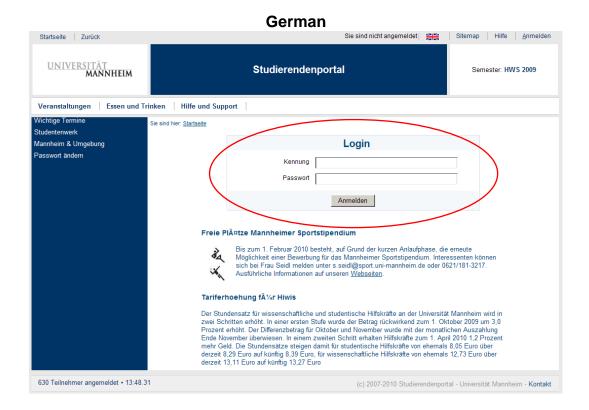
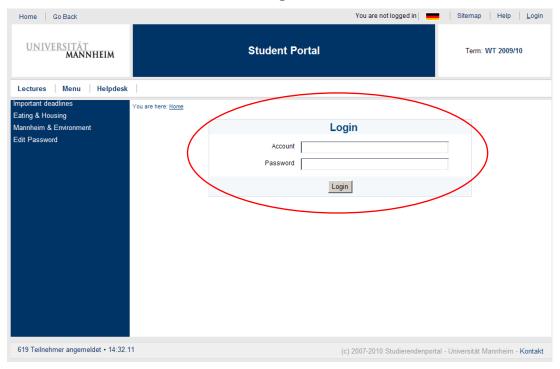
# Step 1: Login to "Studierendenportal" / "Student Portal"

http://portal.uni-mannheim.de. You will end up on the following page:

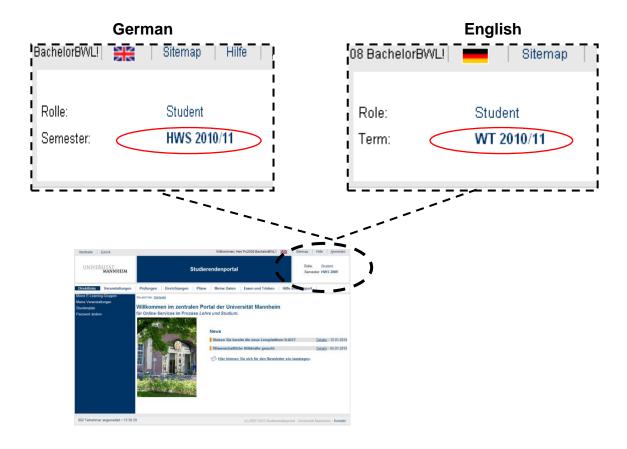


# **English**



Type in your "Account" and "Password" from your Mannheim email account. *Example*: Kennung: *vnachnam*, Passwort: *xxxxxx*.

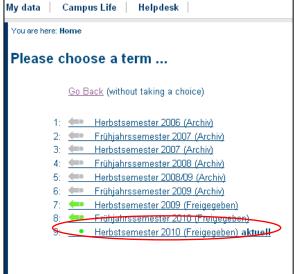
Step 2: Make sure that you have selected the Winter Term



If **not**, you have to change the "Semester" / "Term" by **clicking** on "**HWS yyyy/yy**" or "**WT yyyy/yy**". You will be directed to the following page where you have to choose "Herbstsemester yyyy (Freigegeben) aktuell":







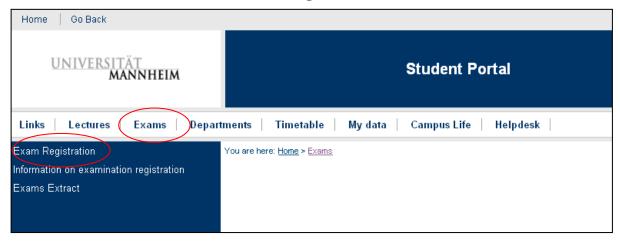
# Step 3: Find the Exam

- 1) Select "Prüfungen" / "Exams" at the top
- 2) Select "Prüfungsanmeldung"/ "Exam Registration" on the left.

