NINE – the first contact
A user guideline for students

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 her own NINE user account. The link to it is at the bottom 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:
Please 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**

Immediately after logging in Alex gets to the start page, where you can see the most important information: When is my next lecture? For which consultation-hour am I registered? Where do I stand in the studies [ok, since this is a demo, Alex is not expecting too much yet]. And the “status”? What is that supposed to be? Currently, Alex does not seem to have any. More about that right now.

First, Alex has to define his own status, which is the information about his studies programme (ie. Master Betriebswirtschaft) and semester (e.g. “first”). Without the status information, Alex cannot register to any courses, see image 4 on the next page.
Back on the start page, the status is displayed.
Create your own timetable

Alex needs the course catalog for the timetable. This can be found in the menu on the left side under the heading “Studium”. Alternatively, the course catalog can also be accessed directly via the box “Lectures = Vorlesungen” (top left).

Image 6: The menu on the left leads to the course catalog

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 real days. So Alex can now scroll to the first week of the semester.
Because some courses may take place irregular (“blocked”), Alex prefers to look at the list. After Alex has registered for all the lectures she wants to attend, her lecture schedule is ready. 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 (symbol on the left next to the name of each course).

As a precaution, Alex signs up for all courses.

After that, Alex changes to the start page and sees what’s next.
Success! Alex is registered for three subjects. But what do all these symbols mean?

![Image 10: Overview of the entries with status information and link to the place raffles]

Very important: Alex receives messages, e.g. when a lecturer sends an e-mail. As the hourglass symbolizes the status of the entry is “on waiting list”. Why? For the courses there is a place raffle. Go over the arrow on the far right.

Alex can accept a seat in a course. Currently all entries are “on waiting list”. Nobody else has registered except Alex. A place in the favorite course should be safe, when the place raffles are over. Alex can see that on the top right.

![Image 11: Display of place raffle before the first raffle - all are on waiting list]

After the [first] place raffle
Immediately after the first place raffle, Alex looks at the entries again: the hourglass has become a ticket. What’s that?
Alex sees that she is no longer on the waiting list, but "reservations". In all three courses Cool. Alex can freely choose.

BUT ATTENTION: If Alex doesn’t confirm a reservation until the next place raffles (see above right), it will expire – and the places that have been awarded will be gone.

Alex decides to accept “Communication and Narration”. The page is updated. Alex has secured the place. She cannot accept the other reservations, in this raffle only one place can be accepted.

Alex is satisfied and could give back the other reservations. The others should also get a chance, right? But no, but rather do not discharge, who knows what else will happen.
Alex is lucky here. But what happens if a reservation is not immediately allocated in the “favorite course”?

Waiting for Godot or the next better course

Such a trouble. Alex got another place in a great course in another raffle. But what a shame, it overlaps with “Communication and Narration”. Where can she do? Luckily Alex has not yet given back the other courses and the reservations are still here.

Alex returns the place in “Communication and Narration” and is on the waiting list once again. The other two reservations can be selected again.
After all she decides for the course “media education”.

Alex is happy!

If you have any problems with NINE – please contact Ms Weissgerber (olena.weissgerber@hm.edu)