

## HOW TO REGISTER AS A MICROCREDENTIALS APPLICANT

### Step 1:

Open this link: [https://online.unileoben.ac.at/mu\\_online/wbselbststregperson.register](https://online.unileoben.ac.at/mu_online/wbselbststregperson.register)

### Step 2:

Fill in the blank spaces and click on "Confirm data".

MUonline V2.00

**Register to MUonline first, please.**

Master data

Mr./Mrs./Ms.

Ms.

First name

TEST

Last name

PERSON

Date of birth

01.06.1997

Format: DD.MM.YYYY

Maiden name

Nationality

Ecuador

Account data

E-mail address

testforincomingstudents@gmail.com

john.doe@example.com

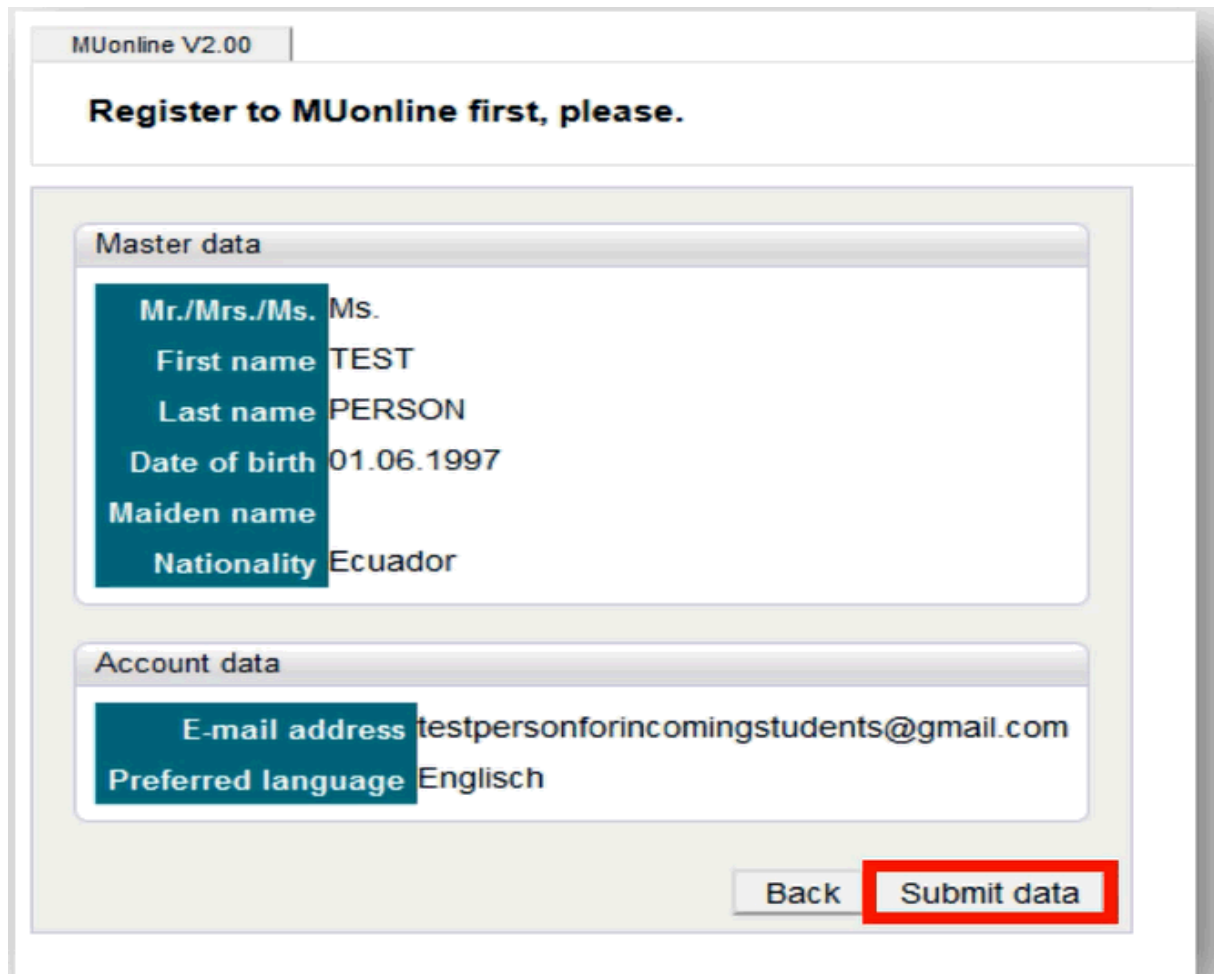
Preferred language

English

Confirm data

### Step 3:

Please click on "Submit data":



