

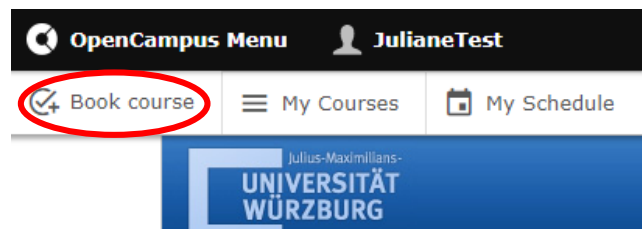
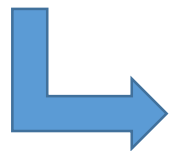
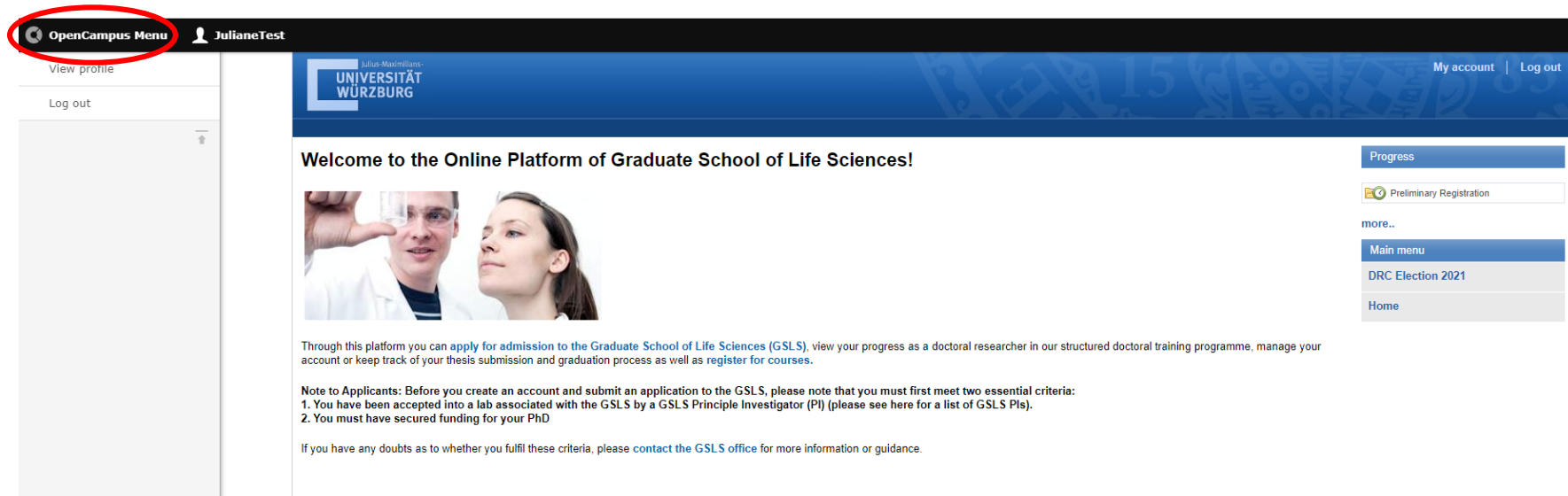
## How to register for workshops and courses on OpenCampus?

→ for participants admitted to the GSLS

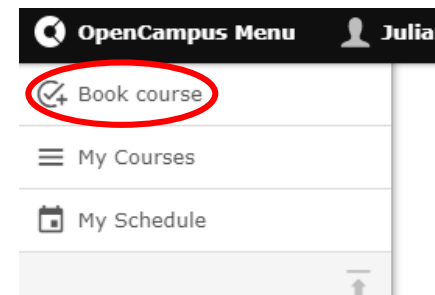
1. LOG IN with your Username and Password (see here email sent on 3 Dec 2021).

**PLEASE DO NOT CREATE A NEW ACCOUNT!**

2. Go to the overview “Workshops and Courses” by clicking on “OpenCampus Menu” and then on “Book course”.



OR



3. Here you can see the **workshops & courses currently available** and get more information about them.

## Workshops and Courses

Displaying 1 - 6 of 6

---

Halten Sie die "Strg" Taste gedrückt, um mehrere Filteroptionen gleichzeitig auszuwählen. Press and hold "Ctrl" to select more than one filter category.

Course Name  Level

course name contains

Title - click for details and booking	Capacity / Bookings	Category	Level	Start Time	End Time
<a href="#">Scientific Image Processing and Analysis</a>	15 / 11	Scientific courses	Early Stage	24.01.2022 - 09:00	26.01.2022 - 15:00
<a href="#">Project Management</a>	14	Soft Skills Courses	Early Stage	27.01.2022 - 09:00	28.01.2022 - 13:00
<a href="#">EndNote for Scientists</a>	18 / 6	Soft Skills Courses	Early Stage	01.02.2022 - 09:00	01.02.2022 - 11:00
<a href="#">Cover Letter &amp; CV</a>	12 / 1	Soft Skills Courses	Advanced Stage	07.02.2022 - 09:00	08.02.2022 - 16:00
<a href="#">Job Interview Training</a>	12 / 1	Soft Skills Courses	Advanced Stage	14.03.2022 - 09:00	15.03.2022 - 16:00
<a href="#">Advanced Image Analysis and Macro Programming</a>	15 / 9	Scientific courses	Early Stage	20.04.2022 - 09:00	22.04.2022 - 15:00

4. **BOOK A WORKSHOP** by clicking on the green button. You will receive a booking confirmation by email.

