How to register at CLASSIC vhb

These instructions will guide you through the process of registration at the vhb, in order to access and participate in CLASSIC vhb courses (kurse.vhb.org).

Please also read the instructions on “How to search for a CLASSIC vhb course” and “How to enroll for a CLASSIC vhb course”.

Begin by opening the vhb site (kurse.vhb.org) and click on “Neu registrieren” in the login area.

The enrollment form will open on your screen. You can enroll as either

1) … a “Student einer Trägerhochschule” (student at a vhb member university) or
2) … an “andere Person (entgeltlich)” -(other user (at cost)).

1 For students enrolled at a vhb member university, there are no costs associated with using CLASSIC vhb courses. Other individuals ("other users") are welcome to participate in CLASSIC vhb courses against payment and must also fulfill any admission requirements as defined by the course provider(s) (see: http://www.vhb.org/en/students/concept/).
An overview of all vhb member universities is available on our website at: https://www.vhb.org/ueber-uns/ansprechpersonen-hochschulen/
1) Registration for CLASSIC vhb as a student at a vhb member university

To register as a student at a vhb member university, select “Student einer Trägerhochschule” (student at a member university) as your status in the enrollment form and enter the required information concerning your degree program in the form. After you've entered your information, click on “Weiter” (continue).

For Enrollment choose the status “Student einer Trägerhochschule” (student of vhb member university) and your home university.

If your degree program/subject is not in the dropdown list, you can contact the vhb student records office (registrierung@vhb.org) to determine which subject to select in accordance with the official lists of the Bavarian Landesamt für Statistik.

Under this link, you can read the vhb's Benutzungsordnung (Terms of Use).

Check this box, to confirm that the information you entered in the form is correct and to accept the vhb’s Benutzungsordnung.

After you've entered the information and checked the box, click on „Weiter” (continue).
Next you will be asked to review the information (especially the Mail-Address) you entered and to correct any mistakes. In addition, you must enter a personal password and select and answer an additional security question, in order to establish your CLASSIC vhb account. To complete this step in your enrollment, click on “Account anlegen” (create account).
Once your CLASSIC vhb account is established, your enrollment is complete. You will receive information about authenticating your account electronically, information about security and a message about the confirmation e-mail that will be sent to the e-mail address you provided in the form. This e-mail will contain your user ID (login). Check your e-mail and log in.

After logging in, it is indicated in the header that your status is "offen" (open) or "gesperrt" (closed), because you have not yet authenticated your account. A message also indicating that you have not yet authenticated your account will also appear in the center of the screen. To proceed with authentication, either click on "open" in the header or on the "Weiter" button after the message and please have your personal user information for your home institution's/university's online services ready for the next step.
We recommend to proceed directly with the electronic authentication.

Please note:
If you did not authenticate your account immediately it may be that there is no course access before and by the way your account will be closed 20 Days after registration if it is not authenticated. We recommend authenticating immediately.
You will be asked to confirm the personal information the vhb has in your record and to accept the vhb’s Benutzerordnung (Terms of use).

Changes to your personal information

Clicking on “elektronisch nachweisen” (confirm electronically) will connect you to your home institution/university’s web page for the subsequent steps (in the example, the Otto-Friedrich-Universität Bamberg); please have your personal user information for your university’s online services at hand for this step.

After you have successfully authenticated your account, your status will be indicated as “ok” and you can use all of the CLASSIC vhb’s services and CLASSIC vhb courses during the current semester.
2) Registration for CLASSIC vhb as an “andere Person (entgeltlich)” (other user (at cost))

If you are not a student at a vhb member university, you must enroll as an “other user (at cost)”. When you fill out the information on the enrollment form, select the status “other user (at cost)”. When you are finished, click on “Weiter” (continue).

Status: Enrolling as “andere Person (entgeltlich)” (other user (at cost))

In this field, you can enter either the current or upcoming semester (the latter only after the current semester is significantly advanced and the upcoming semester is close to beginning).

Clicking here will connect you to the vhb’s Benutzungsordnung (Terms of use).

Check this box to confirm that the information you have entered is correct and to accept the vhb’s Benutzungsordnung.

To move on, click on „Weiter".
Next you will be asked to review the information (especially the Mail-Address) you entered and to correct any mistakes. In addition, you must enter a personal password and select and answer an additional security question, in order to establish your CLASSIC vhb account. To complete this step in your enrollment, click on “Account anlegen” (create account).

Once your vhb account is established, your enrollment is complete. You will receive information about submitting your printed and signed enrollment form and a message about the confirmation e-mail that will be sent to the e-mail address you provided in the form. One of these e-mails will contain your user ID (login). Check your e-mail and log in.
If you like, you can immediately print a copy of your enrollment form by clicking on “Druckversion des Antrages” (print version of the form), sign it, and mail a scanned version via post or e-mail to the vhb.

Please note:
You may mail your signed enrollment form to the vhb at a later date. Please be aware that you may only participate in CLASSIC vhb courses after the vhb has received your signed enrollment form and your account has been activated.

If you would like to print your paper enrollment form at a later date, first, login to the CLASSIC vhb portal at https://www.vhb.org/startseite/.

After you have logged in, you will see your status indicated as “unbestätigt” (unconfirmed) in the header because your signed enrollment form has not yet been received. A message explaining that your enrollment is not yet complete will also appear in the center of the screen.

To print your enrollment form, click on “unbestätigt” in the header or on the link under “hier” in the message text.

After the vhb has received and processed your signed enrollment form and your account has been activated, your status will be listed as “ok” and you will be able to participate in CLASSIC vhb courses against payment of course fees during the current semester.

Please also read the instructions on “How to search for a CLASSIC vhb course” and “How to enrol for a CLASSIC vhb course”.