Here we go, this guidebook will show you how to register your courses in ZEuS!

What is ZEuS?
ZEuS is our system where you register your classes to receive credits and grades for them. This is really important, because **only the courses registered will appear on your Transcript of Records in the end!**

**Step 1: Generate a TAN List**

1. Choose ZEuS where you find an authorization document to generate a TAN list is available in your personal menu (with login): **My studies → Student Service → Certificates**
2. If no PC with a printer is available to you, the self-service terminal (SB terminal) in the Student Service Center (SSZ) offers you an alternative way to print a TAN list.
Both ways are described below.

**Possibility 1: Generating your initial TAN list in ZEuS**

**Key steps at a glance**

1. **Open** the PDF document **Authorization for the initial TAN list generation** in the **Reports** section. It contains the generation numbers. **Note** the numbers - including the sequence (=number in column 1).
2. **Open the activate a new TAN list** link in the **Actions** sections on the right.
3. You will be requested thereupon to **enter one of your generation numbers** noted before. Enter the corresponding number and confirm your entry with **OK**.
4. In the **Actions** section now you can find a link which provides you a **PDF document with a TAN list** to print out instead of the link mentioned above.

**Please note:**
- You must immediately use this link for printout!
- This link as well as the generation numbers are both available only for 20 minutes for security reasons!
Processing in detail

1. Open the PDF document **Authorization for the initial TAN list generation** with the generation numbers and note the numbers including the sequence (number in column 1).

2. In the **Actions** section you can find the **activate new TAN-List** link - click on it.

3. You will be requested thereupon to "enter one of your generation numbers" noted before. Enter the corresponding number and confirm your entry with **OK**.

4. In the **Actions** section now you can find a link which provides you a PDF document with a TAN list to print out instead of the link mentioned above.

5. Please mind the overlay notice:

   ![Warning]

   You must use this link immediately for printout of your TAN list because this link is only valid for 20 minutes for security reasons.

Possibility 2: SB terminal in SSZ

As it has been possible for examination registration in StudiExaminations, now you can print a valid TAN list at the SB terminal in the SSZ. For this you only need your Uni Card with barcode, as well as your Email password. Further instructions are available on-site.
Important facts to consider:

Please register all of your PSYCHOLOGY courses/exams until the date announced by email!! In case you have problems, please contact us by email.

Please note that this is only the registration period for psychology courses/exams! In case you also have classes from other faculties or language courses, please check with the Erasmus Coordinator from the other faculty department and the language course department and ask when their registration period is. Make sure that you also register all your other courses in the corresponding registration period.

Step 2: Register your exams

1. Click on My Studies
2. Click on **Planner of Studies with module plan**
You are here: Home ➔ My Studies ➔ Planner Of Studies with module plan

Planner Of Studies with module plan BA Psychologie H (PO 2012)

Show module plan  ➔ Print view

Study programme semester  ➔ Events  ➔ Summer semester 2020

Search the examination regulations

Examination regulations structure - 3. Subject related Semester

- Bachelor's degree Psychology major PO 2012
  + 2000 - Basismodule
  + 4000 - Allgemeine Aufbaumodule
  + 5000 - Aufbaumodule in den Anwendungszweigen
  + 8901 - Research, Presentation - compulsory subject (not active) - 30.0 Credits
  - Courses in English (Bachelor)

Multi-connected Elements:
- Statistics I
- Children and Youth with Exceptionalities (english)
- Create Internet-based experiments, conduct Big Data research, write articles

Search for the exam you want to register in the moduls

Click on + to open
4. Click on register

5. Click on I accept and next

6. Click on register again
7. Enter the **specific** TAN number X from your generated TAN List (see Step1) and click on **OK**

8. Now you are **admitted** for the exam. If you want to register **other exams** please go back to the overview and do Step2 again.
9. Only during the registration period, you can **withdraw** from the exams again! (Please remember, if you do not cancel the seminar or exam in the enrolment period, and you do not attend the seminar or do not take the exam, you will get a failed in your Transcript of Records.)

![Course details](chart.png)

In case you have problems please contact us by email: [erasmus.psychologie@uni-konstanz.de](mailto:erasmus.psychologie@uni-konstanz.de)

Note: If you have technical problems, please contact the ZEuS support team (Campus Management) by email: [zeus-support@uni-konstanz.de](mailto:zeus-support@uni-konstanz.de)

**Important links:**

The contents of this wiki will help you use ZEuS to manage your studies and teaching responsibilities competently and efficiently. [https://en.zeus-wiki.uni-konstanz.de/wiki/Main_Page](https://en.zeus-wiki.uni-konstanz.de/wiki/Main_Page)

**Exam registration at the University of Konstanz**
[https://en.zeus-wiki.uni-konstanz.de/wiki/ZEuS_Stud_Pr%3B Cf_AnmeldeZeitr%C3%A4ume](https://en.zeus-wiki.uni-konstanz.de/wiki/ZEuS_Stud_Pr%C3%BCf_Anmeldung)
[https://en.zeus-wiki.uni-konstanz.de/wiki/ZEuS_Stud_Pr%3B Cf_AnmeldeZeitr%C3%E4ume](https://en.zeus-wiki.uni-konstanz.de/wiki/ZEuS_Stud_Pr%C3%BCf_Anmeldung)

**Cancel or change your exam registration - overview**
[https://en.zeus-wiki.uni-konstanz.de/wiki/ZEuS_Stud_Pr%3B Cf_Abmeldung](https://en.zeus-wiki.uni-konstanz.de/wiki/ZEuS_Stud_Pr%C3%BCf_Abmeldung)

**FAQ - The most frequently asked questions about using the ZEuS portal for students**
[https://en.zeus-wiki.uni-konstanz.de/wiki/ZEuS_Stud_FAQ](https://en.zeus-wiki.uni-konstanz.de/wiki/ZEuS_Stud_FAQ)

**Exam registration using a TAN**
[https://en.zeus-wiki.uni-konstanz.de/wiki/TAN-Verfahren](https://en.zeus-wiki.uni-konstanz.de/wiki/TAN-Verfahren)