



[Desktop Version]

Access to the website for course participants („step by step“ instructions)

A. Procedure for **course participants who have *** never before *** registered with a personal e-mail address on the IMTA website before** (e.g. first-time course participants)

- 1) Click on the button „Please click here!“ (DE: „Klicken Sie bitte hier!“) to be found in the **orange-coloured box „for course participants“** (DE: „Für Kursteilnehmer“).
- 2) Type in your **personal e-mail address** in the box „E-mail address“.
- 3) Type in the **course code** (handed out by **the teacher**) in the box „Activation code“ (DE: „Kurs-Freischaltcode“).
- 4) If applicable, tick the box „Yes, I would like to receive...“ in order to request the newsletter.
- 5) Tick the box „**Create account**“.
- 6) The **course participant has now successfully registered** with the website with her/his appointed e-mail address.
- 7) At the same time an **e-mail with the reference „Welcome to IMTA“** has been sent to the appointed e-mail address. In this e-mail, you will find your **personal password**.
- 8) Any further registration will be made via the **grey box „Login“**, please refer to **section C** below.

B. Procedure in case **registration via the orange-coloured box does not work**

- 1) If the message **"This email is already linked to an existing account"** (DE: **"Diese E-Mail ist bereits mit einem bestehenden Konto verknüpft"**) appears in the orange-coloured box below the registered e-mail address, then the participant is already registered with her/his personal e-mail address. In this case, please register as described in **Section C** below.
- 2) If the message **"Invalid code"** (DE: **"Dieser Code existiert nicht"**) appears, then please check the spelling of the code.

C. Procedure, if the **course participant has already registered with her/his personal e-mail address on the new IMTA website**

- 1) Type your personal e-mail address into the **grey box „Login“** via the button „User name or e-mail address“.
- 2) Enter your *****personal password***** into the box **„Password“**, as described in the e-mail „Welcome to IMTA!“. Never enter the course code into the box „Password“.
- 3) Click the button **„Login“** (DE: **"Einloggen"**)
- 4) The course participant has now successfully registered.
- 5) If the Login is unsuccessful, please register as described in **Section D** below.

D. Procedure, if registration via the grey box **„Login“** doesn't work

- 1) First, please check which error message (white writing in a red frame) appears on the page. (If the error message **"Sorry, we can't find an account with that email address"** (DE: **"Leider können wir kein Konto mit dieser E-Mail-Adresse finden"**) appears, then please refer to **Section A** above and proceed registration with your personal e-mail address and course code.
- 2) If the error message **"Password is incorrect. Please try again."** (DE: **"Passwort ist nicht korrekt. Bitte versuchen Sie es erneut."**) appears, please check upper/lower case spelling. If registration remains to be unsuccessful, please use the link **"Forgot your password?"** (DE: **"Passwort vergessen?"**) which can be found next to the „Login“ button. Please refer to **Section E** below.

E. Procedure via **"Forgot your password?"** (DE: **"Passwort vergessen?"**)

- 1) Click the link **"Forgot your password?"** (DE: **"Passwort vergessen?"**) in the grey box „Login“.
- 2) When the new page opens, **type your e-mail address** into the box **"Enter your username or e-mail"** (via the button „Set my password“).
- 3) Click on **„Set my password“**.
- 4) Following message will appear: "We have sent you a password reset link to your e-mail. **Please check your inbox.**"
- 5) At the same time, an **e-mail with the reference „Set your password“** along with **instructions for the next steps** will be sent to your appointed e-mail address.
- 6) If instead, a red message appears saying **"We can't find an account registered with that address or username"**, please proceed as described in **Section A** above.