The TAN List

TAN means »transaction authentication number«. It consists of 6 digits.

For each transaction you must use a valid TAN from your TAN list which you will get by post in due time before you first register for an examination. The list will be sent to the address you gave to the Registry. The TAN is the electronic equivalent of your signature. Each TAN can only be used once. So we recommend to cross off the TAN you have used.

Any misuse or loss of the TAN list must be reported immediately to the HU-QIS Team (qis-team@hu-berlin.de)

Encrypted Data Transaction

If the address line in your browser begins with »https«, an encrypted data transaction is taking place. You may be told that the certificate[5] on the website is coming from an unknown certification authority. This happens because your web browser does not recognize the HU certificate by default. Please, accept the certificate as standard, or install it separately before you start the procedure.

Security Advice

Please be extremely careful with your account and the TAN list.
Should your account be disclosed to unauthorized persons, they may use your account to register with HU-QIS and see or even change your registrations.
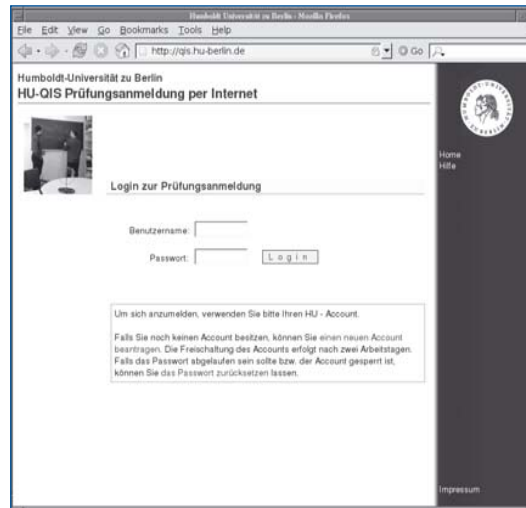
»Treat your password like your toothbrush. Don't let anybody else use it, and get a new one every six months« (Clifford Stoll)

Contact Persons

For questions concerning the registration for examinations, please contact the Examinations Office of your faculty.

In case of technical problems you should send an e-mail to: qis-team@hu-berlin.de
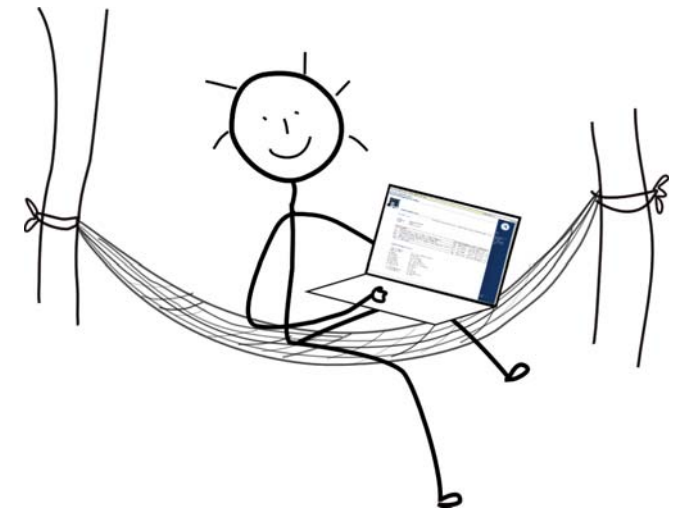
Further information is available on our website:
http://qis.hu-berlin.de

online registration for an examination
http://qis.hu-berlin.de

This leaflet is about registration for an examination via the Internet.

Dear students,

You can now register for an examination or withdraw your registration via the Internet (online) wherever or whenever you want to.

Additionaly, the HU-QIS[1] software enables you to look at a list of the marks or grades you have got.

In this leaflet we would like to show you how it works.

We wish you every success in your studies and your examinations.

Your HU-QIS Team

Online Registration for Examinations

How it works:

Open your web browser and enter
http://qis.hu-berlin.de
Then register at the login site with your HU Account[2]. The function »registration and de-registration« (»Prüfungsan- und -abmeldung«) will now be available. Detailed step-by-step guidance can be found under »Help« (»Hilfe«) at http://qis.hu-berlin.de

A combination of various security procedures will protect your examination data from any unauthorized use or observation, i.e.
- authentication is ensured by use of your account,
- each transaction must be confirmed by entering a TAN[3],
- during transfer all data is encrypted.

For security reasons online registration is impossible without an active HU Account.

[1]**HU-QIS:**
QIS is a software product of HIS Ltd. Hanover. It is an acronym for "quality improvement of higher education institutions in the internet as a self-service".
[2]**HU Account:**
This is the electronic account with the Computer and Media Service (CMS) of Humboldt-Universitaet.
[3]**TAN:**
Transaction Authentication Number. Cf. text.
[4]**PIN:**
You need your PIN (Personal Identification Number) to be able to access your account. You find it in the documentation sent to you each semester under "Wichtige Hinweise zur Rückmeldung" (see illustration).
[5]**Certificate:**
The Certificate is a piece of evidence issued by a certification authority, ensuring that authenticity, private nature and integrity of data are protected from any misuse by third persons.

The HU Account

What is it?
The HU Account, consisting of a user name and a password, gives you access to the electronic services of Humboldt-Universitaet. HU Accounts are free of charge for all students. When applying for it, you will also be given an e-mail address of the pattern: ...@student.hu-berlin.de

Why do you need an HU Account?
You will need the account when registering for exams (HU-QIS), for reading and writing your e-mails, creating personal web sites, using the computer pools, and for wireless or dil-in access of the campus network.

What should you know about activation process?
- Activation of you account takes two working days
- The initial password is valid for only 6 weeks
- A message asking you to change your password will be sent to your HU e-mail address
- Forwarding the message to your home e-mail address is possible

How do you get an HU Account?
You can apply for your HU Account using your PIN[4] at http://amor.cms.hu-berlin.de