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**Register to MUOnline first, please.**

Master data

|               |            |
|---------------|------------|
| Mr./Mrs./Ms.  | Ms.        |
| First name    | TEST       |
| Last name     | PERSON     |
| Date of birth | 01.06.1997 |
| Maiden name   |            |
| Nationality   | Ecuador    |

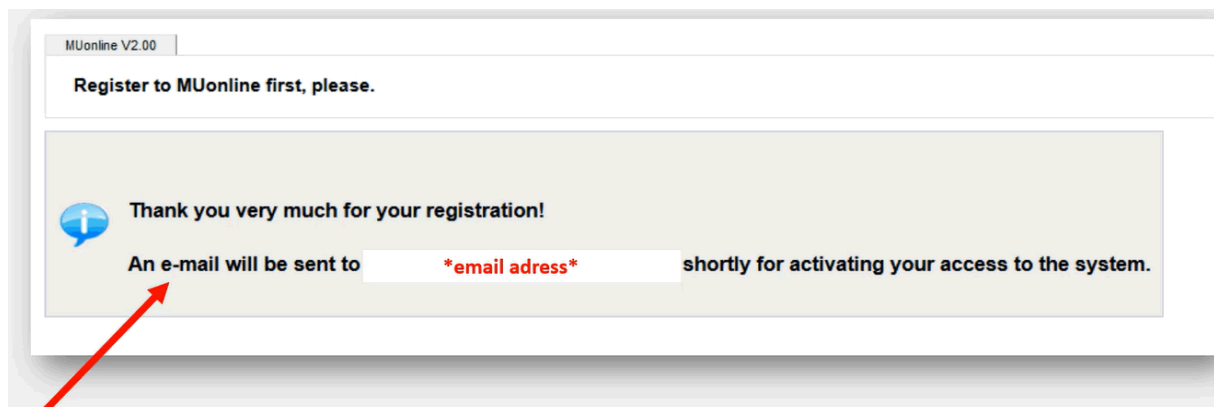
Account data

|                    |                                         |
|--------------------|-----------------------------------------|
| E-mail address     | testpersonforincomingstudents@gmail.com |
| Preferred language | Englisch                                |

Back Submit data

### Step 4:

You will then receive an email at the email address you provided:



