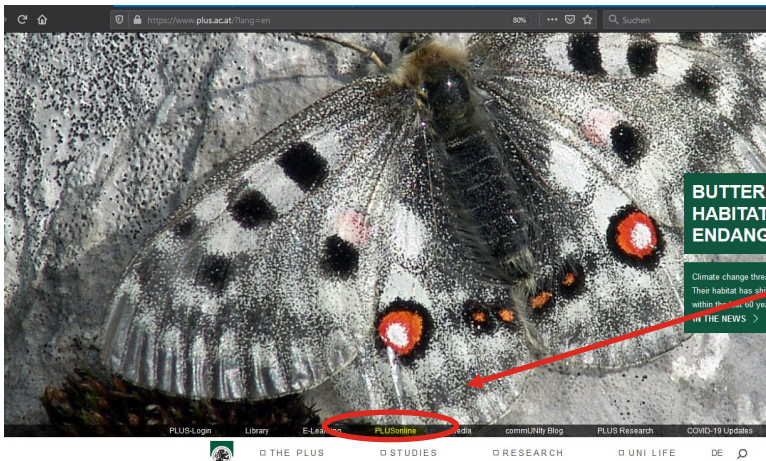


# Enrollment in PLUSonline

Details for opening your account with the personal PIN-Code, viewing your student profile in PLUSonline and how to **pay the enrolment fee (= the Austrian Student Union (ÖH) - membership fee)**.

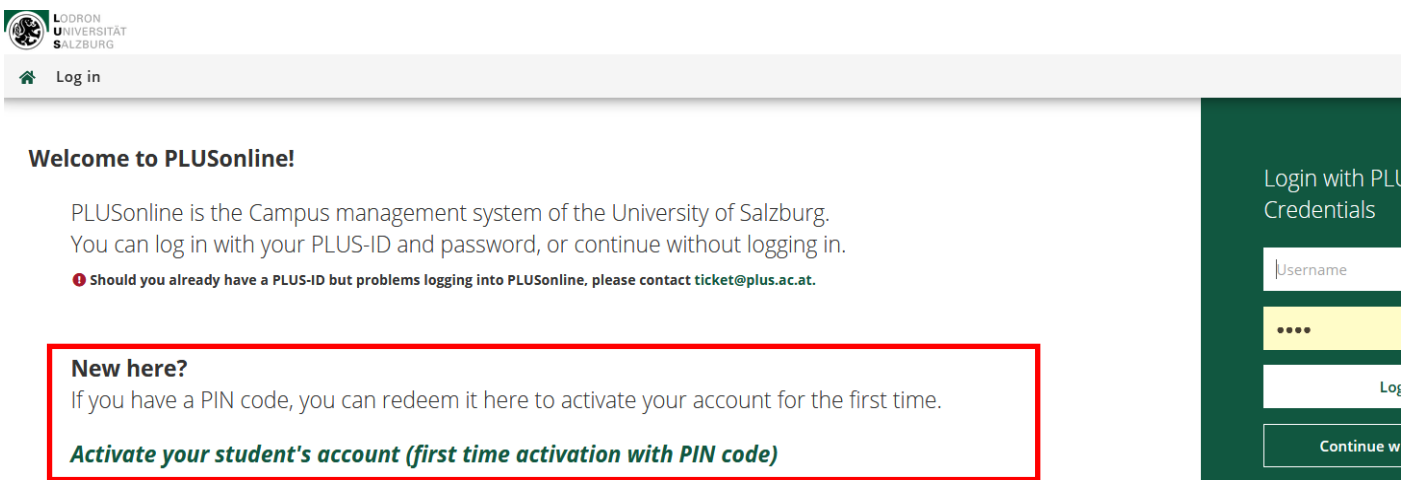
## Using the personal PIN-Code:

1. You receive your personal PIN-Code from the International Relations Office by email. You already received an automatized information email containing your USERNAME.
2. Open **PLUSonline** using the following link: [https://online.uni-salzburg.at/plus\\_online/webnav.ini](https://online.uni-salzburg.at/plus_online/webnav.ini) OR click the link on the University of Salzburg's homepage, as shown below:

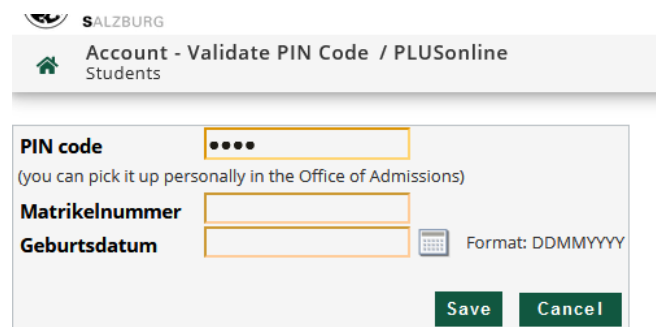


select  
PLUSonline or  
PLUS-Login

3. Click on „first time activation with PIN“, as shown below:



The following field box will appear:



The screenshot shows the 'Account - Validate PIN Code / PLUSonline' form for students. It contains the following fields:
 

- PIN code**: A field with four dots, with a note: '(you can pick it up personally in the Office of Admissions)'
- Matrikelnummer**: A text input field.
- Geburtsdatum**: A date input field with a calendar icon and the format 'DDMMYYYY'.

 At the bottom right, there are 'Save' and 'Cancel' buttons.

4. Insert your personal PIN-code, as well as the "Matrikelnummer" (student number), which can be found on the same sheet.
5. Enter your "Geburtsdatum" (date of birth).
6. Click on the Save/"Speichern" button.

# Enrollment in PLUSonline

The system will automatically match 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 enrolment fee:

There are **three methods** by which you can pay the compulsory membership fee to the Austrian Students Union (ÖH), which costs € 20.70.

**Method 1.** Online card payment or “SOFORT Überweisung”. Advantage: Money transfer within minutes!

**Method 2.** Online transfer using **telebanking**, which may take several days.

**Method 3.** Payment using a **bank slip**, which may subject you to a transfer fee when paying without an account from the relevant bank.

**Important NOTE: You cannot pay the ÖH fee in the International Relations Office!**

## Payment Instructions:

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

### Welcome to PLUSonline!

PLUSonline is the Campus management system of the University of Salzburg. You can log in with your PLUS-ID and password, or continue without logging in.

● Should you already have a PLUS-ID but problems logging into PLUSonline, please contact [ticket@plus.ac.at](mailto:ticket@plus.ac.at).

#### New here?

If you have a PIN code, you can redeem it here to activate your account for the first time.



Login with PLUS-Credentials

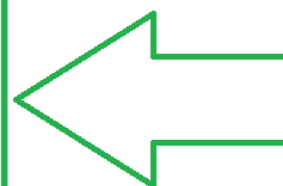
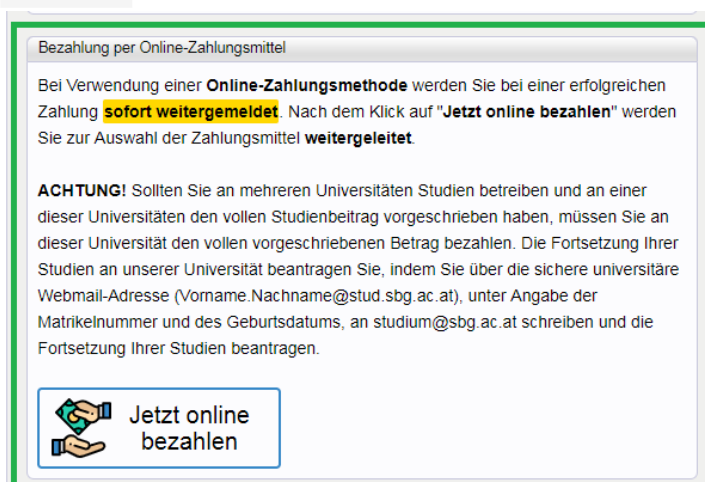
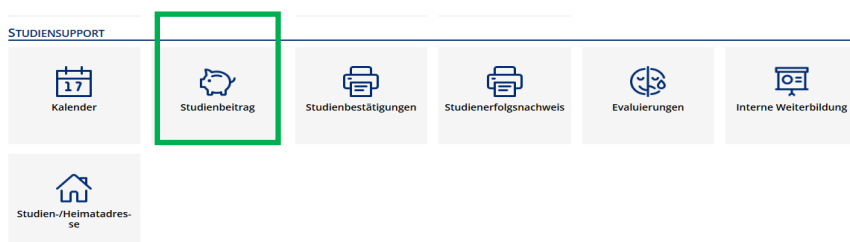


