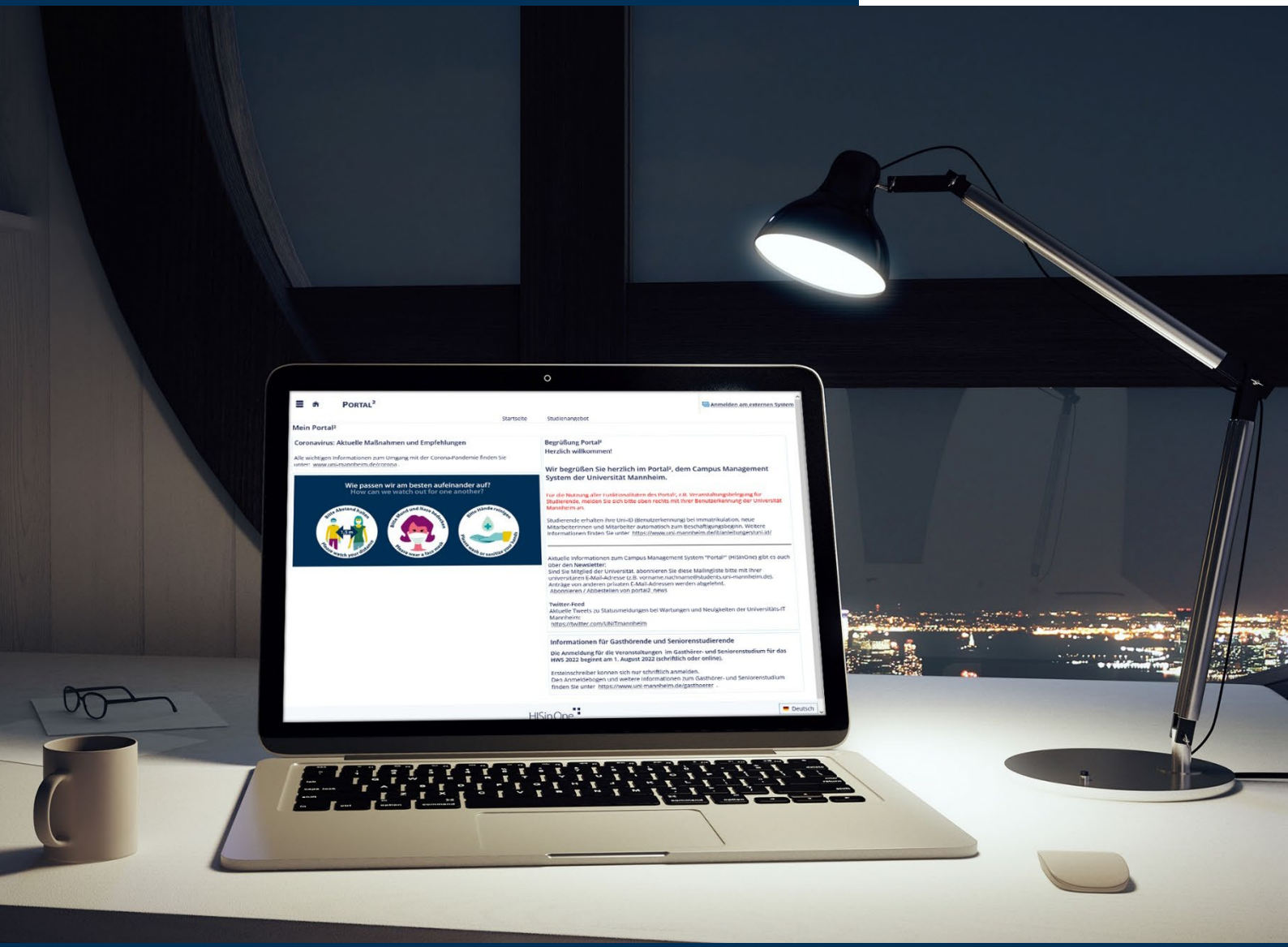
UNIVERSITY OF MANNHEIM
Business School

Fachschaft BWL
Universität Mannheim



The FSBWL guide to IT

PORTAL²

HWS 2022 edition

Welcome to the University of Mannheim and its Business School!
This guide should help you to get started with Portal² and make the start of your studies in Mannheim as smooth as possible.

