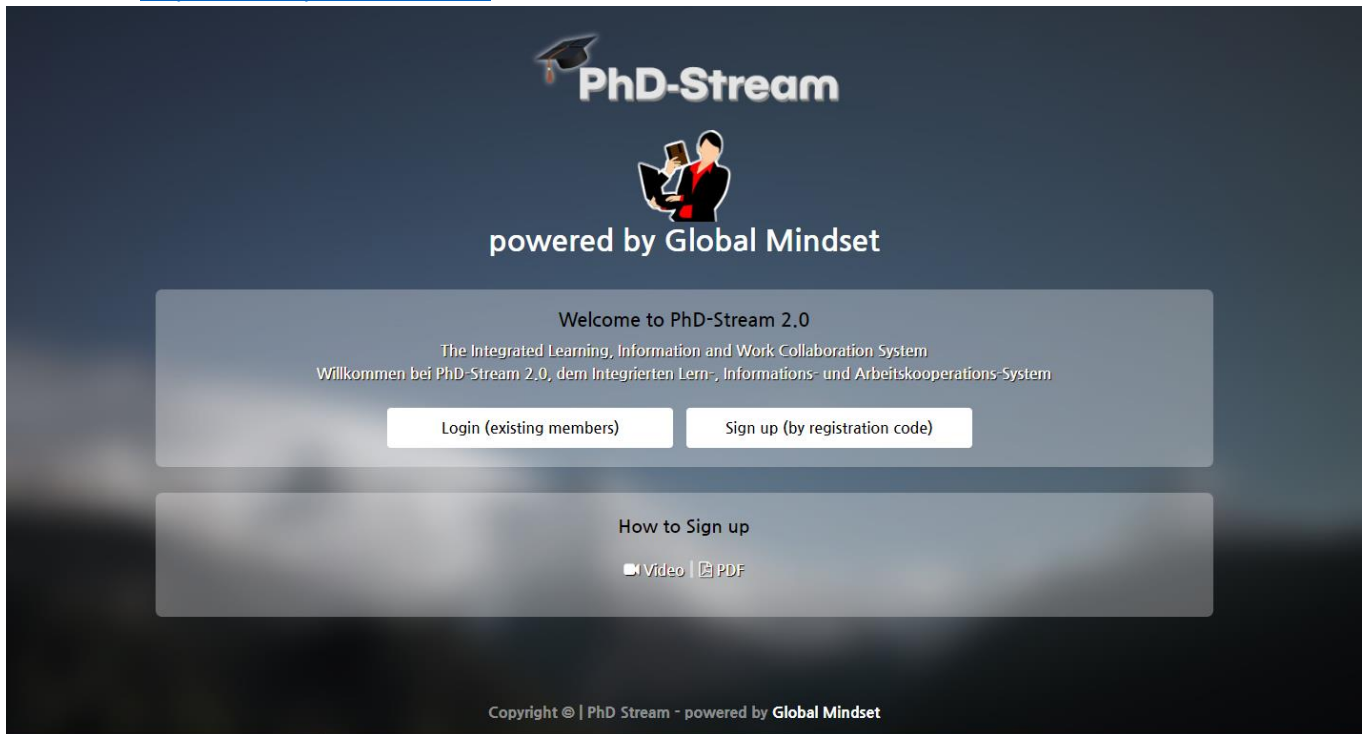


1. How to register in ILIAS

- a. Go to URL: <https://www.phd-stream.de/>



- b. On the home page you will get two links -> Login (existing member) and Sign up (by registration code).
- c. Click on the second one: 'Sign up (by registration code)', and you will be prompted to the screen shown below:

Make sure you input values in the field marked with (*). These are compulsory fields.

Code *: You need to enter the course code shared with you after the payment process.