#### German



### **English**

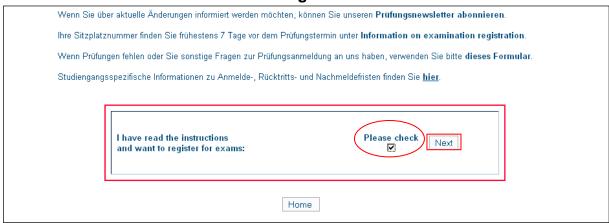


- 3) Scroll down and check that you read the instructions
- 4) Exert the button "Weiter" / "Next"

# German

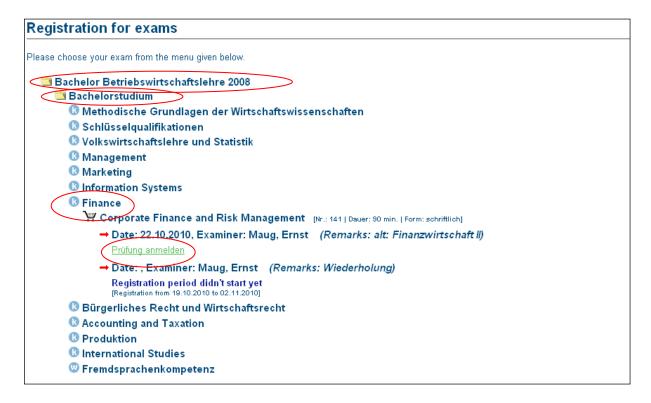


# **English**



You will be transferred to a new page.

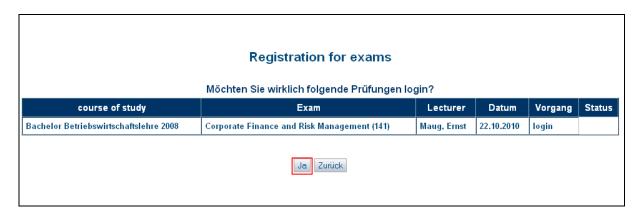
- 1) Select "Bachelor Betriebswirtschaftslehre"
- 2) Select "Bachelorstudium"
- 3) Select "Finance"
- 4) Select "Prüfung anmelden"



# **Step 4: Register for the Exam**

You will be transferred to a new page.

1) Exert the button "Ja" to finally confirm your registration.



If the following message appears, the registration was successful.

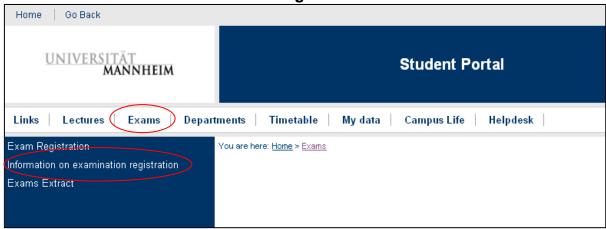


#### Step 5: Check the Exam Room and Seat

- 1) Select "Prüfungen" / "Exams" at the top
- 2) Select "Information zur Prüfungsanmeldung"/ "Information on examination registration" on the left.



**English** 



You will be transferred to a new page.

1) Select "Degree Bachelor (B.A./B.Sc.)"/ "Abschluss Bachelor"1



After the registration deadline, the required information will be available here

Student's name	Po2008 Bachelo	rBWL				
Date and place of birth	01.01.1989 in M	annheim				
Field of study	[82] Bachelor (f	B.A./B.Sc.)				
Registration number	502					
Address	Str. 23, 68122 N	tonnhaim.				
Courses of Studies: , Subject Mark	·	ianinenii				
Number of Exam Name of Ex	Major am	Examiner Form			Seat	Room
Number of Exam Name of Ex	: Major	Examiner Form	n Registration to	 Term Time 01 no information	Seat no information	Room no information
Number of Exam Name of Ex	Major am	Examiner Form			'	
Number of Exam Name of Ex	Major am	Examiner Form			'	

<sup>&</sup>lt;sup>1</sup> Other degrees for international students possible