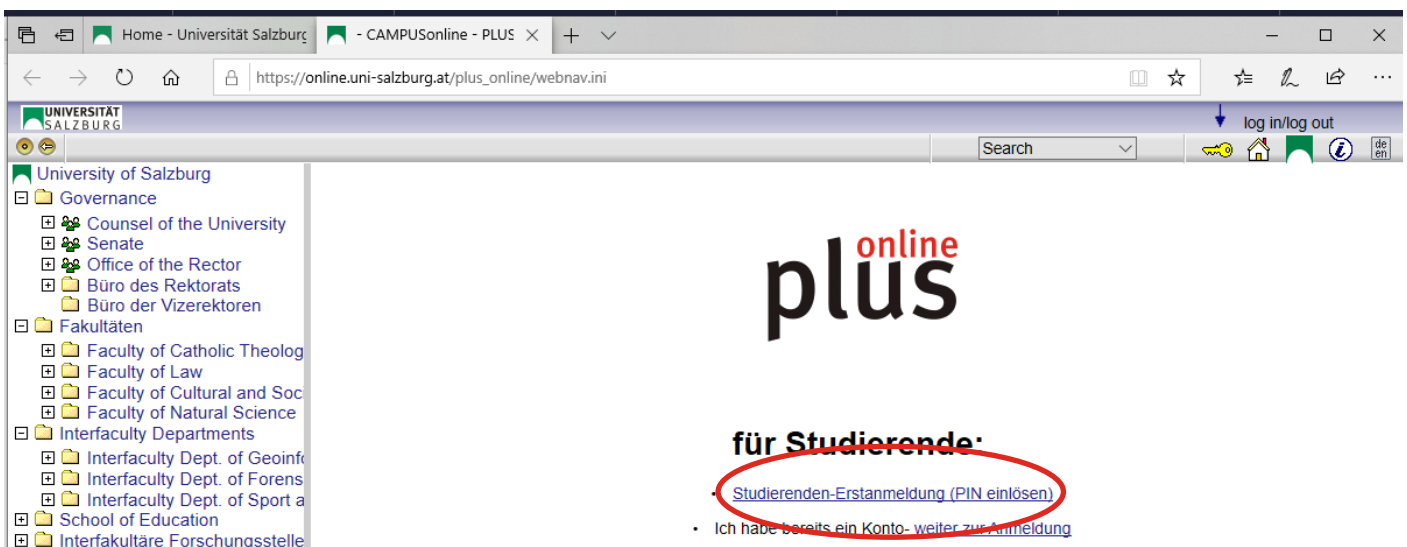# Enrollment in PLUSonline

Details for opening your account with the personal PIN-Code, viewing your student profile in PLUSonline and how to **pay the registration fee**.

Using the personal PIN-Code:

1. You will receive your personal PIN-Code along with your student card when registering at the **Admissions Department** (Kapitelgasse 4-6).

2. Open **PLUSonline** using the following link: https://online.uni-salzburg.at/plus_online/webnav.ini **OR** click the link on the University of Salzburg's homepage, as shown below:
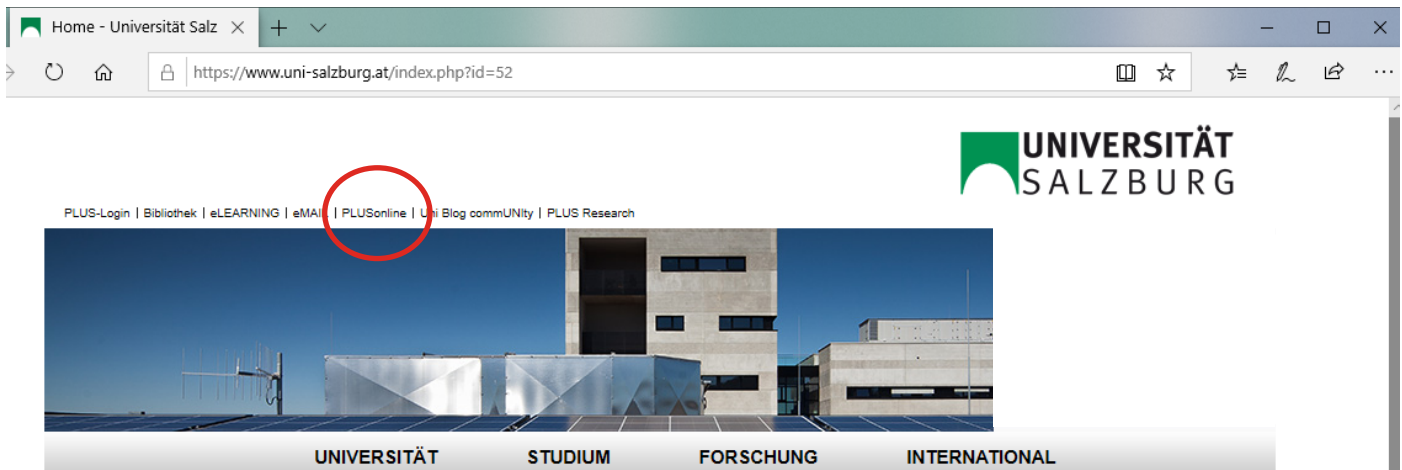
3. Click on "**Studierenden-Erstanmeldung (PIN einlösen)**", as shown below:

The following field box will appear:

4. Insert your personal PIN-code, as well as the "Matrikelnummer" (student number), which can be found on the sheet issued by the **Admissions Department**.

5. Enter your "Geburtsdatum" (date of birth).

6. Click on the Save/"Speichern" button.

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The system will automatically create your **"Benutzername"** (username) and **"Kennwort"** (password).

These are the login details you need to access your **PLUSonline** account in the future—**note them down**!

Payment of registration fee:

There are **two methods** by which you can pay the compulsory membership fee to the Austrian Students Union (ÖH), which costs €20.20.

Method 1. Online card payment or "SOFORT Überweisung". Advantage:...

Method 2. Online transfer using **online banking**, which may subject you to transfer fees when paying from outside mainland Europe.

Method 3. Direct payment using a **bank slip,** which may subject you to a small fees when paying without an account from the relevant bank.
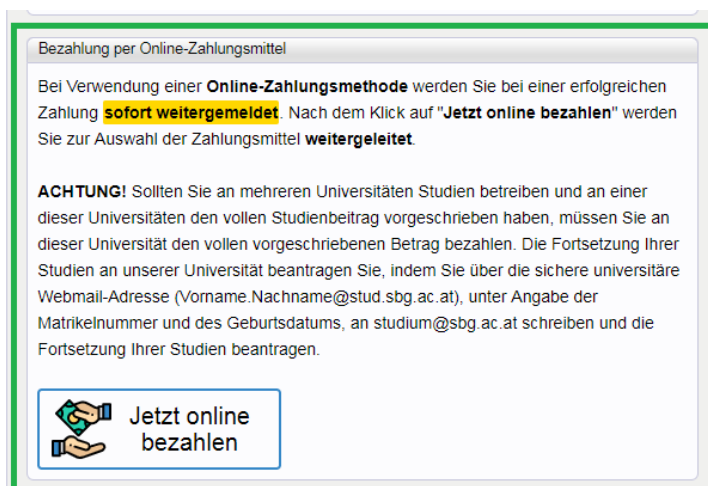
You <u>cannot</u> pay the **ÖH fee** in the Admissions Department!

Method 1. Online card payment (accepts Visa, MasterCard, Maestro, Vpay) or "SOFORT Überweisung"

Step 1. Log in to your **PLUSonline** account and then click on **"Studienbeitragsstatus"** (Tuition fees)

Step 2. Scroll down to find the online payment button **"Jetzt online bezahlen"**. Click to continue.

Step 3. <u>Note down the 4-number PIN</u> (green box) that appears on the screen. You will require this number after clicking to continue (**"Weiter"**).

Step 4. Enter your PIN and click to continue (**"Weiter"**). You can cancel this payment by clicking on cancel (**"Zahlung abbrechen"**).

Step 5. Check all payment data and select a payment method. Then follow the instructions of the respective provider to pay the ÖH fee.

