


Step by step instruction to your personal appointment

Creating the Basic Account

PLUSonline

Registrierung - Basis-Anwender*in

Stammdaten

Vorname	<input type="text"/>
Familien- oder Nachname	<input type="text"/>
Geschlecht	Bitte wählen... ▼
Geburtsdatum	<input type="text"/>  Format: TT.MM.JJJJ
Geburtsname	<input type="text"/>

Daten zum Account

E-Mail-Adresse	<input type="text"/> john.doe@example.com
Bevorzugte Sprache	Deutsch ▼

Studiendaten

Sind oder waren Sie an einer österreichischen Hochschule/Universität gemeldet?	Nein ▼
--	--------

Daten bestätigen

Personal Data:

Here you create your basic account. Please enter your **name** and **surname**, **gender**, and **birthday** (required fields). Your birth name is not compulsory.

Data to access your account:

Please enter a valid e-mail address, which you access on a regular basis. The activation link for the account will be sent to this e-mail address. Please check your spam-files as well.

Data on previous studies:

If you were enrolled at a higher postsecondary educational institution in Austria (or if you are still enrolled), please choose **“yes”** in the dropdown menu.

You will then enter the respective **university** and your matriculation number.

Click on **“confirm data”**. On the next page, you will find the summary of your registration. If everything is in order, click on **“send data”**.

PLUSonline

Registrierung - Basis-Anwender*in

Stammdaten

Vorname	
Familien- oder Nachname	
Geschlecht	
Geburtsdatum	
Geburtsname	

Daten zum Account

E-Mail-Adresse	
Bevorzugte Sprache	Englisch

Studiendaten

Sind oder waren Sie an einer österreichischen Hochschule/Universität gemeldet?	Nein
--	------

Zurück Daten abschicken

Activating the access to PLUSonline




🌐 Nachricht übersetzen in: Deutsch | Nie übersetzen aus: Englisch

 PLUSonline <dbmaster@sbg.ac.at>
An: 

Di, 12.09.2023 11:14

Hello,

You have successfully entered your registration data into PLUSonline.

First name: 
Last name: 
Date of birth: 

To activate your access to PLUSonline, please follow the link: https://online.uni-salzburg.at/plus_online/ee/rest/pages/account/baseaccount-token/redeem?oToken=njbcBogDMkvTZZpormTvonPexwlbjMmqYAzugiHDWPCQYgumbtKWbXRhYQcXspC

Activation is possible until 19.09.2023 11:12.

On the activation page, you will be asked to create a password for your personal access.

YOU WILL NEED YOUR USERNAME TO LOG INTO THE SYSTEM LATER. Alternatively, you can always use your EMAIL ADDRESS as your username.


After successful activation, you can log in later at https://online.uni-salzburg.at/plus_online/wbanmeldung.durchfuehren using your username and password.

Best regards,
The Admissions Office

Kapitelgasse 4-6
5020 Salzburg
Austria
studium@plus.ac.at

Your registration was submitted. You will receive an automated e-mail to your submitted e-mail address (marked in green) including the link for the activation of your account.


Activation Link for the Account



Thank you very much. Your email address [redacted] has just been verified by the system.
Next you will receive your personal account at PLUSonline, please click 'Continue'.

Continue

Please click on the link in the e-mail. You will be re-directed to this page:



Account reactivation / PLUSonline
Basic user

Username [redacted]
Password [redacted]
Confirm new password [redacted]

Make sure to note down your log-in details.
Alternative to the assigned username, you can always use your provided EMAIL ADDRESS as the username!

Please choose the password according to the following criteria:
Required:

- min 8, max 40 characters
- letters only in lower case
- at least 3 letters
- at least 1 number
- at least 1 special character (without numbers and letters) from !#\$%&()*+,-./:;<=>?@[]^_{}~
- must not contain your first name, last name, username or day of birth

Recommendations:

- Also parts of first or last names should not be used.
- You should not use parts of words (more than 3 letters) which can be found in (English or German) dictionaries.


