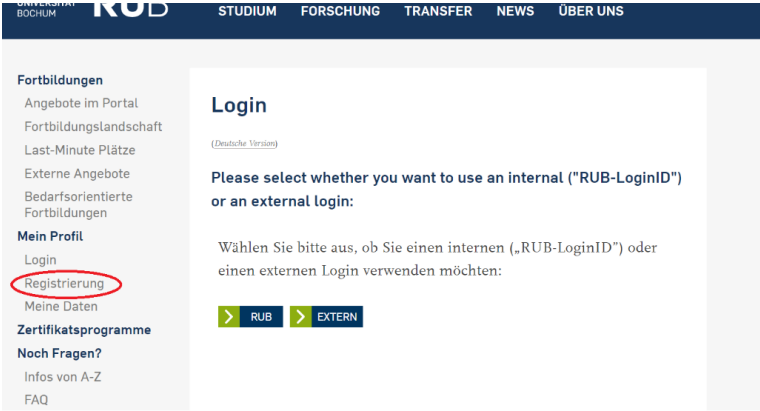
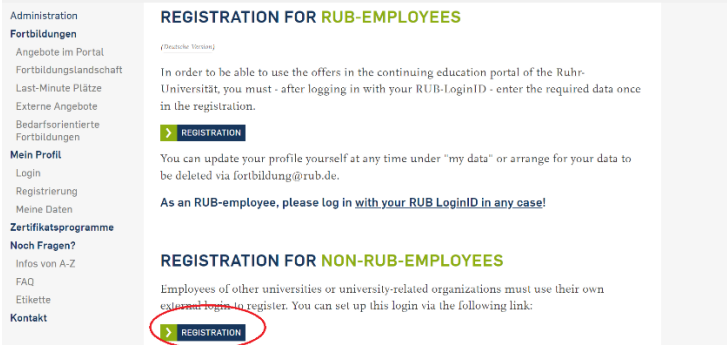
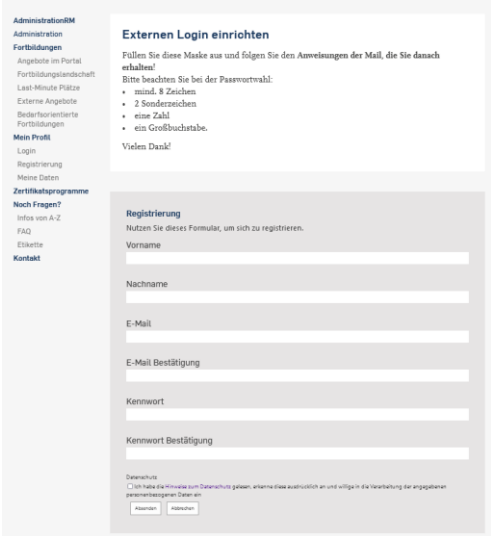
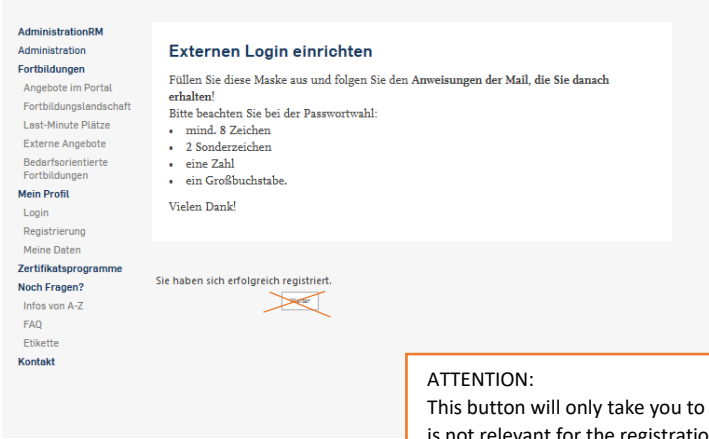
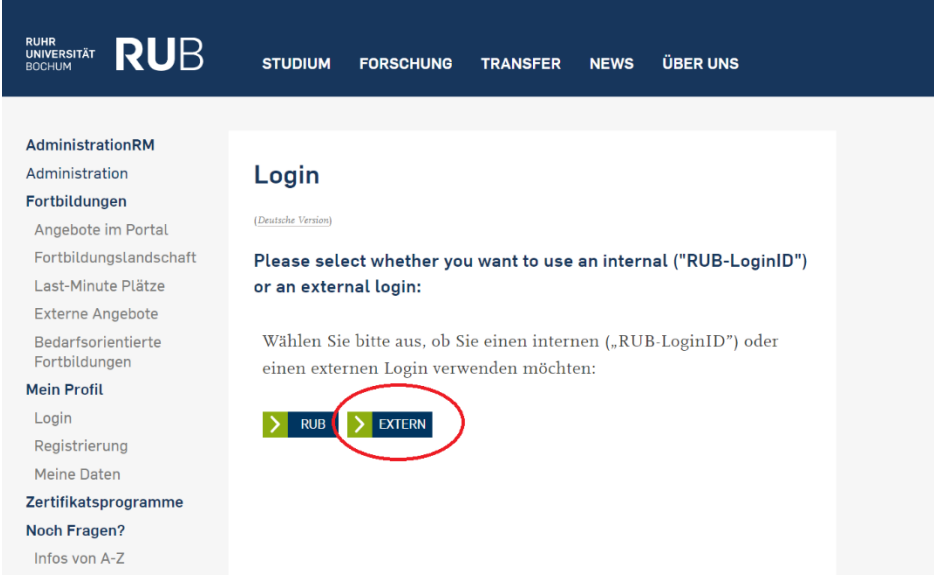
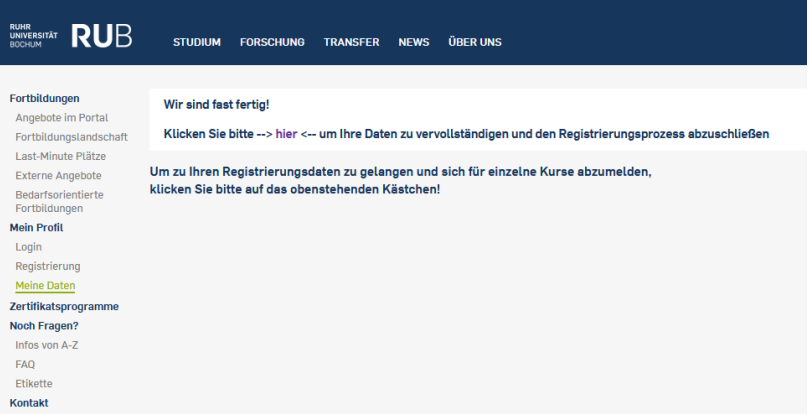
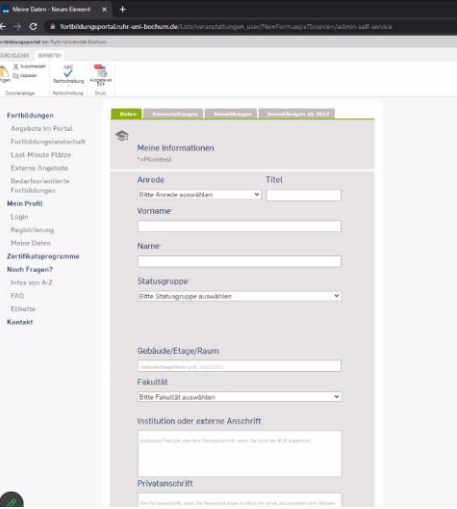


