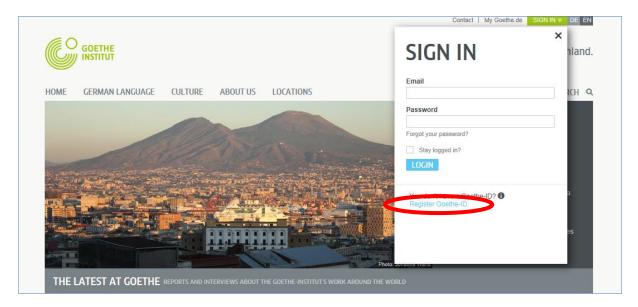


Registering and Logging In on Mein Goethe.de

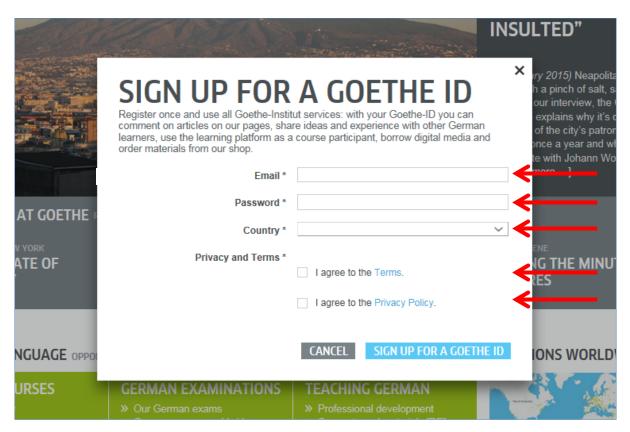
1. The entrance to the virtual world of the Goethe Institute is the **SIGN IN** button at www.goethe.de



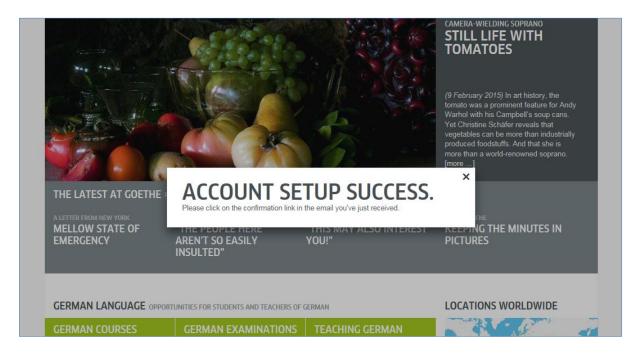
This button will take you to the screen for registering and logging in. When you visit the page for the **first time**, click on the '**Register Goethe ID'** button.



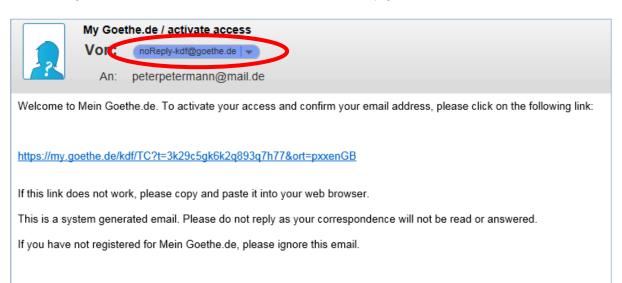
2. Enter your email address, your (personal, chosen by you) password and country here. Click the boxes () for 'Terms' and 'Privacy Policy'. Use the cross () to confirm that you have read and understood the content of this text. Finally, click on 'SIGN UP FOR A GOETHE ID' to end the process.