What is Portal²?

Portal² is the right place for all administrative activities that you need to do related to your studies at the University of Mannheim. In this guide we show you how to perform the most common tasks. If you can't find the right answer in this guide, please refer to the corresponding help pages of the University IT (UNIT) **here**.

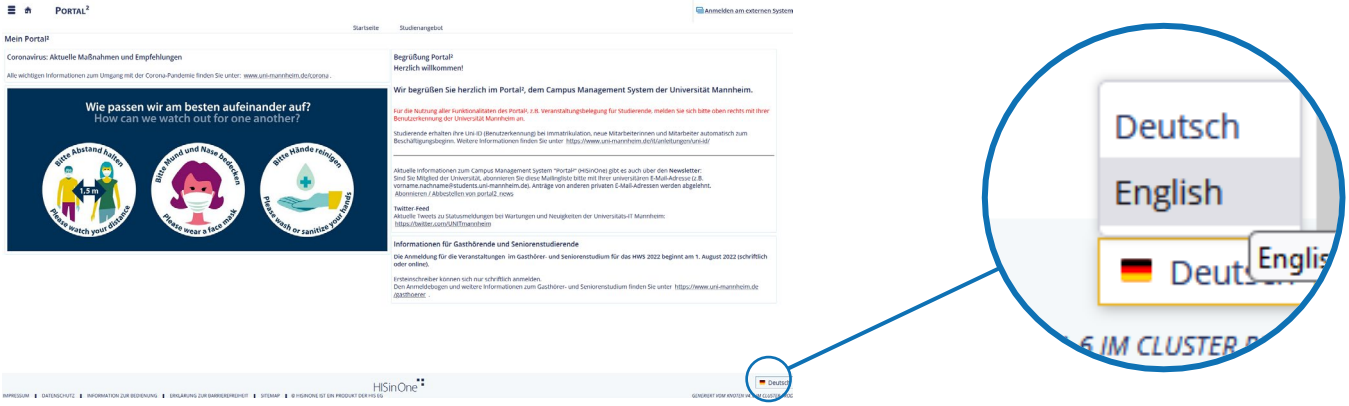
As a new student in Mannheim, there are two different modes how you can access Portal². While your application and enrollment process are done via Portal², you will receive new credentials, referred to as the "University ID" during this process. With them, you can use Portal² and other services like your university email address or ILIAS. This guide assumes that you already received your University ID. In case of doubt, please contact the respective person in enrollment services.

This guide covers the following tasks:

1. Change the display language
2. Browse courses
3. Enrollment for non-restricted courses
4. Apply to restricted courses
5. Find your schedule
6. The student progress center / StudentCockpit
7. Register for exams
8. Check your grades
9. Change your personal details
10. Generate enrollment certificates
11. Photo upload ecUM
12. Find free study spaces on campus

Change the display language

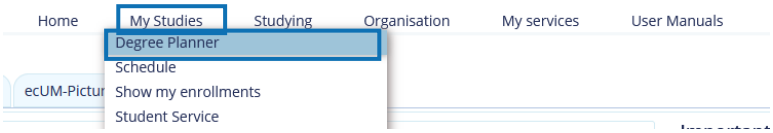
Portal² can be accessed in both German and English. To switch between the two languages, you can use the language menu in the bottom right corner and choose your preferred language. Keep in mind that some of the menu items that represent non-standard functionalities might still be shown in German although you selected "English" as your preferred language.



