



Ruprecht-Karls-Universität Heidelberg

Universität Heidelberg, Postfach 10 57 60, 69047 Heidelberg

– Wenn Empfänger verzogen, zurück –

– Wenn unzustellbar, zurück –

On-line service for students

Re-Registration for winter term 2008/2009

Dear Mrs/Mr

we are glad to be able to provide you with the following functions on the university internet portal LSF:

- For *winter term 2008/2009*, you can pay your tuition fees by *direct debit* and thus re-register quickly and easily (this applies only to students subject to fee)
- You can *print out your registration confirmations*
- You can change your contact details (address, telephone number, etc.)

For direct access to the internet portal, go to

lsf.uni-heidelberg.de

In order to use the functions mentioned above, you will need a user ID, a password and transaction numbers (TANs).

User ID and password

If you already are a user of the university's on-line services (such as our computer labs), you already have a user ID and a password. You can use these for the LSF.

If you have not used the university's on-line services yet, or if you have forgotten your password or user ID, please contact the URZ's user administration from *Monday until Friday 10am-12pm and 1pm-5pm (3pm on Fridays)*, Room 015 (ground floor). Further information can be found at web.urz.uni-heidelberg.de/service.

If you have any questions concerning re-registration and registration, please contact studium@uni-heidelberg.de or our hotline (0 62 21 / 54 54 54); if you have any technical problems (generating or activating the TAN-lists, demanding of certificates etc.), please contact sos-team@listserv.uni-heidelberg.de.

Generating, activating and using a TAN list

In order to use the on-line service, you must *first generate a TAN list* with the function "Verwaltung der Transaktionsnummern" (in *Allgemeine Verwaltung*) and then *immediately activate* it when you log in to the LSF for the first time.

Generating TANs (first TAN list): For your *first TAN list*, simply fill in the template field "TAN" (on the left-hand side) with your *date of birth* (DDMMYY).

Example: If your birthday is on February 8th 1984, please fill in "080284".

After that, please confirm this by clicking "Erzeugen". Please do not open the file immediately, but save it to your computer first. On opening the file, your TANs will appear. We suggest you print out the list and cross out used TANs. Each TAN can only be used once.

Activating TANs: To activate your TAN list, please fill in the template field "Alte TAN" (on the right-hand side) with your date of birth backwards (YYMMDD).

Example: If your birthday is on February 8th 1984, please fill in "840208".

Fill in the template field "Neue TAN" with one of your new TANs. In order to confirm, click "Freischaltung".

You can now generate and activate new TAN lists any time!

Please note that it takes two TANs to generate and activate a new TAN list (from the list that has been generated by you, not your date of birth!), so create your new TAN lists early enough. Please remember to cross out used TANs, as each TAN can only be used once. When you activate a new TAN list, all TANs on the old list become invalid.

Important notes concerning re-registration

In order to re-register on-line via the LSF, please go to the LSF homepage, choose "Studiumsverwaltung", then "Rückmeldung, Gebühren und Beiträge". Type in your bank account details for direct debiting.

After having re-registered, you can immediately print out your new registration confirmations.

Since you can print out your confirmations any time, they will not be sent to you any more.

The re-registration period for summer term 2009 runs from January 15th 2009 to February 15th 2009.

Please indicate your e-mail address in your personal data; you will then receive a reminder e-mail shortly before the re-registration period begins.

Since registration confirmations can only be printed out for the current semester, we suggest you save your confirmations to your computer or print out several copies.

Your direct debiting authorisation is only valid for one semester, i.e. it has to be issued each term.

You might have to deactivate your pop-up blocker. In order to do that, please click on the notification "Ein Popup wurde geblockt. Klicken Sie hier, ..." and allow pop-ups for this website.

Further information on the on-line service can be found at www.uni-heidelberg.de/studium/imstudium/onlineservice.

Kind regards,
the University Administration