



MONTAN
UNIVERSITÄT
WWW.UNILEOBEN.AC.AT

USERGUIDE

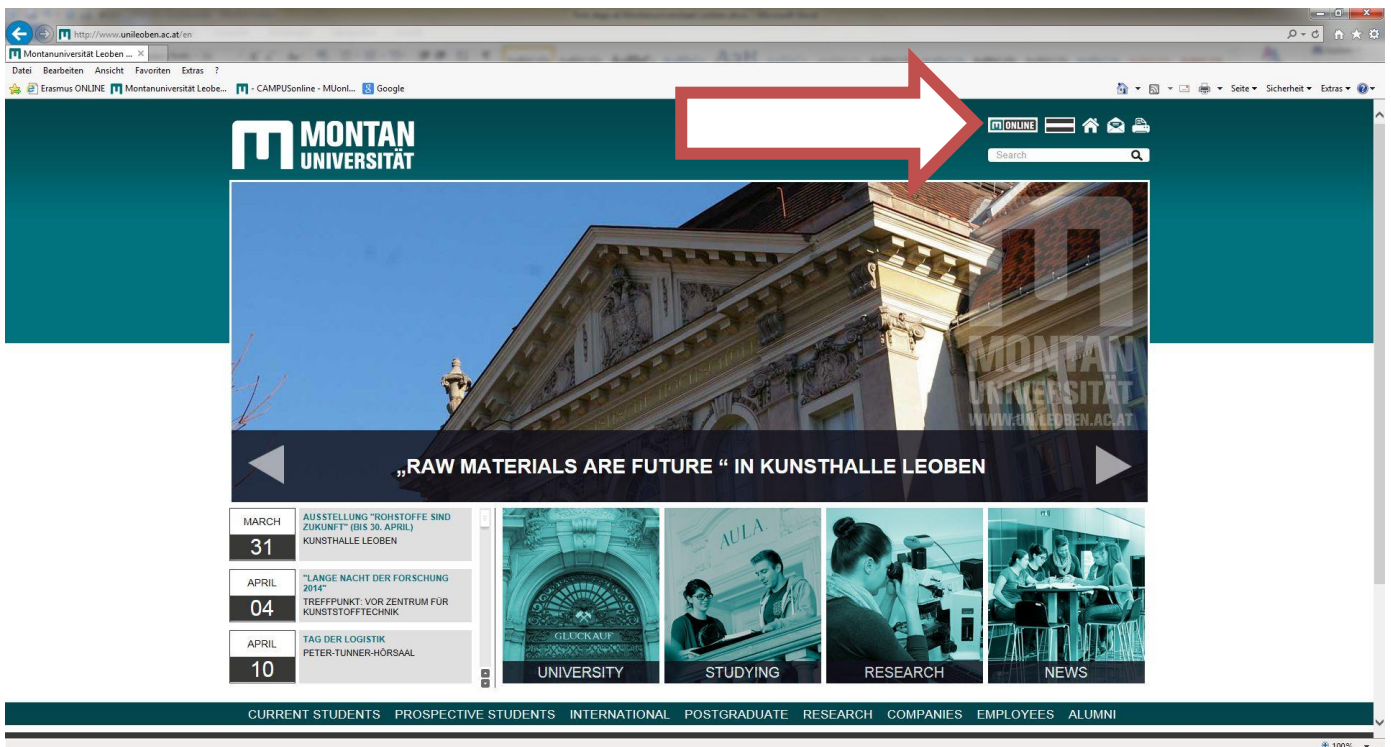
MU-ONLINE



HOW TO ACCESS YOUR ONLINE ACCOUNT FOR THE FIRST TIME

(possible about three days after you have paid the tuition fee (or student's union fee))