Your password may be identical to previous ones.
Therefore, please choose a strong password and keep it secret. To detect potential abuse, we always show you your last login and, in case, failed logins.

Save **Cancel**

The **username** will be defined automatically. Please write it down immediately!
You can choose a password according to the given criteria. Please write this down too.
In the next step, click on **“complete registration”**.

Important information: if you do not make any changes on this page for a longer period, the page will shut down. In this case, please click on the link in your e-mail once more. You will receive a new username. Please note down this username and delete the old one.
Then click on “continue”.

🏠 Create/change account - Confirmation / [redacted]

Username	[redacted]
Alternative login option - your verified email address	[redacted]
Account valid until	30.Juni 9999
Password changed on	12.September 2023
Service	Status
CAMPUSonline	✓
Last log-in on	[redacted]
on PC	[redacted]
with browser	Mozilla/5.0 (Windows NT 10.0; Win64; x64)
	 Log-in log

User account has been reactivated.

Continue

Note: If you forgot your username, you can also use the registered e-mail address for the future log-in.

Making an appointment for the personal enrolment
Once you have successfully created your basic account (=your user account), you will see the following page:


Favourites ⋮

You currently do not have any Favourites.
Add as many applications to your Favourites as you want.

Show only Favourites ^

All applications

Filter by application title... ⊞ ⊞



Book a personal enrolment appointment

Please click on “book a personal enrolment appointment” (green arrow).

In the next step, click on “enter (study) data”.

ONLINE APPLICATION
[Help](#) [Support](#)

- **Terminvereinbarung - persönliche Einschreibung**
- [Select study programme - please refer to the information under "HELP"](#)
- [Personal data](#)
- [Correspondence address](#)

Terminvereinbarung - persönliche Einschreibung

Please make sure to read and follow all information and instructions below before clicking on "Continue"!

Please only complete this form if you have never enrolled at the Paris Lodron University of Salzburg (PLUS) before!
Please enter your data and your desired study programme.
This form does not guarantee enrollment in a study programme.

The admission period for Bachelor, Teacher Training (Bachelor) and Diploma programmes ends on 5 September 2023.
This deadline can only be extended until 31 October 2023 in certain exceptional cases specified by law.

NOTE: Admission procedure for international students

<https://www.plus.ac.at/studium/studieninteressierte/admission-registration/admission/?lang=en>

NOTE: Exchange students (ERASMUS+, SEMP, ISEP, partner universities)

Exchange students should enter the necessary enrolment data into the system. Please do not select a date for personal enrolment as your data has already been entered. Any further registration steps should be completed in the International Relations Department.

Cancel Preview
Back Continue

Please read the information on the personal enrolment closely. Then, click on “continue”.

ONLINE APPLICATION
[Help](#) [Support](#)

- [Terminvereinbarung - persönliche Einschreibung](#)
- **Select study programme - please refer to the information under "HELP"**
- [Personal data](#)
- [Correspondence address](#)

Select study programme - please refer to the information under "HELP"

Type of studies

Cancel Preview
Back Continue

On this page, you can find a list of all studies at the PLUS. Please select your intended study program in the drop-down menu.

ONLINE APPLICATION [Help](#) [Support](#)

[Terminvereinbarung - persönliche Ein](#)

- **Select study programme - please refer to the information under "HELP"**

[Personal data](#)

[Correspondence address](#)

[Higher education entrance qualificati](#)

Select study programme - please refer to the information under "HELP"

Type of studies: Bachelor programme

Degree programme: Bachelor's programme; Digitalisation - Innovation - Society

[For more information on your chosen study programme, please click here](#)

I have previously applied for the selected program at PLUS within the last year.

If you cannot find your study program here, you will need to complete an admission procedure. For details, please refer to the information provided here "[HELP](#)". If you have completed the admission process, please select "other study --> A Aufnahmeprüfung bestanden".