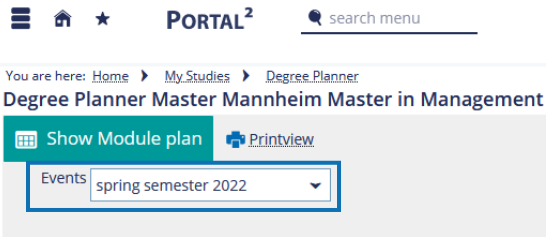
Browse the course catalog

To start building your schedule for an upcoming semester, you should start by looking into the **module catalogue** first as it has more information about the content that will be part of the respective course. Whenever it comes to semester-specific information however, the course catalog in Portal² provides all the necessary information.

1. To access the course catalog, start in the top menu bar and choose *My Studies* > *Degree Planner.*



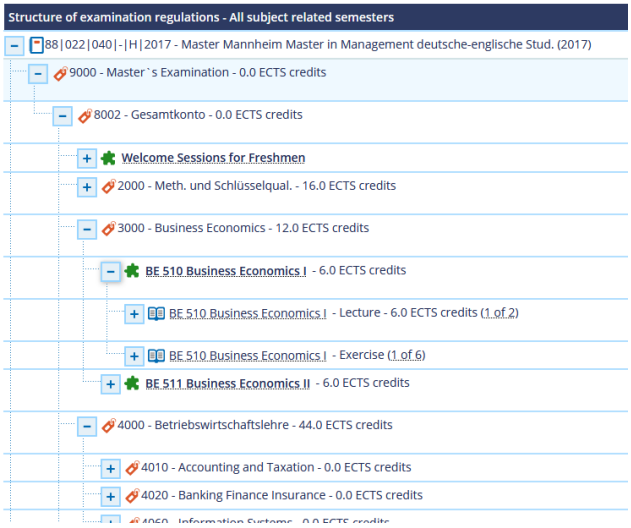
2. To filter for the right courses, start by choosing the right semester in the upper left corner of the screen



3. In the tree window, all courses of your degree are shown according to the structure of your degree. For the MMM, the sections 2000 and 3000 reflect the core courses and under the section 4000, the courses are structured by area. Section 5000 shows all available electives.

   In the beginning, all courses are listed in a single view. To make it easier to find your desired course, you can collapse the areas you don't need by clicking the − symbol.

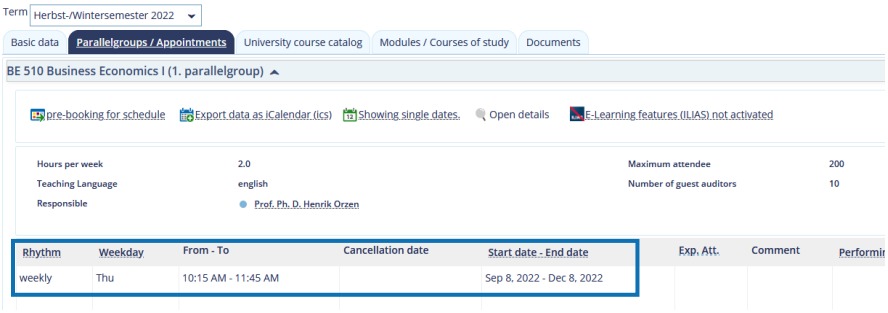
   By clicking the + symbol, you can check which formats (lecture, exercise, …) are offered as part of the respective course.



> Don't be confused that some courses in the Portal² catalog are not offered in the respective semester. The catalog always lists **all courses**. To find out if it is offered in the respective semester, check the course details.

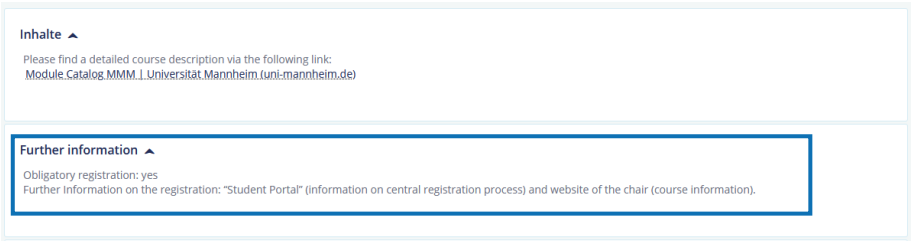
4. To get more information about a specific course, click on the course title. Details about the different teaching formats (online or offline, lecture hall, teacher, …) can be found after clicking on the respective “lecture” or “exercise” entry.