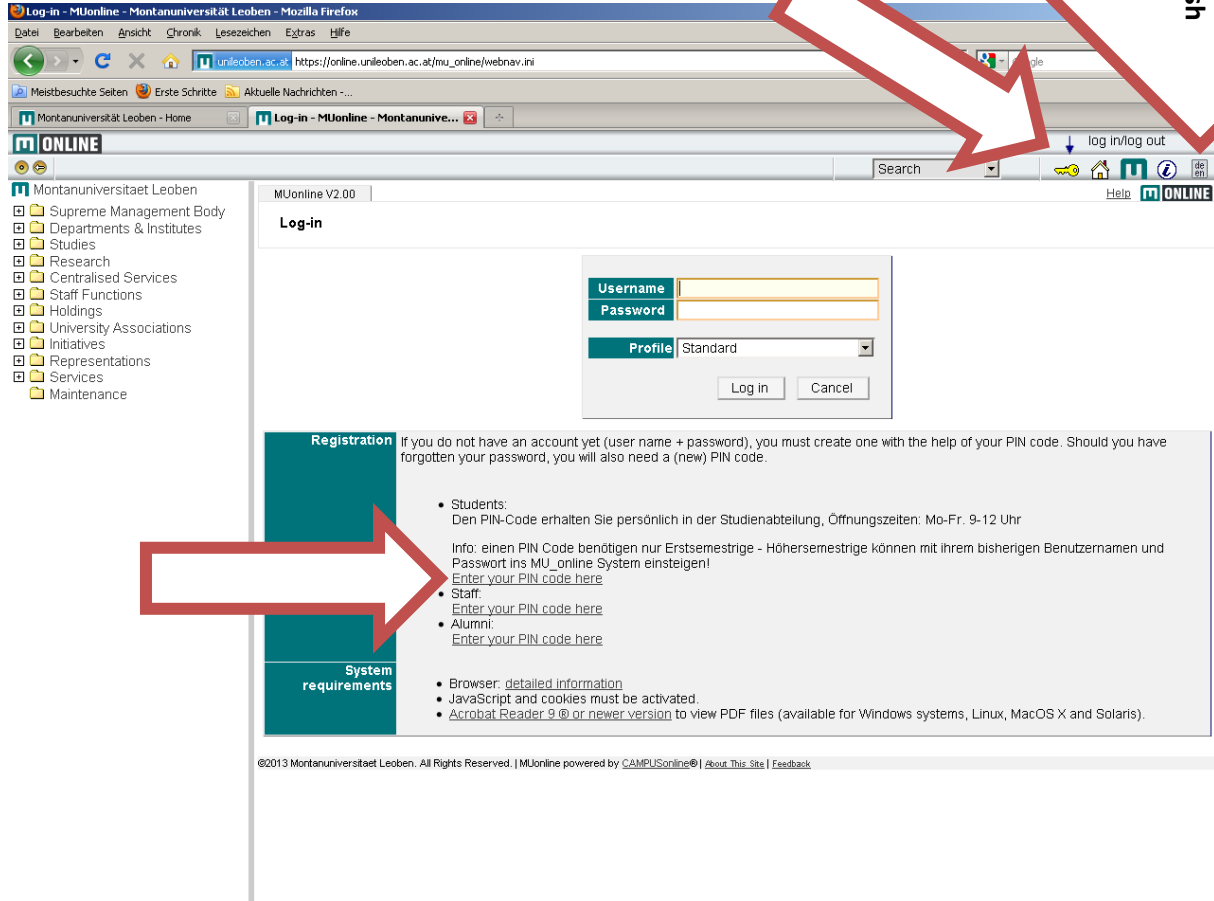
Enter MU Online



The screenshot shows the homepage of the Montan University Leoben website. At the top left is the university logo. In the top right corner, there is a navigation bar with the 'MU ONLINE' button, a search bar, and icons for home, mail, and a mobile app. A large red arrow points to the 'MU ONLINE' button. Below the navigation bar is a large banner image of a building facade with the text '„RAW MATERIALS ARE FUTURE“ IN KUNSTHALLE LEOBEN'. Underneath the banner is a calendar for the month of April, listing events for the 31st, 04th, and 10th. To the right of the calendar are four small images representing different aspects of the university: 'UNIVERSITY', 'STUDYING', 'RESEARCH', and 'NEWS'. At the bottom of the page is a dark green navigation bar with links for 'CURRENT STUDENTS', 'PROSPECTIVE STUDENTS', 'INTERNATIONAL', 'POSTGRADUATE', 'RESEARCH', 'COMPANIES', 'EMPLOYEES', and 'ALUMNI'.

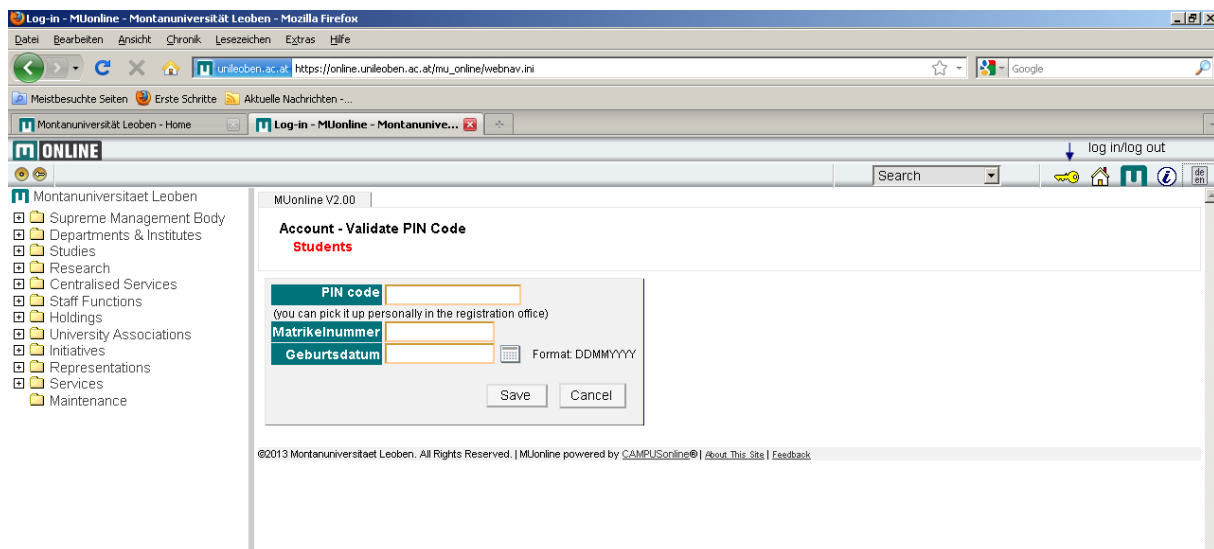
There you can
change to English

1. Click on the yellow key
2. Choose Students, Enter your PIN Code here



The screenshot shows the MUonline login page in a Mozilla Firefox browser. A red arrow points to the 'log in/logout' link in the top right corner. Another red arrow points to the 'Registration' section, which contains instructions for creating an account and links to enter PIN codes for Students, Staff, and Alumni. A third red arrow points to the 'System requirements' section. The login form includes fields for Username, Password, and Profile (set to Standard), with Log in and Cancel buttons.

Enter your PIN code, your “Matrikelnummer” (= student registration number, e.g.1235999), and your birthday, then SAVE.



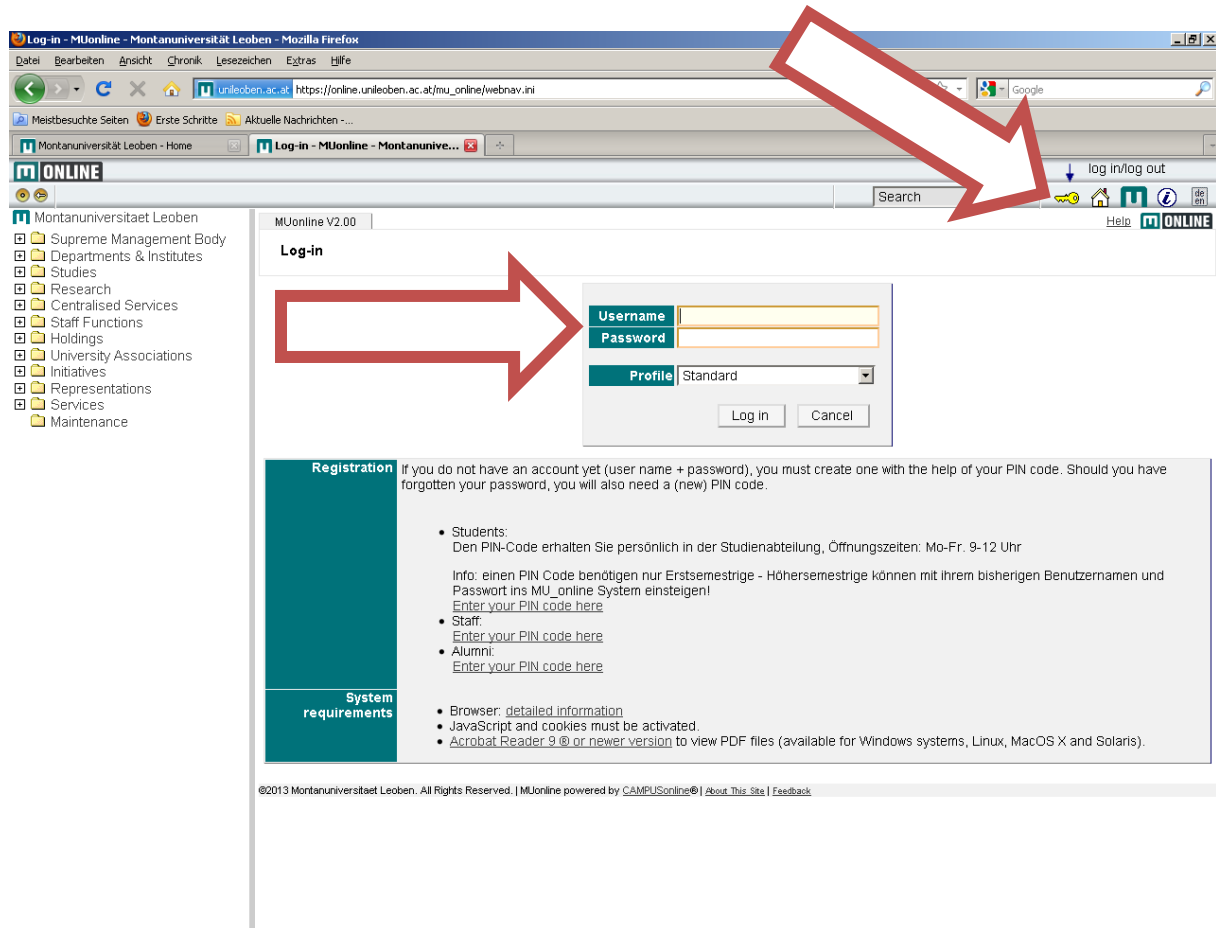
The screenshot shows the 'Account - Validate PIN Code' page for Students. It features three input fields: PIN code, Matrikelnummer, and Geburtsdatum (with a date format DDMMYYYY). There are Save and Cancel buttons at the bottom. The page also includes a sidebar with navigation links and a footer with copyright information.

