Instructions for uni-assist applicants

How to Set a Password

Please find below step-by-step instructions on how to set your password for the HSD eCampus.

As soon as we received your uni-assist application, a user account was automatically created for you. Even if you had already created an account, you will find the application from uni-assist only in this new, automatically created account.

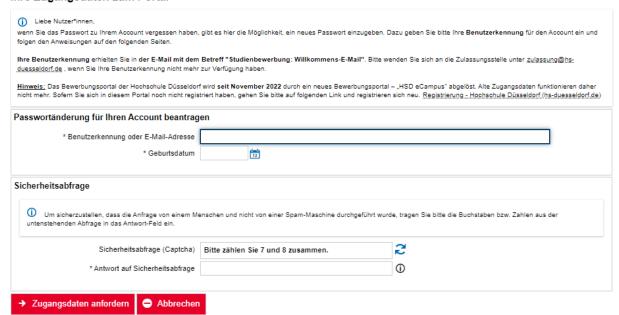
To set your password, go to the HSD eCampus by copying the link (https://bewerbung.hs-duesseldorf.de/) into your browser's address bar or by clicking on the link in the e-mail confirming receipt.

Please click on Zugangsdaten vergessen? (forgot login details) in the upper right corner.



You will now be asked to enter your user ID and to solve the captcha. Please enter the user ID sent to you via e-mail and click on *Zugangsdaten anfordern* (request login details). Make sure that you type the user ID in lower-case letters. Do not use capital letters. The full stop at the end of the word ends the sentence and is not part of the user ID.

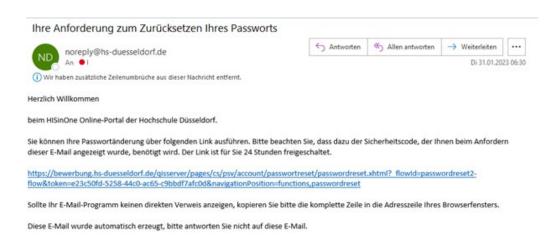
Ihre Zugangsdaten zum Portal



You will then receive a security code (see below). Please write it down as you will need it later.



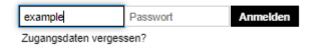
You will then receive an e-mail containing a link to reset your password (see below). The link is valid for 24 hours. If you do not find this e-mail in your inbox, please make sure to check the spam folder.



Click on the link in the e-mail. Now enter the security code in the field saying *Sicherheitscode*. Type in a password and repeat it in the line below. Then click on *fertig*.



Now you can login to the HSD eCampus: Enter your user ID and password and then click on *Anmelden* (log in).



Application status, notifications and online enrolment in the HSD eCampus

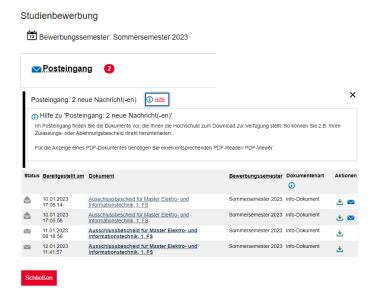
Your application(s) and the corresponding application status are displayed on the right-hand side under *Meine Bewerbung (my application)*.



Click on Meine Bewerbung (my application) to get to the corresponding notifications.

If the status is *zugelassen* (admitted), you will find a notification of admission. If the status is *abgelehnt* (rejected) or *ausgeschlossen* (disqualified), you will find a notification of rejection or disqualification.

If you have received a notification, you will see your *Posteingang* (inbox) above the applications. If no inbox is displayed, then you have not yet received any notifications.



If you have received a notification of admission:

Upon admission, you still have to accept the study place by completing the online enrolment in the HSD eCampus by the deadline stated in the notification of admission. To do this, click on *Immatrikulation beantragen* (request enrolment). Follow the prompts to fill in the fields. The system will guide you through the process and tell you where you need to add information.



If you have any questions about your online enrolment, please get in touch with the Student Affairs Office responsible. You can find the relevant contact details at the top right of your notification of admission.

At the end of the online enrolment, please click on *Abschließen und Gebühren berechnen* (complete and calculate fee). This will show you the amount you have to pay for the semester you are enrolling for. Then please click on *Weiter zum Dokumentenupload* (go to document upload). Upload the required documents and click on *Dokumente abgeben* (submit documents). Then click on *zurück zur Übersicht* to go back to your dashboard. Your online enrolment is now complete and automatically sent to the Student Affairs Office responsible.



Your status has now changed to Immatrikulation beantragt (enrolment requested).