Registration form consists of six (6) sections as follows:

1. **Login Data:** Input fields under this section has been explained below:
 - a. **Username ***: You will need username at the time of login into the ILIAS. So make sure you remember this and this should be unique.
 - b. **Password ***: You have to password of your choice on the basis of guideline given below the password field. No password will be accepted which do not follow the password criterion.
2. **Personal Data:** Input fields under this section has been explained below:
 - a. **First Name ***: Enter your first and middle name (if any) in this field
 - b. **Last Name ***: Enter your last name (surname) in this field.
 - c. **Title:** Enter title here.
 - d. **Birthday:** Enter you date of birth here which should strictly follow "DD.MM.YYYY" follow. You can also choose date from the calendar by clicking on the icon at the end of the input field.

- e. **Salutation *:** Click on the desired salutation. If you don't need any salutation click on 'No salutation desired'.

Welcome to Global Mindset

Code *
A pre-defined code is mandatory for the registration process.

Login data

Username *

Password *

Retype Password

Allowed chars: A-Z a-z 0-9 _+?#*@\$%&~/:
The password must have at least a size of 6 characters.
The password must contain special characters.

Personal Data

First Name *

Last Name *

Title

Birthday

Salutation * No salutation desired
 Ms./Mrs.
 Mr.

3. **Interests:** Input fields of this section is elaborated below:
- General Interest:** You can enter your general interest here. If you want to add more than one interest you can click '+' (plus)' icon to add more fields and '-' (minus)' icon to remove any field.
 - Offering Help:** You can enter your desired input here and further use '+' and '-' icons.
 - Looking for Help:** You can enter your desired input here and further use '+' and '-' icons.
4. **Contact Information:** Input fields of this section is explained below:
- Institution:** Enter your institution (if any) here.
 - Department:** Enter your department here.
 - Street:** Enter your address's street name here.
 - Zip Code:** Enter your address's zip code here.
 - City, State:** Enter your city/state name here.
 - Country:** Enter your country name here.
 - Phone, Office:** Office phone number.
 - Phone, Home:** Home phone number.
 - Phone, Mobile:** Mobile phone number.
 - Fax:** Enter fax number.
 - Email *:** Enter your primary email here. This field is compulsory.
 - Second Email:** Enter any alternate email.

Contact Information

Institution

Department

Street

Zip Code

City, State

Country

Phone, Office

Phone, Home

Phone, Mobile

Fax

E-Mail *

Retype E-Mail

Second E-Mail

Retype E-Mail

5. **Other:** Input fields under this section is explained below:
 - a. **Matriculation Number:** Enter your matriculation number here.
6. **Settings:** This section has one drop down type control using which you can choose your language preference. By default, 'English' is selected.

Other

Matriculation number

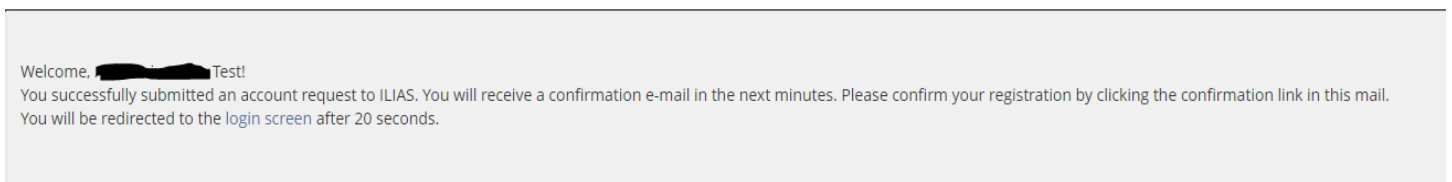
Settings

Language

* Required Register

After you fill up all the required fields (*) click on 'Register' button in the bottom right corner at the end of the form.

