

Dear Applicant,

We are happy to meet you at Beihang University in Beijing from 11 to 17 of August. Just go through the application process on our OLAT (**O**nline **L**earning **A**nd **T**raining) page. Application **deadline** is **15 of June**. The *How to* instruction on the following pages guides you to the upload platform. OLAT serves the exchange of information and knowledge within the scope of the MAINZ Summer School. Online courses will be provided beforehand, which are mandatory. Please, check OLAT occasionally.

You will receive messages from us via the email addresses ims-admin@vcrp.de and mainzspintronicsschool@uni-mainz.de (s. vCards). Please, add these email addresses to your contact list immediately to make sure they will pass the spam filter of your e-mail account.

Feel free to contact us via mainzspintronicsschool@uni-mainz.de if you have problems with registration. Once you logged in to OLAT, please contact us only via OLAT ("Message to Admin").

vCards

ims-admin@vcrp.de



mainzspintronicsschool@uni-mainz.de



How to sign up to OLAT

Note: The first description is about how to visit our OLAT page for the first time (sign up). The following description on **p.7** shows how to get to our OLAT page after the initial sign up (how to log in). Do **not** use **Chinese letters**, **Latin alphabet only**! On **p.9** you will find additional information for the application process on OLAT.

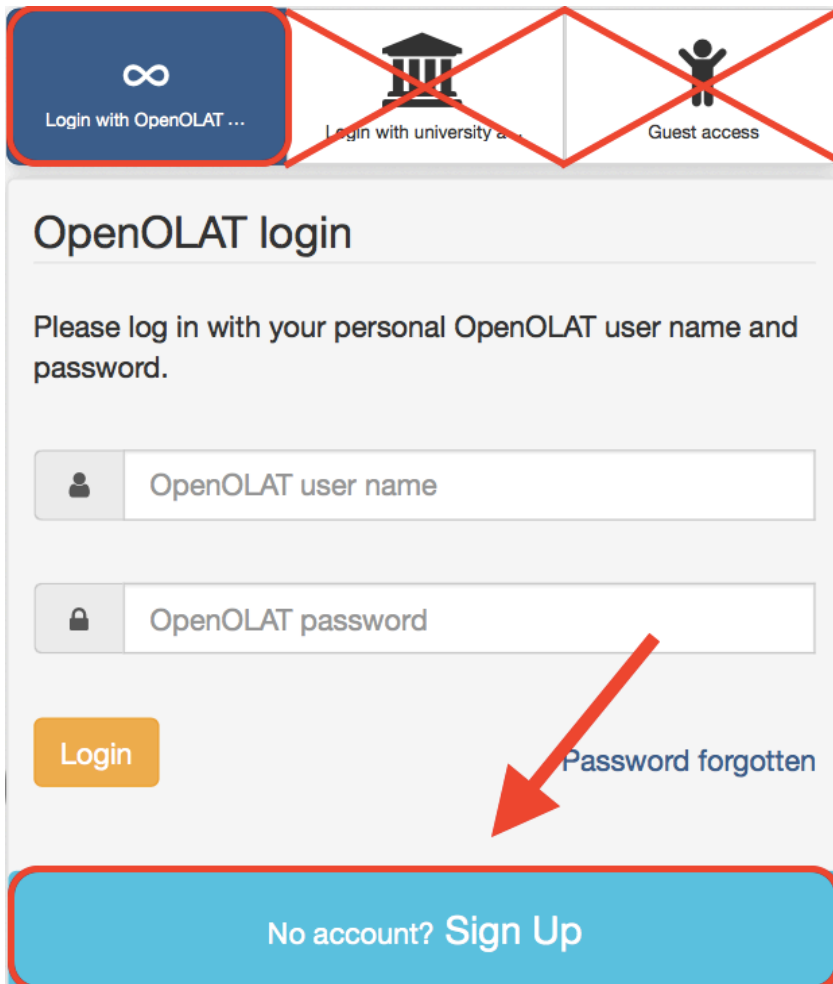
For the 1st time



1. Please click on this link:

https://olat.vcrp.de/dmz/1%3A1%3Aomain_logging%3A1%3A0%3Aacid%3Alogin%3A1p%3AOLAT/

2. Click on “Sign Up”



3. Choose English as your language

1 2 3 4 5

OpenOLAT registration

Please select a language for your OpenOLAT registration and user account. Later on you can adapt your choice in your user profile at any time. You will then be guided through the registration process.

