Signing up for Classes on PORTA
1. Open PORTA and log in

Select your language of preference.

Log in with your login credentials (ZIMK ID and password).
Option 1
Registering for Classes via Course Search
2.1 Registering for Classes: Option 1

Click on Courses offered (degrees).
2.2 Registering for Classes: Option

Select "Search for courses".
2.3 Registering for Classes: Option 1

Enter the title or number of the class you are looking for and select the semester.
Now you will get a list of all classes that fit your search entry. You can access the course details by clicking on **the first button (magnifier)** or by clicking on **the title**. There you will find basic data on the class, parallel groups and dates and other information. Please check the registration periods for your class in the basic data by clicking on the magnifier or course title.

2.4.1 Registering for Classes: Option 1
2.4.2 Registering for Classes: Option

Please check the registration periods. You will only be able to sign up for a class during these time frames. If "Offene Anmeldung" is marked, you are able to sign up for the class at any time. Otherwise the time frames stated apply.
2.5 Registering for Classes: Option

Click on **the second button (calender)** to directly see parallel groups and dates. You will find these also in the detailed course overview by clicking on the first button (magnifier) or the title of the class.
2.6 Registering for Classes: Option

You can also directly register for the course by clicking on the third button (door). This button is only available during the registration periods of the particular class. Click on the button and confirm your registration.
If there are several **parallel groups** for a class, you can either select one or you have to select your priorities when clicking on "Apply".
Once you have registered, you will be notified about your registration. When you go back to the overview, you can de- or reregister if need be.
2.9.1 De-/Reregistration for Classes: Option 1

Back in the overview, you can deregister or change your selection if need be by clicking the same button (door) again.
2.9.2 De-/Reregistration for Classes: Option 1

If you wish to deregister or change or selection, click on "Sign off" or "Change selection". Afterwards, you will be notified about your deregistration or change.
Option 2
Registering for Classes via Planner of Studies (if available)
3.1 Registering for Classes: Option 2

Click on "My Studies" and select "Exam- and courseenrollment (Planner Of Studies)".
3.2 Registering for Classes: Option 2

Here you find all subjects for which you are enrolled. Select the relevant subject.

<table>
<thead>
<tr>
<th>Course of studies</th>
<th>Subject related semester</th>
<th>Last reregistration term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master (1) Jura-und Politologie</td>
<td></td>
<td>winter semester 2021/22</td>
</tr>
<tr>
<td>Erziehung/ - pädagogik 2, Deutsch als Zweit- und Fremdsprache</td>
<td></td>
<td>winter semester 2021/22</td>
</tr>
</tbody>
</table>
3.3 Registering for Classes: Option 2

Now you see all modules that belong to your selected subject.

Here you can select the semester.

Select "Expand all" to see all classes that belong to the modules.
3.4 Registering for Classes: Option 2

If the registration period for a particular class is open, you will find the button “Apply”. Please check the registration periods for the classes you wish to take by accessing the course details on PORTA.
3.5 Registering for Classes: Option 2

After having clicked on "Apply", verify your choice and select "Apply" again,
3.6 Registering for Classes: Option 2

Now you are registered for this class! Click "Back to overview".
3.7 Registering for Classes: Option 2

Here, you can also "Sign off" again if need be by clicking the button.
3.8 Registering for Classes: Option 2

If you want to sign off of a class simply click "Sign off".

You will be notified that your registration has been cancelled.