You will be asked to create a new password.

HOW TO REGISTER FOR COURSES

Enter MU online

Choose log in / log out at the yellow key – enter your username (=m+registration number, e.g. m1235999) and password, then LOG IN



MUonline V2.00

Log-in

Username

Password

Profile Standard

Log in Cancel

Registration

If you do not have an account yet (user name + password), you must create one with the help of your PIN code. Should you have forgotten your password, you will also need a (new) PIN code.

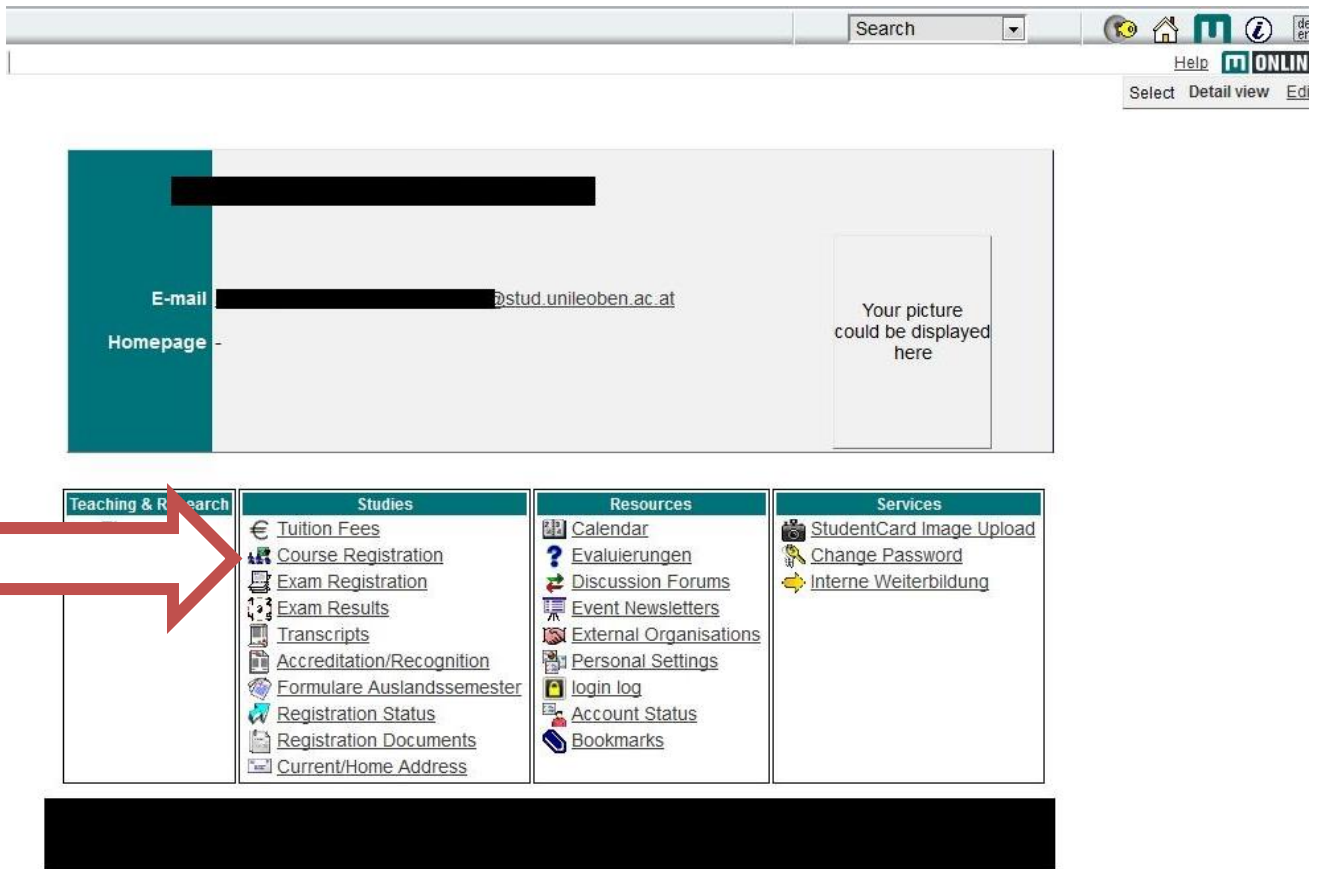
- **Students:**
Den PIN-Code erhalten Sie persönlich in der Studienabteilung, Öffnungszeiten: Mo-Fr. 9-12 Uhr
Info: einen PIN Code benötigen nur Erstsemestrige - Höhersemestrige können mit ihrem bisherigen Benutzernamen und Passwort ins MU_online System einsteigen!
[Enter your PIN code here](#)
- **Staff:**
[Enter your PIN code here](#)
- **Alumni:**
[Enter your PIN code here](#)

System requirements

- **Browser:** [detailed information](#)
- JavaScript and cookies must be activated.
- **Acrobat Reader 9.0 or newer version** to view PDF files (available for Windows systems, Linux, MacOS X and Solaris).