Sprache

English

Next

Cancel

4. Please, fill in your personal email address (work or private) and click on "Send".

1 2 3 4 5

OpenOLAT registration

You need a valid e-mail address in order to register. You will receive a link to your account name and password.

* E-mail address

felixjamaill@gmail.com

Send

Cancel

5. You will receive an email with a link like the one below, immediately. Please click on your link.

An: felixjamaill@gmail.com
Antwort an: Peter Dähn
Registration key for OpenOLAT

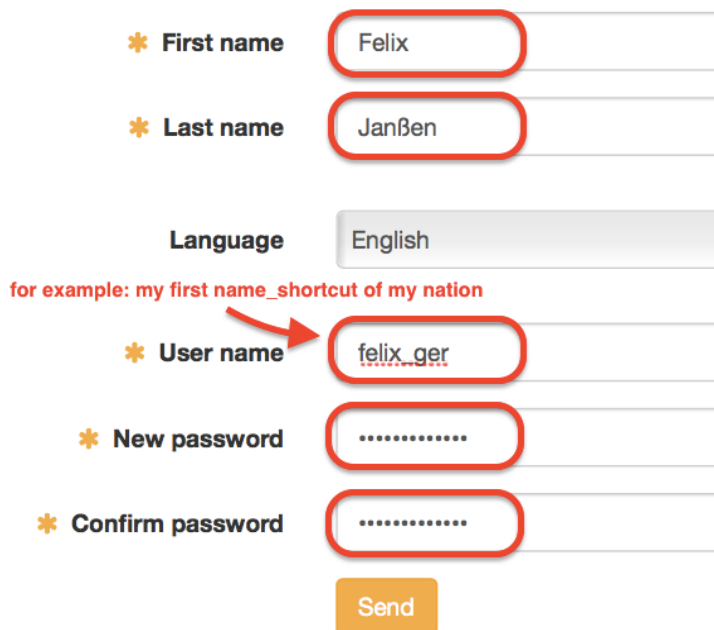
Thank you for your interest in OpenOLAT.

Please use the link <https://olat.vcrp.de/dmz/registration/index.html?key=6ed420e12aefd28c227a81c7892f9449&language=en> to complete your registration.

In case you do not want to register, just ignore this e-mail.

Your OpenOLAT team

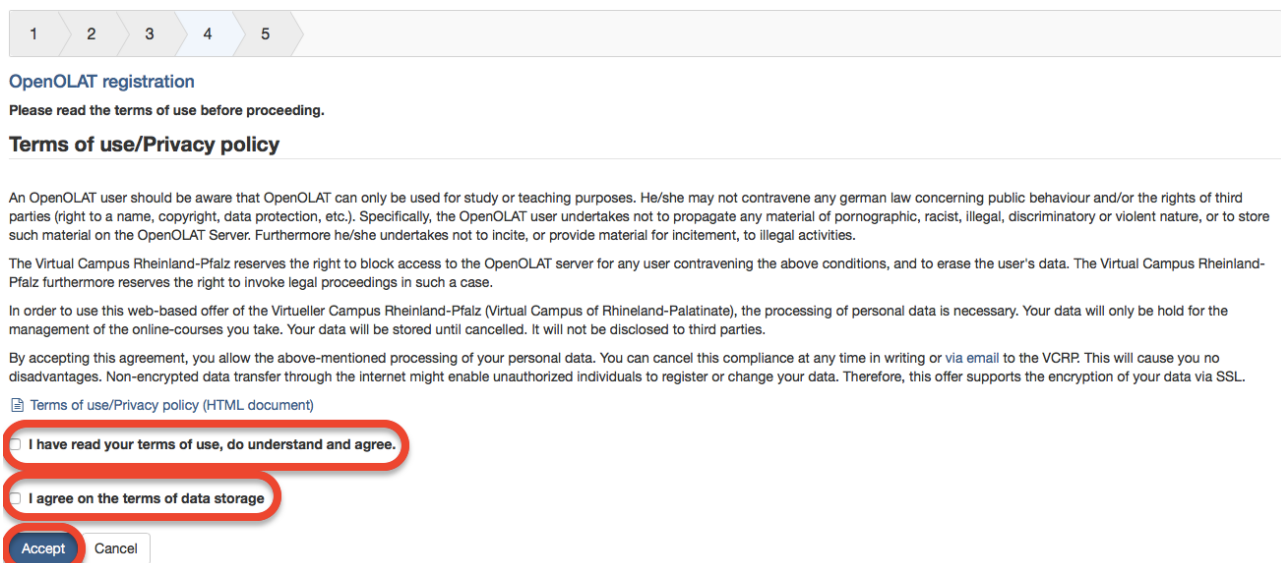
6. In order to finish your registration, please fill in the form (like in the example below). Do **not** use **Chinese letters**, **Latin characters only!** Please choose a user name (use lower case letters only) + password that you will remember easily. Then click “Send”.