For teacher training programs, please note that you need to complete regular admission procedures. Information regarding teacher training and additional programs can be found at "[HELP](#)". The selection here is not the registration for the admission process. For information on that, please visit <https://lehrerinnenwerden.at/home>

Cancel
Preview
Back Continue

If you want to take up another study program, you can tell the team of the Office of Admissions upon your personal enrolment. Please note that some study programs have a qualitative selection process conducted before the enrolment.

ONLINE APPLICATION [Help](#) [Support](#)

[Terminvereinbarung - persönliche Ein](#)
[Select study](#)
[programme - please refer to the infor](#)
["HELP"](#)

- **Personal data**
 - [Correspondence address](#)
 - [Higher education entrance qualificati](#)

Personal data

First name

Surname

Social security no.

Date of birth

Gender

Place of birth

Country of birth

Maiden name

1st nationality

2nd nationality

Please enter your personal data. If you are currently studying at another Austrian University or Pedagogical University (or have been enrolled previously), please enter your matriculation number. This is also applicable for matriculation numbers by Universities of Applied Sciences for enrolments starting in 2018/19 or thereafter. Then click on **“continue”**.

ONLINE APPLICATION [Help](#) [Support](#)

[Terminvereinbarung - persönliche Ein](#)
[Select study](#)
[programme - please refer to the infor](#)
["HELP"](#)

- **Correspondence address**
 - [Higher education entrance qualificati](#)

Correspondence address

Correspondence address (semester address)

Mail delivery c/o

Street and number

Postal Code/City

Country/State

province

Telephone number

Email address

Confirmed email address

My correspondence address (during the semester) is identical with my permanent home address.

Please enter your current **postal address**. If your **home address** is different from the given address, you can enter an additional postal address on the next page. Once all data has been entered, click on “**continue**”.

UHStat1: Anonymized data on your parents or legal guardians is collected here for statistical purposes (for Statistik Austria). These fields are required. Please fill them out thoroughly!

ONLINE APPLICATION [Help](#) [Support](#)

[Terminvereinbarung - persönliche Ein](#)
[Select study](#)
[programme - please refer to the infor](#)
["HELP"](#)
[Personal data](#)
[Correspondence address](#)
• **Higher education entrance qualific**

Higher education entrance qualification

Note
If you are applying with an Abitur from **Germany**, please select the university entrance qualification: **25 - foreign school leaving certificate**.

School type: 25 - foreign secondary school leaving exam
Date of certificate: 01.06.2088
Issuing country: Andorra

Cancel Preview Back Continue

Please enter data on your general university entrance qualification (school leaving certificate or completed study degree).

ONLINE APPLICATION
[Help](#) [Support](#)

[Terminvereinbarung - persönliche Ein](#)

[Select study programme - please refer to the infor](#)

["HELP"](#)

[Personal data](#)


[Correspondence address](#)

[Higher education entrance qualificati](#)


- **Most current photo (as for ID)**

Most current photo (as for ID)

Updated



Preview



Upload

Keine Datei ausgewählt

Uploading a passport photo is **compulsory** for access your files at this moment.

The data you have entered so far has been sa entered all of your information including the pa

You must upload a passport photo or a photo si

The passport photo cannot be uploaded in the A

Please only upload files that are equivalent to p

Please make sure your photo meets passport st

Further information is available via the following link
https://www.bmi.gv.at/607/Passbild_Kriterien.aspx

Please respect the following requirements for the up

Picture size: min. 102x135
 File size: max. 100000kB
 Aspect ratio approx. 3:4

On this page, you need to upload a **current photo** of yourself. The photo must be similar to a passport-photo (i.e. showing your head and shoulders, face,). Please read the respective information in red closely. Then click on **“continue”**.

OVERVIEW - APPLICATION NUMBER: 1-00003233

PLEASE NOTE

This is a summary of your data, which has not yet been submitted. Please read through all the information entered carefully, check the box and click on "send" (at the bottom of this page) to submit your data.

Terminvereinbarung - persönliche Einschreibung

Winter semester 2023/24

Select study programme - please refer to the information under "HELP"

Type of studies Bachelor programme

Degree programme Bachelor's programme; Digitalisation - Innovation - Society

I have previously applied for the selected program at PLUS within the last year.