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Choose Course Registration:

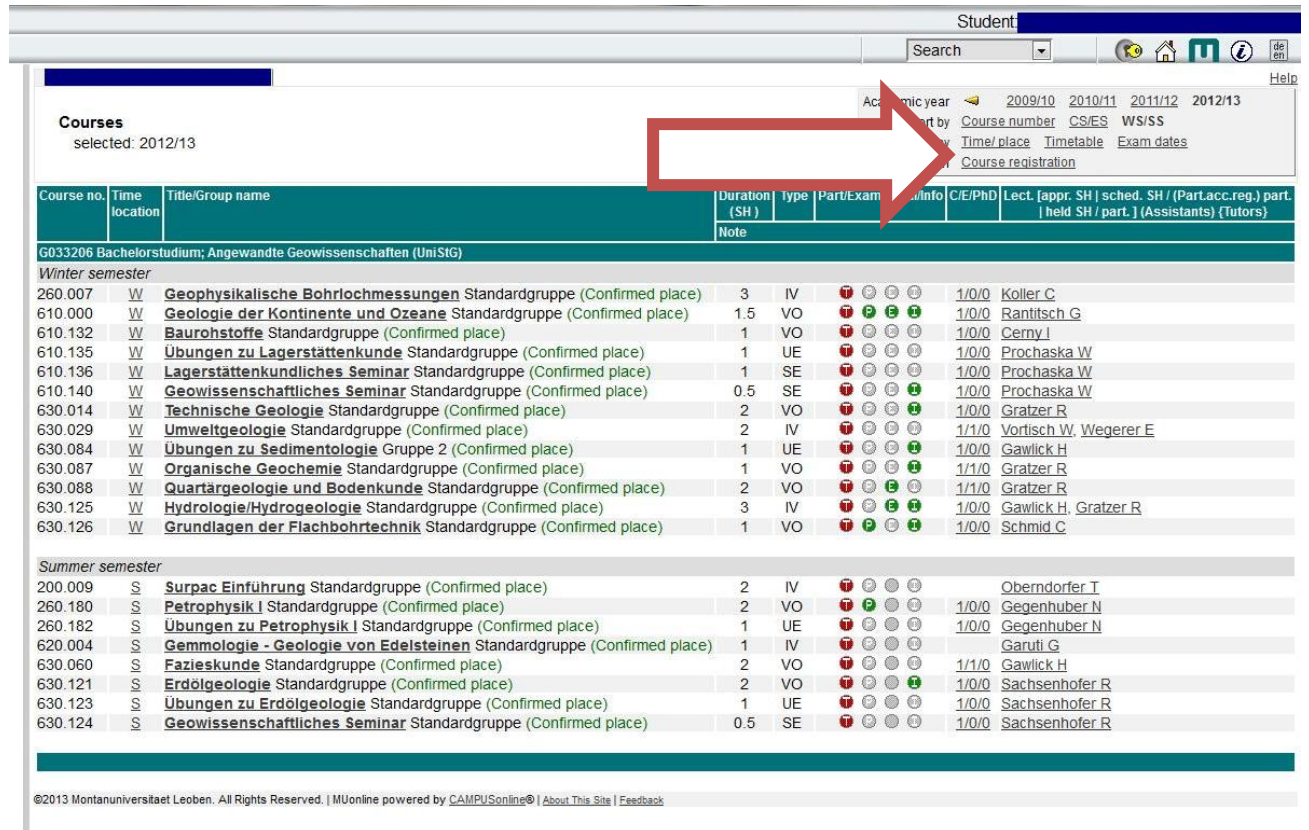


The screenshot shows the MONTAN ONLINE portal interface. At the top, there is a search bar and navigation icons. Below the search bar, there is a user profile section with a teal sidebar containing "E-mail" and "Homepage". The main content area shows a placeholder for a profile picture with the text "Your picture could be displayed here". Below this, there are four main menu categories: "Teaching & Research", "Studies", "Resources", and "Services". A red arrow points to the "Course Registration" link in the "Studies" category.

Teaching & Research	Studies	Resources	Services
	<ul style="list-style-type: none">Tuition FeesCourse RegistrationExam RegistrationExam ResultsTranscriptsAccreditation/RecognitionFormulare AuslandssemesterRegistration StatusRegistration DocumentsCurrent/Home Address	<ul style="list-style-type: none">CalendarEvaluierungenDiscussion ForumsEvent NewslettersExternal OrganisationsPersonal Settingslogin logAccount StatusBookmarks	<ul style="list-style-type: none">StudentCard Image UploadChange PasswordInterne Weiterbildung

There you can see the courses you are already registered for.

Choose Course Registration, then you can search for the courses you want to register for (the easiest way is to search by course number).



Student: [Name] Search []

Academic year: 2009/10 2010/11 2011/12 2012/13

Sort by: Course number CS/ES WS/SS
Time/place Timetable Exam dates
Course registration