The image shows a registration form with the following fields and values:

- * First name:** Felix
- * Last name:** Janßen
- Language:** English
- for example: my first name_shortcut of my nation** (red text with an arrow pointing to the user name field)
- * User name:** felix_ger
- * New password:**
- * Confirm password:**
- Send** (button)

7. You need to agree to the terms of use.



The image shows the OpenOLAT registration screen with the following elements:

- Progress bar:** 1, 2, 3, 4, 5 (4 is highlighted)
- OpenOLAT registration**
- Please read the terms of use before proceeding.**
- Terms of use/Privacy policy**
- Terms of use/Privacy policy (HTML document)** (link)
- ☐ I have read your terms of use, do understand and agree.
- ☐ I agree on the terms of data storage
- Accept** (button) **Cancel** (button)

8. Now, you are signed up. Let's go to the course "MAINZ Summer School". Please, click on "Login".

1

2

3

4

5

OpenOLAT registration


Summary of your data:

You can now log in with your OpenOLAT user name **felix_ger** and password:

User name	felix_ger
First name	Felix
Last name	Janßen

Login

9. Your first page in OLAT should look something like that. Please click "Course" (top left) —> "Search" (right).

 ∞ Infos **Courses** Groups

0/0 ? Print Search

Favourites

My courses

Catalog

Search

Filter

Sort

Settings

Table

Grid

No data available in table

10. Please, type "mainz summer" into the search field and click on "Search".

You can either use the simple search with a keyword to search for a course, or use the advanced search








mainz summer

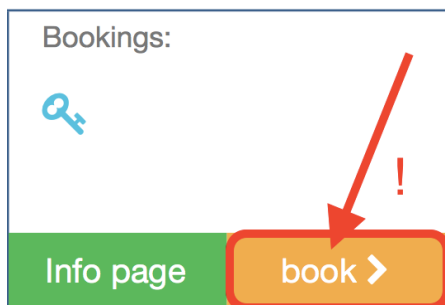
Search

Advanced search

No data available in table

11. Book the course

	MAINZ Summer School on New Directions in Spintronics Research 2016 
	MAINZ Summer School on New Directions in Spintronics Research 2017 
	MAINZ Summer School on New Directions in Spintronics Research 2018  with Graduate School of Excellence "Materials Science in Mainz" 



