

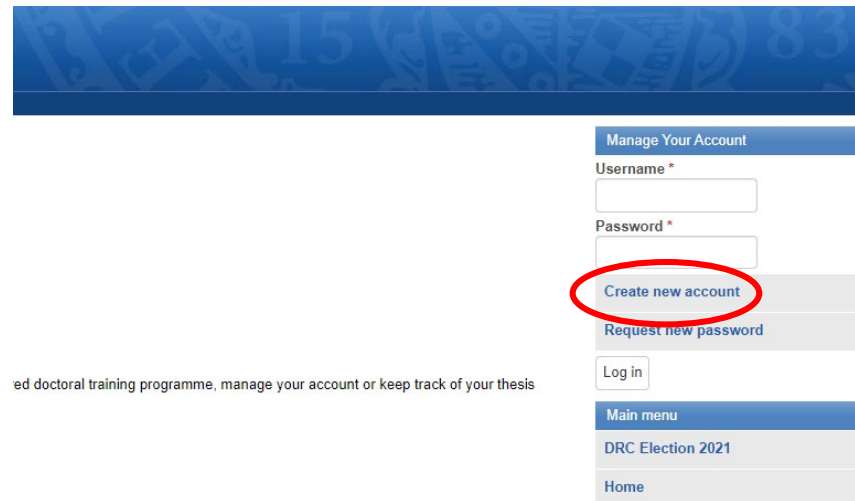
How to register for workshops and courses on OpenCampus?

→ for participants **NOT** admitted to the GSLS

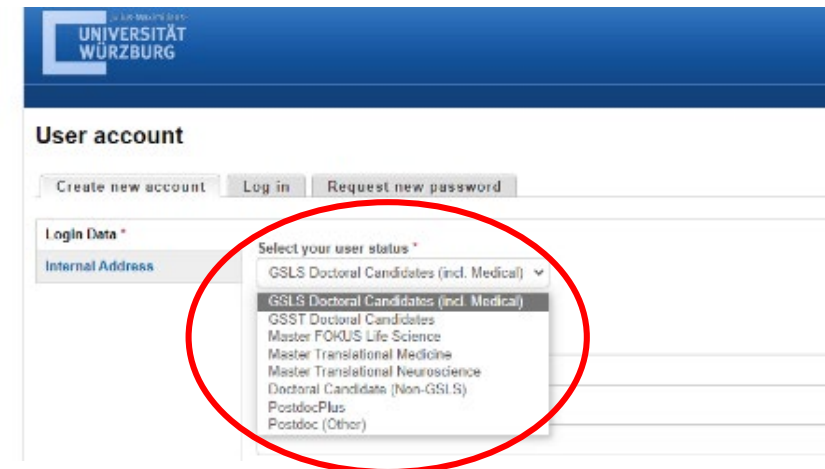
1. **CREATE A NEW ACCOUNT** if you have never used GSLS OpenCampus before.

→ Select your **correct status** and fill in the required information.

Please save the access data and use this account for future registrations.

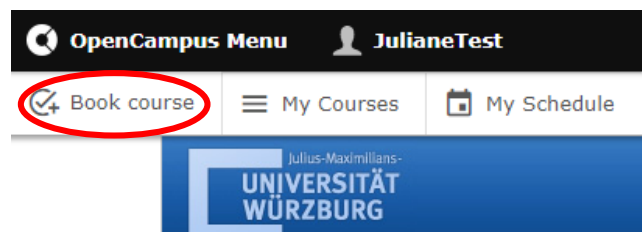
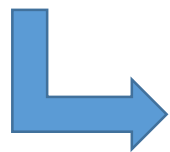
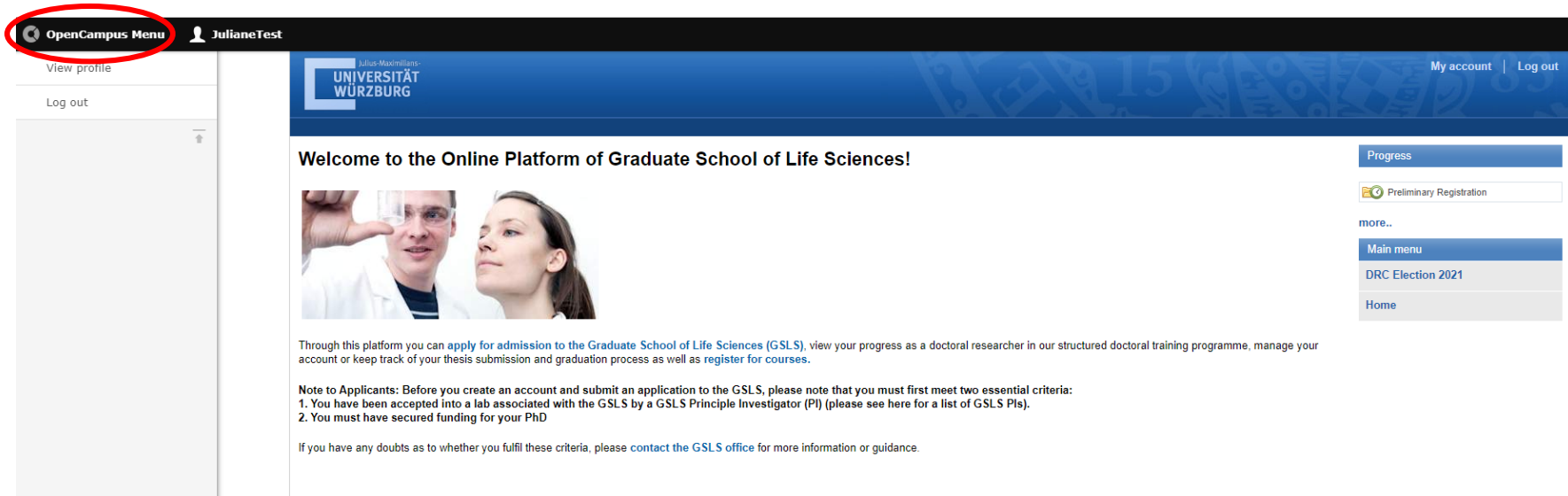