5. A small number of courses is offered multiple times. These “parallel groups” can be found in the tab “parallelgroups / appointments”. There you can also find single appointments for block seminars



Enrollment for non-restricted courses

After you found the courses, you would like to attend in the upcoming semester, you can directly enroll to them if they are non-restricted. Whether courses are restricted can be found in the module catalog. **Sometimes** this information can be found in Portal² on the course details (not the corresponding lecture or exercise) in the section “further information”:

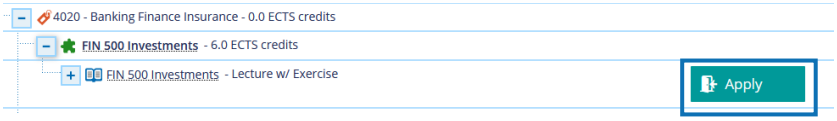


Enrollment in a course is not needed for taking part in a non-restricted course. However, the access to learning material like slides and exercises via ILIAS is automatically connected with the enrollment process in Portal². Therefor, you should enroll in all courses that you would like to attend. Generally, enrolling in a course is not a registration for the corresponding exam. However, as soon as you deliver any graded work in a course (e.g., case studies) or prepare for doing so, this counts as implicit exam registration. Otherwise, you need to register explicitly, following the **exam registration procedure**.

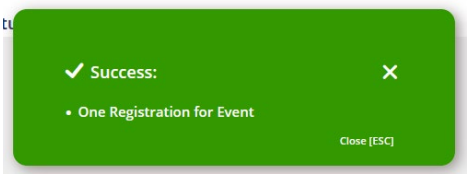
To enroll to a non-restricted course, follow these steps:

1. Go back to the degree planner and find your desired course

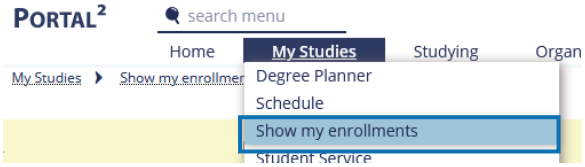
2. After finding the right course, click the button “Apply” next to the course



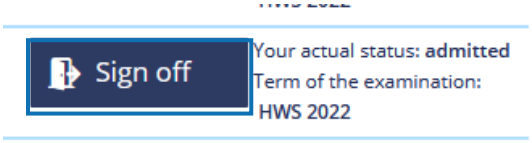
3. For non-restricted courses, you should immediately see the confirmation in a green box



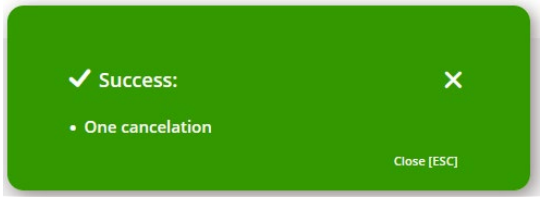
4. To check your enrollments, you can also choose *My Studies* > *Show my enrollments* in the top menu



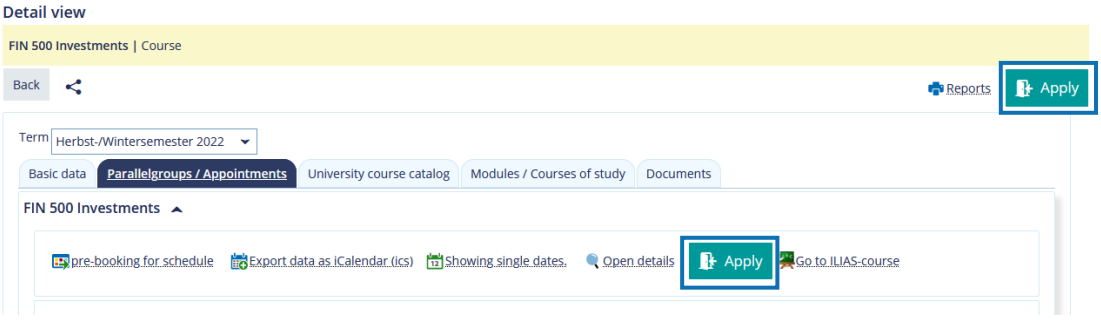
5. To deregister from a course, you can use the same button that now changed its label to "sign off":