12. The access code for the course is "Beihang2018".

Access code

Beihang2018

Order

How to log in to OLAT

For the 2nd time



1. Click on the link:

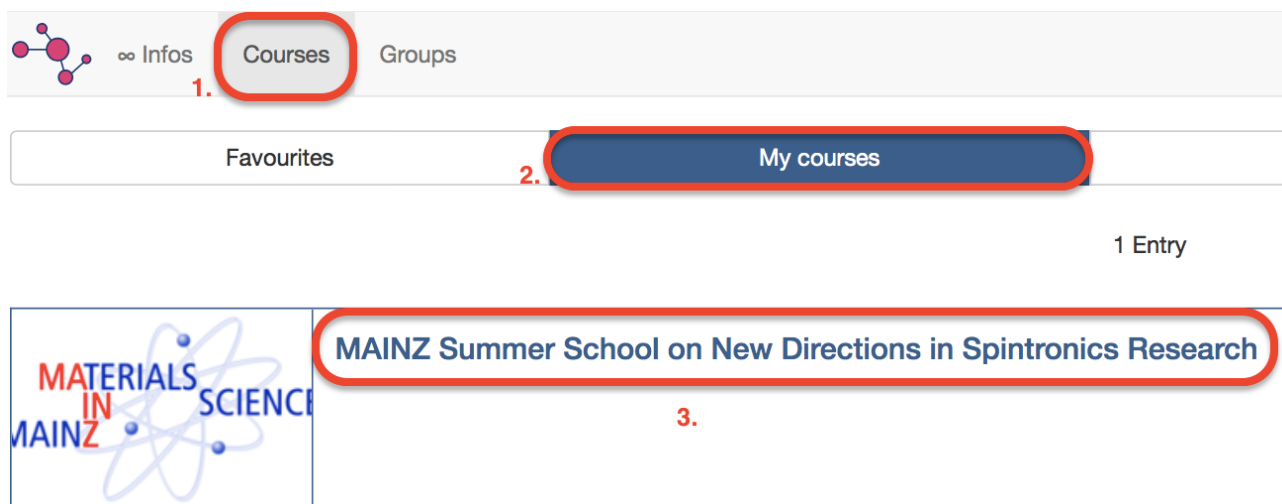
[https://olat.vcrp.de/dmz/](https://olat.vcrp.de/dmz/1%3A1%3Aomain_logging%3A1%3A0%3Aacid%3Alogin%3A1p%3AOLAT/)

[1%3A1%3Aomain_logging%3A1%3A0%3Aacid%3Alogin%3A1p%3AOLAT/](https://olat.vcrp.de/dmz/1%3A1%3Aomain_logging%3A1%3A0%3Aacid%3Alogin%3A1p%3AOLAT/)

2. Fill in your user name + password and click at “Login”.

A screenshot of the OpenOLAT login interface. At the top, there are three buttons: 'Mit OpenOLAT-Kennung' (highlighted with a red box), 'Mit Hochschul-Kennung', and 'Gastzugang'. Below these is the title 'OpenOLAT Anmeldung'. The instructions read: 'Bitte melden Sie sich mit Ihrem persönlichen OpenOLAT-Benutzernamen und Passwort an.' There are two input fields: the first contains 'felix_ger' (highlighted with a red box) and the second contains dots (highlighted with a red box). Below the fields is an orange 'Login' button (highlighted with a red box and a red arrow pointing to it) and a link 'Passwort vergessen'. At the bottom is a blue button that says 'Kein Benutzerkonto? Hier registrieren'.

3. To get to the course click “Courses” —> “My courses” —> “Mainz Summer School on New Directions in Spintronics Research”.



Shortcut: If you set a bookmark the course will be displayed after your log in process. You don't need to click on “My courses”, the next time you log in.



Should you have any difficulties you can reach us via mainzspintronicsschool@uni-mainz.de



Additional Information

The application process on OLAT starts with questions you need to answer. Decide if **YES** or **NO** by clicking on “Enrol” (1.). Then go to the next step (2.).

1.a) Step: Scientific Excursion

Take part in our special events during the Summer School.
Choose one of the options below and click on **"Enrol"**.

