How to register for workshops and courses on OpenCampus?
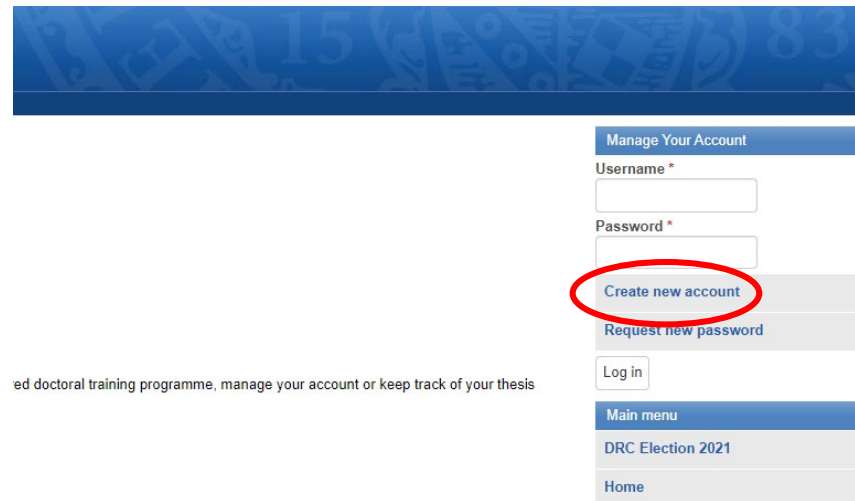
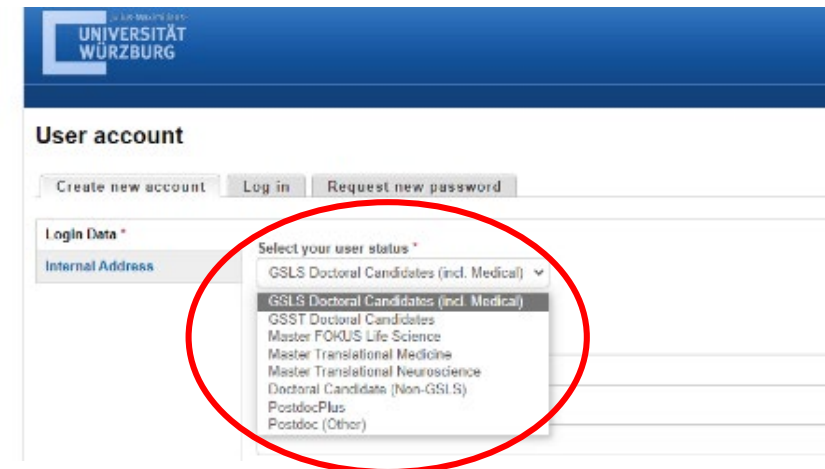# → for participants <mark>NOT</mark> admitted to the GSLS

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

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

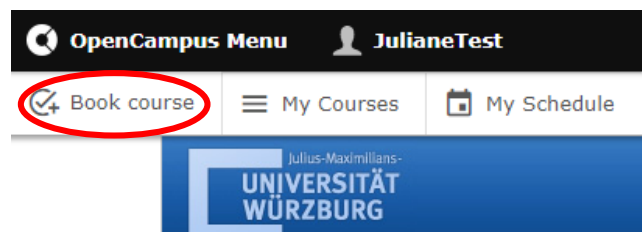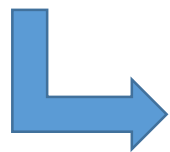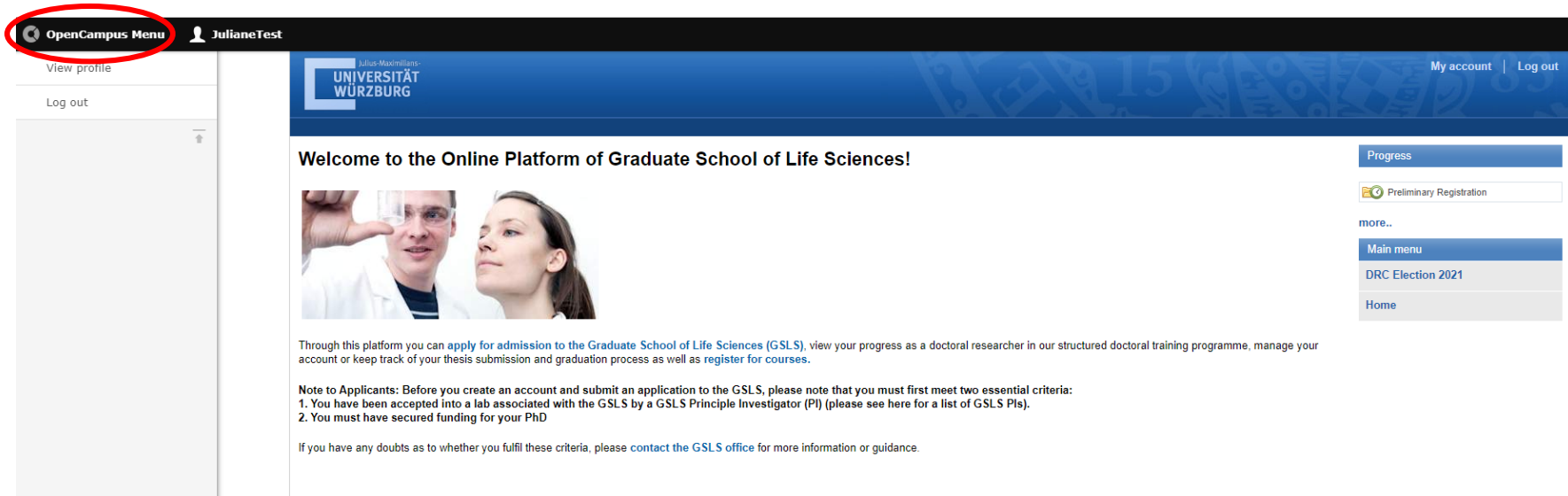Please save the access data and use this account for future registrations.

