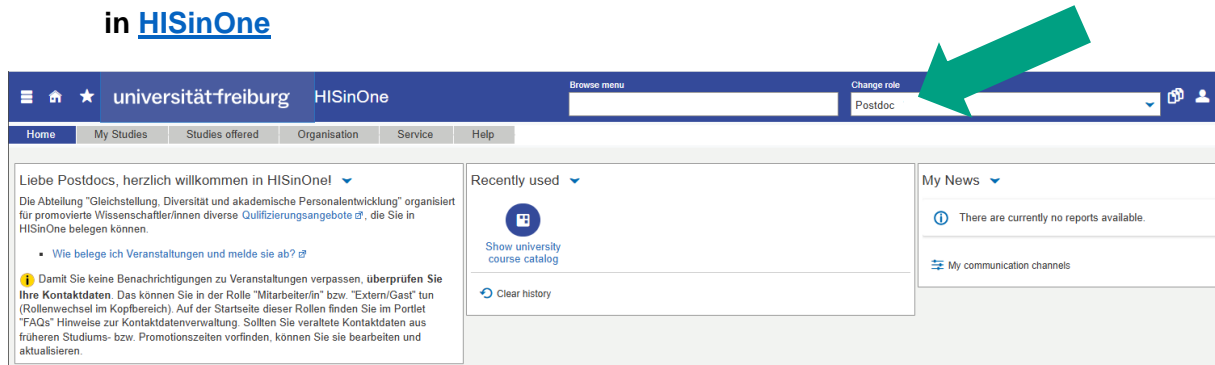# Registration Instructions for Workshops in the "Learning & Development" programme
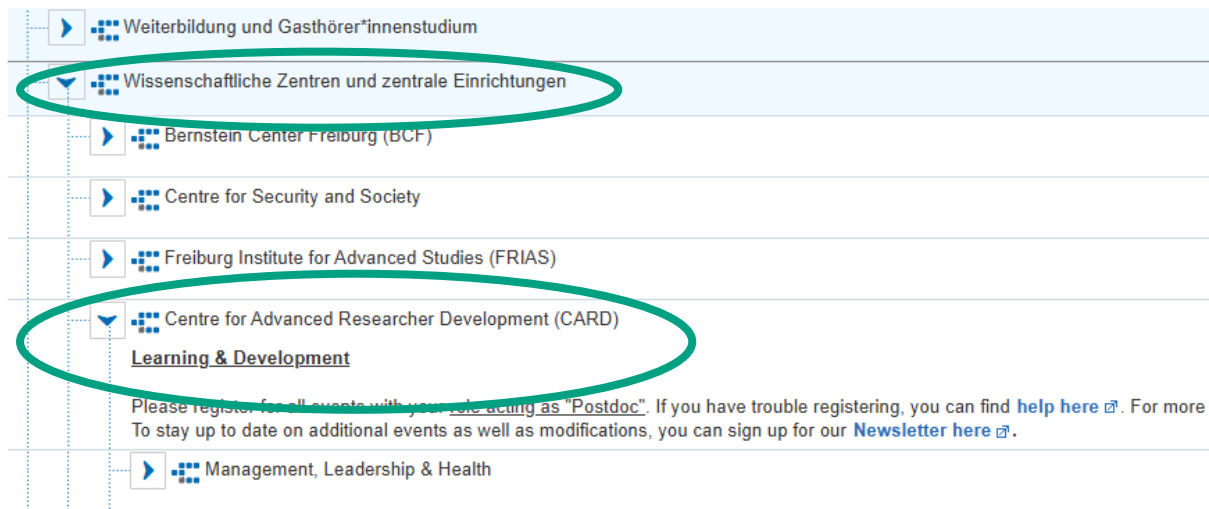
Registration Process

1. **To register for our events, you have to switch your role („acting as") to „Postdoc" in [HISinOne](#)**

2. **You can find the Learning & Development programme here:**

➲ Studies offered
    ➲ Show university course catalog
        ➲ Wissenschaftliche Zentren und zentrale Einrichtungen
            ➲ [Centre for Advanced Researcher Development (CARD)](#)

3. **Acting as „Postdoc" not available in [HISinOne](#)?**

If you do not have your new role acting as „Postdoc" yet, please send an e-mail to the kursprogramm@zv.uni-freiburg.de with the following information and ask for the assignment of the role „Postdoc":

- First name and last name
- [Uni-Account](#) User ID (e.g. ab1234)
- Email address
- Date of Birth

After receiving the "Postdoc" role, please <u>make sure</u> to check your contact details and replace outdated e-mail addresses with current ones.

✓ To access your contact details in HISinOne, select the role "Postdoc", click on "Service" and then on "Personal settings" and "Edit contact details". This check is very important for us, otherwise you will not receive our emails and miss important course information (e.g. login details for online courses).

ATTENTION: Postdocs of the **Medical Faculty (University Hospital)** have to register as postdocs under the following link and will then automatically receive their role "Postdoc" in HISinOne:

https://intranet.ukl.uni-freiburg.de/organisation-einrichtungen/weitere-einrichtungen/zdi/itservice/antrag-postdoc-berechtigung

If you do not have a university account and therefore no access to HISinOne, e.g. because you are a scholarship holder, please contact your associated institution and ask for the account including the role assignment "Postdoc". If you have any questions, please send an email to kursprogramm@zv.uni-freiburg.de.

4. How do I register for the events?

Registration for our events takes place via the **Campus Management Portal HISinOne** with your role "Postdoc"**.**

Detailed instructions on the registration process can be found in the Wiki of the Campus Management, in particular in the article „How to enroll for courses?".

If you are having trouble registering, please first consult the instructions linked above on the Campus Management Department Wiki. If this does not help, please e-mail kursprogramm@zv.uni-freiburg.de and we will try to help you as soon as possible.

5. How does the enrollment work?

All courses are enrolled with instant admission. If the maximum number of attendees has been reached, you will be assigned to the waiting list.

You can find all of your registrations under „My Studies → My course enrollments and exam registrations" in HISinOne. If you are assigned to the waiting list, you can also find your ranking position there. You will be contacted automatically, if there is a spot available in this course.

6. I have registered for a course but unfortunately cannot attend. How do I cancel my registration?

I you cannot attend a course, you can sign off up to 7 days before the course starts via HISinOne. Once this deadline is exceeded, you can only sign off via e-mail to kursprogramm@zv.uni-freiburg.de. Please sign off as early as possible so that other interested Postdocs can take you place.

Please note: By registering for our events, you agree to the Conditions of Participation.

We look forward to your registrations for our events!