MUOnline V2.00

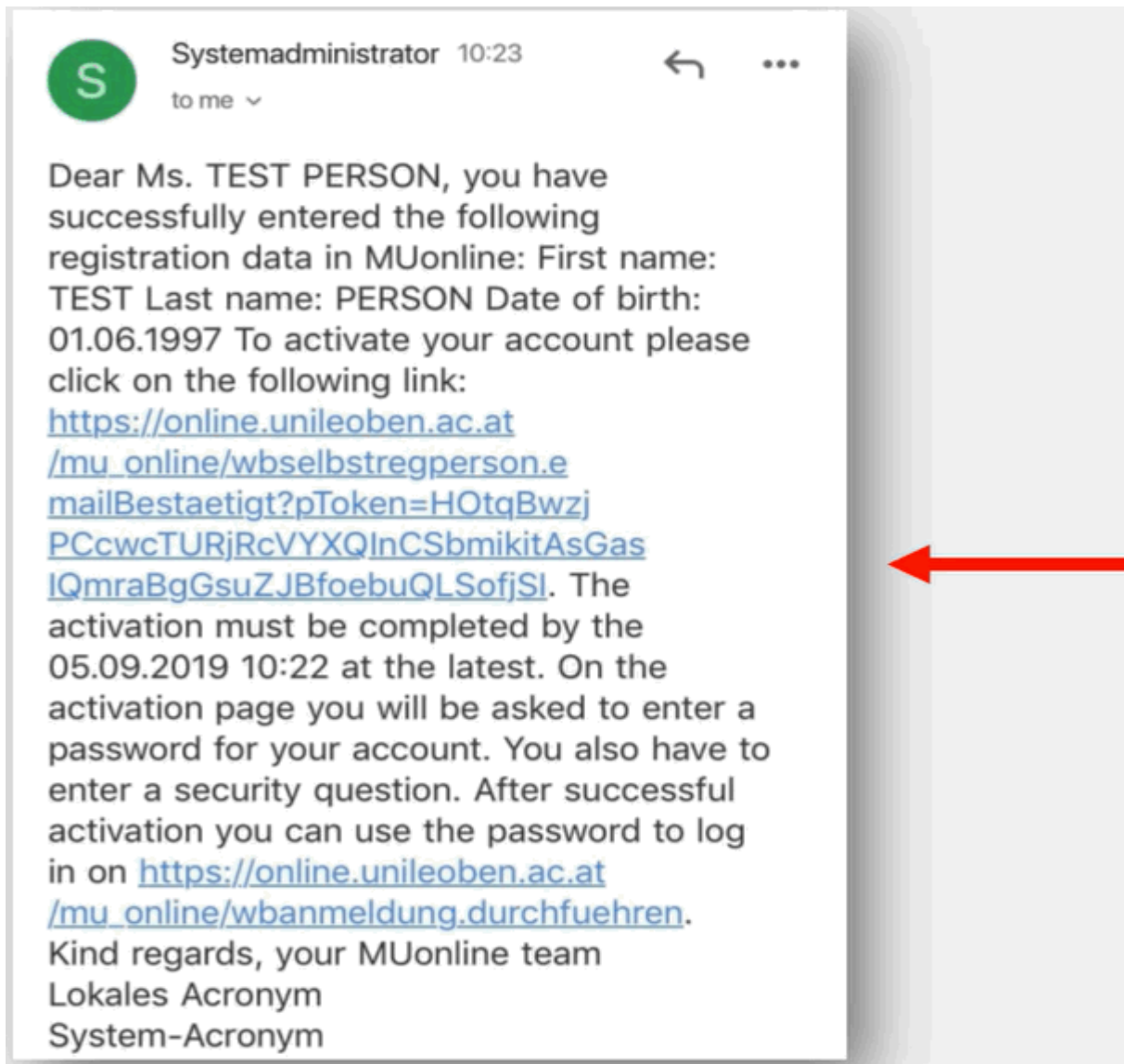
**Register to MUOnline first, please.**

 Thank you very much for your registration!

An e-mail will be sent to **\*email adress\*** shortly for activating your access to the system.

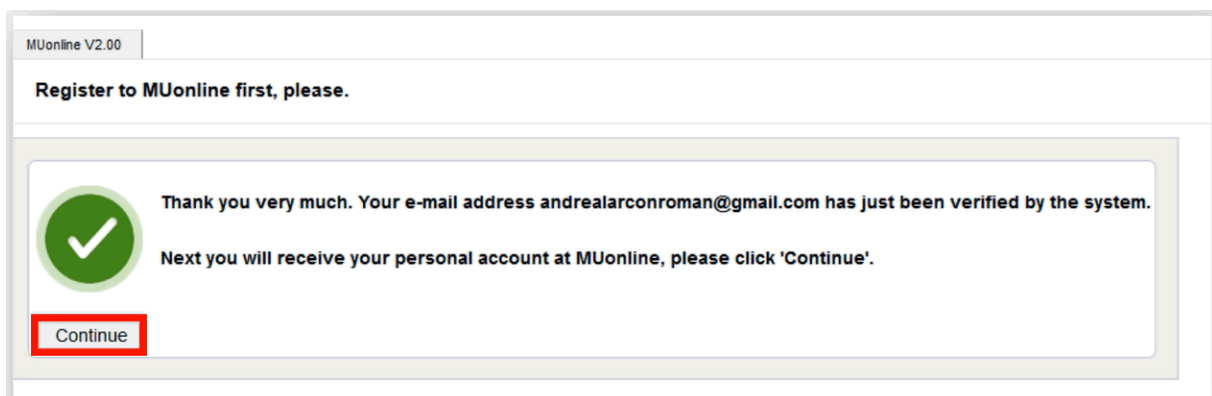
### Step 5:

You need to click the first link to verify your email address.



### Step 6:

You will then receive the following confirmation. Please click on the "Continue" button:



## Step 7:

Please follow the instructions below and make a note of your username. Then click on “Complete registration”:

MUonline V2.00

**Register to MUonline first, please.**

Account

User name: ygwzv0b

Password: .....