2. Go to the overview "Workshops and Courses" by clicking on "OpenCampus Menu" and then on "Book course".
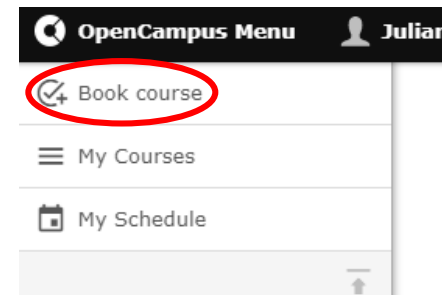
3. Here you can see the **workshops & courses currently available** and get more information about them.

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
- Any -   Apply

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.

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).
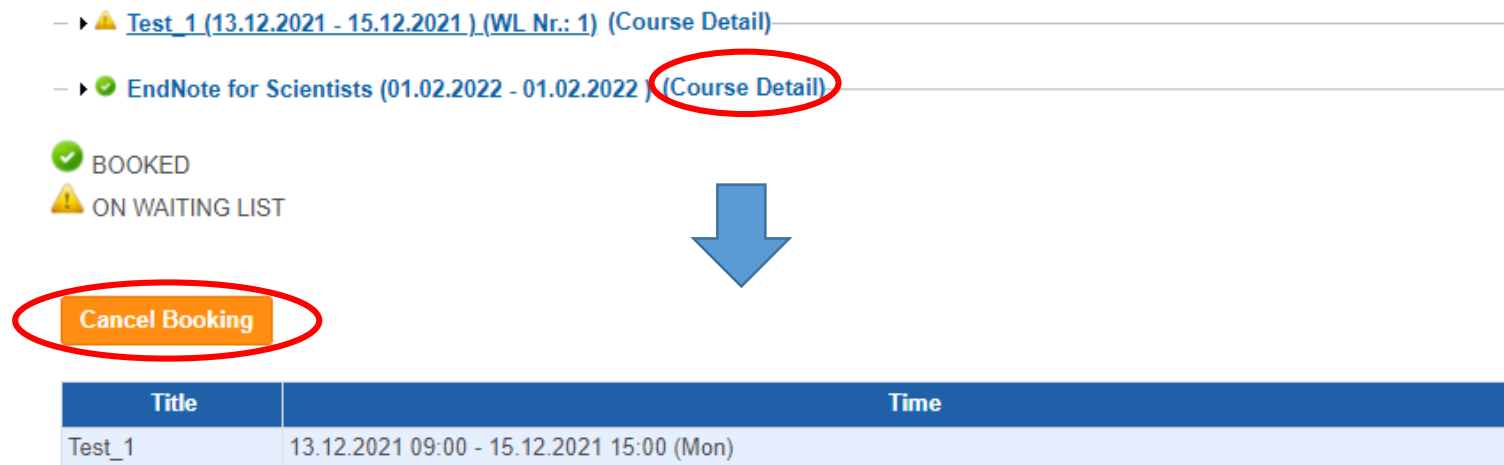
7. CANCELLATION

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.

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.