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 (Online Learning And Training) 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 lms-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”).

<table>
<thead>
<tr>
<th>vCards</th>
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<tbody>
<tr>
<td><a href="mailto:lms-admin@vcrp.de">lms-admin@vcrp.de</a></td>
</tr>
<tr>
<td><a href="mailto:mainzspintronicsschool@uni-mainz.de">mainzspintronicsschool@uni-mainz.de</a></td>
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</tbody>
</table>
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_loging%3A1%3A0%3Acid%3Alogin%3A/op%3AOLAT/

2. Click on “Sign Up”
3. Choose English as your language

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

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

Thank you for your interest in OpenOLAT.

Please use the link https://olat.vcrp.de/dmz/registration/index.html?key=6ed420e12ae82c227a81c7892f9449&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”.

7. You need to agree to the terms of use.
8. Now, you are signed up. Let’s go to the course “MAINZ Summer School”. Please, click on “Login”.

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

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

   ![Login image]

   ![Course search image]

   ![Search result image]
11. Book the course

12. The access code for the course is “Beihang2018”.

Order
How to log in to OLAT

For the 2nd time

1. Click on the link:
https://olat.vcrp.de/dmz/1%3A1%3Aomain_loging%3A1%3A0%3Acid%3Alogin%3Alp%3AO LAT/

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

![Login screen for OLAT](image)
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.).

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

Finalize Your Application
Click “Enrol” if you submitted all documents (see step 4 - 7).

Choose one of the learning groups below to enrol.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Number of places Taken/Total</th>
<th>Status</th>
<th>Enrol</th>
<th>Delist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission</td>
<td></td>
<td>2</td>
<td>Not enroled</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.