Log in

## Method 1.

**Step 1.** Click on “**Studienbeitrag**“ (engl. Tuition fees) on your **Business Card**

**Step 2.** Select PAY ONLINE NOW / “jetzt online bezahlen” to use Visa, MasterCard, Maestro, VPay, etc. or “SOFORT Überweisung” for money transfer.



# Enrollment in PLUSonline

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

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

## **Method 2: Online transfer using telebanking and Method 3: Payment with bank slip**

Follow these instructions to complete a bank transfer. Make sure to enter the correct amount, either in the format of 20,70 **OR** 20.70.

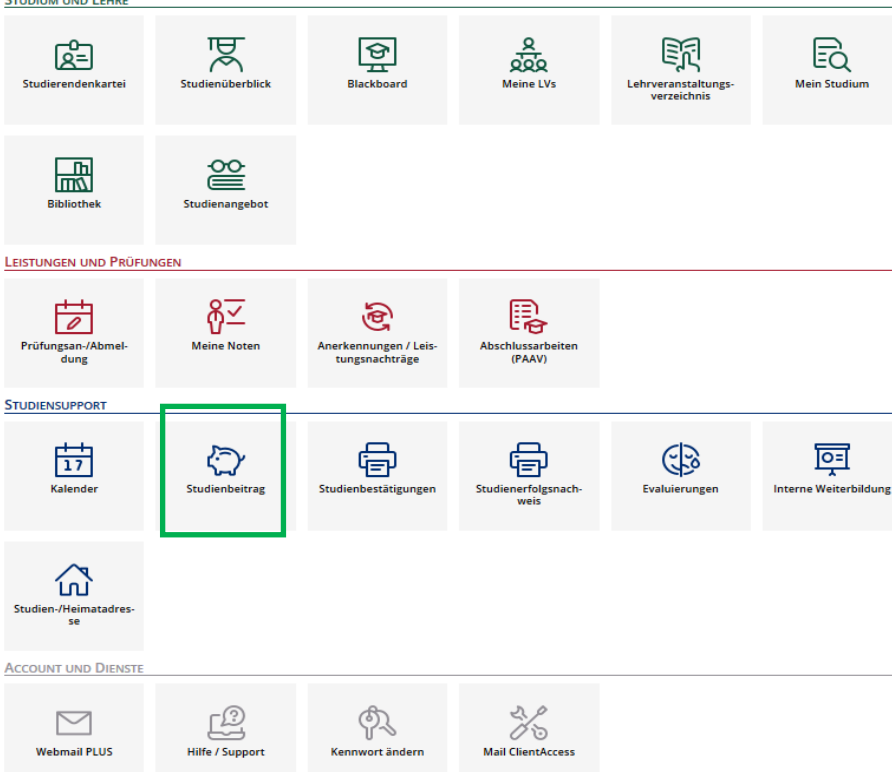
### **Check personal Payment Details:**

To make sure that the University of Salzburg can assign the payment to your student account, the transfer with Method 2. and Method 3 requires a **payment reference**. To find your specific information, follow the steps below:

Login to your student account with your “**Benutzername**“ (username) and “**Kenntwort**“ (password) as already explained above.