The screenshot shows the registration form on the OpenCampus website. The form includes fields for Username and Password, both marked with an asterisk. Below these fields are buttons for 'Create new account' (circled in red), 'Request new password', and 'Log in'. At the bottom, there is a 'Main menu' section with links for 'DRC Election 2021' and 'Home'. The text 'ed doctoral training programme, manage your account or keep track of your thesis' is partially visible on the left side.

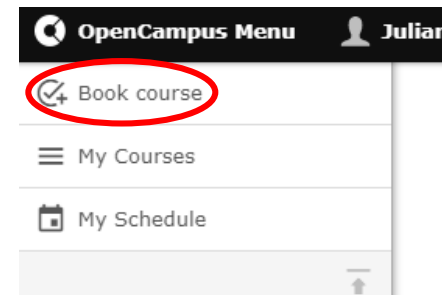


The screenshot shows the 'User account' selection screen on the OpenCampus website. The page header includes the University of Würzburg logo. Below the header, there are buttons for 'Create new account', 'Log in', and 'Request new password'. The 'Log in Data' section is expanded, showing a dropdown menu for 'Select your user status *'. The dropdown menu is circled in red and lists several options: 'GSLS Doctoral Candidates (incl. Medical)', 'GSST Doctoral Candidates', 'Master FOKUS Life Science', 'Master Translational Medicine', 'Master Translational Neuroscience', 'Doctoral Candidate (Non-GSLS)', 'PostdocPlus', and 'Postdoc (Other)'. The 'Internal Address' field is also visible.

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
Scientific Image Processing and Analysis	15 / 11	Scientific courses	Early Stage	24.01.2022 - 09:00	26.01.2022 - 15:00
Project Management	14	Soft Skills Courses	Early Stage	27.01.2022 - 09:00	28.01.2022 - 13:00
EndNote for Scientists	18 / 6	Soft Skills Courses	Early Stage	01.02.2022 - 09:00	01.02.2022 - 11:00
Cover Letter & CV	12 / 1	Soft Skills Courses	Advanced Stage	07.02.2022 - 09:00	08.02.2022 - 16:00
Job Interview Training	12 / 1	Soft Skills Courses	Advanced Stage	14.03.2022 - 09:00	15.03.2022 - 16:00
Advanced Image Analysis and Macro Programming	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:

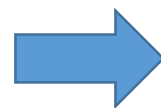
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6. My Courses – OVERVIEW



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

-  [Test_1 \(13.12.2021 - 15.12.2021 \) \(WL Nr.: 1\) \(Course Detail\)](#)
-  [EndNote for Scientists \(01.02.2022 - 01.02.2022 \) \(Course Detail\)](#)

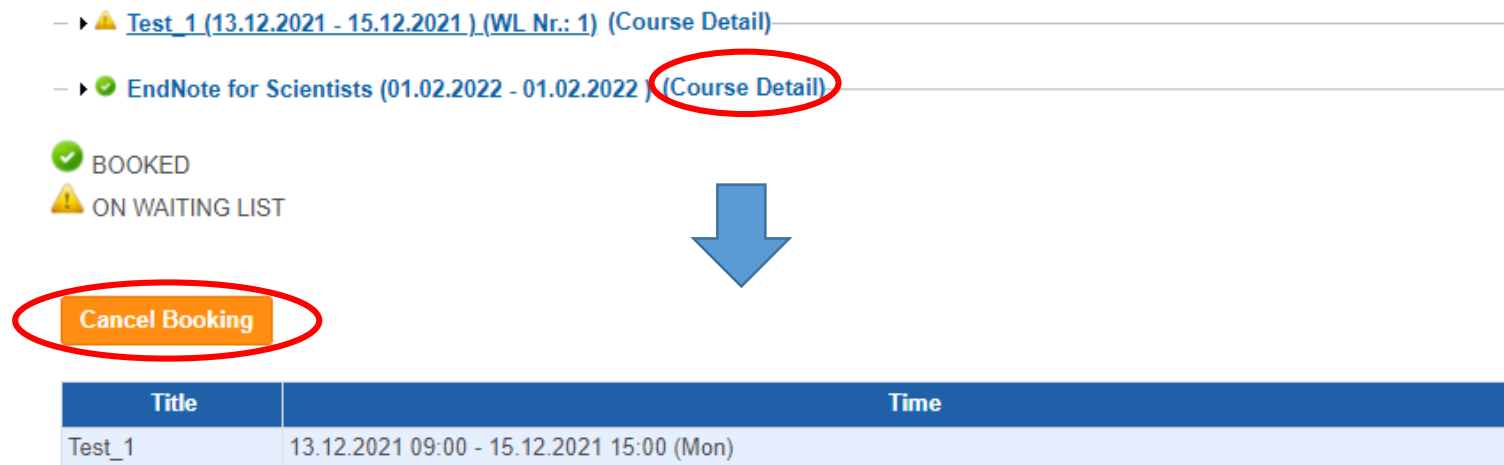
 BOOKED

 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.