

Registering for a DAAD Portal Account

Aim

In order to use the DAAD Portal and, for instance, submit an application, you have to register an account first.

You only have to register once, and in doing so you make yourself known to the Portal system as a user. This will enable you to find your personal data again every time you use the Portal in the future.

During the registration process, you will need to enter your name and email address. Your email address will serve as a unique user id to authorize you to use the Portal in the future and access your application data every time you log in.

You must *register* successfully in order to *log into* the Portal. You have to log in at the start of each session in the DAAD Portal. This involves entering your email address or your personal user name specified by you during registration (latter is only available to users who have registered before June 20, 2014) and your chosen password, which is intended to protect your data.

Useful tips

- The Portal can currently be used with Windows, Mac OS and Linux. Compatible browsers are Internet Explorer, Mozilla Firefox, Google Chrome, Opera (Version 15 and higher) and Safari.
- If you have any questions regarding content (e.g. filling in forms), requirements, procedure etc., please do not hesitate to contact your local DAAD office or Information Centre.
- If you have experience difficulties registering, have forgotten your password or need any other assistance with technical problems, please do not hesitate to contact the technical support hotline via email portal@daad.de or via telephone 0049228-882-888 (Monday through Friday from 9 a.m. – 12 p.m. and from 2 - 4 p.m.

Procedure

1. You will be transferred straight to the DAAD Portal login page from the advertisement page at www.daad.de. The advantage of this is that your chosen funding programme and other information will already be entered in the application form in the portal.

Logon page

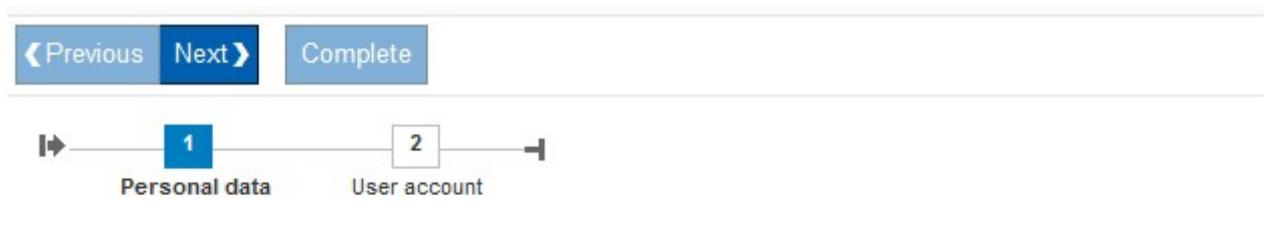
DAAD Deutscher Akademischer Austauschdienst
German Academic Exchange Service



2. To register please click on the logon page click on „**Register new account**“.

» Register new account

3. A new page titled **Registering for a DAAD Portal account: Step 1 (Personal data)** is displayed.



In order to register a user account for the DAAD Portal, please fill in your personal data below.

Salutation:	<input type="text"/>
* First name:	<input type="text"/>
* Last name:	<input type="text"/>
* Email:	<input type="text"/>
* Confirm Email:	<input type="text"/>
* Language:	<input type="text"/>

*Mandatory fields



You must complete all the fields, otherwise it will not be possible for you to register.

4. In order to register an account for the DAAD Portal, please fill in the following information:

- Next to the field **“Salutation”**, please click on the triangle and choose either **„Mr.“** or **„Ms.“** from the drop down menu.
- Click in the field **„First name“** and provide your given name, i.e. **“Max“**.
- Click in the field **„Last name“** and provide your surname, i.e. **“Meyer“**.
- Click on the field **„Email“** and enter the email address to which you would like the activation link to be send during the next step of the registration process. You need to use the activation link once in order to complete the registration process.
- Click in the field **„Confirm Email“** and enter your email address once again.
- Next to the field **“Language”**, please click on the triangle and choose either **“English”** or **“German”** from the drop down menu. You cannot make changes to the user interface language past this point. If you would like to change the user language after the registration, please contact our technical support hotline (portal@daad.de or +49 (0) 228 882 888 - weekdays 9 a.m. -12 p.m. and 2 p.m. -4 p.m. CET).

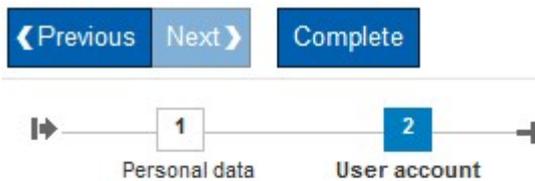
In order to register a user account for the DAAD Portal, please fill in your personal data below.

