My Achievements Print Transcript of Records





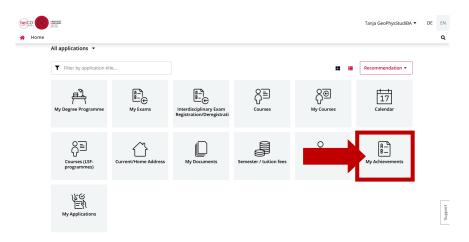
Contents

- 1. Overview of the application "My Achievements"
- 2. Print Transcript of Records

Last edited on 23.07.2024

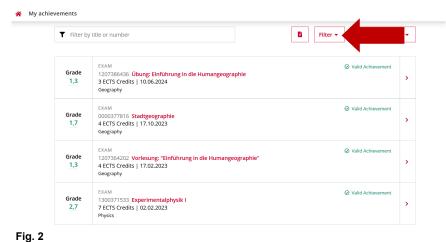
1. Overview of the application "My Achievements"





1. After logging into heiCO, click on the application "My Achievements" on your personal start page (see fig. 1).

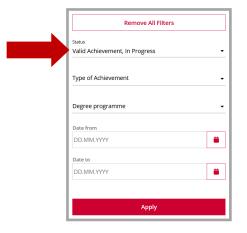
Fig. 1



2. You will be shown your exams, recognitions, final thesis, degree, supplementary exams and further training (see fig. 2). In addition to valid achievements, invalid achievements (e.g. failed attempts) are also displayed, provided you have set the filter accordingly.

Click on the "Filter" button to customise the display of achievements.

. .g. .



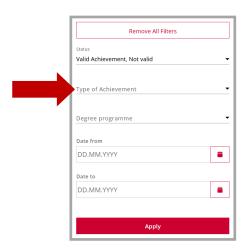


3. By clicking on the status filter, you can decide which achievements you want to see displayed by ticking or unticking the desired status (see fig. 3).

Fig. 3

Last edited on 23.07.2024 2

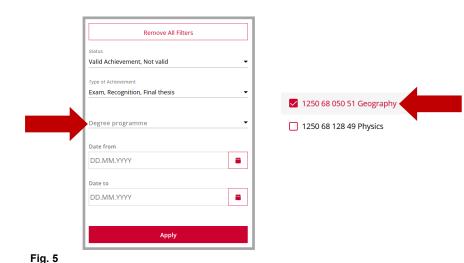




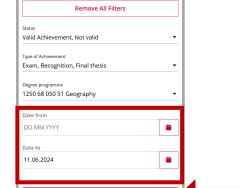


4. By clicking on "Type of achievement", you can decide which types of achievement you would like to have displayed by ticking or unticking the desired types (see fig. 4).

Fig. 4



5. By clicking on "Degree programme" you can decide, for example, in the case of a multiple degree programme, which achievements of a particular degree programme you would like to have displayed. To do this, tick the desired degree programme (see fig. 5). You will find the practical courses, achievements of the teacher training option and in multiple degree programmes often also the final thesis in the so-called bracket (here: 1250 68 050 51 128 49 Geography; Physics).



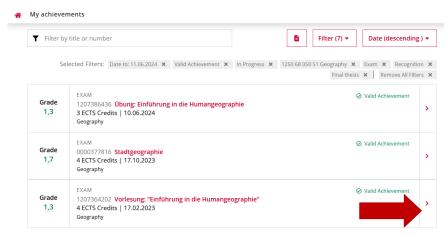
6. You can use "Date from" and "Date to" to filter for achievements from or up to a specific date (see fig. 6). Click on "Apply" as soon as you have set all the desired filters to display the filtered results.

You can also remove all filters using the button of the same name at the top.

Fig. 6

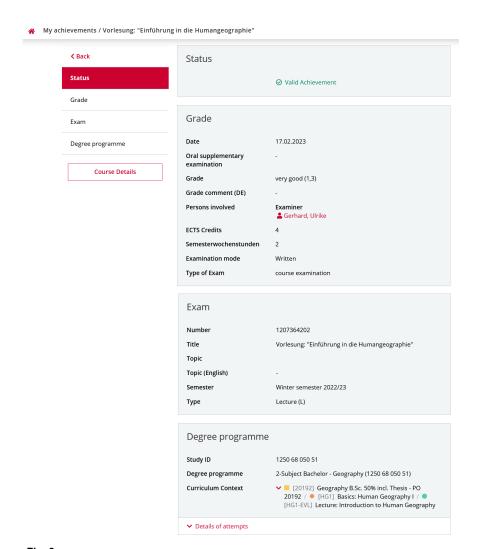
Last edited on 23.07.2024 3





7. If you would like to view more detailed information regarding an achievement, click on the corresponding arrow icon to the right of the status (see fig. 7).

Fig. 7



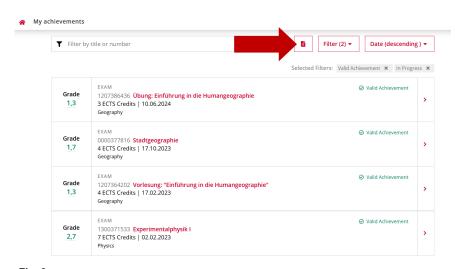
8. Here you can see details of the achievement (see fig. 8).

In the case of a thesis you will see the status and topic of the thesis as well as the start and submission date of the thesis and its grade, if already available. You can also see the reviewers and the assignment of the thesis to a degree programme.

Fig. 8



2. Print Transcript of Records



9. If you would like to print a non-certified transcript of records, click on the document icon on the overview page of your achievements (see fig. 9).

Fig. 9



Fig. 10

10. You will now see an overview page of your transcripts (see fig. 10). Click on a document icon to generate a transcript for the respective degree programme. If you are studying a multiple degree programme, click on the document icon of the bracket as shown here in the example to generate a transcript with all your achievements.

Last edited on 23.07.2024 5