Course no.	Time location	Title/Group name	Duration (SH)	Type	Part/Exam	Info	C/E/PhD	Lect. [appr. SH sched. SH / (Part.acc.reg.) part. held SH / part.] (Assistants) (Tutors)
G033206 Bachelorstudium: Angewandte Geowissenschaften (UniStG)								
<i>Winter semester</i>								
260.007	W	Geophysikalische Bohrlochmessungen Standardgruppe (Confirmed place)	3	IV			1/0/0	Koller C
610.000	W	Geologie der Kontinente und Ozeane Standardgruppe (Confirmed place)	1.5	VO			1/0/0	Ranitsch G
610.132	W	Baurohstoffe Standardgruppe (Confirmed place)	1	VO			1/0/0	Cerny I
610.135	W	Übungen zu Lagerstättenkunde Standardgruppe (Confirmed place)	1	UE			1/0/0	Prochaska W
610.136	W	Lagerstättenkundliches Seminar Standardgruppe (Confirmed place)	1	SE			1/0/0	Prochaska W
610.140	W	Geowissenschaftliches Seminar Standardgruppe (Confirmed place)	0.5	SE			1/0/0	Prochaska W
630.014	W	Technische Geologie Standardgruppe (Confirmed place)	2	VO			1/0/0	Gratzer R
630.029	W	Umweltgeologie Standardgruppe (Confirmed place)	2	IV			1/1/0	Vortisch W, Wegerer E
630.084	W	Übungen zu Sedimentologie Gruppe 2 (Confirmed place)	1	UE			1/0/0	Gawlick H
630.087	W	Organische Geochemie Standardgruppe (Confirmed place)	1	VO			1/1/0	Gratzer R
630.088	W	Quartärgeologie und Bodenkunde Standardgruppe (Confirmed place)	2	VO			1/1/0	Gratzer R
630.125	W	Hydrologie/Hydrogeologie Standardgruppe (Confirmed place)	3	IV			1/0/0	Gawlick H, Gratzer R
630.126	W	Grundlagen der Flachbohrtechnik Standardgruppe (Confirmed place)	1	VO			1/0/0	Schmid C
<i>Summer semester</i>								
200.009	S	Surpac Einführung Standardgruppe (Confirmed place)	2	IV				Oberndorfer T
260.180	S	Petrophysik I Standardgruppe (Confirmed place)	2	VO			1/0/0	Gegenhuber N
260.182	S	Übungen zu Petrophysik I Standardgruppe (Confirmed place)	1	UE			1/0/0	Gegenhuber N
620.004	S	Gemmologie - Geologie von Edelsteinen Standardgruppe (Confirmed place)	1	IV				Garuti G
630.060	S	Fazieskunde Standardgruppe (Confirmed place)	2	VO			1/1/0	Gawlick H
630.121	S	Erdölgeologie Standardgruppe (Confirmed place)	2	VO			1/0/0	Sachsenhofer R
630.123	S	Übungen zu Erdölgeologie Standardgruppe (Confirmed place)	1	UE			1/0/0	Sachsenhofer R
630.124	S	Geowissenschaftliches Seminar Standardgruppe (Confirmed place)	0.5	SE			1/0/0	Sachsenhofer R

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Montanuniversitaet Leoben Help **M ONLINE**

Course registration - search for courses

Course	<input type="text"/>	Search
Organisation	all	
Lecturers	<input type="text"/>	(min. 3 characters per lecturer)
Sorting	<input type="radio"/> Cs. no. <input checked="" type="radio"/> Title	
Academic year	2012/13	
Semester	<input checked="" type="radio"/> both <input type="radio"/> Winter semester <input type="radio"/> Summer semester	
Location	<input type="text"/>	
	search in	
	<input checked="" type="radio"/> Name (of room/ext. organisation/ext. location) <input type="radio"/> all	
	<input type="radio"/> Street <input type="radio"/> City <input type="radio"/> Postcode	
Period	from: <input type="text"/>	Format: DDMMYYYY
	to: <input type="text"/>	Format: DDMMYYYY

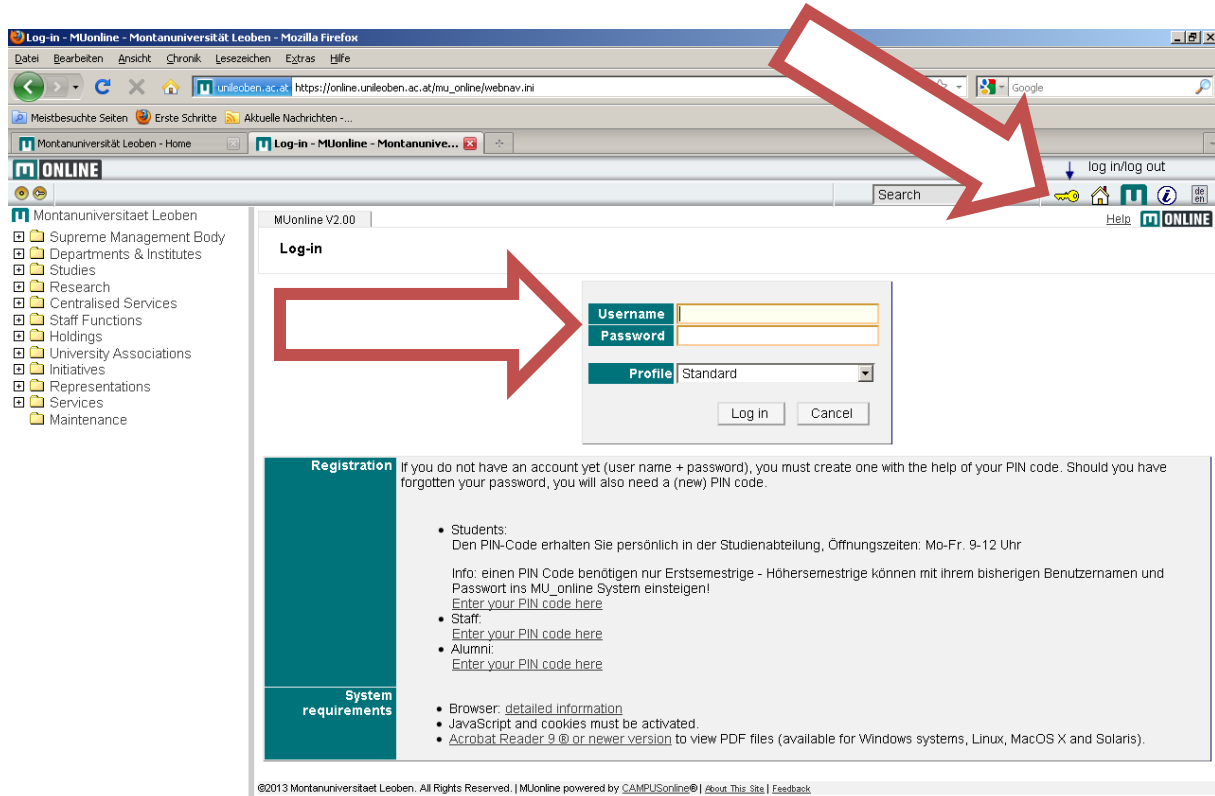
You can register for a course at the green T



HOW TO PRINT YOUR TIME TABLE

Enter MU online

Choose log in / log out at the yellow key – enter your username (=m+registration number, e.g. m1235999) and password, then LOG IN



Log-in - MUonline - Montanuniversität Leoben - Mozilla Firefox

Montanuniversität Leoben - Home | Log-in - MUonline - Montanunive... | log in/log out

MUonline V2.00

Log-in

Username
Password
Profile: Standard

Log In Cancel

Registration If you do not have an account yet (user name + password), you must create one with the help of your PIN code. Should you have forgotten your password, you will also need a (new) PIN code.