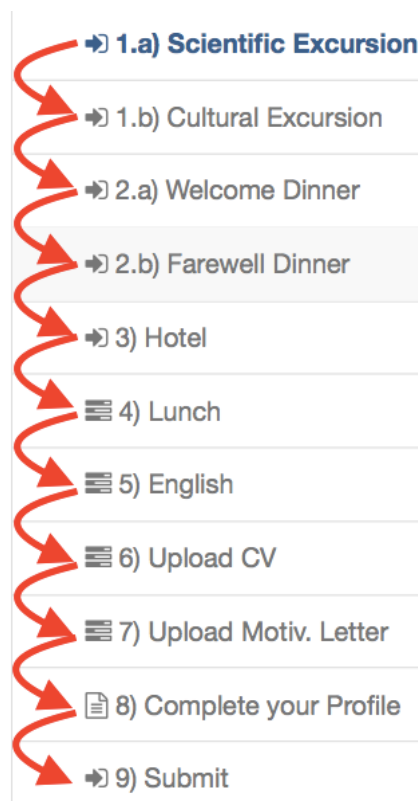
2.

Then go to 1.b) Cultural Excursion.

Choose one of the learning groups below to enrol.

Name	Description	Number of places Taken/Total	Status	Enrol
a) Scientific Excursion YES		3	Not enrolled	Enrol
b) Scientific Excursion NO		1	Not enrolled	Enrol

Go through the process step by step till you reach “9) Submit”.
(Step 5 is optional)



When you reach **step 8** in the application process on OLAT you need to fill out your profile. Please keep in mind to scroll to the bottom of your profile page and click “**Save**”.

8. Step: Complete your Profile

Add to your profile following Information (Latin characters only!):

- Academic degree
- Gender
- Country
- City
- Institution
- Field of studies
- Picture (optional)

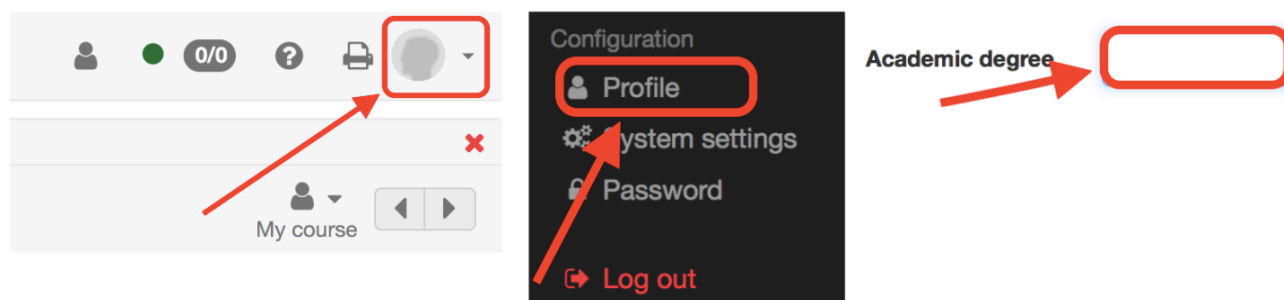
+ click “**Save**”

How to get to your profile:

1. Upper right corner: Click on “User profile”

2. Click on “Profile”

3. Fill out the respective fields (e.g. Academic degree)



After you completed your profile you are able to go to the **final step** (“**9) Submit**”) of the application process. Click “**Enrol**”.

➡ 9) Submit

▼ Hide description

Finalize Your Application

Click “**Enrol!**” if you submitted all documents (see step 4 - 7).

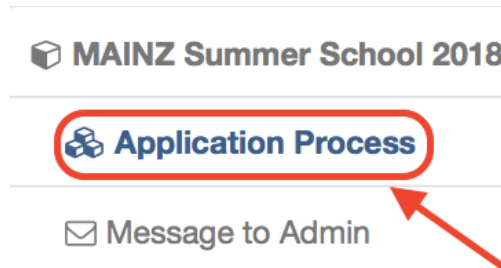
Choose one of the learning groups below to enrol.

1 Entry

Name	Description	Number of places Taken/Total	Status	Enrol	Delist
Submission		2	Not enrolled	Enrol	-

After clicking on “Enrol” the application process is completed and becomes invisible to you. You will receive a confirmation via email within 24 hours.

For an immediate check click “Application Process”.



Now you should see the following text:

Congratulations!
Your application will be reviewed

We are looking forward to seeing you in Beijing

If you do not receive a confirmation of your application within 24h please contact us via [Message to Admin](#).