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 e-mail address“ (DE: „Leider konnten 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.