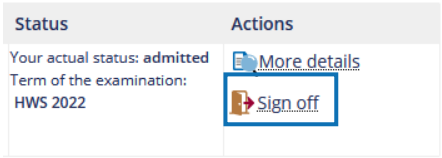
6. After the deregistration is complete, a similar confirmation as for the enrollment is shown:



You can enroll and deregister also from the lecture's detail page in the upper right corner and from the parallelgroups tab:



Deregistration can also be done on the "show my enrollments" page in the right "Actions" column:



Apply for restricted courses

The process for applications to restricted courses is identical to the enrollment process for non-restricted courses. The only difference is that the "application" is not automatically accepted.

Please keep in mind:

- **Deregister from the course as shown above if you decide not to take it. This is necessary to give other students on the waiting list the opportunity to get enrolled. You would want them to do the same.**
- Check your page "show my enrollments" regularly to see for which courses you were admitted.

- Some courses might have application procedures outside of Portal² – e.g., with a CV or by email. Refer to the chair's website for more information.

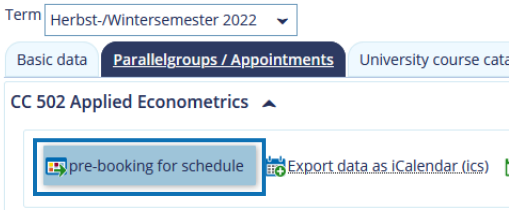
Check your schedule

To make sure that your selected courses are not offered in parallel, you should plan accordingly. To do so, you can add courses to your schedule before enrollment.

Add courses to the schedule

1. Navigate to the desired course as described in the beginning of this guide. Then click on the teaching format you would like to add to your schedule (lecture, exercise, seminar, …)

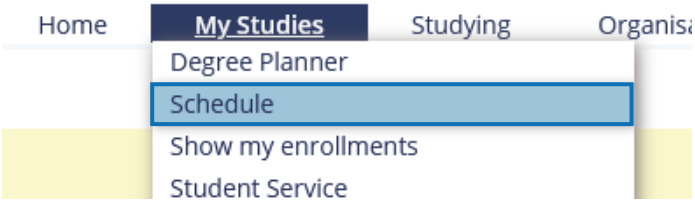
2. In the "parallelgroups / Appointments" tab, click on "pre-booking for schedule"



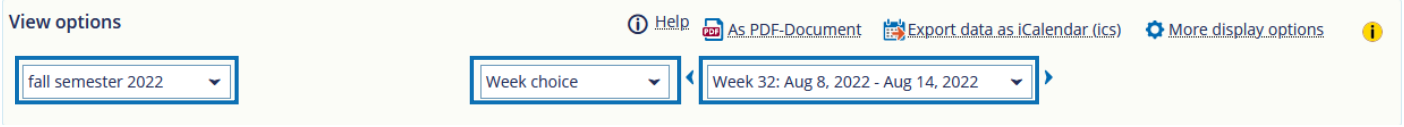
3. The icon changes to "Remove from timetable" to show that the course was successfully added to your schedule. The system doesn't show a confirmation message as for the enrollment.

View your schedule

To see your timetable, choose *My Studies* > *Schedule* in the top menu.