Confirm new password: .....

Please choose the password according to the following criteria:

- Required
  - min 8, max 40 characters
  - letters only in lower case
  - at least 3 letters
  - at least 1 number
  - at least 1 special character (without numbers and letters) from !#\$%&'()\*+,-./:;<=>?@[]\_{}~
  - must not contain your first name, last name, username or day of birth
- Recommendations
  - Also parts of first or last names should not be used.
  - You should not use parts of words (more than 3 letters) which can be found in (English or German) dictionaries.

Your password may be identical to previous ones.  
Therefore, please choose a strong password and keep it secret. To detect potential abuse, we always show you your last login and, in case, failed logins.

Account Erlangungsverfahren

Security question: .....

Answer to security question: .....

Please, make sure that only you know the answer to the security question. In case you should forget your password the system will ask you your security question. By answering this question correctly you may then reset your password.

Complete registration Cancel

## Step 8:

Please sign in to your basic account using your username or the email address you provided.

## Step 9:

Please click on “My preregistration”.

MUONLINE

Susi Maier EN

Home

Favourites

You currently do not have any Favourites.  
Add as many applications to your Favourites as you want.

Show only Favourites

All applications

Filter by application title...

Grid View

Title (ascending)

Degree Programmes

My pre-registration

## Step 10:

A new window will open. Please click on “Enter new application”.

Welcome and thank you for your interest in studying at Montanuniversität Leoben. On this page you can find your applicant number, your applications and the current status of your applications.

+ Enter new application

Number of applications: 0

### Step 11:

A new window will open. Select the **semester** you wish to enrol in and click "Continue":

The screenshot shows the 'ONLINE APPLICATION' window with the 'Start of course' section active. The left sidebar contains links: 'Start of course' (selected), 'Select degree program', 'Personal data', 'Correspondence address', and 'Permanent home address'. The main content area has the title 'Start of course' and the following text: 'Please choose the semester for which you wish to apply at the Montanuniversitaet Leoben. Please note that there are degree programs which might not be offered in every semester or for which you can only apply for a higher semester. Usually, the bachelor program at the Montanuniversitaet Leoben starts in the winter semester.' Below this is a dropdown menu labeled 'Start of course' with 'Wintersemester 2019/20' selected. A note at the bottom states: 'Please note that you can only file one application per study programme.' The bottom of the window has 'Cancel' and 'Preview' buttons on the left, and 'Back' and 'Continue' buttons on the right. The 'Continue' button is highlighted with a red box.

### Step 12:

Please select "**University course**" as the type of studies:

The screenshot shows the 'ONLINE APPLICATION' window with the 'Select degree program' section active. The left sidebar contains links: 'Start of course', 'Select degree program' (selected), 'Personal data', 'Correspondence address', 'Permanent home address', 'Higher education entrance qualification', and 'Qualification'. The main content area has the title 'Select degree program' and two dropdown menus. The 'Type of studies' dropdown is open, showing options: 'Bachelor programme', 'Please select...', 'Bachelor programme' (highlighted), 'Master programme', 'Doctoral programme', 'University course', 'postgraduate university course', 'Pre study training course', and 'other study'. A red arrow points to the 'Type of studies' dropdown. A red box with the text 'Please choose your Type of studies.' is positioned to the right of the dropdown. The bottom of the window has 'Cancel' and 'Preview' buttons on the left, and 'Back' and 'Continue' buttons on the right. The 'Continue' button is highlighted with a red box.

### Step 13:

Please select:

"Universitätslehrgang; Microcredentials (Ingenieurwissenschaftliche Studien) " or

"Universitätslehrgang; Microcredentials (Naturwissenschaftliche Studien) "

The screenshot shows the 'ONLINE APPLICATION' interface. On the left, a sidebar lists navigation options: 'Start of course', 'Select degree program' (highlighted), 'Personal data', 'Correspondence address', 'Permanent home address', 'Higher education entrance', and 'qualification'. The main area is titled 'Select degree program' and contains two dropdown menus. The first, 'Type of studies', is set to 'Bachelor programme'. The second, 'Degree program', is open, showing a list of options including 'Please select...', 'Bachelor's programme; Applied Geosciences', 'Bachelor's programme; Industrial Energy Engineering', 'Bachelor's programme; Industrial Environmental Protection and Process Technology', 'Bachelor's programme; Industrial Logistics', 'Bachelor's programme; International Study Program in Petroleum Engineering', 'Bachelor's programme; Materials Science and Technology', 'Bachelor's programme; Mechanical Engineering - Mining', 'Bachelor's programme; Metallurgy', 'Bachelor's programme; Mineral Resources Engineering', 'Bachelor's programme; Polymer Engineering and Science', and 'Bachelor's programme; Recycling'. A red box with the text 'Please choose your Degree program.' is overlaid on the right side of the dropdown menu. At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

