
A Guide to Language Course Registration for TU Darmstadt Employees



TECHNISCHE
UNIVERSITÄT
DARMSTADT

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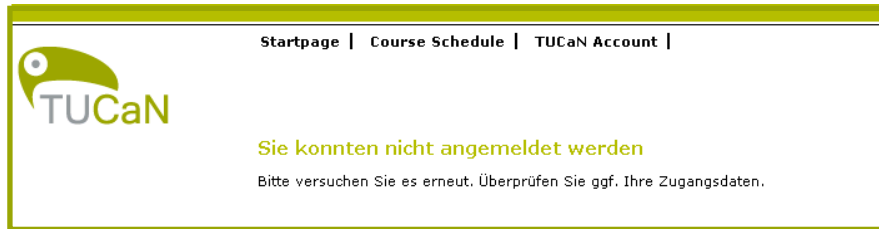
1. Registration in TUCaN

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

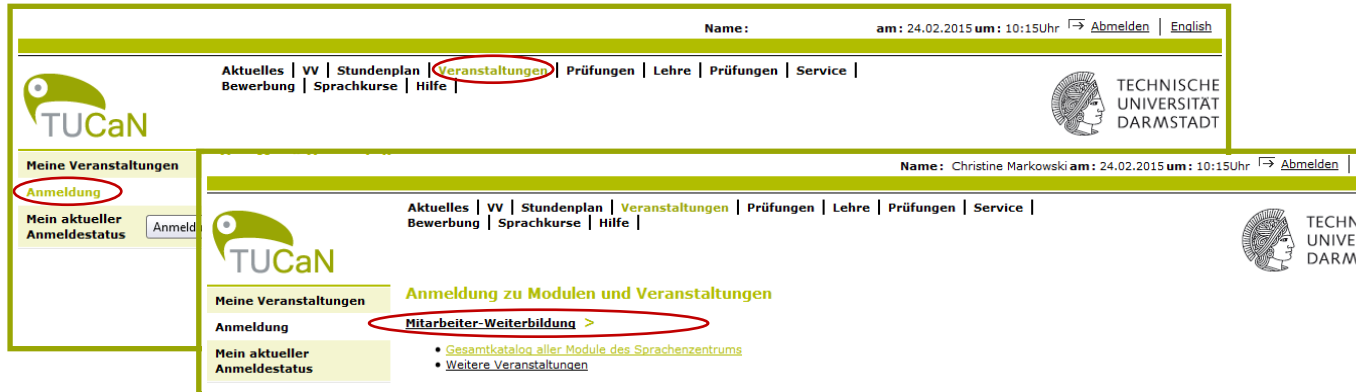
Step 2

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.



The screenshot shows the TUCaN website interface. At the top, there is a navigation bar with the following items: Aktuelles | VV | Stundenplan | **Veranstaltungen** | Prüfungen | Lehre | Prüfungen | Service | Bewerbung | Sprachkurse | Hilfe. The 'Veranstaltungen' item is circled in red. Below the navigation bar, there is a sidebar on the left with the following items: Meine Veranstaltungen, **Anmeldung**, Mein aktueller Anmeldestatus, and Anmelden. The 'Anmeldung' item is circled in red. In the main content area, there is a section titled 'Anmeldung zu Modulen und Veranstaltungen' with the following items: Anmeldung, **Mitarbeiter-Weiterbildung >**, Mein aktueller Anmeldestatus, and Anmelden. The 'Mitarbeiter-Weiterbildung >' item is circled in red. Below this item, there are two bullet points: • Gesamtkatalog aller Module des Sprachenzentrums and • Weitere Veranstaltungen. The website logo 'TUCaN' and the name 'TECHNISCHE UNIVERSITÄT DARMSTADT' are visible in the top right corner.

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.

