



Information and assistance for students

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





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 **JGU account**.

HOW DO I GET A JGU ACCOUNT?

Once you are enrolled, you must activate your **JGU account**. To activate your account, an email will be sent to the email address recorded in your application. This email will include a link for activating your **JGU account** and create a **personal password**. The **username** will be sent to you by e-mail. 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. By clicking on the button **JGU-Account** on the left side in the next step, you will be directed to the general JGU login page. Enter your **username** and **password** 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:

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**)



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NAVIGATION

MESSAGES/DATES

- scheduled appointments for the day; unread messages
- **Message archive: Outbox:** sent messages; **Inbox:** received messages
- **Calender:** 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

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

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; forwarding to **Room search** and **Buildings list**

HELP

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

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