Salutation:	<input type="text" value="Mr."/>
* First name:	<input type="text" value="Max"/>
* Last name:	<input type="text" value="Meyer"/>
* Email:	<input type="text" value="maxmeyer@move.daad"/>
* Confirm Email:	<input type="text" value="maxmeyer@move.daad"/>
* Language:	<input type="text" value="English"/>

*Mandatory fields

5. Please confirm your data by clicking on the button .

6. You are now at **step 2** of the **registration process: user account**.



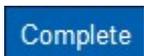
Please set your login password:

User name:	<input type="text" value="maxmeyer@move.daad"/>
* Password:	<input type="password"/>
* Confirm password:	<input type="password"/>

*Mandatory fields



- Click in the field „**Password**“ and set your own personal password. The password must be between **eight and 20 characters long**. It **MUST** contain two special characters, such as * or +. However, the password **may NOT start** with a ! or a ?. Enter your chosen password again in the field “Confirm password”. Please make sure that you enter it in the same way in terms of spelling and upper/lower cases.

7. Please confirm your data by clicking on the button .



The portal will then present you a feedback message saying that the initial part of the registration was successful and that you will receive an email including your activation link shortly.



You may only log into the DAAD Portal using your email address and password after you have activated your account.

Info
You will receive an email including further information on how to activate your user account. Please follow the link provided in this email in order to complete your account activation. Afterwards, you can log in the portal using your email address and your password.

For your information, You registered with the following data:

Salutation: Mr.
First name: Max
Last name: Meyer
Email: maxmeyer@move.daad

8. Check your emails and open the email you have received from the DAAD Portal and click on the activation link.



This email also includes an overview of the data you provided during the registration process.



DAAD-Portal <donotreply@daad.de> | maxmeyer@move.daad

DAT: Your registration for the DAAD Portal

Dear Max Meyer,

To conclude your registration with the DAAD Portal please click the following activation link:
http://dat.daadsap.int:8000/reg_aktivierung?HASH=95563D3D564246FAD1C5BC22B65D63EBF8675E4D

You are about to activate an account with the data:

First name: Max

Last name: Meyer

Email address: maxmeyer@move.daad

Kind regards
Your DAAD Portal

9. Following the activation link will take you to a new page titled „**Activate user account**“.

You will receive a message confirming the successful activation of your user account. You can navigate to the login page via the link to the DAAD Portal included in this message.

User name: maxmeyer@move.daad

Your user was activated successfully.

-> [DAAD Portal login page](#)



You have now successfully completed your registration as well as activation of your account.

10. You may now log into the DAAD Portal using your email address and your personal password.

DAAD-Portal

maxmeyer@move.daad

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Log On



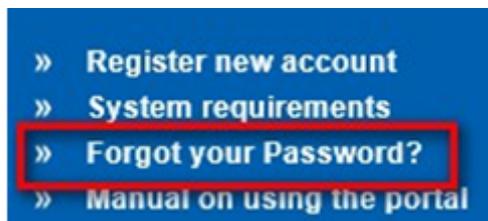
The password you have chosen is now valid and must be used when you log in again in the future, so make sure you memorize it well.

In case you forgot your password, you can request a new temporary one via the DAAD Portal login page (for detailed information see below).

User accounts that were locked due to several incorrect password entries will be unlocked during the request of a new password.

If you experience technical problems during this process please contact our technical support hotline (portal@daad.de or +49 (0) 228 882 888 - weekdays 9 a.m. - 12 p.m. and 2 - 4 p.m. CET).

11. In order to request a new temporary password, please navigate via the **“Forgot your Password?”** option and click on the respective link provided.



- A new page will be displayed on which you can request a new temporary password.
- In the field **“Email“**, please enter the email address you used for registration. Then click on the button  .



After clicking "New password" you'll receive an email with a link to reset your old password and create a new password.

Accounts which were locked due to failed login attempts, will be automatically unlocked.

*Email:

*Mandatory fields

- An email including a link to reset the old password will be send to the email address you provided during registration. Please confirm the reset of your password by clicking on the corresponding link.



DAAD-Portal <donotreply@daad.de>

maxmeyer@move.daad

DAT: Passwort reset requested

Dear Max Meyer,

to reset your password for the DAAD Portal and set a new password, please click the following link:
http://dat.daadsap.int:8000/pw_aktivierung?HASH=2F6E429A1A64D330B1381D1C301F44C1C27F1711

Kind regards
Your DAAD Portal

- In the next step, you may set your new password.

Change password

User name:	<input type="text" value="maxmeyer@move.daad"/>
* Password:	<input type="password" value="....."/>
* Confirm password:	<input type="password" value="....."/>



The password must be between **eight and 20 characters long**. It **MUST** contain two special characters, such as * or +. However, the password **may NOT start** with a ! or a ?. Enter your chosen password again in the field “Confirm password”. Please make sure that you enter it in the same way in terms of spelling and upper/lower cases.
In order to complete the password change, please click on the button “**Change password**”.