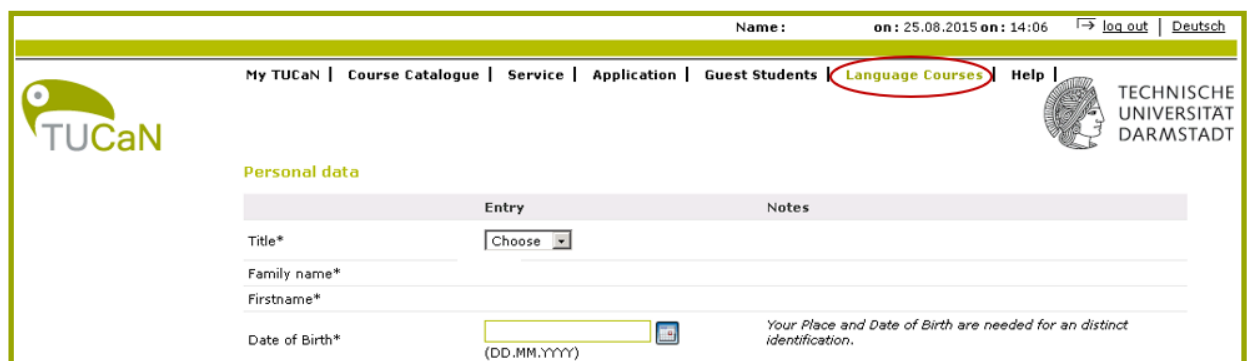
Hint:

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



The screenshot shows the TUCaN website interface with the 'Personal data' form. The navigation bar at the top includes: My TUCaN | Course Catalogue | Service | Application | Guest Students | **Language Courses** | Help. The 'Language Courses' item is circled in red. The form is titled 'Personal data' and has a table with two columns: 'Entry' and 'Notes'. The 'Entry' column contains the following fields: Title* (with a dropdown menu set to 'Choose'), Family name*, Firstname*, and Date of Birth* (with a date input field and a calendar icon). The 'Notes' column is empty. Below the form, there is a note: 'Your Place and Date of Birth are needed for an distinct identification.' The website logo 'TUCaN' and the name 'TECHNISCHE UNIVERSITÄT DARMSTADT' are visible in the top right corner.



Step 2

After you have submitted the form, a confirmation message will be sent to you via e-mail.

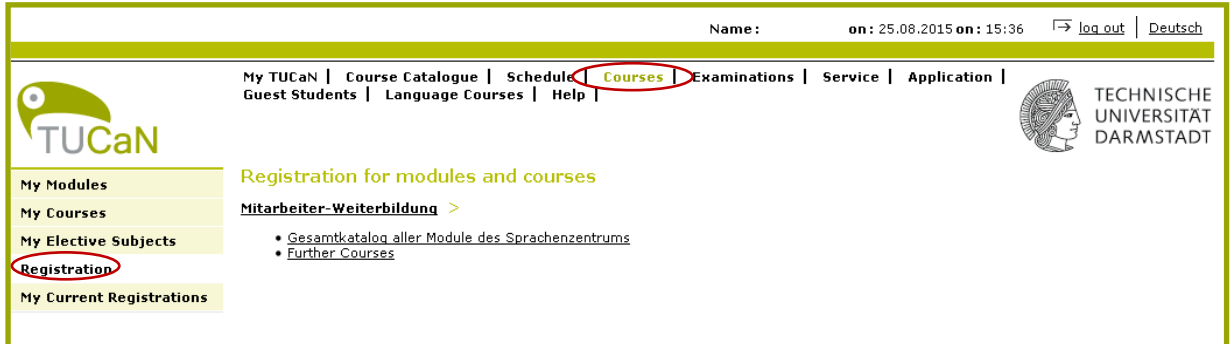
As soon as your request has been processed (**allow for up to a week for processing time and please do not send several requests**), you will receive an e-mail stating that you are now approved to register for a language course.

