Guide for Students
Student Account UWKonline

www.donau-uni.ac.at/en/scs

UWKonline is a student platform. It provides you with information about your programs and courses as well as the timetables. You can see your study status and print your study sheet and certificates.

1 Application and structure

What is UWKonline?

UWKonline is the study administration software of the University for Continuing Education Krems.

At the beginning of your studies, every student receives a PIN code from the Service Center for Students (SCS) by mail. This code must be used to activate personal access. When the account is activated, a personal e-mail address of the University for Continuing Education Krems is automatically assigned (firstname.surname@edu.donau-uni.ac.at).

UWKonline is the study administration and information system of the University for Continuing Education Krems, it mainly provides access to all data concerning teaching and studies.

UWKonline is operated via a web interface, which means you only need an internet connection and a browser to use the system.

For you as a student, UWKonline is a tool with which you can take care of almost all organizational things related to your studies, e.g:

> retrieve your study plan,
> print of confirmation of registration,
> query incoming payments or continuing education tuition fee
> print individual certificates of major subjects or course certificates

How do I get the account?

Enter https://online.donau-uni.ac.at in your web browser or via quick links on the UWK website

Quicklink to UWKonline

2 Set up and functions

Set up UWKonline Account

When you register for your studies, you will receive a letter with a PIN code from the Service Center for Students. You can set up your UWKonline account by using this PIN code.

To create the account, click the link "Students" in the login window in UWKonline.

Note: When creating an account, the PIN code is invalidated (PIN can only be used once).

Log in with username and password

Account Login

To log in to UWKonline enter your username and password in the right section of the window.

Enter your PIN code and matriculation number here

How does UWKonline work

UWKonline has **numerous applications**. As soon as you are logged in, you will see your name in the upper right corner and your applications.
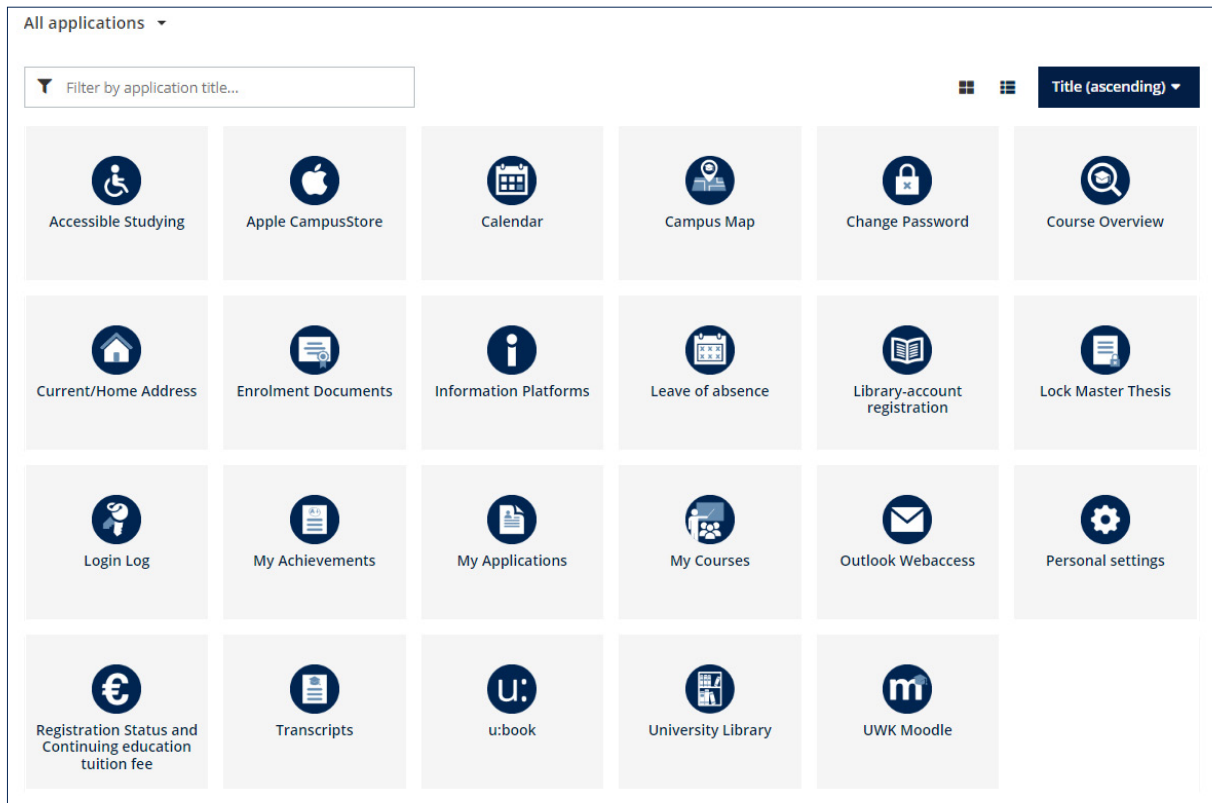
Editing your business card

In case your title is missing, please note that you cannot enter a title on your own (see below).

Some of the data on your business card are based on your master data/log in data, other data you are allowed to edit. When you click on your name in the top right corner you can open your business card.
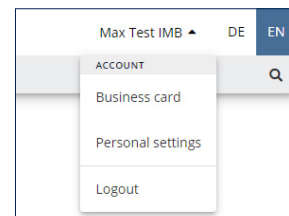
> **Homepage**
  Enter your personal webpage address here. This entry is automatically transformed into a hyperlink.
> **Title – Attention! You cannot enter a title yourself.**
  If your title is missing or incorrect, please contact the Service Center for Students.
> **Confirmed email adress**
  Here you can enter your e-mail adress for a possible password reset
> **External phone**
  Can be used to specify the personal phone number(s)
> **Mobil phone**
  specification of personal telephone number possible
> **Business card image**
  Image which should appear on the business card can be uploaded here

3 Applications

Overview

In UWKonline you will find all applications you need for your studies. Take a look at all applications to gain an overview.

