

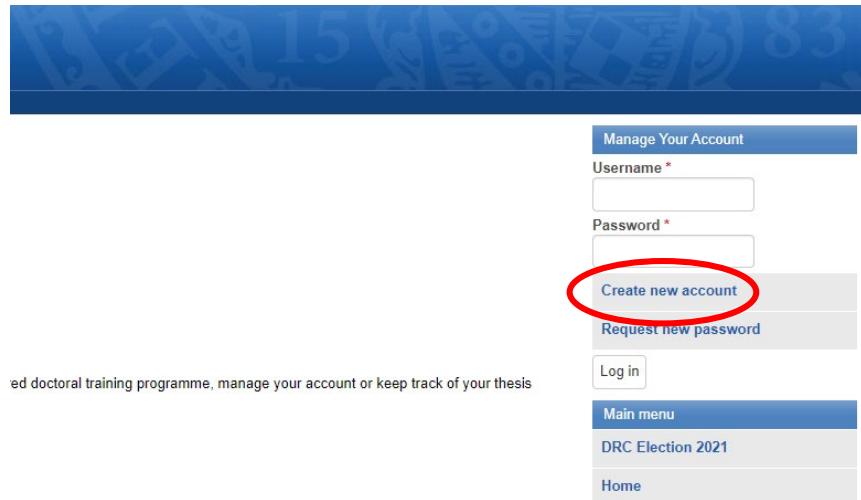
How to register for workshops and courses on OpenCampus?

→ 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.



Manage Your Account

Username *

Password *

Create new account

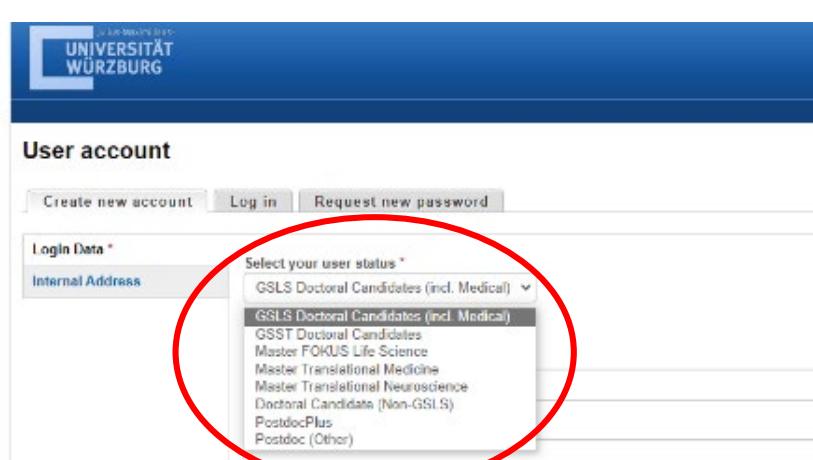
Request new password

Log in

Main menu

DRC Election 2021

Home



UNIVERSITÄT
WÜRZBURG

User account

Create new account Log in Request new password

Login Data *

Internal Address

Select your user status *

GSLS Doctoral Candidates (incl. Medical)

GSLS Doctoral Candidates (incl. Medical)

