



Course registration – Step by Step

1. Go to <http://www.hwr-berlin.de>
2. Change language settings to English in the upper right corner.
3. Select Campus4U in the Quickfinder pull down menu in the page header.

Alternatively, you can try the following direct link:

<https://campus4u.hwr-berlin.de/qisserver/rds?state=user&type=0>

4. First of all, set up a password for the Campus4u system. In order to do so, click on **CampusKey** (menu on the left) – you will be forwarded to the following page that is unfortunately only available in German. Click on **Neu registrieren !** (register new).

5. On the following page, you are asked to specify some personal details. From top to bottom, you are asked to give:

Nachname	Last Name
Vorname	First Name
Geburtsdatum	Date of Birth
Matrikelnummer	Matriculation Number
Geheime Frage	Secret Question (in case you forget your password and need to retrieve it later on)
Geheime Antwort	Answer to the Secret Question (don't forget it)
E-Mail Adresse	E-Mail Address
Telefonnummer	Phone Number

Finally, click **anmelden** (sign up).



6. If everything went right, your password should now show up and will additionally be mailed to your e-mail address. The password will work for CampusKey, Campus4u and the ILIAS system. You can change it later on.
7. Now, go back to the Campus4u main page and use your matriculation number and the newly created password to log into the system. The system allows you to register and cancel classes, receive an overview about your grades and provides you with course descriptions and contact details of the lecturers. In order to register classes, please follow the upcoming steps.
8. Click on **Lectures** (page header) and then select **Search for Lectures** in the menu on the left side.
9. Use the number or the title of the lectures from the English Stream* to search for courses, make sure to choose the English version of the courses, select the right time (some courses are offered more than once) and click **Register Now**. You will need to confirm your registration on the next page. For courses that are offered more than once, you might be asked to specify a priority. Always put 1.
10. Successful registrations will appear under **My Functions** (page header) in **My Lectures** (menu on the left) a few days after the registration period is over. Don't worry if it does not show up there right away.

* English Stream: For your convenience, you will receive a list of all the courses offered in English stating time, name of lecturer/professor and room number.

Please note: Registration is not a first come, first serve process. It is irrelevant if you register on the first or on the last day of the registration period. As exchange students receive priority over German students, you can generally assume that you will get the courses you applied for.