

Registration in heiCO



UNIVERSITÄT
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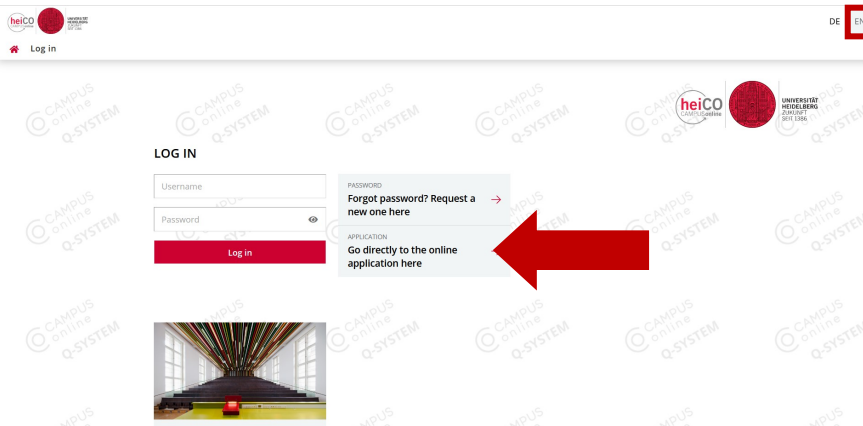


Fig. 1

1. Visit the homepage of the heiCO platform at <https://heico.uni-heidelberg.de> to apply to the Rupprechts-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).

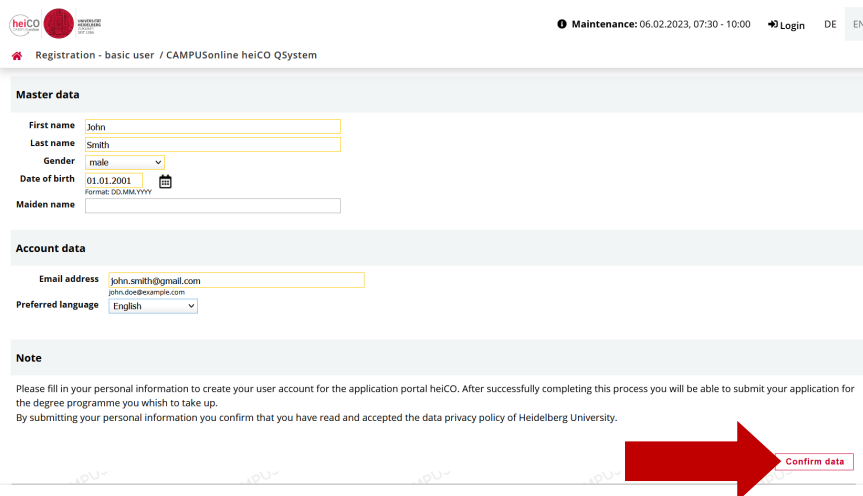


Fig. 2

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 address you provided, assigning you login details for heiCO.

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.

