# How to register for an exam in FlexNow

1. Go to the website  https://www-flexnow.uni-regensburg.de/Flexnow/DiensteFrames.htm
   On this website you can:
   - read the latest news published by the Central Examination Office ("Aktuelle Infos des Prüfungsamtes").
   - have a look at your student data ("Eigene Prüfungsdaten einsehen").
   - register for and deregister from exams ("Zu Prüfungen an- und abmelden").
   - get information on the deadlines for exam registration in FlexNow ("Termine").
   - have a look at your study history ("Studienverlauf").
   - print a transcript of the courses you have done so far ("Leistungsübersicht in FlexNow2").

2. **To register for exams**, please click on "Zu Prüfungen an- und abmelden" and enter your student account (e.g. abc12345) and your password. Then click on "Dateneingabe".

3. On the following webpage, you will find your study programme. Click on
   - "studienbegleitende Leistungen" for obligatory courses in your study programme.
   - "freie Leistungspunkte/Wahlbereich" for extracurricular courses that are not part of your study programme.

4. Now you can see the remaining modules that are yet to be completed. Check the module number of the course that you want to register for by opening the module catalogue of your study programme in another tab. Then click on the respective number on the FlexNow page.

5. Next to the name of the course, you will find a little box. Click on it to put a check sign in the box. As you can register for several exams at the same time, do this with all the modules and boxes as needed. **However, this does not complete the registration process!**

6. To complete the registration, scroll down below the pink box to enter your student password and click on "Dateneingabe".

7. If you have entered your password correctly, you will receive a "TransaktionsID" on the following page. This ID is important to prove your registration for the respective exams. Please write it down before closing the page. You will also receive an email confirming your registration.

8. Afterwards, log in via "Eigene Prüfungsdaten einsehen" and make sure the registration was successful. You should see a blue question mark next to the names of the courses you have registered for.

9. If you need to deregister from an exam, you can do so by simply removing the check sign from the box and follow steps 6 to 8 again.


**Please register as early as possible (at least one week before the end of the registration deadline). If you have any problems with FlexNow, come and see me before the end of the registration deadline. There will be no late registrations!**