**Step 6.** You will now be able to register for courses..

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The following is relevant for payment **methods 2.** and **3.**

Payment details:

To make sure that the University of Salzburg can assign the payment to your student account, the transfer will need a **payment reference**. To find your specific information, follow the steps below:

1. Click on the **yellow key** in the top left-hand corner of **PLUSonline** (see below).
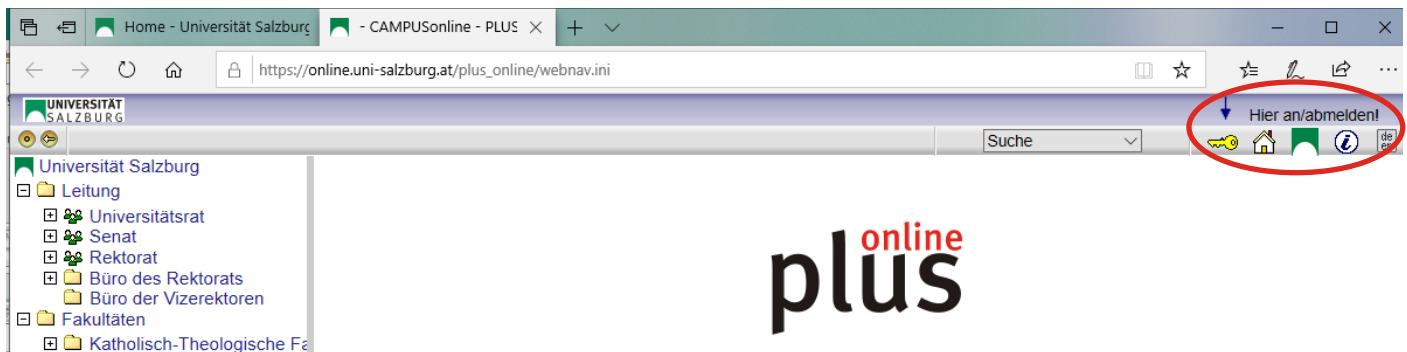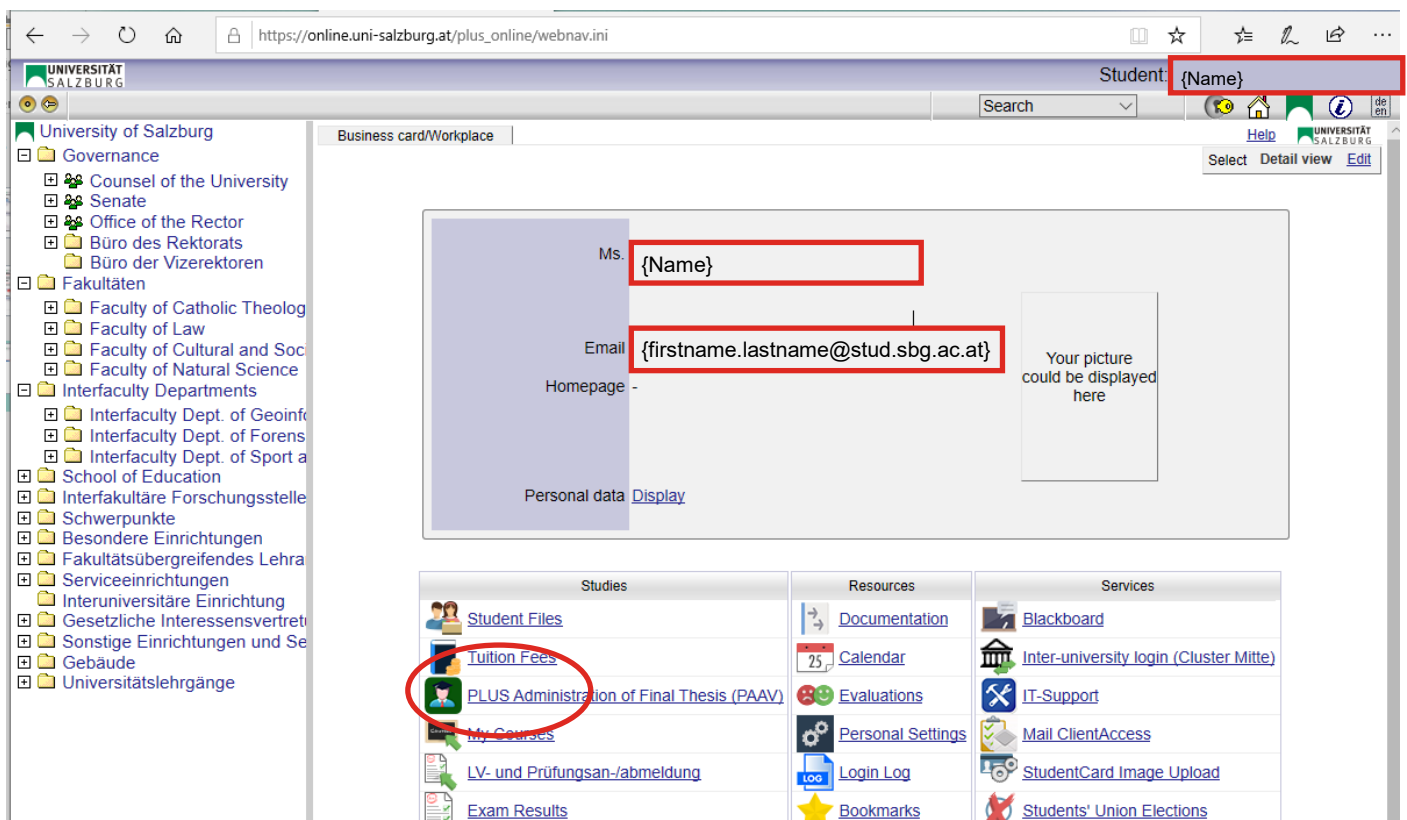

