

Getting started with your university accounts

Dear Students,

Below, you'll find information on how to access your personalized student accounts and online tools, which you will be using during your studies. Keep in mind that, from the system administrator's side, you have three accounts – one for application, one for your email (step 2) and one for the other university platforms (steps 3-6). Your email and the university accounts share the same username (*Benutzername*).

1) Application portal: HISinONE

When you applied to the university, you used the university's application portal to complete the application and enrollment process, using a username and a chosen password.

- a) Upon enrollment, a new username, initial password and email address were provided in the [application portal](#). **Please make a note of this username and initial password, as you will need to use it for your first login to your other university accounts.**



2) University Email Account

- a) Please first login to your [university mail account](#). The account name (*Benutzername*) is the new username and initially, the password is the generated password that you have received in the application portal.
- b) You can permanently switch the language to English by clicking on “*Einstellungen*” / “*Benutzeroberfläche*” / “*Sprache*”.
- c) Please change the initial password to a new one by clicking on “*Settings*” / “*Password*”.



My new email password: _____

Do not show this password to anyone! Writing it down is optional and only for you to memorize.

- d) Please send us (publicpolicy@uni-erfurt.de) a test mail containing:
- (a) your student ID number, (b) your address in Erfurt, (c) your German phone number and (d) by which name you would like us to address you.

From now on, please use your university e-mail address for any correspondence with Brandt School and the university. We will likewise only contact you on that account. Make sure to check it regularly!

3) Your user account at the University of Erfurt

In addition to your email account, a user account (access to university platforms) has been set up for you.

- a) Please login with your username and initial password (received after enrollment) in the university [user portal](#).
- b) Please, immediately change your password.

My new password:

Do not show this password to anyone! Writing it down is optional and only for you to memorize.

Please be aware that **only after activating your user account** you will be able to use student services at the University of Erfurt (e.g. university e-mail address, campus wifi Eduroam, services of the university library, access to the study and examination portal E.L.V.I.S.).

4) Study Portal: HISinONE

During your studies the [HISinONE portal](#) will function as a study portal, where you can access your proof of registration/enrollment (“*Meine Immabescheinigung*”) or submit a leave of absence.

- a) Please login using your university account credentials (see 3b).
- b) You can switch the language to English by clicking in the top right corner.



5) Online learning platform (moodle) and language course registration

Now, please login to [moodle](#) using your university account credentials. There, you will enroll (will be enrolled) into your courses, allowing you to access course materials, such as syllabi, tasks, texts etc. Also, on moodle is the [information desk](#) for general announcements and *information*.



- a) You can permanently switch the language to English in your profile (upper right corner; “*Einstellungen*”; “*Sprache*”)
- b) From late September onward, you can self-register to elective courses. On the task bar on top, you’ll find the link “*Kurse*” and the sub-link “*Alle Kurse*”. Clicking on this and the drop-down of the semester (currently “*Wintersemester 2026/27*”) will lead you to a list (letters), standing for the surnames of lecturers (e.g. Prof. Grimm). To self-enroll in electives, you will need a password. All passwords to MPP-courses will be announced on the [moodle information desk](#) (the [academic schedule](#) informs you which enrollment key will be needed).
- c) Language course registration also takes place via moodle. Please check the [Language Centre’s Website](#) for the link to the relevant moodle course.

6) Student self-service portal

Now, please login to [E.L.V.I.S.](#) using your university account credentials. This is where you must officially register for your courses during third and fourth week of lecture period (“*Meine Belegung*”). You can also access your grades on this platform (“*Meine Noten*”).



7) Services of the University

a) For Wi-Fi on campus ([eduroam](#)) functioning on all your mobile devices, please follow the linked guidelines.



b) During online classes, Brandt School will use the conference tool WebEx. Therefore, please already download the following app: [Cisco WebEx Meetings](#). Your activated university mail-address is required for the registration! For student purposes, you can use WebEx as a guest.



c) To study efficiently, the university provides a range of software for your devices (e.g. Microsoft Office). To make use of them, check out the [page of the URMZ](#).



d) Additionally, the university has acquired several licenses for academic software. You can find the complete offer in its navigable [software list](#).



e) If you have any questions about your accounts, please contact the [University Computer and Media Centre \(URMZ\)](#).