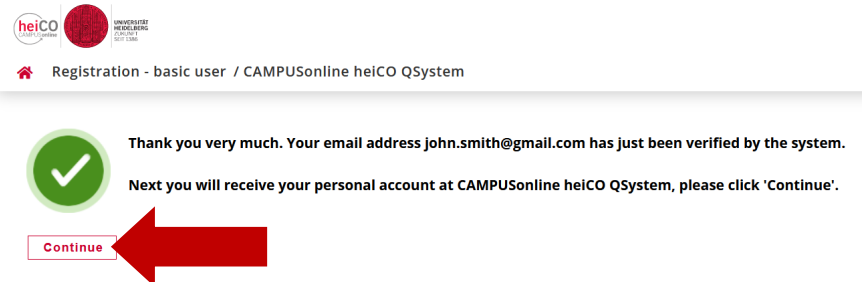


Fig. 3

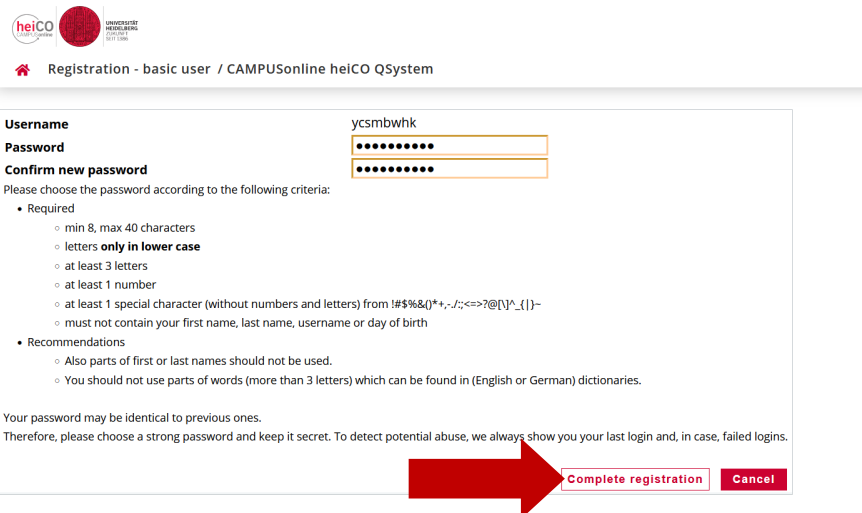


Fig. 4

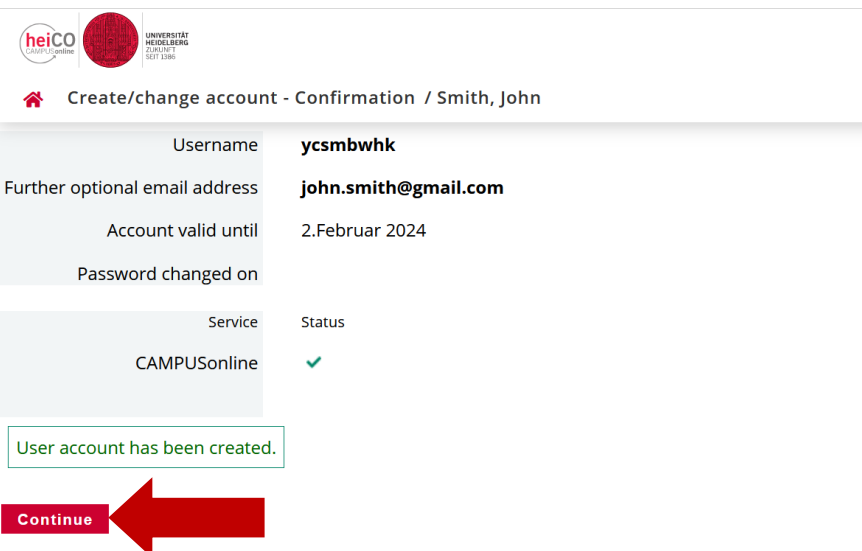
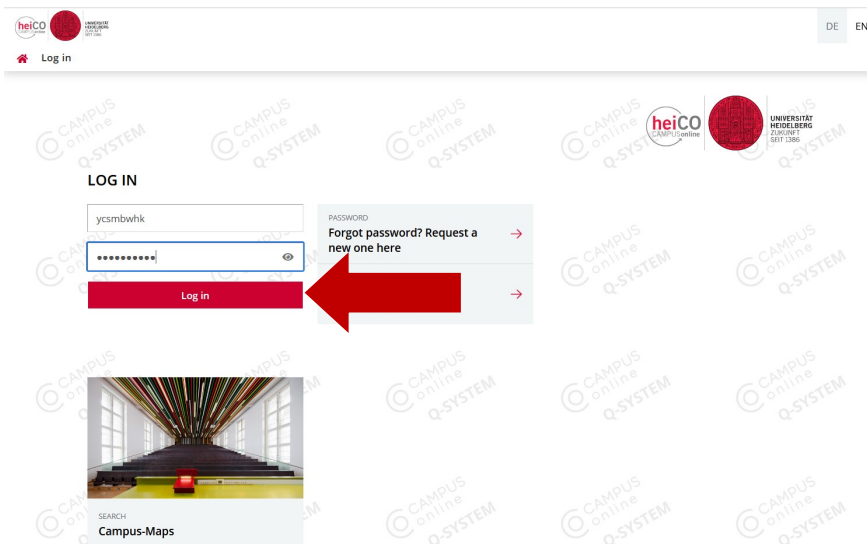
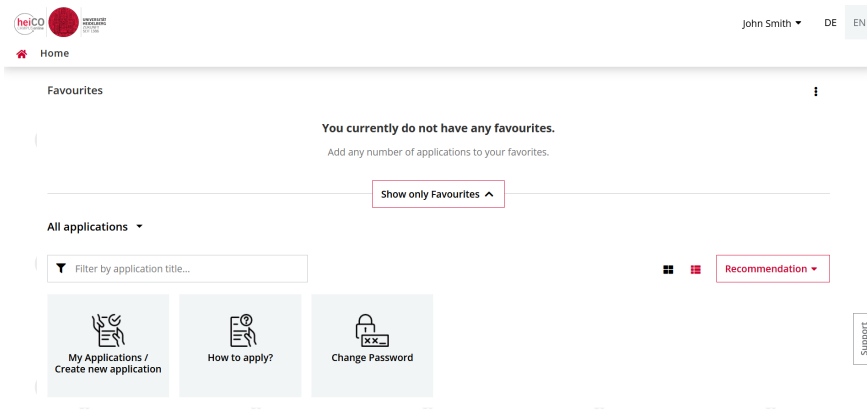


Fig. 5



6. Enter your user name or e-mail address and password on the start page and click on "Log in" (see fig. 6).

Fig. 6



7. You now have a user account in heiCO (see fig. 7).

Fig. 7