### Step 14:

Please fill in all data and click "Continue":

The screenshot shows the 'ONLINE APPLICATION' interface, Step 14: 'Personal data'. The sidebar on the left lists navigation options: 'Start of course', 'Select degree program', 'Personal data' (highlighted), 'Correspondence address', 'Permanent home address', 'Higher education entrance', and 'qualification'. The main area is titled 'Personal data' and contains several input fields. The 'Matriculation number' field is empty. The 'First name' field contains 'TEST'. The 'Surname' field contains 'PERSON'. The 'Social security no.' field is empty. The 'Date of birth' field contains '01.06.1997'. The 'Gender' dropdown menu is set to 'Female'. The 'Place of birth' field is empty. The 'Country of birth' dropdown menu is set to 'Please select...'. The 'Maiden name' field is empty. The '1st nationality' field contains 'Ecuador'. The '2nd nationality' dropdown menu is set to 'Please select...'. A checkbox at the bottom is labeled 'My correspondence address (during the semester) is identical with my permanent home address'. At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons. The 'Continue' button is highlighted with a red box.

## Step 15:

Please enter your correspondence address, home address, and statistical information, and provide details of your higher education entrance qualification. Click “Continue” after each step.

The screenshot shows the 'ONLINE APPLICATION' interface. On the left is a navigation menu with links: 'Start of course', 'Select degree programme', 'Personal data', 'Correspondence address' (highlighted), 'Permanent home address', 'Higher education entrance qualification', and 'University entry survey'. The main content area is titled 'Correspondence address' and contains a form for 'Correspondence address (semester address)'. The form includes fields for 'Mail delivery c/o', 'Street and number', 'Postal Code/City', 'Country/State' (a dropdown menu showing 'Please select'), 'Region' (a dropdown menu showing 'Please select...'), 'Telephone number', 'E-mail address' (pre-filled with 'andrealarconroman@gmail.com'), and 'Confirmed e-mail address' (pre-filled with 'andrealarconroman@gmail.com'). Below the form is a checkbox labeled 'My correspondence address (during the semester) is identical with my permanent home address.' At the bottom are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

## Step 16:

Please upload a photo and a copy of your passport and click "Continue" after each step:

The screenshot shows the 'ONLINE APPLICATION' interface. The left navigation menu includes: 'Start of course', 'Select degree programme', 'Personal data', 'Correspondence address', 'Higher education entrance qualification', 'Most current photo (as for ID)', 'copy of ID card (passport, identity card)' (highlighted), 'CV with a photo', and 'Evidence of language skills (GER)'. The main content area is titled 'copy of ID card (passport, identity card)' and contains the instruction 'Please upload a copy of ID card!'. It features a 'Current document' table with columns 'File name', 'Type', 'File Size', and 'Date', which currently shows 'No document uploaded'. Below this is a 'New document' section with text: 'The following document types are accepted: MS Word 2010 (.docx), Portable Document Format (.pdf). We recommend using PDF format. You can only upload one file. The maximum file size is 20 MB.' It also includes a note about submitting documents later and a 'File' button with a 'Durchsuchen...' (Browse...) label and the text 'Keine Datei ausgewählt.' (No file selected). At the bottom are buttons for 'Cancel', 'Preview', 'Back', and 'Continue' (which is highlighted with a red border).

### Step 17:

Confirm your data and click on “Send” to transmit your application

Confirmation

Please click **"Back"** in order to revise incorrect details. Check the box and click **"Send"** to transmit your application. After clicking "Send" no further correction of your details is possible any longer!

☒ hereby declare that the statements contained herein are true and complete, and herewith allow the the MU Leoben to further process my data internally. I am fully aware that any false statements on my behalf can lead to an exclusion from admittance and enrolment at university. We would like to point out that due to legal requirements we have to store your data for a year.

Cancel

Back

Send