NINE – the first contact
A user guideline for students

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Here we go!

Alex starts studying at the University of Applied Sciences Munich. There seems to be a system called “NINE” which makes it possible to check appointments of lectures, to compile a personal timetable and to make compulsory registrations. In addition, there should be the possibility to register in the consultation-hours with the lecturers.

So far Alex only knows the link to the system NINE, which she read on the website of the faculty: https://nine.wi.hm.edu

Register and log in

From the start page, she gets to a login screen. Her first idea is: “I use the log-in data from my university e-mail account”, but that goes wrong. Why that? NINE is also open to prospective students who don’t have a university account yet and thus no university e-mail address (@hm.edu). Alex has to create an own NINE user account. The link for it is at the right end of the login dialogue.

She starts to register now. The university surely wants to know a lot of information, but: first name and family name, plus the e-mail address as a username are enough.

**IMPORTANT NOTE:**

*Incoming students from abroad* are registered with their e-mail at NINE with which they have applied at the college. *Incomings please don’t create an account with your hm.edu address.* If you are not registered as Incoming make sure that you use the university e-mail address! In any case do not use “hotmail”, “outlook” or “live” as a mail provider. These providers refuse the acceptance of e-mails that are send by systems of the University of Applied Sciences Munich.
The password is refused; Alex gets a message that the password is not secure enough. It must be at least 8 characters long, including 1 upper and lower case letter, 1 number and 1 special character, e.g. $Abc8269.

The first sign up - specify the status for the semester
First, Alex has to define his own status, which is the information about his studies programme (ie. Fakulty 10, Master Betriebswirtschaft and semester (e.g. “SoSe 2019”)). Without the status information, Alex cannot register to any courses, see image 3.
After that and now every time after logging in Alex gets to the start page (Image 4), where you can see the most important information: When is my next lecture? For which consultation-hour am I registered? Which events are taking place?

IMPORTANT NOTE:
At the moment (September 2019) it is not possible to see your time table with a guest account. You need to wait until you have received your xxx@hm.edu email address to use the NINE system.
Create your own timetable

Alex needs the course catalog for the timetable. The course catalog can be accessed directly via the box “Lectures = Vorlesungsverzeichnis” (second button on the left). Alex has to select the button with the current semester.

The course catalog is divided into

- The faculties
- The semester
- The program of study
- The topics

As Alex has specified her status, a lot has already been preselected!
By selecting the topics, the corresponding courses can be displayed. The calendar shows the current week.
Because some courses may take place irregular ("blocked"), Alex prefers to look at the list of all courses. To enroll in lectures Alex clicks on the desired lecture in the list view. In the lower right corner, the field "Eintragen auf Teilnehmerliste" appears. Through a click on this field Alex enters the course. Now he can see the course in his timetable and also receives messages from the lecturer.

Alex can see the lecturers she has to attend in each semester in the SPO. The SPO can be found on the Website from the study program (e.g. Bachelor Betriebswirtschaft). If Alex has been enrolled in lectures without place raffles, the lecture schedule is nearly complete. What a place raffle is and how it works is explained in the following chapter.

The semester can start!
Place raffle

In the list view of the lectures it is also recognizable which courses are “subject to enrollment”. There are place raffles for these (blue symbol “Zum Wahlverfahren” Image 8). Place raffles are only relevant for students from the fourth semester onwards. Students from other universities which complete an exchange semester don’t have to participate in any place raffles in NINE. Dates for the place raffles can be found in the timetable on the website of the faculty of business administration.

As a precaution, Alex signs up for all courses without place raffle. Very important: Alex receives messages, e.g. when a lecturer sends an e-mail or dates are changed. The Mails from NINE are sent to the Mail-address Alex used for the registration in NINE.

For some courses there are place raffles. About the corresponding lecture and the button "Zum Wahlverfahren" you arrive at the place raffles.
Alex can start the selection. First the courses which Alex would like to visit are selected. Afterwards Alex can prioritize the events, because each student only gets one place in a course from one place raffle. Thus Alex cannot attend several courses in one place raffle.

To complete the module safely this semester, Alex is ready to accept a place in other courses. This is only for the case Alex does not get a place in the desired courses due to the raffle. At the end Alex has to control the input and conclude. Now the choice is binding.

Image 10: Place raffle – star /change selection

Image 11: Prioritize courses in the election process
As the hourglass symbolizes the status of the selection is on the waiting list (“Warteliste”).

After the [first] place raffle
Immediately after the first place raffle, Alex looks at the entries again: the color of one course has changed to green. What’s that?

Alex is no longer on the waiting list, but “participant” (“Teilnehmer”) in one of the courses with place raffles. In the course, Alex has selected as second choice, she is still on the waiting list. But the waiting list will be deleted after the final raffle. If Alex does not want to accept the place, she can unsubscribe from the course.

Alex is happy!