

## Registration instruction for the German Language Semester Course

Please log on to your KUSSS-account with your student number and your password.

On the left side you will find under *Studyroom* the point *Course Search*, where you can search for German language courses. Enter the word *German* in the search field and press *Search*. In the list of all the German courses you can now choose the suitable course by pressing the button in the *Shopping Cart*. Once the course has been moved to the shopping cart please follow the steps as shown below:

- ① Select the link "My registration" in the Studyroom. Here you find the course you put in the shopping cart.
- ② To proceed with the registration please click the button **Muss-OnlineShop**

The screenshot shows the KUSSS user interface for Maximilian Mustermann (k0156999). The left sidebar contains a menu with 'My registration' highlighted. The main content area shows 'Courses that haven't been assigned for term 2015S' and 'Courses (fees apply) in the shopping cart for term 2015S'. A table lists a course: 'Testing Course for KUSSS 2' with a 'Delete' button. At the bottom right, there is a button labeled 'Muss-OnlineShop'.

- ③ You will be directed to the Muss-OnlineShop. Please log in with your student number (Benutzername) and your password (equal to Kuss) and select the button **Anmeldung**.

The screenshot shows the MuSSS-OnlineShop login page. It includes a header with the JKU logo and a navigation menu on the left. The main content area has a 'Herzlich Willkommen!' message and a login form with fields for 'Benutzername' (k0156999) and 'Passwort'. A red circle '3' points to the password field. Below the login form, there are links for 'Anmeldung', 'Passwort vergessen?', 'Benutzername vergessen?', and 'Anmeldung'.

- ④ Select the link "LVA's und Materialien anzeigen"

The screenshot shows the MuSSS-OnlineShop interface. The left sidebar has a menu with 'LVA's und Materialien anzeigen' highlighted. The main content area shows a 'Herzlich Willkommen!' message and a login form. Below the login form, there is a section titled 'Neuerung bei der Anmeldung zu MuSSS Lehrveranstaltungen ab dem SS 15' and a message about course fees.

5 Click the button **Weiter >>**

LVA's und Materialien

Neue LVA's und Materialien kaufen	Preis	Anzahl / Aktionen	Zwischensumme
Testlehreveranstaltung für KUSSS 2 Kursklasse: KUSSS2, Semester: 2015S, LVA-Nummer: 710130, ECTS: 0	€10,00	1	€10,00
Zwischensumme:			€10,00
Gutschein-Rabatt:			-€10,00
Endsumme:			€0,00
MwSt:			€0,00

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6 Click the button **Weiter >>**

LVA's und Materialien

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Endsumme:			€0,00
MwSt:			€0,00

BITTE WÄHLEN SIE DIE VERSANDART AUS!

Versender	Versandart	Preis
<input checked="" type="radio"/>	- Bestellung beinhaltet keine Materialien oder Stornierung	€0,00

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7 Tick the checkbox „Ich stimme den MuSSS Anmeldebedingungen zu“ and click the button **BEZAHLEN**

LVA's und Materialien

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Testlehreveranstaltung für KUSSS 2 Kursklasse: KUSSS2, Semester: 2015S, LVA-Nummer: 710130, ECTS: 0	€10,00	1	€10,00
Zwischensumme:			€10,00
Versandkosten:			€0,00
Gutschein-Rabatt:			-€10,00
Endsumme:			€0,00
MwSt:			€0,00

Bitte überprüfen Sie alle Angaben und bestätigen Sie die Transaktion!

Versandart: - Bestellung beinhaltet keine Materialien oder Stornierung; €0,00;  
Bezahlung per: Onlineüberweisung oder Kreditkarte

Ich stimme den MuSSS Anmeldebedingungen zu

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8 You can choose your payment options. *Kreditkarte* (credit card), *EPS* (online banking), *PayPal* or *Lastschrift mittels Einziehungsauftrag* (direct debit transaction). For *Lastschrift mittels Einziehungsauftrag* you will need a previously signed form from the department of accounting at JKU. Please contact us for more information ([fachsprachen@jku.at](mailto:fachsprachen@jku.at)).

9 After the transaction has been completed, you will get the information that you have been successfully added to the course. You will also receive a confirmation email.



If there are any problems, please contact us ([fachsprachen@jku.at](mailto:fachsprachen@jku.at)) right away and we will assist you further.

**PLEASE NOTE:**

Course places will be given to students on the basis of “first come- first served”. Your place will not be secured by only putting the course into the shopping cart! Only after your course payment has been confirmed, you have secured your place in the course. You are strongly advised to only use the payment options provided. Please do not pay the course fee with a payment slip at your bank as the money cannot be allocated to you and the course.

Please be aware that the course fee is not the same as the tuition fee. They have to be paid separately and in different ways. Also, in case you forget to pay the tuition fee in time, you will neither receive a certificate nor credits at the end of the semester.