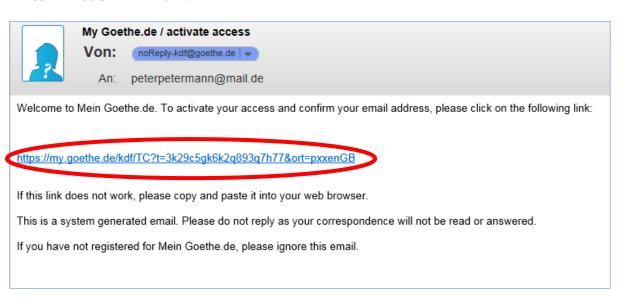
3. You will now see confirmation that you have registered successfully;



4. Check your inbox for an email with the sender 'noReply-kdf'¹



5. Open the email with the heading 'My Goethe.de / activate access' and click on the confirmation link within.²



3

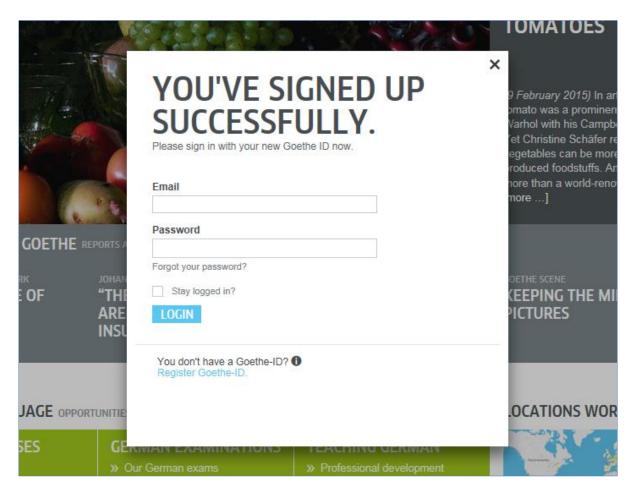
¹ We need to send this email in order to check whether your login definitely works with the email address given.

² **Warning:** If you do not see any emails with the sender address <u>noReply-kdf@goethe.de</u> in your inbox, it may be because of the following:

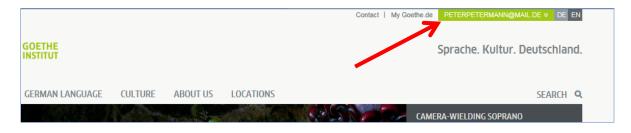
⁻ The activation email comes from outside the scope of your email programme and email provider, from an unknown sender, and contains standardised content. Mails with these features are often not sent directly. Check your 'spam' or 'unknown' mailbox (or equivalent thereof), as our activation email may have gone there instead.

⁻ If this is not the case, you may have made a mistake when entering your email address. Go back to the registration page on MeinGoethe.de. If you attempt to log in and receive a message that the address has already been registered, the problem lies elsewhere. If that is the case, please inform the language course office or your instructor.

6. The link will take you back to the login screen. Enter your email address and password, and then click **LOGIN**.



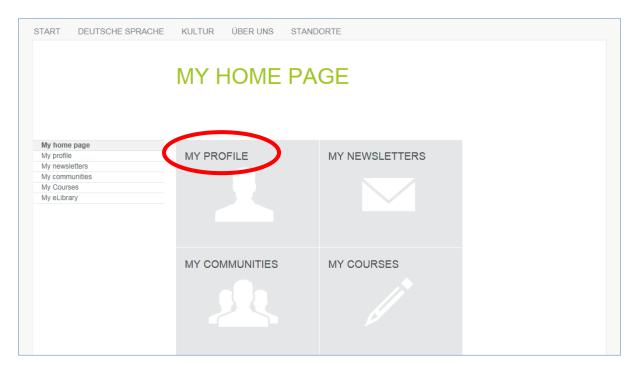
7. Click again on your personal username...