## EndNote for Scientists

[Book Course](#)

Title	Time	Room	Teacher
EndNote for Scientists	01.02.2022 09:00 - 11:00 (Tue)	online	Manuel Beck

Description:


Are you at the beginning of your PhD project and do you want to learn how to move seamlessly through your research process with flexible tools for searching, organizing, and sharing your references, creating your bibliography, and writing your paper? Come and learn how to use the reference management software EndNote!

During this workshop you will learn:

- how to create your EndNote Library
- how to import references and PDFs directly from the bibliographic databases
- how to use the EndNote-Tool "Online Search"
- how to organize your references into groups

## 5. WAITING LIST

If a course is fully booked, you can also book a place on the waiting list. You will receive a booking confirmation for the WAITING LIST by email.

 You can book this course, but will be placed on the waiting list.

Book Waiting List

Title	Time	Room	Teacher
Test_1	13.12.2021 09:00 - 15.12.2021 15:00 (Mon)	via Zoom	Prof. Muster




Description:

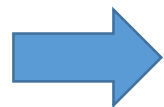
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore

## 6. My Courses – OVERVIEW

In the menu point „My Courses“ all workshops & courses you have booked are listed with their current status (booked or on waiting list).

OpenCampus Menu Julian

-  Book course
-  My Courses
-  My Schedule



### Course List

Search

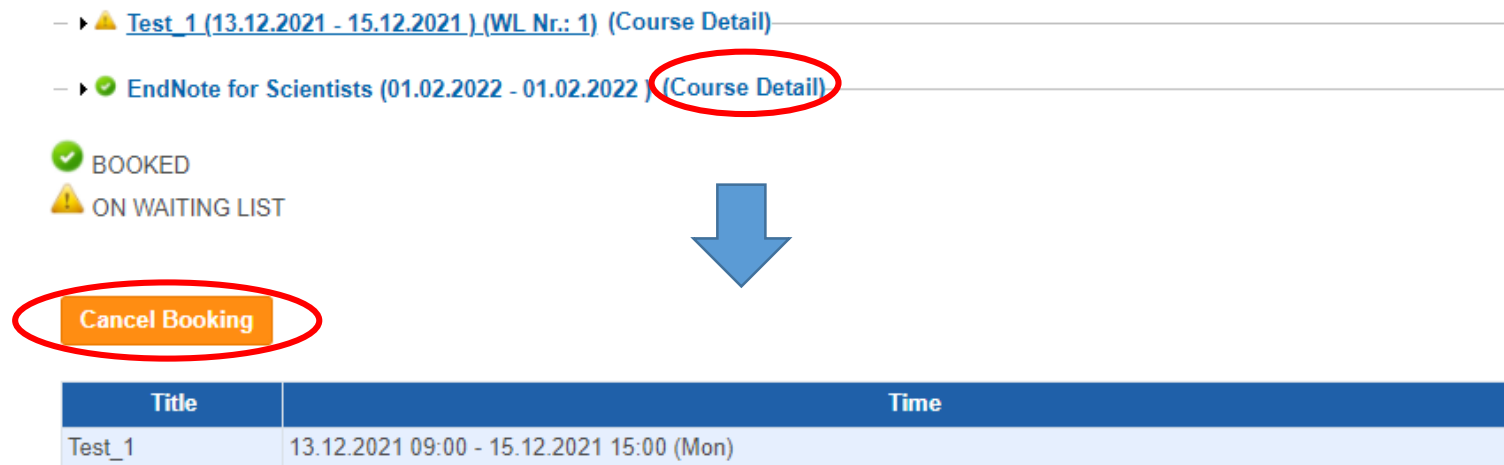
- ▶ ⚠ [Test\\_1 \(13.12.2021 - 15.12.2021 \) \(WL Nr.: 1\) \(Course Detail\)](#)
- ▶ ✔ [EndNote for Scientists \(01.02.2022 - 01.02.2022 \) \(Course Detail\)](#)

✔ BOOKED  
⚠ ON WAITING LIST

## 7. CANCELLATION

If you need to cancel a registration, go to “My courses”, click on “Course Detail” and use the “Cancel Booking” button. You will receive a cancellation confirmation by email.

The next person on the waiting list will move up to the list of participants.



The screenshot shows a list of courses. The first course is 'Test\_1 (13.12.2021 - 15.12.2021 ) (WL Nr.: 1) (Course Detail)' with a warning icon. The second course is 'EndNote for Scientists (01.02.2022 - 01.02.2022 ) (Course Detail)' with a checkmark icon. Below the list, there are two status indicators: a green checkmark for 'BOOKED' and a yellow warning triangle for 'ON WAITING LIST'. A large blue arrow points downwards from the 'ON WAITING LIST' indicator to an orange 'Cancel Booking' button, which is circled in red. Below the button is a table with two columns: 'Title' and 'Time'.

Title	Time
Test_1	13.12.2021 09:00 - 15.12.2021 15:00 (Mon)

## 8. MOVING UP FROM THE WAITINGLIST

If you have moved up from the waiting list, you will receive an email.

- To accept that place you don't have to do anything else.
- If you don't want to accept the place, cancel your place as described under point 6.