A Guide to Language Course Registration for TU Darmstadt Employees

TECHNISCHE
UNIVERSITÄT
DARMSTADT

Table of Contents

1. Registration in TUCaN

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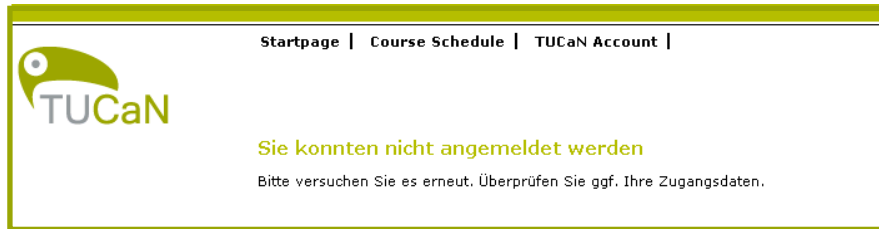
If you are unable to log into TUCaN and the above page appears, then either the TU-ID or password was incorrect. It is also possible that TUCaN does not recognize you as a user, in which case the TUCaN team will need to provide access. In this case, please proceed as follows.

🖥 Step 1

Please fill in the form https://www.intern.tu-darmstadt.de/verwaltung/dez_ii/campusmanagement/cm_tucan/infos_fuer_lehrende/tucan_zugang/index.de.jsp, and a TUCaN account will be created for you as an employee.
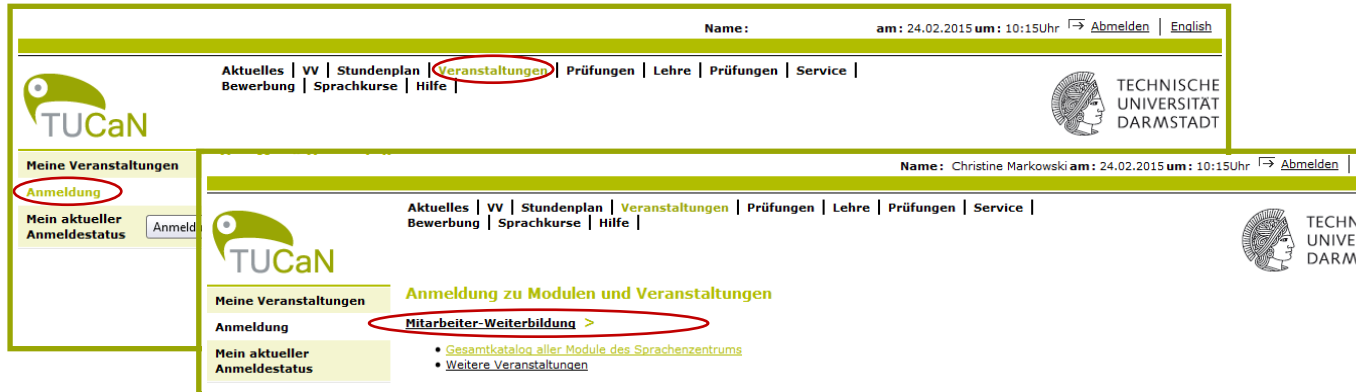
🖥 Step 2

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

2. Enrolling prior to registration

2.1. „*Mitarbeiter-Weiterbildung*" ("On-the-job Training") available

If the area „*Mitarbeiter-Weiterbildung*" is available on the Main menu **Courses** > Submenu left **Registration** , please go to section **3** and proceed from there.

2.2. „*Mitarbeiter-Weiterbildung*" ("On-the-job Training") not available

The administration of your language course registration by the TU's Identity Management system requires the input of more data than is automatically available from your TU-ID. Therefore it is necessary for you to fill in your personal data which is required in order to register for language courses into the TUCaN form at TU Darmstadt one time only.
Open the form by clicking on **Language Courses** on the menu.
If for some reason you are not able to see **Language Courses** on the menu and you are not an enrolled TU Darmstadt student, 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.
Hint:
Enrolled students do not see **Language Courses** on the menu, because they have to register for language courses via their study programme!
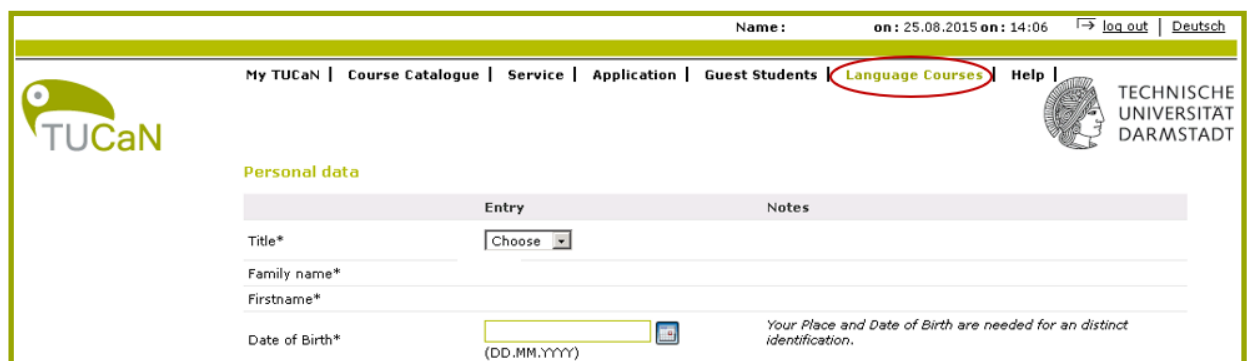
🖥 Step 1

