How to enrol for a CLASSIC vhb course

These instructions will guide you through the process of enrolling for courses, after logging in to the vhb portal. In order to log in to the vhb portal, you must have enrolled with the vhb.

Please also read our guides on “How to register at CLASSIC vhb” and “How to search for a CLASSIC vhb course”.

Begin by opening the vhb site (http://www.vhb.org/en/homepage/) and click the login button (Step 1). Login to the vhb portal using your user ID (Step 2). If you have forgotten your user ID (i.e., username and password), please click on “Forgotten your user ID?” (Zugangsdaten vergessen) to request assistance.

If you are currently registered for courses, you will find them after logging in, on the left in the green colored area “Meine aktuellen Kurse”.

If you want to register for new courses there are two ways to search for courses:
1) Using the course catalogue as listed under the tab next to “Meine Kurse”
2) Using the function, “Search for a course” in the section on the right of the page.
Once you have found a course that you’d like to know more about, click on the course title to see the course description.

If the registration deadline has not expired and places for the course are still open, you can register by clicking on the button “zum Kurs anmelden”.

If the registration deadline has not expired, but all places for the course are currently filled, you can sign up for the waiting list by clicking the button “in Warteliste eintragen”. If a place for the course becomes available and you are allotted a place, you will receive a message per e-mail.

If the registration deadline has expired for the course, you cannot register for the course.
Course Access Alt 1: courses with an proprietary automatic connection

If the course is still open, you can enter the course by clicking on the button “zum Kurs”.

Clicking on the green button “zum Kurs”, will connect you directly to the Learning Management System of the course provider, in most cases.
Course Access Alt 2: courses with an Shibboleth connection

If the course is still open, you can enter the course by clicking on the button “zum Kurs”. In this case you have to open a valid Shibboleth Session. Please have your personal user information for your home institution’s/university’s online services ready for this step.

Clicking on the green button “zum Kurs”, will request you to open a Shibboleth Session. Therefore as a student please use your personal user information for your home university’s online services. As an “other User” please take here your vhb Login.
Course Access Alt 3: courses without an automatic connection

By a few courses, an automatic or shibboleth connection to the course is not possible. In these cases, clicking on the green “zum Kurs” button will result in a message that contains separate access information for the course.

You must use this course access information to log in to the course provider’s learning management system, in order to participate in the course and access course materials.

Please note that you can only access the course, after the course provider has created an account for you in its learning management system and has entered your information into the course participant list; this may take a few days.

A very few courses require a distinct course login, which due to technical reasons is different from the access information shown in the vhb portal (see the screenshot above). In this case, you will receive the course login in a timely manner via a course-specific procedure. More information on this topic is available in our FAQ for students (http://www.vhb.org/no_cache/en/students/faq/).

You can login to a course, that is, access the course provider’s learning management system by clicking the “Kurslogin” button (on the left) or the “zum Kurs” button (on the right). The example below shows the course login for the Virtueller Campus of the Otto-Friedrich-Universität Bamberg).
Special case: registering for a course as an “other user” (subject to course fees)

If you are not a regular, full-time student at a vhb member university and have enrolled at the vhb as an “other user”, your participation in vhb courses is subject to payment. Usually, the costs reflect a vhb-user fee of 40 Euros per contact hour (SWS). More information on how fees are calculated and composed is available in the vhb’s Entgeltordnung (in German only) (https://www.vhb.org/fileadmin/download/Entgeltordnung_vhb.pdf).

“Other users” may also register for courses by using the “zum Kurs anmelden” button, provided the registration deadline has not passed and the course is still open.

After registering for a course, it will appear under the header “Meine aktuellen Kurse”. Unlike for regular member-university students, “other users” will not immediately see the green “zum Kurs” button. Direct access to a course after simple registration is not possible for “other users”. Access to courses will follow after course fees have been paid and processed by the vhb. You will receive a bill per post after registering for a course.

This information will also be available online under the heading “Kurszugangsinformationen” in the navigation menu on the left of your screen.

Further information about “other users” and participating in BVU courses is available on the BVU website at http://www.vhb.org/en/students/target-groups/other-users/.

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