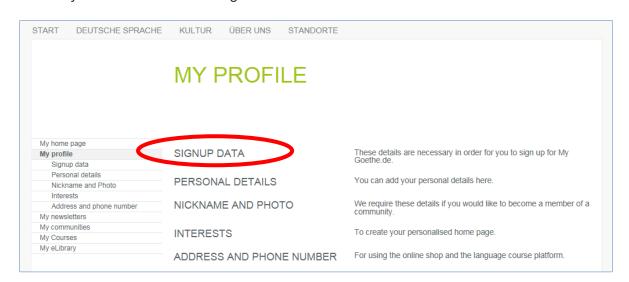
... and then on MY GOETHE.DE



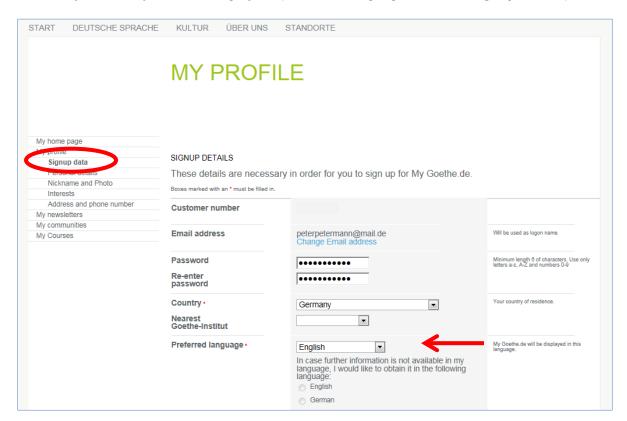
- 8. This will take you to your user page, which you can now make your own; you can edit your personal profile, subscribe to the Goethe Institute's newsletters for different areas of interest, join various communities, and choose your preferred language.
- 8.1. **My Profile**: If you click on '**MY PROFILE**'...



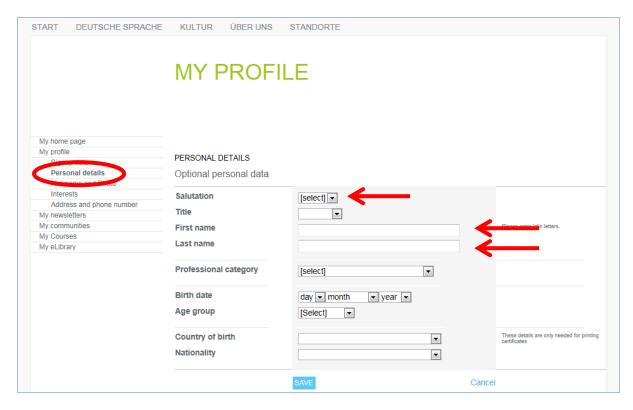
...you will see the following menu.



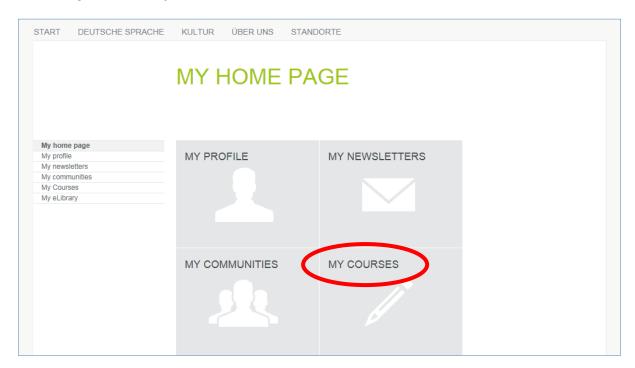
If you want, you can change your preferred language with the 'Signup data' option.



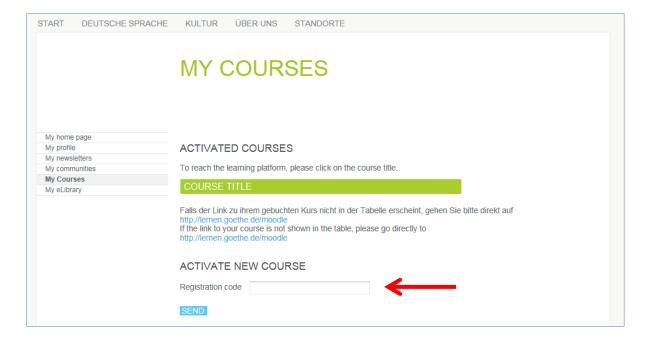
On the '**Personal Details**' section, fill in the *Salutation, First name* and *Last name* fields at the very least; other details are optional.



8.2. **My Courses**: If you click on '**MY COURSES**'...



...you will see the 'Activated Courses' page, with the '**Registration Code**' input field. Enter the registration code you have received from either your teacher or the language course office.



9. After you have clicked on 'Send', you will see confirmation of your registration and the link to your course. Click on the link to enter your online classroom.