



jogustine.uni-mainz.de

FIRST STEPS

REQUIREMENTS TO USE JOGU-StINe

In order to log on to the JOGU-StINe web portal, you will need a computer or mobile device with an internet connection as well as the **username** and **password** of your **university account**.

HOW DO I GET A UNIVERSITY ACCOUNT?

Once you are enrolled, you must activate your **university account**. To activate your account, an email will be sent to the email address recorded in your application. This email will include the **activation code** as well as your **personal link** for activating your account.

You will use this link to activate your **university account** and create a **personal password**. After that, you will be shown your **student username**. After signing in for the first time, you must remember your new username and the chosen password. You cannot log in again without this information.

REGISTRATION WEB PORTAL

You can reach the JOGU-StINe web portal at <https://jogustine.uni-mainz.de>. Click on the **Log in** button in the upper right corner, enter your **username** and **password** of your **university account** and click **Log in**. Please note that your password is case-sensitive, so make sure to pay attention to your use of capital letters.

WHO CAN I CONTACT IF I CANNOT LOG IN?

If you are unable to log in despite entering your username and password and your university account doesn't work, please contact the **Data Center (ZDV)** support services. In all other cases, please contact the **JOGU-StINe Services** via the **web form** at info.jogustine.en.uni-mainz.de/services

You can find all important information regarding the organizational structure and the usage requirements for JOGU-StINe at the help and information page for the JOGU-StINe web portal at info.jogustine.en.uni-mainz.de

info.jogustine.en.uni-mainz.de



FIRST AID FOR JOGU-StINE

JOGU-StINE SERVICES

- If you need information about using **JOGU-StINE** or have questions, please contact the **JOGU-StINE Services** via the **web form** at:

info.jogustine.en.uni-mainz.de/services

JOGU-StINE TELEPHONE HOTLINE

- The **JOGU-StINE Telephone Hotline** offers support for students using **JOGU-StINE**. You can reach the hotline **Monday - Thursday, 9 am - 4 pm, and Friday, 9 am - 1 pm:**

[+49 6131 39-29999](tel:+4961313929999)

STUDENT ADVISING OFFICES

- For questions about organizing and realizing your course of study, you can find a list of **Student Advising Offices** (only in german) responsible for your subjects at:

www.studium.uni-mainz.de/studienbueros

DATA CENTER HOTLINE/HELPDESK (ZDV)

- via **e-mail**: hotline@zdv.uni-mainz.de
- via **telephone**: **+49 6131 39-26316 (Mon-Fri, 9 am - 4 pm)**
- **Service Desk**: **Room 47 (00 151)** on the ground floor of the natural sciences institute building
(**📍 Johann-Joachim-Becher-Weg 21**)



info.jogustine.uni-mainz.de



Information and assistance for students

jogustine.uni-mainz.de
info.jogustine.en.uni-mainz.de



NAVIGATION

MESSAGES/DATES

- scheduled appointments for the day; unread messages
- **Message archive:** **Outbox:** sent messages; **Inbox:** received messages
- **Calendar:** timetable with course and exam appointments according to the day, week, or month; export appointments

STUDIES

- **Modules/Courses:** signed up modules / courses; registering for / deregistering from modules / courses; Auditor registration; specialization and electives
- **Examinations:** registered examinations; registering for / deregistering from exams
- **Results:** Examination results; Module results; Academic records with grades and credit points for finished modules

SERVICE

- **Personal details:** name, student ID number, university email address and postal address (changeable)
- **TAN process:** generating, activating, or deactivating new TAN lists; requesting a replacement TAN list
- **My documents:** e.g.: confirmation of enrolment, semester certificates, Student Services information
- **Applications:** information about frequently requested forms; **Online applications:** available online applications (leave of absence, changing subjects, exmatriculation)
- **Rematriculation information:** rematriculation blocks / locks
- **Rooms: Room list:** list of classrooms

APPLICATION/REGISTRATION

- online application to change or add subjects; registration as a doctoral student

COURSE CATALOGUE

- recent JGU course catalogues; **Archive:** course catalogues since Summer Semester 2009

HELP

- help and information for students, applicants and students who wish to change their program

REGISTERING FOR A COURSE

1 Using the Menu

select in the top menu: **Studies > Modules/Courses > Registration > Module/Course Registration**

2 Selecting the Subject/Field

select **subject** or **field** in which you would like to register for courses; if you are enrolled in a double degree program, first select your target **degree program**

3 Registering for Modules

use blue **Register** button next to the module you wish to register for; follow next steps until successful registration (registration for corresponding **modules** is required before registering for **courses**)

4 Registering for a Course

use blue **Register** button next to the course you wish to register for; confirm next steps using **Next** and **Submit** until successful registration

- Entering **preferences** is required?
> course belongs to a **Small Group** or **Registration group**
- Entering a **transaction number (TAN)** is required??
> automatic **exam registration** while course registration

5 Notification of Place Allocation

- **Main and Second Registration Period:**
all registrations are collected, and spots will be given out at the end of the registration period; notification by **system message** after allocation of places
- **Third Registration Period (for all remaining spots)**
remaining spots are given out during the registration period ("first come, first served"); notification by **system message** immediately after registration

DEREGISTERING FROM A COURSE

1 Using the Menu

select in the top menu: **Studies > Modules/Courses > Registration > Registration status**

2 Deregistering from a Course

during **registration periods**: use red **Cancel** button next to the registered course for deregistration

REGISTERING FOR AN EXAM

1 Using the Menu

select in the top menu: **Studies > Examinations > Exam Registration**

2 Registering for an Examination

all examinations corresponding with registered **modules** and **courses** are listed: use blue **Register** button next to the examination you wish to register for

3 Entering the transaction number (TAN)

type in an unused TAN from your current TAN list and click the **Submit** button; cross out used TAN from your TAN list

4 Successful Registration

notification by **system message** immediately after registration; returning to **Exam Registration** menu: red **Unregister** button appears next to the exam for which you are now registered

DEREGISTERING FROM AN EXAM

1 Using the Menu

select in the top menu: **Studies > Examinations > Exam Registration**

2 Deregistering from an Exam

use red **Deregistration** button next to the registered examination for deregistration

3 Entering the transaction number (TAN)

type in an unused TAN from your current TAN list and click the **Submit** button; cross out used TAN from your TAN list

4 Successful Deregistration

notification by **system message** immediately after registration; returning to **Exam Registration** menu: blue **Register** button appears next to deregistered exam

Registration Periods:
[https://info.jogustine.en.uni-mainz.de/
registration-periods/](https://info.jogustine.en.uni-mainz.de/registration-periods/)