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

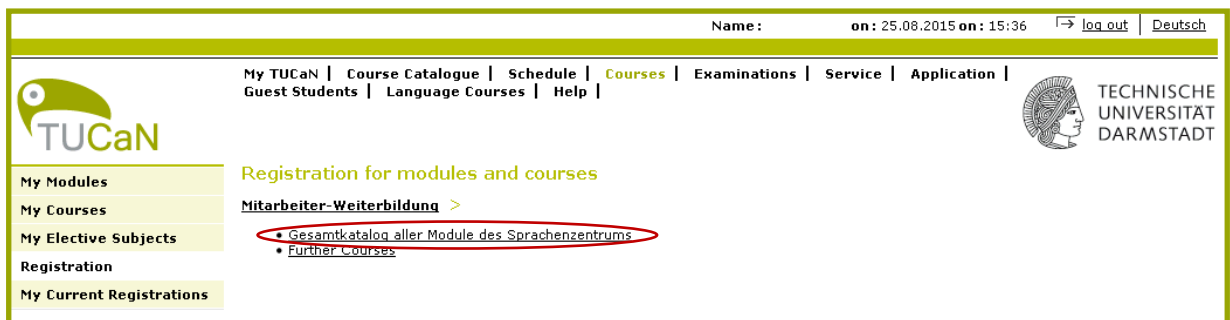
Main menu **Courses**> Submenu left **Registration**



The screenshot shows the TUCaN website interface. At the top right, there is a user profile section with 'Name: on: 25.08.2015 on: 15:36' and links for 'log_out' and 'Deutsch'. Below this is a main navigation bar with links: 'My TUCaN | Course Catalogue | Schedule | **Courses** | Examinations | Service | Application | Guest Students | Language Courses | Help |'. The 'Courses' link is circled in red. On the left side, there is a sidebar menu with 'My Modules', 'My Courses', 'My Elective Subjects', '**Registration**', and 'My Current Registrations'. The 'Registration' link is circled in red. The main content area displays 'Registration for modules and courses' and 'Mitarbeiter-Weiterbildung >'. Below this, there are two links: 'Gesamtkatalog aller Module des Sprachenzentrums' and 'Further Courses'.

Step 2

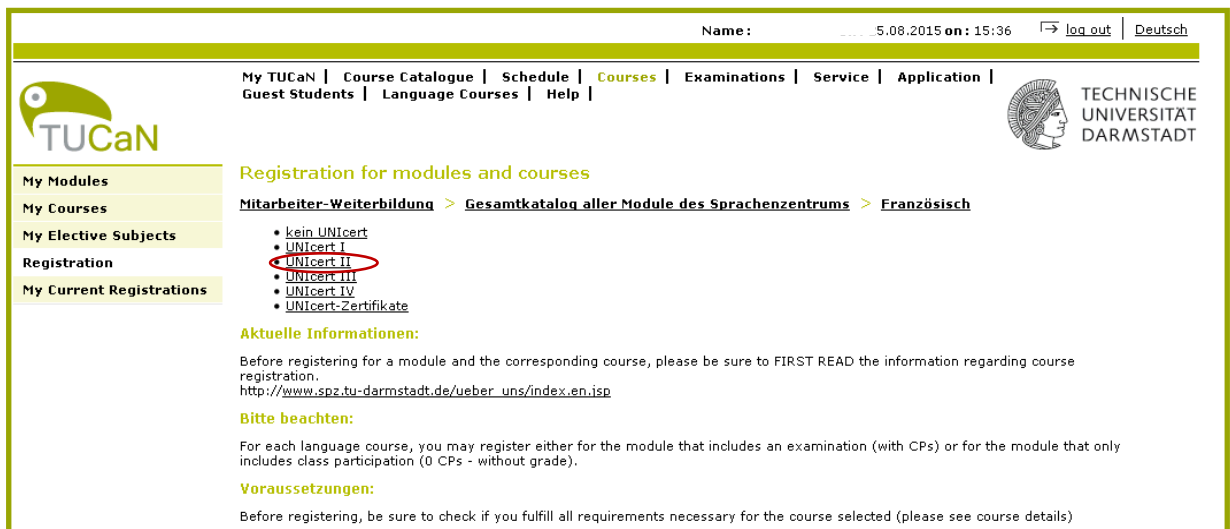
Link **Gesamtkatalog aller Module des Sprachenzentrums**
(Catalogue of all Language Resource Centre Modules)



The screenshot shows the TUCaN website interface. At the top right, there is a user profile section with 'Name: on: 25.08.2015 on: 15:36' and links for 'log_out' and 'Deutsch'. Below this is a main navigation bar with links: 'My TUCaN | Course Catalogue | Schedule | **Courses** | Examinations | Service | Application | Guest Students | Language Courses | Help |'. The 'Courses' link is circled in red. On the left side, there is a sidebar menu with 'My Modules', 'My Courses', 'My Elective Subjects', 'Registration', and 'My Current Registrations'. The main content area displays 'Registration for modules and courses' and 'Mitarbeiter-Weiterbildung >'. Below this, there are two links: '**Gesamtkatalog aller Module des Sprachenzentrums**' and 'Further Courses'. The first link is circled in red.