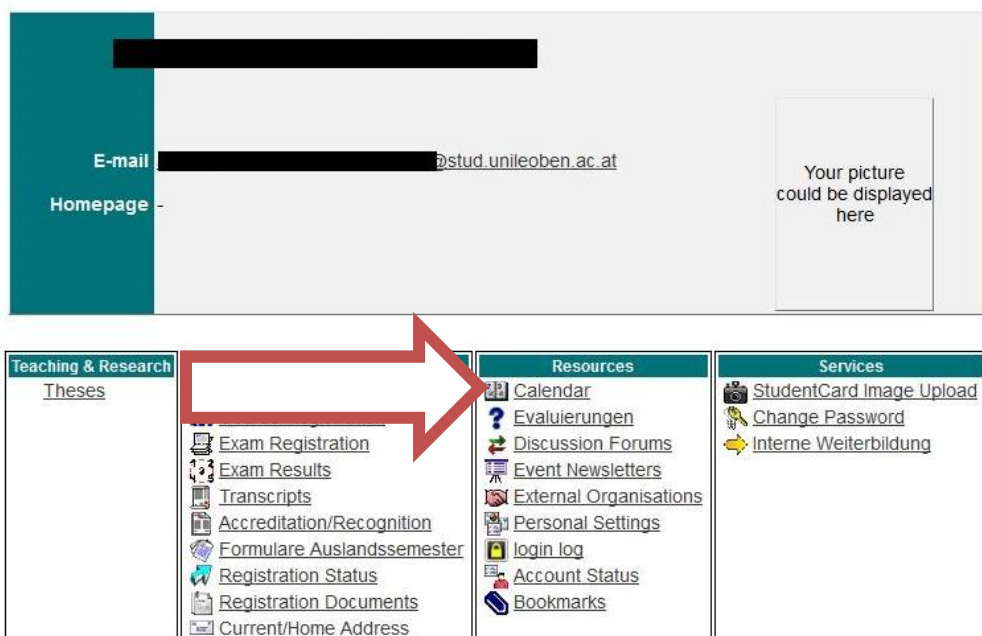
- Students:
Den PIN-Code erhalten Sie persönlich in der Studienabteilung, Öffnungszeiten: Mo-Fr. 9-12 Uhr
Info: einen PIN Code benötigen nur Erstsemestrig - Höhersemestrig können mit ihrem bisherigen Benutzernamen und Passwort ins MU_online System einsteigen!
[Enter your PIN code here](#)
- Staff:
[Enter your PIN code here](#)
- Alumni:
[Enter your PIN code here](#)

System requirements

- Browser: [detailed information](#)
- JavaScript and cookies must be activated.
- [Acrobat Reader 9.0 or newer version](#) to view PDF files (available for Windows systems, Linux, MacOS X and Solaris).

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Choose Calendar, then you can see the time table for each week



E-mail [redacted]@stud.unileoben.ac.at

Homepage

Your picture could be displayed here

Teaching & Research

- Theses
- Exam Registration
- Exam Results
- Transcripts
- Accreditation/Recognition
- Formulare Auslandssemester
- Registration Status
- Registration Documents
- Current/Home Address

Resources

- Calendar
- Evalüierungen
- Discussion Forums
- Event Newsletters
- External Organisations
- Personal Settings
- login log
- Account Status
- Bookmarks

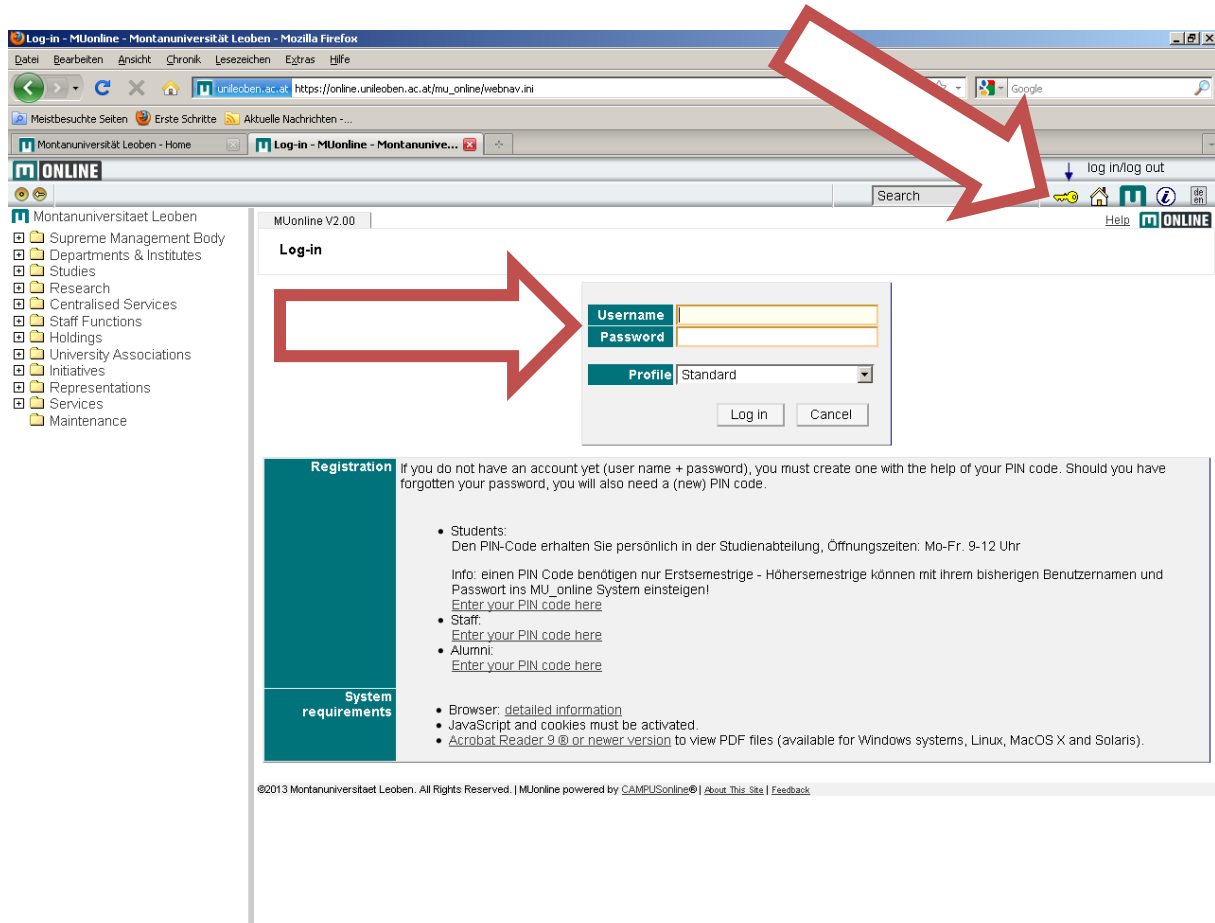
Services

- StudentCard Image Upload
- Change Password
- Interne Weiterbildung

HOW TO PRINT A CONFIRMATION OF REGISTRATION ("INSKRIPTIONSBESTÄTIGUNG")