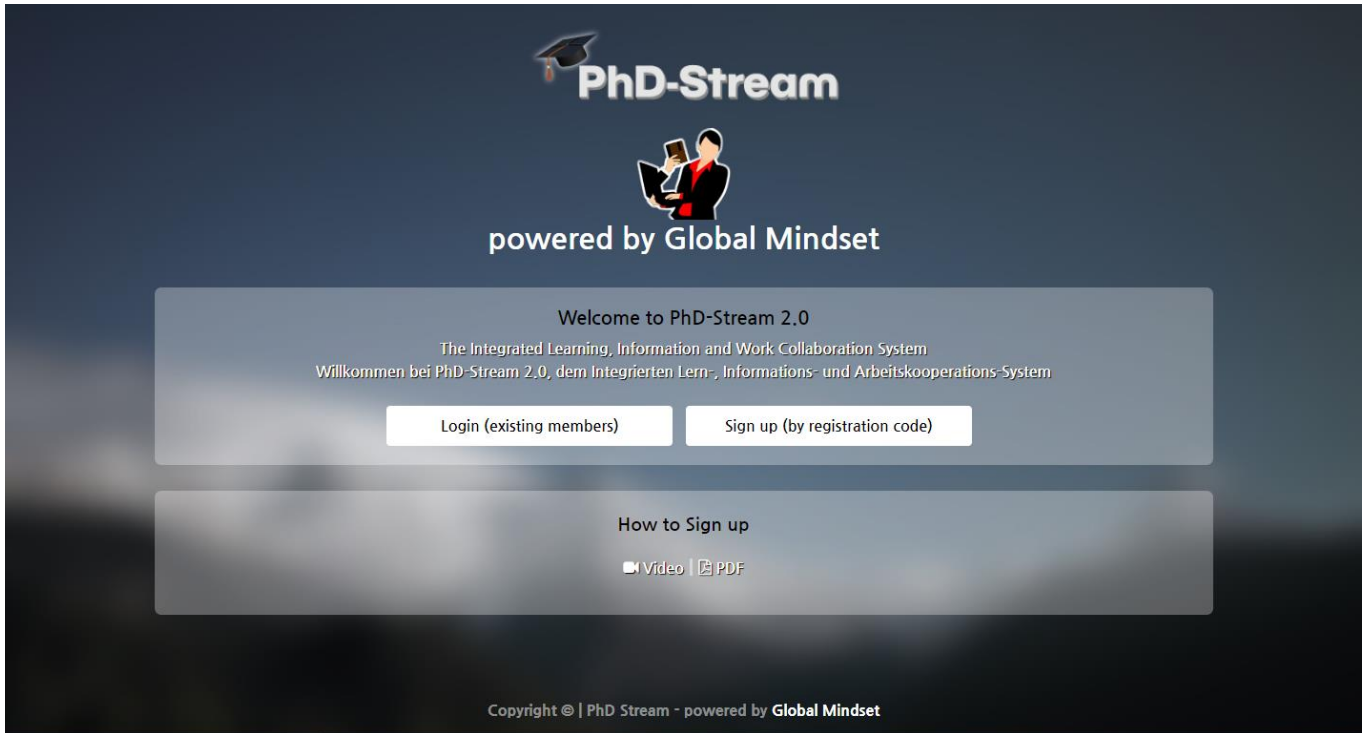
- d. When registration is done successfully, the following screen will appear with message as shown:



After this process you can log into the system using your credentials (username & password as created by you). The same has been explained on further pages.

2. Logging into ILIAS

- a. Go to URL: <https://www.phd-stream.de/>



- b. Click on the first link 'Login (existing member)' and you will see the following screen.

The image shows the login page of the Global Mindset training system. At the top left, there is a graduation cap icon and the text 'Welcome to Global Mindset'. At the top right, there are icons for a menu and search. The main content area contains the following text: 'Welcome to the Global Mindset training system.', 'Dear user of the training system. For security reasons, please change your personal password when you log in for the first time. The password should contain 6 digits and special characters as well as upper and lower case letters.', and 'Login to ILIAS'. Below this text, there are two input fields: 'Username *' and 'Password *'. A blue 'Login' button is located to the right of the password field. At the bottom left, there is a link for '* Required'. At the bottom right, there are links for 'New Account Registration', 'Forgot your password?', and 'Forgot your username?'.

- c. Enter your username and password and click on 'Login'.