Step 3

Select the language, level and course name.



The screenshot shows the TUCaN website interface. At the top right, there is a user profile section with 'Name: on: 25.08.2015 on: 15:36' and links for 'log_out' and 'Deutsch'. Below this is a main navigation bar with links: 'My TUCaN | Course Catalogue | Schedule | **Courses** | Examinations | Service | Application | Guest Students | Language Courses | Help |'. The 'Courses' link is circled in red. On the left side, there is a sidebar menu with 'My Modules', 'My Courses', 'My Elective Subjects', 'Registration', and 'My Current Registrations'. The main content area displays 'Registration for modules and courses' and 'Mitarbeiter-Weiterbildung > Gesamtkatalog aller Module des Sprachenzentrums > **Französisch**'. The 'Französisch' link is circled in red. Below this, there is a list of links: 'kein UNICert', 'UNICert I', 'UNICert II', 'UNICert III', 'UNICert IV', and 'UNICert-Zertifikate'. The 'UNICert II' link is circled in red. Below the list, there is a section titled 'Aktuelle Informationen:' with text: 'Before registering for a module and the corresponding course, please be sure to FIRST READ the information regarding course registration. http://www.spz.tu-darmstadt.de/ueber_uns/index.en.jsp'. Below this, there is a section titled 'Bitte beachten:' with text: 'For each language course, you may register either for the module that includes an examination (with CPs) or for the module that only includes class participation (0 CPs - without grade)'. Below this, there is a section titled 'Voraussetzungen:' with text: 'Before registering, be sure to check if you fulfill all requirements necessary for the course selected (please see course details)'.

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

Name:
25.08.2015 on: 15:36
log out | Deutsch



- My Modules
- My Courses
- My Elective Subjects
- Registration
- My Current Registrations

My TUCaN | Course Catalogue | Schedule | **Courses** | Examinations | Service | Application | Guest Students | Language Courses | Help |



TECHNISCHE UNIVERSITÄT DARMSTADT

Registration for modules and courses

Mitarbeiter-Weiterbildung > Gesamtkatalog aller Module des Sprachenzentrums > Französisch > UNICert II

Aktuelle Informationen:

Before registering for a module and the corresponding course, please be sure to FIRST READ the information regarding course registration.
http://www.spz.tu-darmstadt.de/ueber_uns/index.en.jsp

Bitte beachten:

For each language course, you may register either for the module that includes an examination (with CPs) or for the module that only includes class participation (0 CPs - without grade).

Voraussetzungen:

Before registering, be sure to check if you fulfill all requirements necessary for the course selected (please see course details)

Registration for modules and courses


| Course offering Instructors Time period Registration group Location | Reg. deadl. Max. Reg. part. | |
|--|----------------------------------|--------------------------|
| 41-31-0082 Compréhension et expression - Préparation à UNICert II (SoSe 2015) Dr.phil. Cornelia Personne | 16.04.2015 | Register |
| 41-31-0080-ku Compréhension et expression - Préparation à UNICert II (Exams: Studienleistung) | | |
| 41-31-1081-ku Compréhension et expression - Préparation à UNICert II | 16.04.2015 | |



Step 2


Page Next

Name:
25.08.2015 on: 15:36
log out | Deutsch



- My Modules
- My Courses
- My Elective Subjects
- Registration
- My Current Registrations

My TUCaN | Course Catalogue | Schedule | **Courses** | Examinations | Service | Application | Guest Students | Language Courses | Help |



