## **Registration in heiCO**





1. Visit the homepage of the heiCO platform at <u>https://heico.uni-</u> <u>heidelberg.de</u> to apply to the Ruprechts-Karls Universität Heidelberg or to access certificates and documents.

Click on "EN " in the upper right corner to change the language to English.

Click on the "Application" button to start the registration process (see fig. 1).

heico	<b>()</b> Maintenance: 06.02.2023, 07:30 - 10:00	+) Login	DE	EN
Registration - basic user / CAMPUSonline heiCO QSystem				
Master data				^
First name John Last name Smith Gender make V Date of birth 01.01.2001 IIII Maiden name				
Account data Email address phn.smithggmail.com phn.desbearpie.com Preferred language English v				
Note				
Please fill in your personal information to create your user account for the application portal heiCO. After successfully completing this process you will be able to submit your application for the degree programme you whish to take up. By submitting your personal information you confirm that you have read and accepted the data privacy policy of Heidelberg University.				
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## 2. Next, enter your master data (see fig. 2). Fields outlined in yellow must be filled in, all others are optional.

Then click on "Confirm data" and "Submit data" to submit your data.

Within a few minutes a registration link will be sent to the email adress you provided, assigning you login details for heiCO.

Fig. 2





3. Click on the registration link in the e -mail sent to you , then click on "Continue" (see fig.3).

**Please note:** If you have already been a student or employee at Heidelberg University, you will not be able to complete the registration process immediately. In this case, you will receive a separate e-mail informing you of the next steps. Please follow the steps described in this separate e-mail carefully and do not forget to add any attachments in your e-mail correspondence.

4. Choose a password for your account. Then click on the "Complete registration" button (see fig. 4).



5. Click on the "Continue" button after your account has been created (see fig. 5).

**Please note:** The account creation process should only take a few seconds.





**Please note:** After registering, it will take 10 minutes before you can log in.







Fig. 7