For further questions, please contact the UWKonline helpdesk: tech.support@donau-uni.ac.at.

The most important applications are described in the following chapters.

Apart from the directly to your studies related UWKonline applications, these are:

> **Applications related to your account**
  Change account status, personal settings and passwords
> **Icons linking other systems**
  UWK Moodle, Outlook Webaccess, info platforms, u:book and web portal (NetStorage)

The advantage accessing via UWKonline is that you do not have to log in to the respective system again – EXCEPTION – UWK Moodle!

Accessible Studying

Information on support measures for barrier-free studying.

Apple CampusStore

The Apple CampusStore offers students the exclusive opportunity to purchase Apple products at special prices.

Calendar

This application allows keeping a personal calendar in UWKonline.

Change Password

You can edit the password for your UWKonline account via the "Change password" in your applications.

Your password is also valid for most other systems (except Moodle), i.e. if you change your UWKonline password, the new password is also valid for your e-mail account, for example.

Forgot your password?
If you have forgotten your password, you can retrieve it from the Service Center for Students scs@donau-uni.ac.at or request a new PIN code. The Service Center for Students will reactivate the account and set a new password. You can also ask for a new password via the link "Forgot password".

Current/Home Address

Here you can update your Current/Home Address. This data is used by the University, in particular by the Office of Student Affairs and Examinations, for various mailings, so you are obliged to disclose this address data in full and keep it up-to-date. If you do not have a current address (= delivery address), please enter your home address here!

Attention! Students can only change their address.

Forgot your password?

If you have forgotten your password, you can retrieve it from the Service Center for Students scs@donau-uni.ac.at or request a new PIN code. The Service Center for Students will reactivate the account and set a new password. You can also ask for a new password via the link "Forgot password".

Outlook Webaccess

This is the link to your personal UWK mailbox. All study law information will be sent to this e-mail address. Forwarding to another e-mail address is possible, you would have to set it up yourself. The assigned e-mail address is normally firstname.lastname@edu.donau-uni.ac.at. The storage of the mailbox is 100 MB. The mail data can be retrieved using standard mail programs with the POP3 and IMAP protocols. The e-mails can also be read using a web browser.

Infolink: www.donau-uni.ac.at/student-mail
Link to the login: https://outlook.office365.com/mail
It is not possible to change the e-mail address (except for name changes).

Leave of Absence

Here you can download your application for leave of absence. More information can be found on our website under https://www.donau-uni.ac.at/en/studies/study-organisation/leave-of-absence-from-studies.html.

Library-account registration

Here you get to your personal library account.

Attention! Your UWK e-mail address is used for all notifications.

Login Log

In the login log you will see when and from which computer you have logged in into your account.

My Achievements

As soon as the examination result was entered into the system and confirmed by the Service Center for Students, you can print the individual examination certificate (printer symbol).

My Applications

With "my applications" you can apply for a new study program or apply for renewed admission to a closed study program.

My Course

Here the courses registered for your studies are listed. The course administration is responsible for the registration.

Personal Settings

Under the personal settings you can adjust, among other things, the preferred language setting and change the font size.

Registration Status and Continuing education tuition fee

Check the study you are registered for here. You will see, whether you are registered or re-registered for the respective semester. Clicking on the curriculum will direct you to the curriculum support that applies to you. Amount of the participation fee is visible or if the payment of your fee has already been booked. The bank data is visible here.

Transcripts

All examinations taken during the course of study are shown in the "Transcripts". (Recognized examinations do not appear!)

Print your certificates for your own information. UWK saves all results in the system.

The result is displayed in a separate window as a pdf-file, ready to be printed. To open this file you need the program "Acrobat Reader" installed.

u:book

At the u:book campaign (https://ubook.at/en/), several notebook models selected on the basis of an evaluation conducted at the Swiss Federal Institute of Technology (ETH) Zurich are offered for sale in 3 to 4-week sales windows at the beginning of each semester.

UWK Moodle

is the university-wide learning management system of the University for Continuing Education Krems, which supports and accompanies students in designing digital teaching and learning scenarios.
In Moodle you will find (digital) –learning resources for the preparation and follow-up of classroom units (e.g. scripts, slides, study texts) as well as for self-study (e.g. learning videos, self-study quizzes, animations).

You will receive the access data from your course director! Moodle runs independently from the other systems of the University for Continuing Education Krems. This means that changes of login name or password have no effect on the other systems and vice versa.

For **technical questions about Moodle** please contact the TechSupport Team:
tech.support@donau-uni.ac.at

University for Continuing Education Krems

The University for Continuing Education Krems specializes in academic continuing education for working professionals. As a public university for continuing education, it works with its expertise in research and teaching to overcome societal challenges and tailors its study programs to address them. The continuing education study programs cover ten fields of study and meet the specific requirements of students with work experience. With over 8,000 students coming from 90 countries, the University for Continuing Education Krems combines its many years of experience in university-based continuing education with innovation to provide outstanding quality in research and teaching at an international level. The University holds the AQ Austria quality seal. Situated 60 km from Vienna in the alluring world heritage region Wachau, Campus Krems is a highly attractive location.

Information

University for Continuing Education Krems
Service Center for Students
Dr.-Karl-Dorrek-Strasse 30, 3500 Krems

Tel. +43 (0)2732 893-6000
Fax +43 (0)2732 893-4280
scs@donau-uni.ac.at

www.donau-uni.ac.at/en/scs