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Module registration


[Next](#)

| | |
|------------|--|
| No. | 41-31-0082 |
| Name | Compréhension et expression - Préparation à UNICert II |
| Studies | Mitarbeiter-Weiterbildung |
| No. | Name |
| 41-31-0082 | Compréhension et expression - Préparation à UNICert II |




Step 3

Page Submit



My TUCaN | Course Catalogue | Schedule | **Courses** | Examinations | Service | Application | Guest Students | Language Courses | Help |



TECHNISCHE UNIVERSITÄT DARMSTADT

My Modules

My Courses

My Elective Subjects

Registration

My Current Registrations

Module registration

Note:
Please check the registration data below. Confirm to register.

| | |
|---------|--|
| No. | 41-31-0082 |
| Name | Compréhension et expression - Préparation à UNICert II |
| Studies | Mitarbeiter-Weiterbildung |


| No. | Name |
|------------|--|
| 41-31-0082 | Compréhension et expression - Préparation à UNICert II |

Confirm




Step 4

Registration successful > Page Back to registration



My TUCaN | Course Catalogue | Schedule | **Courses** | Examinations | Service | Application | Guest Students | Language Courses | Help |



TECHNISCHE UNIVERSITÄT DARMSTADT

My Modules

My Courses

My Elective Subjects

Registration

My Current Registrations

Module registration

Note:
Your registration has been successful.

| | |
|---------|--|
| No. | 41-31-0082 |
| Name | Compréhension et expression - Préparation à UNICert II |
| Studies | Mitarbeiter-Weiterbildung |

| No. | Name |
|------------|--|
| 41-31-0082 | Compréhension et expression - Préparation à UNICert II |

Confirm

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.

The screenshot shows the TUCaN interface for course registration. At the top, there is a navigation bar with links for 'My TUCaN', 'Course Catalogue', 'Schedule', 'Courses', 'Examinations', 'Service', and 'Application'. The 'Courses' link is highlighted. Below the navigation bar, there is a sidebar with 'My Modules', 'My Courses', 'My Elective Subjects', 'Registration', and 'My Current Registrations'. The main content area is titled 'Registration for modules and courses' and contains the following information:

Aktuelle Informationen:
Before registering for a module and the corresponding course, please be sure to FIRST READ the information regarding course registration.
http://www.spz.tu-darmstadt.de/ueber_uns/index.en.jsp

Bitte beachten:
For each language course, you may register either for the module that includes an examination (with CPs) or for the module that only includes class participation (0 CPs - without grade).

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

Registration for modules and courses

| Course offering | Instructors | Time period | Registration group | Location | Reg. deadl. Max. Reg. part. | |
|---|----------------------------|---|--------------------|----------|-------------------------------|--------------------------|
| 41-31-0082 Compréhension et expression - Préparation à UNICert II (SoSe 2015) | Dr.phil. Cornelia Personne | | | | 31.08.2015 | Register |
| 41-31-0080-ku Compréhension et expression - Préparation à UNICert II (Exams: Studienleistung) | | | | | | |
| 41-31-1081-ku Compréhension et expression - Préparation à UNICert II | Dr.phil. Cornelia Personne | Wed, 22. Apr. 2015 [08:00] - Wed, 15. Jul. 2015 [09:40] | | | 31.08.2015 25 10 | Register |

4. Course registration status

4.1. Checking your current registration status



Step 1

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

The screenshot shows the 'My Current Registrations' page in the TUCaN system. The 'Courses' link in the navigation bar and the 'My Current Registrations' link in the sidebar are circled in red. The main content area displays the following information:

My registrations

Pending registrations

No pending registrations [Registration](#)

Accepted registrations

No accepted registrations

Rejected registrations

No rejected 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.