2. Log in to your student account with your **"Benutzername"** (username) and **"Kennwort"** (password), which is only possible after completing previous steps in this guide).

If you are have **forgotten your log-in details**, write an e-mail from your University of Salzburg student account to the IT-Helpdesk:
ticket@sbg.ac.at

After successfully logging in to your account, the following page will appear:

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3. Click on the link for **"Studienbeitragsstatus"** (Tuition fees) to see the following page:

The outstanding amount will be the sum of the **ÖH fee**, as **written in green** (see screenshot above).

Scroll down the "Studienbeitragsstatus" (Tuition fees) page to find out your **personal payment reference** (see screenshot below).

(University of Salzburg bank details)

Insert this number into the field **"Verwendungszweck" (purpose of payment)** or **"Zahungsreferenz" (payment reference)** when you pay the fee.

Method 2. Online transfer using **online banking**: follow the necessary instructions to complete a bank transfer. Make sure to enter the correct amount, either in the format of 20,20 **OR** 20.20.

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Method 3. Direct payment using a **bank slip:**

(Step 1): Enter your card at a so-called "**Service Point**" (machine in the foyer of the Admissions Department) and print an "Erlagschein" (bank slip). The details of your reference number will automatically be printed on the slip.

OR ALTERNATIVELY

(Step 1): Fill out the "Erlagschein" (bank slip) in person in an Austrian bank branch, remembering to **fill out the information from your student profile** (see table in the screenshot on the previous page).

Step 2: Hand in the "Erlagschein" (bank slip) - (see picture below) in person in an Austrian bank branch.

Use this image below to help fill out the Erlagschein" (bank slip).

You will receive an **automatically generated e-mail** to your University of Salzburg e-mail account: {name.lastname@stud.sbg.ac.at or s1000000@stud.sbg.ac.at} once the payment has been assigned to your account.

Please be aware! It is only **after this payment has been confirmed** by the e-mail that you can **apply for courses** and print the **"Studienbestätigung"** (confirmation of registration)! Use **Method 1** to be able to register for...

If you should have any problems paying the **ÖH fee**, have not received confirmation of payment after around 5 working days or are unable to register for courses, please contact the International Relations Office by sending an e-mail with a scanned payment confirmation, **"Matrikelnummer"** (student ID number) and payment reference. Alternatively, send this e-mail with the same attachments directly to the following address: nachforschung-sepa@bawagpsk.com