Registration in the training portal for EXTERNALS – this is how it works!

<p>1</p>	<p>Select „Registrierung“ in the navigation and click on english Version!</p>	 <p>The screenshot shows the navigation menu of the RUB training portal. The 'Registrierung' option is circled in red. The 'Login' option is also visible. The page title is 'Login' and it asks the user to select whether they want to use an internal ('RUB-LoginID') or an external login. There are two buttons: 'RUB' and 'EXTERN'.</p>
<p>2</p>	<p>Select the button „REGISTRATION“ below the Headline „REGISTRATION FOR NON-RUB-EMPLOYEES“</p>	 <p>The screenshot shows the registration page for non-RUB employees. The 'REGISTRATION' button is circled in red. The page title is 'REGISTRATION FOR NON-RUB-EMPLOYEES'. The text explains that employees of other universities or university-related organizations must use their own external login to register. There is a 'REGISTRATION' button.</p>

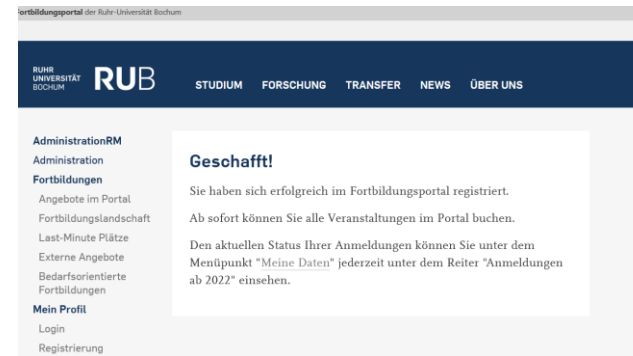
<p>3</p>	<p>Fill in the missing fields!</p>	 <p>The screenshot shows a registration form titled 'Externen Login einrichten'. It includes a navigation menu on the left with categories like 'AdministrationRM', 'Fortbildungen', 'Mein Profil', 'Zertifikatsprogramme', 'Noch Fragen?', and 'Kontakt'. The main content area contains instructions to fill out the form and follow email instructions. Below the instructions are several input fields: 'Vorname', 'Nachname', 'E-Mail', 'E-Mail Bestätigung', 'Kennwort', and 'Kennwort Bestätigung'. At the bottom, there are 'Anmelden' and 'Abbrechen' buttons.</p>
<p>4</p>	<p>After saving, you will see the following screen</p>	 <p>The screenshot shows the same registration form after successful completion. The 'Anmelden' button is now crossed out with a red 'X'. A message states 'Sie haben sich erfolgreich registriert.' Below this message, there is a button with a crossed-out icon, which is highlighted by an orange box. An attention note is placed next to this box.</p> <div data-bbox="1491 1187 1998 1299" style="border: 1px solid orange; padding: 5px;"> <p>ATTENTION: This button will only take you to the home page and is not relevant for the registration process!</p> </div>

5	Check your email inbox and follow the link in the mail, that you have received	
6	Use the login page, klick on English version and log in externally with your mail adress and your new password	

<p>7</p>	<p>You will be automatically redirected to this page – click on the link „hier“ to complete your data.</p>	
<p>8</p>	<p>Please fill in the missing fields and save your data!</p>	

9

Done! You receive the following success message:



From now on you can book trainings!