

Welcome

Hello and welcome to the OTH Amberg-Weiden. It's great that you have decided to study at our university. As a first-semester student, it can sometimes be difficult to find your way around your studies. To help you with your first steps, our student Max will show you the most important tools at our university in the following videos and will give you helpful tips for a successful start. Let's go!

Username and password

To get access to the most important tools of the OTH Amberg-Weiden, you first need a user name and a password. You can find these university login data in the Primuss portal, where you processed your application. You will also find the link to the application portal in your admission letter. Log in with your e-mail address and password which you used for your application. On the overview page under „account information“ you will find your university user name and your initial password. Before using this password for the first time, you have to change it to a password of your choice and remember it well. Please note that it might take up to 24 hours for your account to be activated.

Also note that your username will only be visible in the application portal once your enrollment has been successfully completed, that means once you have uploaded all required documents and received a confirmation e-mail from the Students' Office. In their email you will also find this information.

MyOTH

On the homepage of the OTH Amberg-Weiden you will find a lot of helpful information about your studies. It's best to browse through the various sections so that you are well informed right from the start of your studies.

You can find your personal student account with all the important information and tools at MyOTH. Scroll to the top of the homepage so that you see this black bar and click on MyOTH.

If you log in with your university access data, you will be taken directly to your personal MyOTH account, where you can access all important documents at a glance.

In the course-specific documents you will find, for example, the timetable relevant to your course of study. Of course, the timetable looks different for each degree programme. If you need information on the individual subjects, it is always worth taking a look at the course catalogue. It can also be found in MyOTH. In this document, you will find a detailed module description for each subject, for example, when the subject is offered, who teaches it and what form of examination is planned. Some course catalogues also list the curriculum, i.e. the study plan, in which you can see which subjects you should take in which semester.

In addition to the helpful documents on your studies, there are some very helpful tools that you will need during your studies as well. The best thing to do is to click through and have a look at the individual areas. The most important tools will also be explained in the following videos.

Primuss

One of the most important tools you will use a lot in your studies is PRIMUSS. You will find the link to your PRIMUSS student portal in MyOTH under the category "Dienste", which is "services". Log in with your username and password. On the overview page you will find your personal data such as your university e-mail address and your matriculation number. By the way, you should have your matriculation number ready at all times, because you always have to indicate it when writing exams and at many other times. It's best to learn it by heart.

You can access and download various certificates via the Students Office tab. There you will find, for example, certificates for BAföG or your matriculation certificate. In addition, you have to re-register for the upcoming term via PRIMUSS each term so that you remain enrolled. Please note the applicable deadlines for each term. For re-registration, a SEPA mandate must be created so that the semester fee of 52€ can be debited from your account.

Via the Examination Office tab, you can, for example, view your own overview of marks and register for your examinations within the specified registration period.

Click on "submit application/forms" and select "all applications and forms". You can also display applications and forms in the "select application/forms" section and, for example, submit a sick note if you are unable to take your exams. It's best to just click through the various tabs and documents so that you're well prepared for the rest of your studies.

Webmail

In your MyOTH environment you will also find your personal OTH webmail account. You should check it regularly so that you do not miss important announcements. Just log in with your username and password and read through your new mails. You can also create folders by right-clicking on your filing cabinet to keep a better overview. Of course, you can decide for yourself whether and which folders you want to create. You can then move your read mails into these folders.

If you want, you can also synchronise your mail account with your smartphone. You can find instructions on how to synchronise your smartphone on the page of our computer centre. To do this, simply go to "Inform yourself and discover" on our homepage and click on Computer Centre. Under Services you will find, among other things, the procedure for smartphone synchronisation and can read how to set it up on Android or Apple.

To make sure you always receive the latest news about your study program, make sure to check out the information about the notice board in the next clip.

Noticeboard

The lecture is cancelled? The exam has been postponed? Wouldn't it be annoying if you didn't notice? In order not to miss such important announcements, you should always keep an eye on the notice board. You can find this in your MyOTH account as well. Under the tab "Dienste" which is "Services" you will find PRIMUSS and Webmail as well as the notice board ("Schwarzes Brett"). Here you can either filter by degree programme and read through the posted entries or you can subscribe to the newsletter to receive the news in real time by e-mail. We strongly recommend that! Simply select your degree programme in the list and enter your OTH e-mail address and a password on the next page. Click on "Subscribe" and you will receive e-mails as soon as something is posted on the notice board. This way you will always be well informed and won't miss any important information or deadlines.

Moodle

In addition to the notice board, you also receive important announcements from your lecturers via our learning platform Moodle. Via MyOTH you can go directly to the website to log in with your user ID and password. On the start page you will find various course areas such as the faculties or the language centre. In the respective course areas, individual courses are listed for which you can enroll. However, you can only register for the courses that you really have to take, so that you do not take away places from other students. You will receive the registration key either from the lecturer in the first course or in advance by e-mail.

In your dashboard in the course overview you will then see the courses in which you are currently enrolled. You can also mark particularly frequently attended courses as favourites and filter them so that you don't have to search so long.

As soon as you are enrolled, you have access to documents that are relevant to the lecture, e.g. scripts, exercises or literature. Depending on the course, there are also virtual lecture rooms where you can log in at the respective times set in the timetable.

As soon as a lecturer makes an announcement, you will find it in the announcement section. You will usually also receive an email in your OTH Mail account when these announcements have been posted.

You can also find all courses relevant to your studies on our Moodle learning platform using the search function. If you want or have to take further courses in addition to our range of courses, you will find many more at the Virtual University of Bavaria. More about this in the next clip.

Vhb

In some degree programmes, online courses are also offered by the Virtual University of Bavaria (vhb). The vhb is, so to speak, a virtual campus of the universities and colleges in Bavaria. To be able to take courses at the vhb, you have to register for the first time and then authenticate yourself. For subsequent semesters, re-registration is sufficient to continue taking courses.

You can find the courses in the CLASSIC vhb course programme for the current semester either via the various course areas or directly via the search field. You can then register for the respective courses during the registration period mentioned.

The examinations take place either at the OTH or at the university offering the course. In the case of vhb courses that you are required to take in your degree programme, you have to register for exams via Primuss as well. You can also take voluntary (soft skill) courses in addition which might be credited to you if possible. You can find the application for crediting in Primuss. The examination board will then decide whether a subject can be credited or not.

Contact person

If you follow all the steps in these tutorials and have found your way around the homepage, you are on the way to a good start of your studies. If you have any questions that you can't find an answer to on the homepage, you can of course contact the university staff at any time. You can find the contact details of the contact persons in the faculties or institutions such as the Students' Office via the tab "Inform yourself and discover" or directly via the search function. Max and the entire university family wish you every success in your studies.