

Hochschule für angewandte Wissenschaften

# Retrieval of the password sheet for the next semester

for students of the Harz University of Applied Sciences

### **Preconditions**

The re-registration for the following semester must already be successfully completed in order for the new password form to be issued!

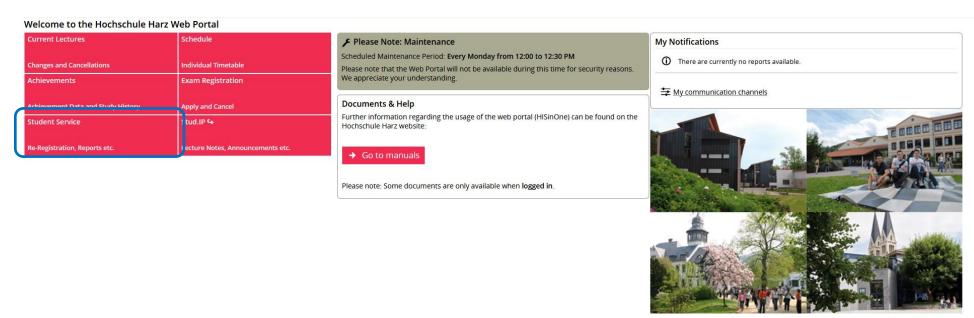
For more information on the re-registration process, please refer to the instructions on the topic of "Re-registration".

# Login to the HISinOne portal of the Harz University of Applied Sciences



- (1) Access to the HISinOne portal of the Harz University of Applied Sciences <a href="https://portal.hs-harz.de/">https://portal.hs-harz.de/</a>
- (2) Enter user ID of the Harz University of Applied Sciences (u-number/password)
- (3) Sign in by button
- (4) If necessary, switch the portal to English

## **Call from the Student Service**



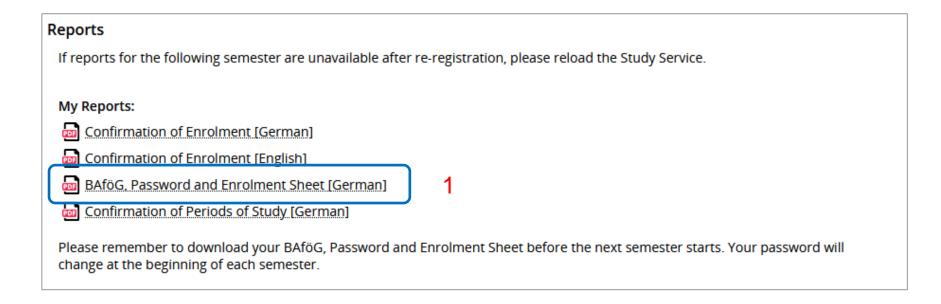
Call from the Student Services via Startlink tile

### **Student Service**



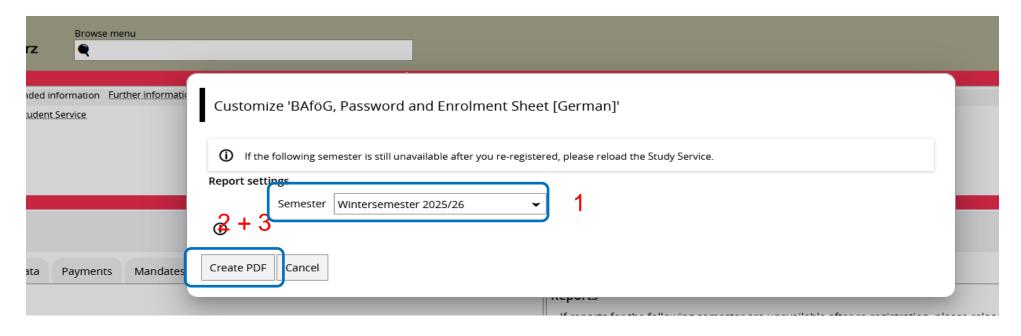
(1) Access the "Reports" tab

# Reports



(1) Retrieve "BAföG, Password and Enrolment Sheet"

#### **Create Password Sheet**



- (1) Select Semester for the Password Sheet
- (2) Create PDF
- (3) Open or save the file created as desired depending on the browser