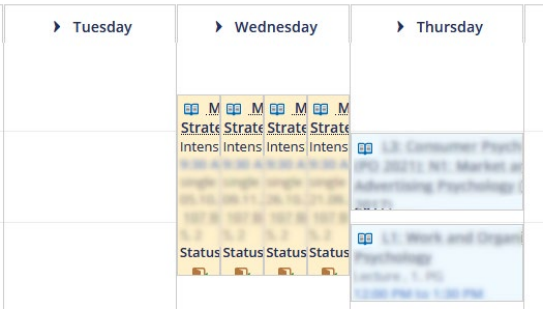
Before the semester starts, the schedule is shown empty. This is because the schedule shows individual weeks. There are three important options in the top menu area that you can use to get to the information you need:



In the left menu you can choose the appropriate **semester**.

In the middle menu, you can choose whether you want to see the general semester timetable or the individual week's timetable. The latter is especially useful if you have block seminars that are not offered every week and that might change the lecture hall during the semester.

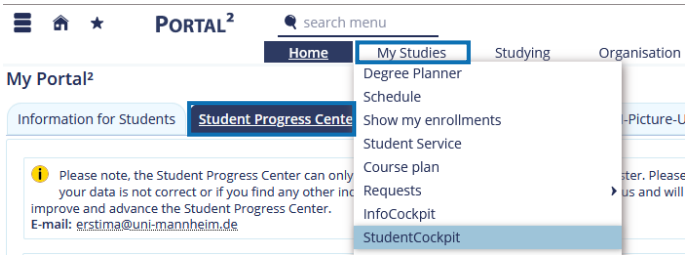
"Term view" shows all events that are in the general term period while "lecture period view" shows only those events that are outside the semester breaks. If you have block seminars with single dates, they are shown for every single occurrence individually which can make your schedule somehow crowdy:



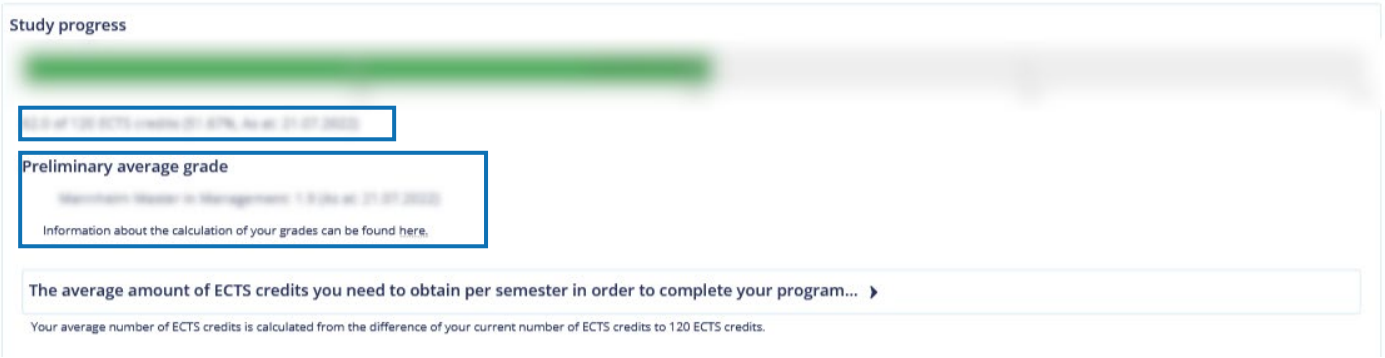
The third menu is only shown for the "week choice" view. Here, you can choose which week should be shown in the table. These views are normally a lot cleaner but need to be checked for every week separately.

The student progress center / StudentCockpit

The StudentCockpit shows your current degree and information relating to the progress of your studies as well as the contact persons in the student services offices. You can find the StudentCockpit at the start page in the tab "Student Progress Center" or via the top menu at *My studies* > *StudentCockpit*.