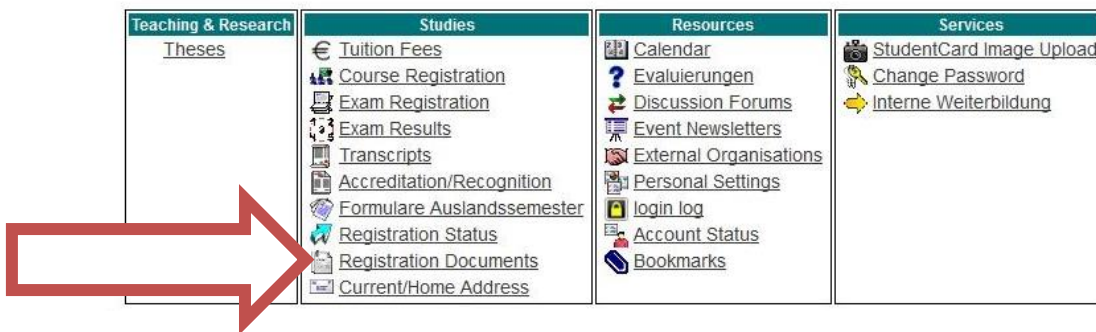
Enter MU online

Choose log in / log out at the yellow key – enter your username (=m+registration number, e.g. m1235999) and password, then LOG IN

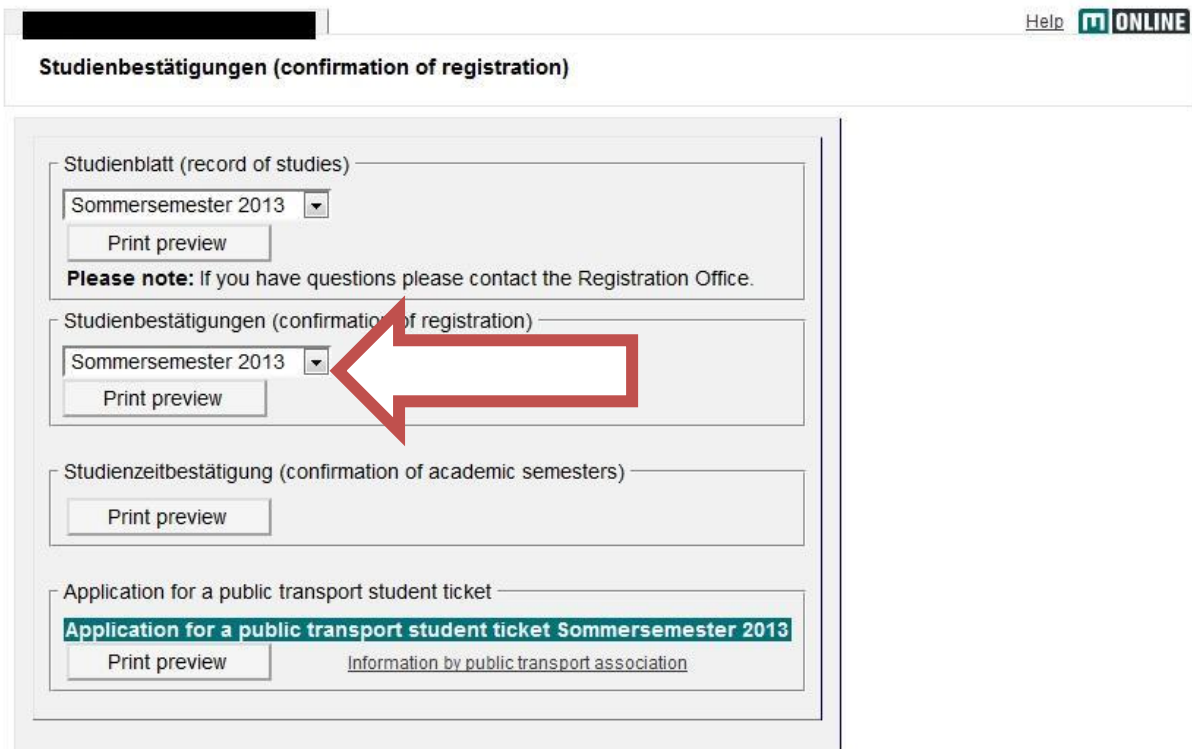


The screenshot shows the MUonline login interface in a Mozilla Firefox browser. The browser's address bar displays the URL https://online.unileoben.ac.at/mu_online/webnav.ini. The page features a navigation menu on the left with categories like Supreme Management Body, Departments & Institutes, Studies, Research, Centralised Services, Staff Functions, Holdings, University Associations, Initiatives, Representations, Services, and Maintenance. The main content area is titled 'Log-in' and contains a form with fields for 'Username' and 'Password', a 'Profile' dropdown menu set to 'Standard', and 'Log in' and 'Cancel' buttons. A red arrow points from the 'log in/log out' link in the top right corner to the login form. Another red arrow points from the left side of the page to the 'Log-in' form. Below the login form, there is a 'Registration' section with instructions for new users and a 'System requirements' section with technical specifications. The footer contains copyright information: ©2013 Montanuniversitaet Leoben. All Rights Reserved. | MUonline powered by CAMPUSonline® | [about This Site](#) | [Feedback](#)