Main menu **Language Courses** > **Personal data** > **Fill in form**

🖥 Step 2

After you have submitted the form, a confirmation message will be sent to you via e-mail.
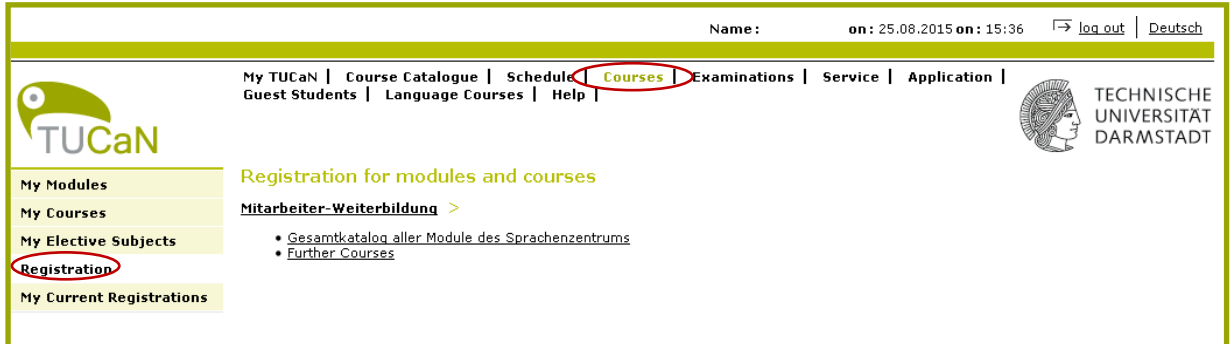As soon as your request has been processed **(allow for up to a week for processing time and please do not send several requests)**, you will receive an e-mail stating that you are now approved to register for a language course.

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.
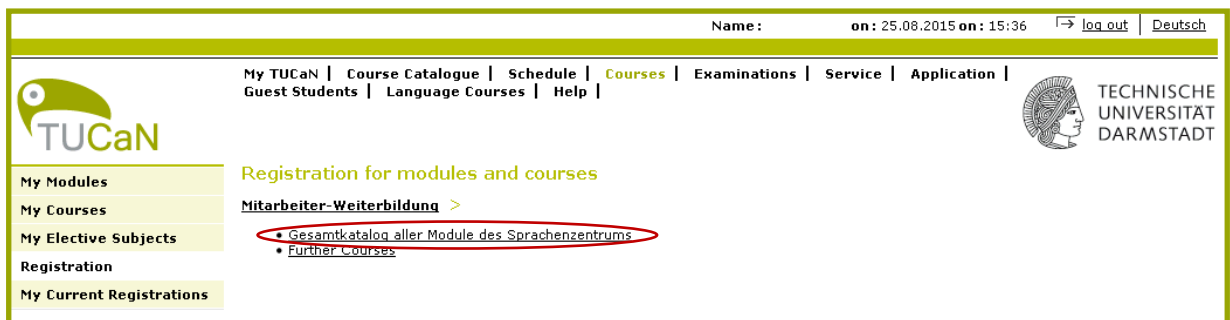
Step 1