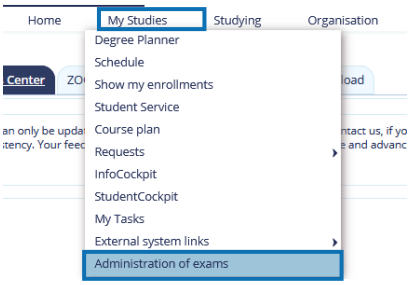


Besides some more or less obvious information (which subject you are enrolled in or in which semester you are), you can also find your current sum of ECTS and your preliminary grade:

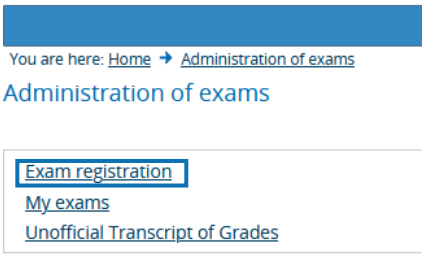


Register for exams

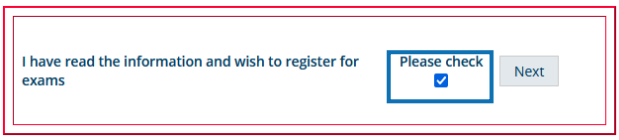
1. To register for exams, switch to the exam administration via *My Studies* > *Administration of exams*.



2. In the upcoming window, choose “Exam registration”.



3. Next, please read the exam information and regulation and confirm by checking the box and click “Next”.

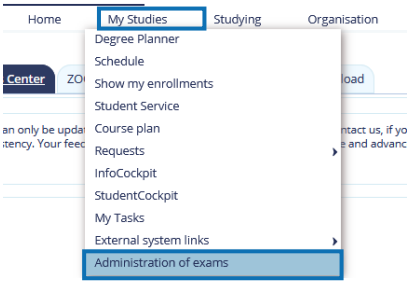


4. Now, you see a structure of all available exams. The courses are sorted in the same way as in the Portal[2] degree planner.

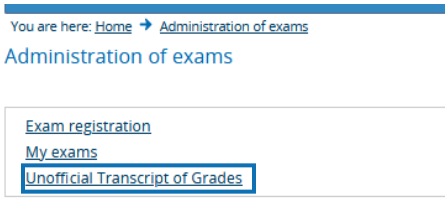
> Keep in mind that registration for exams is only possible in **the respective time frame** and that direct registration for the second exam date is only available for core courses.

Check your examination grades

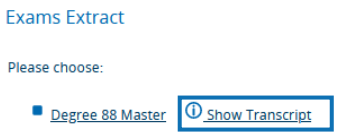
1. If you aren’t already there, switch to the exam administration via *My Studies* > *Administration of exams*.



2. In the upcoming menu, select “Unofficial Transcript of Grades”.



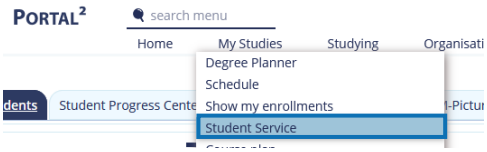
3. In the next list, choose “Show Transcript” next to your current degree.



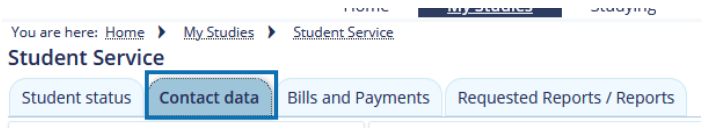
4. Next, your grades are shown in a tabular overview.
On the bottom of the page, you can download a pdf version by clicking on the PDF icon.

Change your personal details

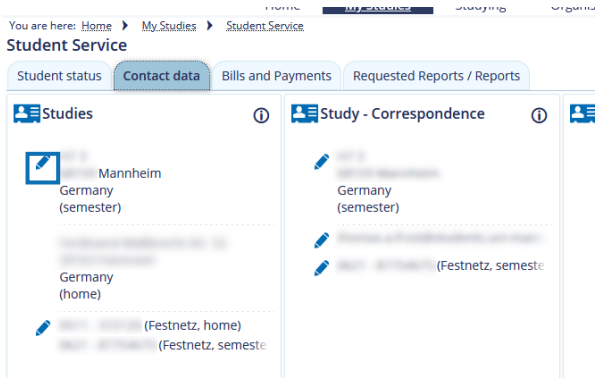
1. Choose *My studies* > *Student Service* from the top menu.



