## Userguide for the PhD Course Management at Aarhus University

The PhD Course Management system is used to manage your courses.

The first thing you need to do in order to register for a PhD courses is to validate your profile.

If you are an internal PhD student (from Aarhus University), you use your AU-ID.

	S SITY	
Sign in		
AUxxxxxx@uni.au.c	ik	
Can't access your acco	unt?	
Sign-in options		
	Back	Next
If you have forgotte please go to adgang		or username,

If you are external (not from Aarhus University), you need to create a login.

INFORMATION
Please sign in using your account for Aarhus University PhD Course Management.
If you do not have an account then you need to create one in order to sign in.
Email
Password
Husk mig
Sign in ->) Create profile 오
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After login, you can access and use the several important key features of the system.

You can:

1. Browse through currently and previously published courses in an easy and intuitive way enabling you to plan which new courses to attend as part of your PhD for the upcoming semester

## PhD Course Management

aduate School	Semester	Year	Course type
<ul> <li>All selected</li> </ul>	✓ All selected	✓ All selected	✓ All selected

**2.** See courses you have selected plotted in a calendar to quickly give you an overview if e.g. two courses are overlapping on days or time of day

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1	2	3	4	5	6	7			1	2	3	4	5	6								
8	9	10	11	12	13	14	-	7	8	9	10	11	12	13								
15	16	17	18	19	20	21		14	15	16	17	18	19	20								
22	23	24	25	26	27	28		21	22	23	24	25	26	27								
29	30							28	29	30	31											

- **3.** Register new courses and download courses to your own calendar for better overview and individual planning
- 4. Continuously follow up on enrolled courses and ECTS points pr. semester and in total

## My Course Overview



- 5. Sign up for waiting lists and communicate directly with course administration
- 6. Digitally register attendance for all courses
- 7. Manage your diplomas after courses have been successfully attended

