "apply / cancel registration" button again. You will then receive the following information:

;	application period:	Belegung mit	direkter Zulassung und Warteliste EIT	- 23.03.2020 -	02.04.2020
You ar	e currently enrol	lled in:			
PEE ✓ cand	cel application ap	plication info	Duration or Date	Boom	Leaturer
Day	nme	Frequency	Duration of Date	Room	Lecturer
Mo	17:45 bis 19:15	wöchentlich	lectures from 20.04.2020 to 29.06.2020	C10 / 04.01	Fromm

- Please place a checkmark next to "cancel application" (orange arrow) and click the button "cancel registration" (blue arrow).

Again,	gain, you will receive a confirmation immediately:						
Con	firmation						
You ca	incelled your app	lication in the	e following lectures:				
PEE app	E.48201 Safety in lication info	Embedded Co	ontrol Systems (Elective)				
Day	Time	Frequency	Duration or Date	Room	Lecturer		
Day Mo	Time 17:45 bis 19:15	Frequency wöchentlich	Duration or Date lectures from 20.04.2020 to 29.06.2020	Room C10 / 04.01	Lecturer Fromm		
Day Mo	Time 17:45 bis 19:15	Frequency wöchentlich	Duration or Date lectures from 20.04.2020 to 29.06.2020	Room <u>C10 / 04.01</u>	Lecturer Fromm		
Day Mo 1 canc	Time 17:45 bis 19:15 elled application	Frequency wöchentlich	Duration or Date lectures from 20.04.2020 to 29.06.2020	Room C10 / 04.01	Lecturer Fromm		
Day Mo	Time 17:45 bis 19:15 elled application	Frequency wöchentlich	Duration or Date lectures from 20.04.2020 to 29.06.2020	Room C10 / 04.01	Lecturer Fromm		

If you any problems with applying for lectures in lab, please send an email to <u>belegung.fbe@h-da.de</u>. Please write down all information: your name, matrikel-ID, the course and a screenshot with the problem.