Main menu Courses> Submenu left Registration

Step 2

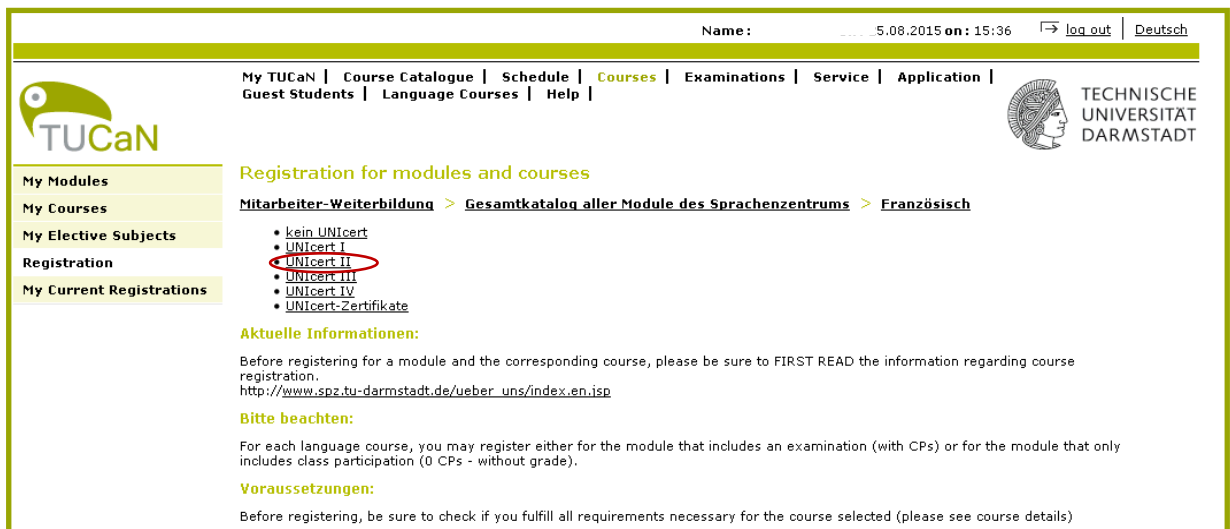**Link** Gesamtkatalog aller Module des Sprachenzentrums
(Catalogue of all Language Resource Centre Modules)

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

Page **Registration**

🖥 Step 2

Page Next

🖥 Step 3
Page **Submit**

🖥 Step 4
Registration successful > Page Back to registration

3.2. Registering for the course

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

4. Course registration status

4.1. Checking your current registration status

⌨ Step 1

Main menu **Courses** > Submenu **My Current Registrations**

Under „Floating registrations" you can see those courses for which final registration has not yet been decided, that is 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.
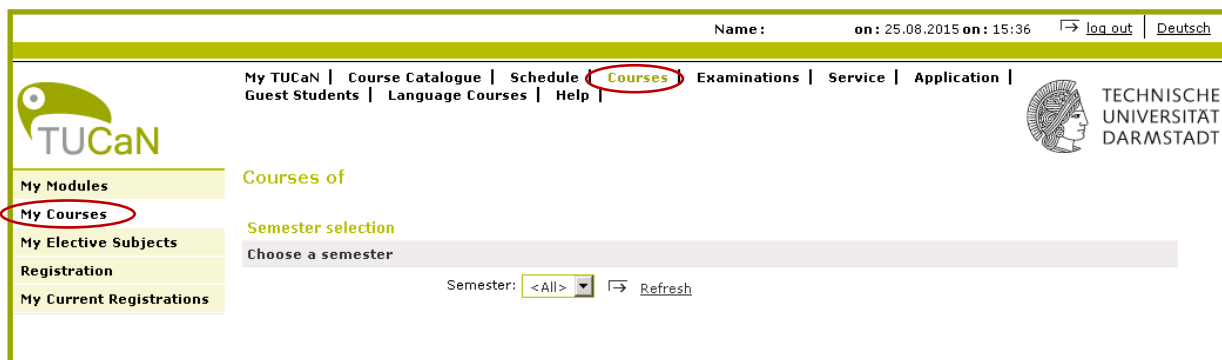Under "Rejected registrations" you can see the courses which you have not been accepted for and unfortunately may not attend. If a place in the course does become available, the Language Resource Center will contact you.
Please note that if you do not receive a place in the course, you must cancel your 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

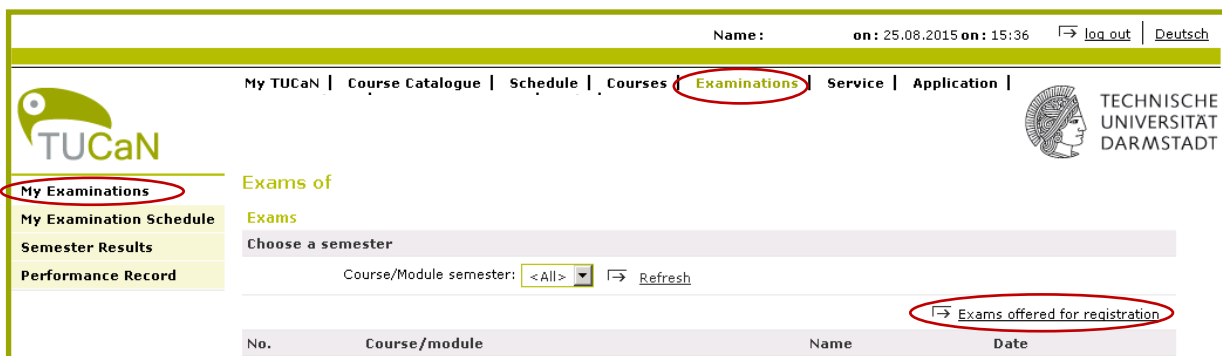🖥 Step 1

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 for it beforehand.