2. Choose the “Contact Data” tab.



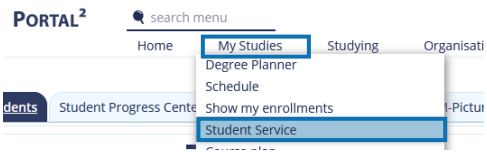
3. Change your address by clicking on the small pen icon in front of it.



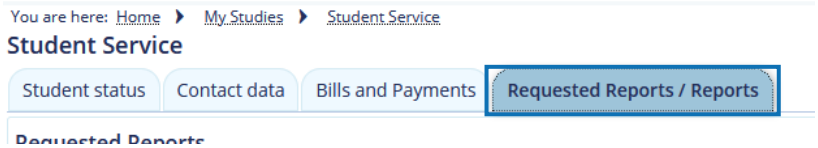
In Portal², you can only change your semester address.
For changing your home address, please contact student services.

Generate enrollment certificates

1. Choose *My studies* > *Student Service* from the top menu.



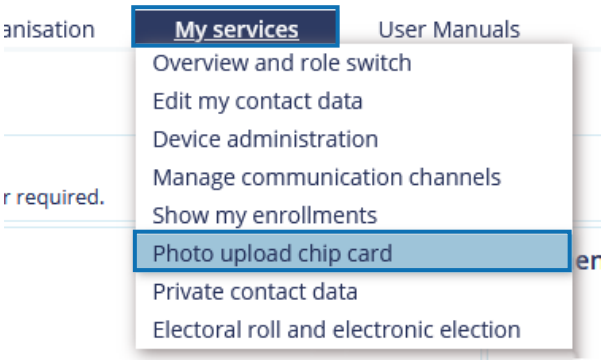
2. Switch to the tab “Requested Reports / Reports”.



3. On the left side, you can receive “requested reports” from student services. To automatically generate an enrollment certificate, choose one of the three entries on the right side:

Photo upload for your ecUM

Your student id card is called ecUM (**e**lectronic **c**ard **U**niversity of **M**annheim). To receive your first ecUM, you need to upload a picture of yourself to Portal². To do so, switch to *My services* > *Photo upload chip card*.

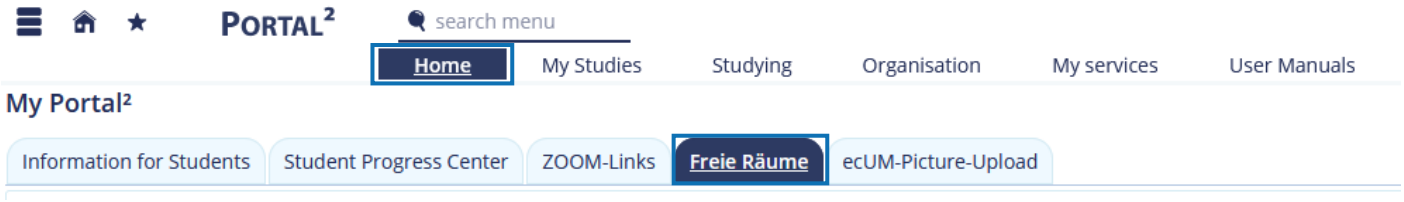


For more information on how to receive your ecUM, refer to the **support pages of UNIT**.

Find free study spaces on campus

If you need a spot for studying on campus but don't want or don't need to go to the library, you can use some lecture halls or seminar rooms for studying. To see a list of free rooms, Portal² shows all available rooms. However, this doesn't mean that no other students are in these rooms.

You can reach this list on the start page in the tab "Freie Räume".



To see Portal² in action, check out our tutorial videos:

General Introduction

Exam grades and registration

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