If you cannot find your study program here, you will need to complete an admission procedure. For details, please refer to the information provided here "[HELP](#)". If you have completed the admission process, please select "other study --> A Aufnahmeprüfung bestanden".


For teacher training programs, please note that you need to complete regular admission procedures. Information regarding teacher training and additional programs can be found at "[HELP](#)". The selection here is not the registration for the admission process. For information on that, please visit <https://lehrerin-werden.at/home>

Personal data

First name	<input type="text"/>
Surname	<input type="text"/>
Social security no.	<input type="text"/>
Date of birth	<input type="text"/>
Gender	<input type="text"/>
Place of birth	<input type="text"/>
Country of birth	<input type="text"/>
Maiden name	<input type="text"/>
1st nationality	<input type="text"/>
2nd nationality	<input type="text"/>

Most current photo (as for ID)

Updated



Confirmation

Click on "Back" to amend any incorrect information. Check the box and click on "Send" to submit your data. After clicking on "Send", it is no longer possible to correct your data!

By submitting your data, you confirm that you have read and understood all the information provided here and that you will bring all the required original documents to your appointment at the Admissions Office. In the next step, you need to book an appointment for personal enrollment. Please note that this is only a appointment confirmation. The application for admission will be made with the original documents mentioned above at your appointment.

You can find a list of the required documents here: <https://www.plus.ac.at/studium/studieninteressierte/admission-registration/admission/?lang=en>

Any corrections to the data provided will be made during your personal enrolment appointment. It is not necessary to contact us beforehand.

If you have any further questions, please use our [contact form](#).

I hereby declare that the information provided by me is true and complete, and herewith allow the PLUS to further process my data internally. I am fully aware that any false statements on my behalf can lead to an exclusion from admittance and enrollment at the university. We inform you that we are required to retain your data for six months in accordance with legal regulations.

Cancel Back Send

You have now reached the end of the registration. Please check all entered data and tick the respective box. If all data is correct and you have read and understood all given information, click on **"send"**. If there are any errors, please click on **"back"** to navigate to the respective page and correct any errors.

ONLINE APPLICATION

Thank you for submitting your information! Please proceed to book an appointment for personal enrollment.

Click on "**List of applications**" and choose a date for your personal enrolment appointment.

Note: Depending on your browser, it may take a moment until the available dates are displayed. You may need to reload the next page.

You can also select an appointment at a later time by entering PLUSonline with your access data, clicking on the application **Appointments - Personal Enrolment for Studies** and then on **Select Appointment**.

Personal enrolment can only be completed in person at the Admissions Office.

Only select an appointment for personal enrolment when you fulfil the admission requirements for the degree programme! Information on this can be found here:

- <https://www.plus.ac.at/studium/studieninteressierte/admission-registration/admission/?lang=en>
- <https://www.plus.ac.at/studium/studieninteressierte/admission-registration/admission-procedure/?lang=en>

List of applications

Continue

In the next step, you will choose the appointment for the personal enrolment.

If you have applied for a study program with a **qualitative selection process**, please choose your appointment once you have passed the process.

You can find information on all application and selection processes here:

<https://www.plus.ac.at/studium/vor-dem-studium-3/zulassungsvoraussetzungen/?lang=en>

Click on "**continue**" to access the following page:

[← Go to overview](#)

Basic data

Data transfer

Enrollment

Basic data

Applicant number	2-00723618
Application number	1-00003233
Degree programme	Bachelor's programme; Digitalisation - Innovation - Society Winter semester 2023/24

Data transfer

Status

- received electronically
- "Application documents": not checked yet

Documents stated herein must be included in your application

<input checked="" type="checkbox"/> Most current photo (as for ID)	<input checked="" type="checkbox"/> received
--	--

Enrollment

Please select a date for your personal enrollment. If a date has already been chosen, it will be displayed in the overview.