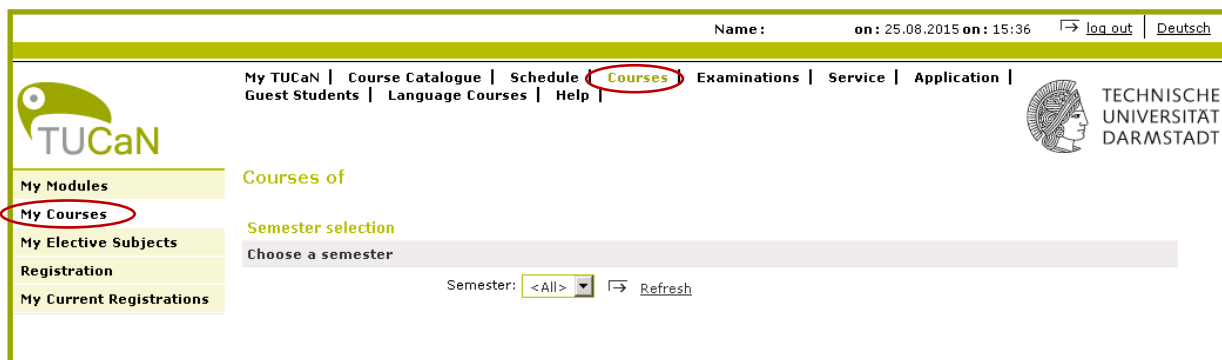
Under “Rejected registrations” you can see the courses which you have not been accepted for and unfortunately may not attend. If a place in the course does become available, the Language Resource Center will contact you.

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

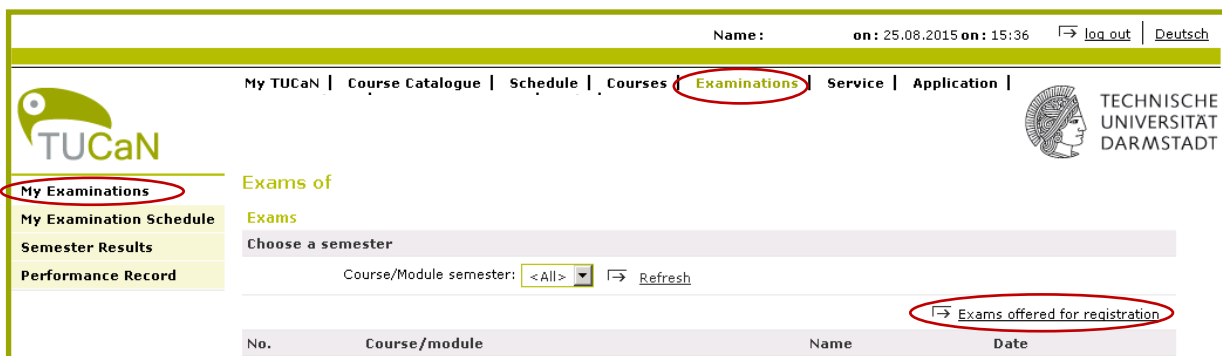
Main menu **Courses** > Submenu **My Courses**



The screenshot shows the TUCaN website interface. At the top, there is a navigation bar with the following items: My TUCaN | Course Catalogue | Schedule | **Courses** | Examinations | Service | Application | Guest Students | Language Courses | Help. The 'Courses' item is circled in red. On the left side, there is a sidebar menu with the following items: My Modules | **My Courses** | My Elective Subjects | Registration | My Current Registrations. The 'My Courses' item is circled in red. The main content area shows 'Courses of' and 'Semester selection' options. There is a dropdown menu for 'Semester' with '<All>' selected and a 'Refresh' button. The top right corner shows the user's name, the date and time (25.08.2015 15:36), and links for 'log out' and 'Deutsch'.

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.



The screenshot shows the TUCaN website interface. At the top, there is a navigation bar with the following items: My TUCaN | Course Catalogue | Schedule | Courses | **Examinations** | Service | Application | Guest Students | Language Courses | Help. The 'Examinations' item is circled in red. On the left side, there is a sidebar menu with the following items: **My Examinations** | My Examination Schedule | Semester Results | Performance Record. The 'My Examinations' item is circled in red. The main content area shows 'Exams of' and 'Exams' options. There is a dropdown menu for 'Course/Module semester' with '<All>' selected and a 'Refresh' button. At the bottom right, there is a link for 'Exams offered for registration' which is circled in red. The top right corner shows the user's name, the date and time (25.08.2015 15:36), and links for 'log out' and 'Deutsch'.