GSST Doctoral Candidates

Master FOKUS Life Science

Master Translational Medicine

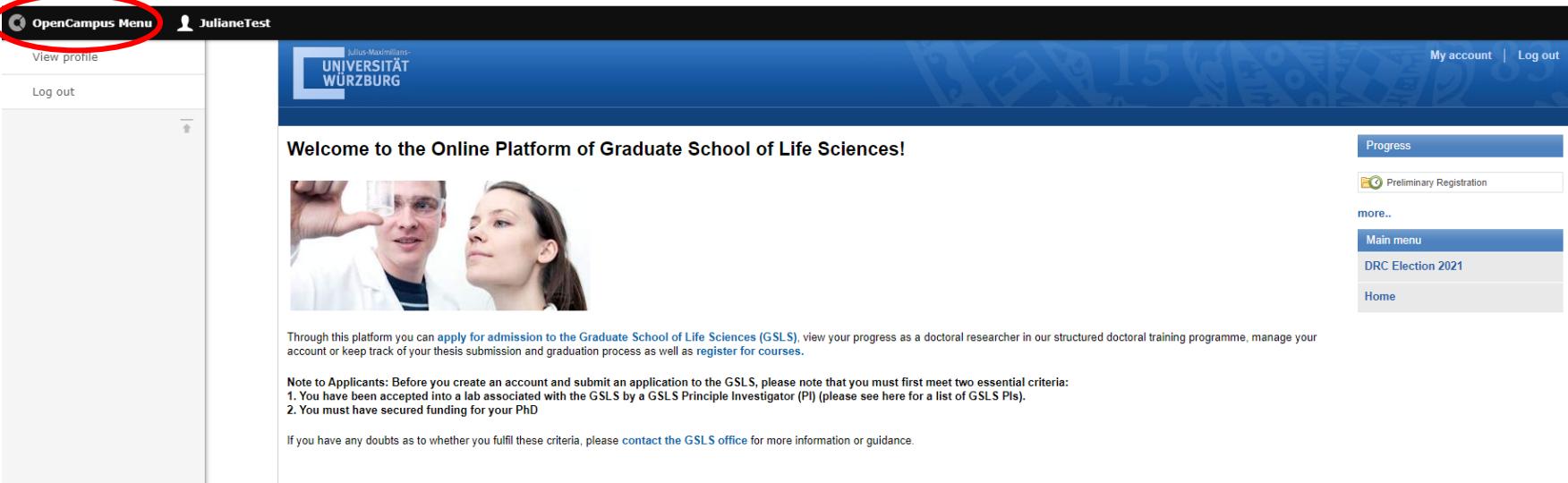
Master Translational Neuroscience

Doctoral Candidate (Non-GSLS)

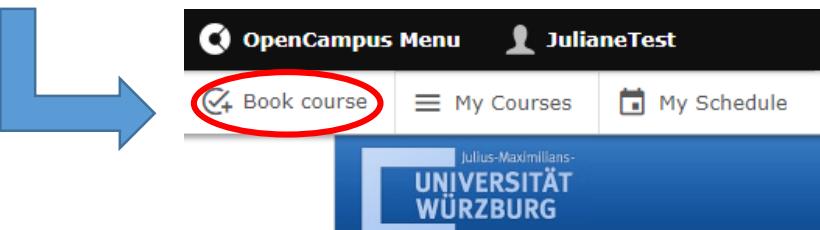
PostdocPlus

Postdoc (Other)

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

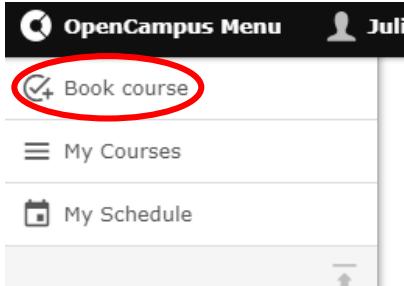


The screenshot shows the 'OpenCampus Menu' interface. At the top, there is a navigation bar with the 'OpenCampus Menu' logo, a user profile for 'JulianeTest', and links for 'View profile' and 'Log out'. On the right, there are links for 'My account' and 'Log out'. The main content area is titled 'Welcome to the Online Platform of Graduate School of Life Sciences!' and features a photograph of two scientists in lab coats. Below the photo, text explains the platform's purpose: applying for admission to the Graduate School of Life Sciences (GSLS), viewing progress as a doctoral researcher, managing the account, and tracking thesis submission and graduation. It also includes a note for applicants about essential criteria and a link to the GSLS office. On the right side, there is a sidebar with sections for 'Progress' (containing 'Preliminary Registration'), 'more...', 'Main menu' (containing 'DRC Election 2021'), and 'Home'.



The screenshot shows the 'OpenCampus Menu' interface with a large blue arrow pointing to the left. The 'Book course' button is highlighted with a red circle. The menu bar includes the 'OpenCampus Menu' logo, a user profile for 'JulianeTest', and links for 'Book course', 'My Courses', and 'My Schedule'. The main content area features the 'UNIVERSITÄT WÜRZBURG' logo.

OR



The screenshot shows the 'OpenCampus Menu' interface. The 'Book course' button is highlighted with a red circle. The menu bar includes the 'OpenCampus Menu' logo, a user profile for 'JulianeTest', and links for 'My Courses' and 'My Schedule'. The main content area features the 'UNIVERSITÄT WÜRZBURG' logo.

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.

 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).

Course List



OpenCampus Menu Julian

-  Book course
-  **My Courses** (highlighted with a red oval)
-  My Schedule

Year 2022

Start time (ascending)

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 course detail page with the following elements:

- Navigation: - ▶ [Test_1 \(13.12.2021 - 15.12.2021\) \(WL Nr.: 1\) \(Course Detail\)](#)
- Navigation: - ▶ [EndNote for Scientists \(01.02.2022 - 01.02.2022\) \(Course Detail\)](#) (This link is circled in red)
- Status indicators:
 - BOOKED
 - ON WAITING LIST
- A large blue downward arrow pointing to the "Cancel Booking" button.
- The "Cancel Booking" button is highlighted with a red oval.
- Table:

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.