If you 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](mailto:ticket@sbg.ac.at)

After successfully logging in to your account, you have access to the PLUSonline services as shown here:



The dashboard is organized into several sections:

- STUDIUM UND LEHRE:** Studierendekartei, Studienüberblick, Blackboard, Meine LVs, Lehrveranstaltungsverzeichnis, Mein Studium, Bibliothek, Studienangebot.
- LEISTUNGEN UND PRÜFUNGEN:** Prüfungsan-/Abmeldung, Meine Noten, Anerkennungen / Leistungsnachträge, Abschlussarbeiten (PAAV).
- STUDIENSUPPORT:** Kalender, **Studienbeitrag** (highlighted), Studienbestätigungen, Studienerfolgsnachweis, Evaluierungen, Interne Weiterbildung.
- ACCOUNT UND DIENSTE:** Webmail PLUS, Hilfe / Support, Kennwort ändern, Mail ClientAccess.

# Enrollment in PLUSonline

## Method 2.

**Step 1.** Click on the link for “**Studienbeitrag**“ (engl. Tuition fees):

**Status of tuition fees in Wintersemester 2021/22**

Account information for:

---

**Invoice**

	Amount within admission deadline (€)	Amount within extended deadline (€)
Additional fee	0.70	0.70
Tuition fee	0.00	0.00
Students' Union (ÖH) fee	20.00	20.00
<b>Total</b>	<b>20.70</b>	<b>20.70</b>

Deadlines

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**Account**    The total is the sum of the **fee**, that you are required to transfer.

**Step 2.** As you don't use pay online now, **scroll down** the page to find out your **personal payment reference „customer number“** you need for transferring the fee ( > screenshot below).

**Payment via telebanking = Method 2.**

Please transfer the outstanding amount to:

Universität Salzburg	(University of Salzburg bank details)
IBAN	AT366000000096061125
BIC	BAWAATWW
<b>Your customer number</b>	xxxxxxxxW21 <i>Check here your OWN customer number</i>

If you use telebanking please enter the customer number in the corresponding field.

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**Payment via payment form = Method 3.**

Bei Verwendung eines Zahlscheines müssen Sie bei "Zahlungsreferenz" unbedingt Ihre persönliche **Zahlungsreferenz** angeben. Verwenden Sie keinesfalls jene aus den Vorsemestern!

**Step 3.** Insert your customer number into the field “**Verwendungszweck**“ (purpose of payment) or “**Zahlungsreferenz**“ (payment reference) when you pay the fee by telebanking.

## Method 3:

**Step 1.** Fill out the “Erlagschein“ (bank slip) in person in an Austrian bank branch, including your customer number

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

# Enrollment in PLUSonline

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

**AT BAWAG P.S.K.** BAWAG P.S.K. Bank für Arbeit und Wirtschaft und Österreichische Postsparkasse Aktiengesellschaft

**ZAHLUNGSANWEISUNG**

**EmpfängerIn** Name/Firma: UNIVERSITÄT SALZBURG  
**IBAN** EmpfängerIn: AT366000000096061125  
**BIC** (SWIFT-Code) der Empfängerbank: OPSKATWW

Ein BIC ist verpflichtend anzugeben, wenn die IBAN EmpfängerIn ungleich AT beginnt.
 **EUR 20,70**

Nur zum maschinellen Bedrucken der Zahlungsreferenz: **CUSTOMER NUMBER / ZAHLUNGSREFERENZ**  
 Verwendungszweck wird bei ausgefüllter Zahlungsreferenz nicht an EmpfängerIn weitergeleitet:  
**OR HIER: CUSTOMER NUMBER / ZAHLUNGSREFERENZ**

**IBAN** KontoinhaberIn/AuftraggeberIn: \_\_\_\_\_  
**KontoinhaberIn/AuftraggeberIn** Name/Firma: \_\_\_\_\_

006

+  Betrag < Betrag +

Unterschrift ZeichnungsberechtigteR

**You will receive an automatically generated e-mail to your University of Salzburg e-mail account:** {name.lastname@plus.sbg.ac.at or s1000000@plus.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)!

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:** [na-chforschung-sepa@bawagpsk.com](mailto:na-chforschung-sepa@bawagpsk.com)