Choose Registration Documents

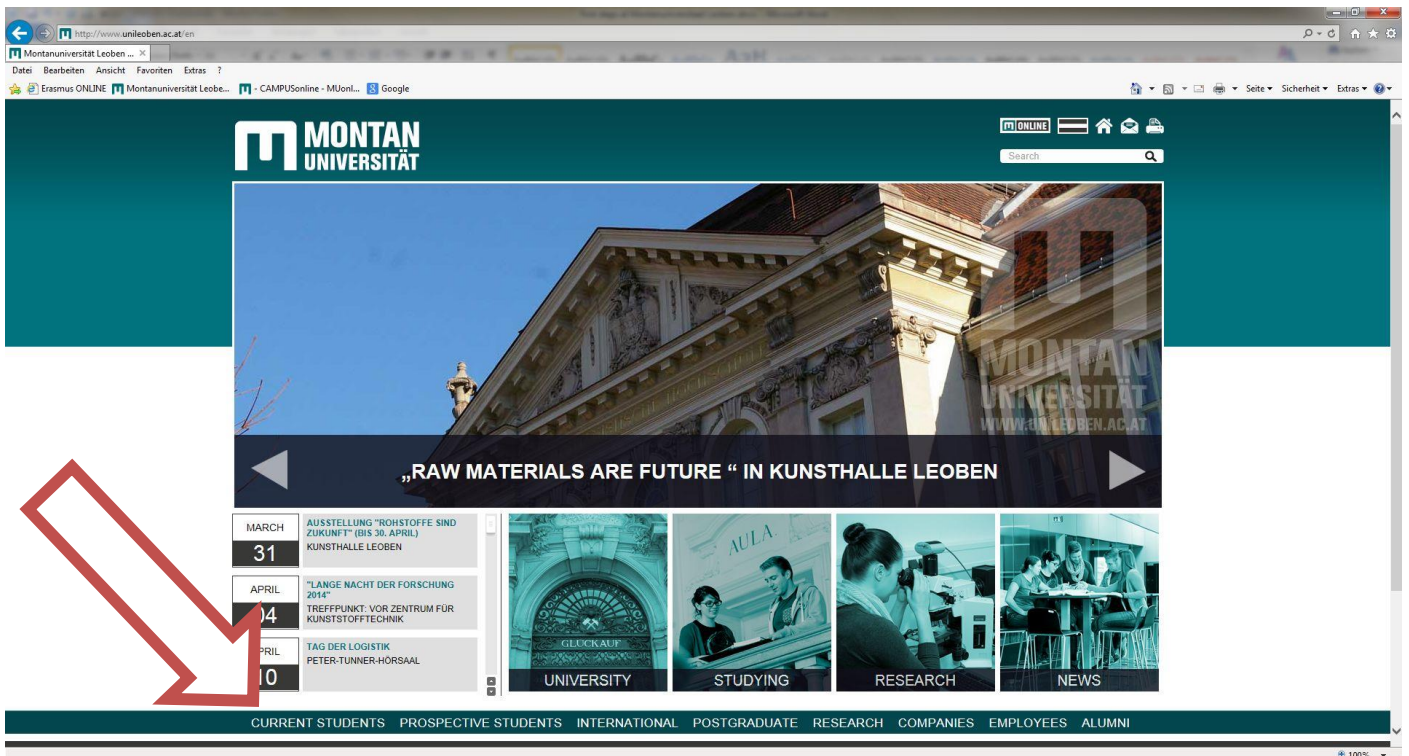


You can print the confirmation at “Studienbestätigungen” (confirmation of registration)



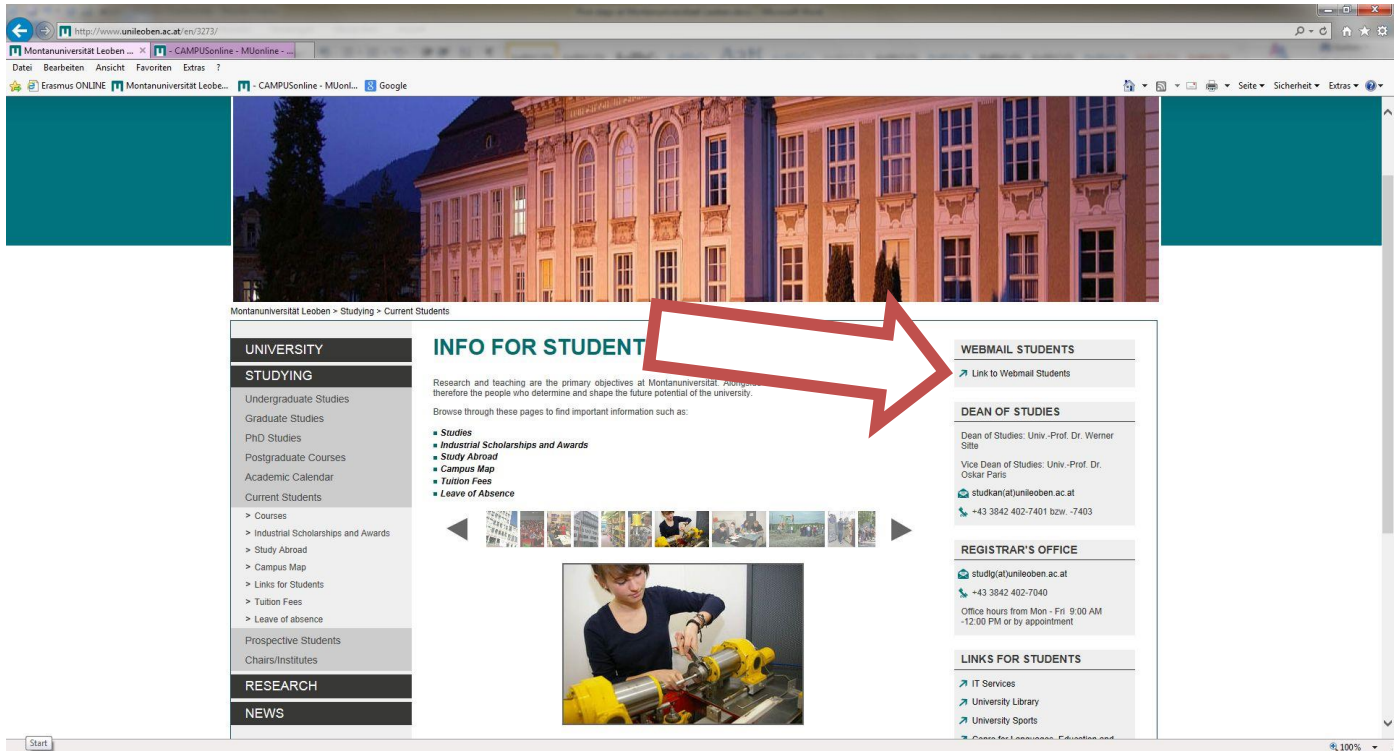
How to access your student webmail

Through your student webmail, you will be informed about time changes of courses, place changes of courses,



University main page: www.unileoben.ac.at

"CURRENT STUDENTS" (STUDIERENDE)



“Link to Webmail Students”

Benutzername = User name (your student registration number)

It is necessary that you check your e-mails of your student webmail regularly, as time changes of courses or changes of location will be announced there.