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1. Registration in TUCaN

Open the browser for URL www.tucan.tu-darmstadt.de and log in with your TU-ID and password over the link „Registration“.

1.1. Successful registration

If you are able to log into TUCaN, please go to section 2 and proceed from there.

1.2. Unsuccessful registration

If you are unable to log into TUCaN and the above page appears, then either the TU-ID or password was incorrect. It is also possible that TUCaN does not recognize you as a user, in which case the TUCaN team will need to provide access. In this case, please proceed as follows.

**Step 1**

Write a short message to tucan@tu-darmstadt.de requesting access to TUCaN in order to register for a language course as an employee of TU Darmstadt.
2. Enrolling prior to registration

The administration of your language course registration requires the input of more data than is automatically available from your TU-ID, administered by the TU’s identity management system. Open the form by clicking on “Language Courses” in the menu. This menu category will only be visible between 01.03. and 27.05 and then from 01.09 to 25.11. “Language Courses” will not be visible on the menu outside of these times and registration for a language course will not be possible.

If for some reason you are not able to see “Language Courses” on the menu during these times periods (01.03. to 27.05 and 01.09 to 25.11.), please send a short e-mail message to tucan@tu-darmstadt.de (as described under point 1.2). Please also mention that you are a TU Darmstadt employee and that you are able to log onto TUCaN, but cannot see “Language Courses” on the menu.

Step 2
After access has been granted, you will receive a confirmation message and can then log into TUCaN.

Step 1
Main menu Language Courses > Personal data > Fill in form

After you have submitted the form, a confirmation message will be sent to you via e-mail. As soon as your request has been processed (allow for up to a week for processing time), you will receive an e-mail stating that you are now approved to register for a language course.
3. Registering for a language course

After you have received approval to register for a language course, log in again with your TU-ID and password to TUCaN.

**Step 1**

Main menu Courses > Submenu left Registration

**Step 2**

Link Gesamtkatalog aller Module des Sprachenzentrums (Catalogue of all Language Resource Center Modules)

**Step 3**

Select the language, level and course name.
3.1. Registering for the module

Registering for the module is a first necessary step in registering for a language course.

---

Step 1

Registering for the module is a first necessary step in registering for a language course.

**Step 1**

Registration

- **Course Offering**: Compréhension et expression - Préparation à UNIcert II
- **Instructor**: Dr. phil. Cornelia Perenke
- **Time period**: 04.03.2015 - 16.04.2015
- **Location**: Main/Tepphar

Choose the option to register for the course.

---

Step 2

Choose the course:

- **Course Offering**: Compréhension et expression - Préparation à UNIcert II
- **Instructor**: Dr. phil. Cornelia Perenke
- **Time period**: 04.03.2015 - 16.04.2015
- **Location**: Main/Tepphar

Register for the course.

**Registration for modules and courses**

Before registering for a module and the corresponding course, please be sure to FIRST READ the information regarding course registration:

- **Aktuelle Informationen**:
  - Before registering for a module, you may register either for the module that includes an examination (with CPs) or for the module that only includes class participation (without grade).

- **Voraussetzungen**:
  - Before registering, be sure to check if you fulfill all requirements necessary for the course selected (please see course details).
### Step 3

#### Page Submit

**Module registration**

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>41-31-0002</td>
<td>Compréhension et expression - Préparation à UMCert II</td>
</tr>
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</table>

**Studies**

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<th>Name</th>
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<tbody>
<tr>
<td>Mitarbeiter-Werberbildung</td>
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</tbody>
</table>

**Confirm**

*Submit*

### Step 4

#### Registration successful > Page Back to registration

**Module registration**

<table>
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<th>No.</th>
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</table>

**Confirm**

*Back to registration*
3.2. Registering for the course

After successfully registering for the module, you may now choose and register for the specific language course. The process is identical.

4. Course registration status

4.1. Checking your current registration status

Step 1  Courses > Submenu My Current Registrations
Under „Floating registrations“ you can see those courses for which final registration has not yet been decided, i.e. as to whether you may attend the course or not.
Under “Accepted registrations” you can see those courses which you have received a place for and may attend.
Under “Rejected registrations” you can see the courses which you have not been accepted for and unfortunately may not attend. If a place in the course does become available, the Language Resource Center will contact you.
Please note that if you do not receive a place in the course, you must cancel your registration for the module. If you do not cancel your registration, it will not be possible to register for the same module in the following semester.

4.2. Checking your successful language course registration

Step 1
Main menu Courses > Submenu My Courses

5. Registration for final exam

If you wish to take part in the final exam for the language course you have attended, you must register in TUCaN for the exam during the exam registration period. Please note that it is not possible to take part in the final exam without registering beforehand.