Note: To select a date, click on the home button located in the top left corner of the window and re-enter the application. Alternatively, you can go back to the overview. There, you may also see your previously booked appointments.



Click on „**list of applications**” to access the page shown above. Now, you may choose an appointment for the personal enrolment.

Note: Please update this page by clicking on this symbol “↻” in your browser or by typing the “F5” on your keyboard.

The screen will now show the appointment schedule (see green section in the next screenshot).

Click on **“choose appointment”** to access the next page:

When do you want to perform your personal enrolment?

Start from  - Start to 

Time period with available dates (total of 12 days with possible dates) : 18.09.2023 - 05.10.2023

2023 ▾ < >

Mo	Di	Mi	Do	Fr	Sa	So
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Available appointments

09:00 - 09:10	09:10 - 09:20	09:20 - 09:30	09:30 - 09:40	09:40 - 09:50	10:00 - 10:10	10:10 - 10:20
10:20 - 10:30	10:40 - 10:50	11:00 - 11:10	11:10 - 11:20	11:20 - 11:30	11:30 - 11:40	

Saved appointment: 26.07.2023, 15:20 - 15:30
 Currently selected appointment: 02.10.2023, 09:00 - 09:10

Here, all available appointments are shown. Please choose a date (on the left side in the calendar) and a suitable timeslot (on the right side). Then click on **“save”**.

26
JUL 2023

15:20 - 15:30
Schalter A

Your personal enrolment is currently scheduled for 26.07.2023 from 15:20 until 15:30 at the desk Schalter A in the Kapitelgasse 4, 5020 Salzburg.

<https://www.plus.ac.at/studium/studienangebot/studienabteilung/offnungszeiten-kontakt/?lang=en>

Please bring the following original documents to the appointment:

- Valid passport or identity card!
 - Secondary school leaving certificate (or proof of eligibility for the chosen field of study).
- ATTENTION:** Provisional or incomplete certificates will not be accepted. If you have already completed a degree programme, please also submit the degree certificate and the notice of award of the academic degree.
- All annual reports if your chosen degree programme requires additional subject knowledge (Biology, Latin, Greek).
 - Evidence of language proficiency for the chosen degree programme, as defined in the "Mitteilungsblatt", if these languages do not appear on the secondary school leaving certificate:
Required language skills (only available in German – for more information, please refer to study programme)
 - Certificate of name change (unless all certificates have the same name, e.g. marriage certificate)
 - Leaving certificate if you are transferring from another Austrian university for the same degree programme
 - A current study sheet if you are enrolled at an Austrian university
 - If you are socially insured in Austria: Proof of Austrian national insurance number (e.g. e-card)
 - Letter of admission ("Zulassungsbescheid") from the PLUS, if one has already been issued for you in advance

IMPORTANT

We require complete documentation in order to be able to enrol you quickly and easily in your desired degree programme. This is only the appointment confirmation. The application for admission will be made with the original documents mentioned above at your appointment.

Non-EU citizens – International applicants

Please note that applicants who are not citizens of the EU or the EEA or who do not have the same status must submit complete applications for admission to the winter semester 2023/24 with all required certificates by **10 August 2023 at the latest**.

Yours sincerely,
The Admissions Office Team

CONTACT Admissions Office

🏠 University of Salzburg
📍 Kapitelgasse 4-6, Salzburg 5020
✉️
☎️ +43 662 8044

Please book your personal enrolment appointment. If you have already booked an appointment, it will be displayed here.

1-00000063
1-00003233
1-00001276

Select a new appointment

On the final page, you will see the **summary** of your registration, the chosen appointment, and some important information on the personal enrolment. Please read the information carefully and bring all **required original documents** to your appointment!

You can also change the appointment. The link "choose a new appointment" directs you to the appointment schedule. The link "delete appointment" will delete your appointment completely.

Please note that at this moment, you are not enrolled as a student yet. You have to come to the Office of Admissions in person to get enrolled!

You have now completed the registration and booking of the appointment!

We look forward to welcoming you as a student at the PLUS – Paris-Lodron University of Salzburg!