Karlsruhe Institute of Technology

International Affairs
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Your KIT account, the "SCC-Self-Service Portal" and the "Campus Management Portal für Studierende"

The "Campus Management Portal für Studierende" is the platform for all students at KIT. You can access the portal at https://campus.studium.kit.edu/.

To access the system, you will have to activate your **KIT account**, which you have received shortly after your enrollment. If you still have not received your account details two weeks after enrolling, please visit the service desk on the ground floor of the SCC building (building 20.21).

In this portal you can:

1. inform KIT about changes concerning your contact and address information
2. download your KVV public transport pass, certificates (confirmation of enrollment/ "Immatrikulationsbescheinigung") etc.
3. re-enroll for the next semester (pay your semester contribution and do the re-enrollment)

The below mentioned functions are not available for exchange or visiting or free mover students of the KIT- Department of Humanities and Social sciences (incl. Sport):

4. download your transcripts
5. register for exams

Your KIT Account

During your enrolment process at KIT, you have received the letter with your KIT account data from SCC-Service Desk by e-mail. With the account data you will be able to log into the KIT WiFi (wkit).
To manage your account (activating, changing password and forwarding e-mail) you have to follow this link https://my.scc.kit.edu/english/activation.php (not https://campus.studium.kit.edu).
To activate your account and to change the password of your account, you will need:

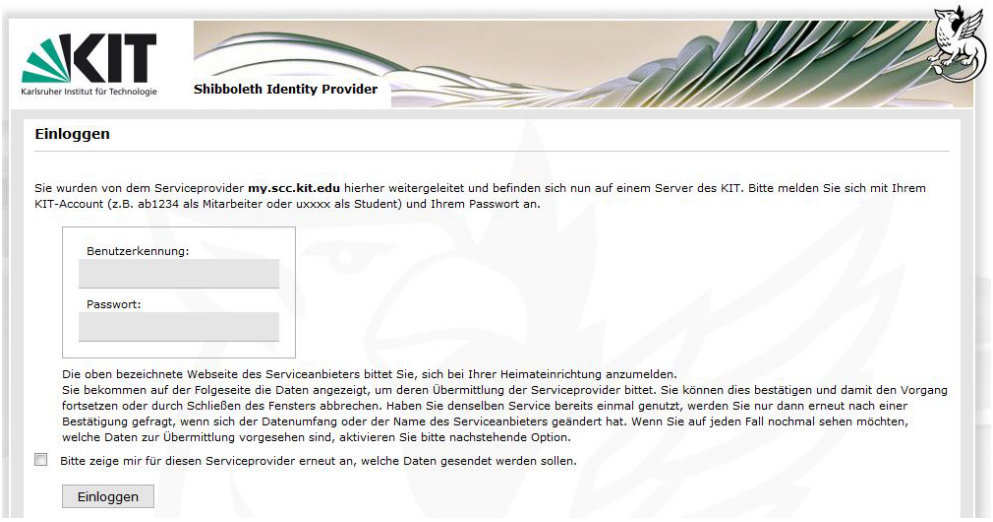
- Account name
- Initial password
- Date of birth and
- Matriculation number

Please keep the **new password** safe since it is the access key to a lot of **KIT's online services:**

- access to the "Campus Management Portal" (https://campus.studium.kit.edu)
- access to the PC pool computers at the SCC building
- access to ILIAS, KIT's online learning platform (https://**ilias**.studium.**kit**.edu/)
- access to your KIT e-mail at owa.kit.edu
- access to the KIT WiFi network (wkit)
- remote access to KIT online services via VPN

The “SCC-Self-Service Portal” (e-mail-forwarding and password change)

After activating your KIT account, you will also be able to activate the forwarding of e-mails from your KIT address to your private e-mail address or to change your password again.
Go to https://studium.kit.edu and click on “Self-Services des SCC” on the left hand side and then “Anmelden” (register).



Choose:

- “E-Mail-Weiterleitung” for e-mail forwarding
- “Passwortänderung” for changing your password

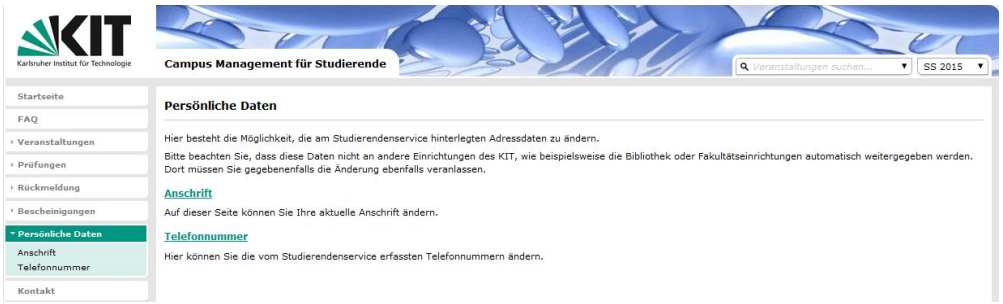
Don’t forget to click on “Speichern” (save) once you are done.

The “Campus Management Portal für Studierende”

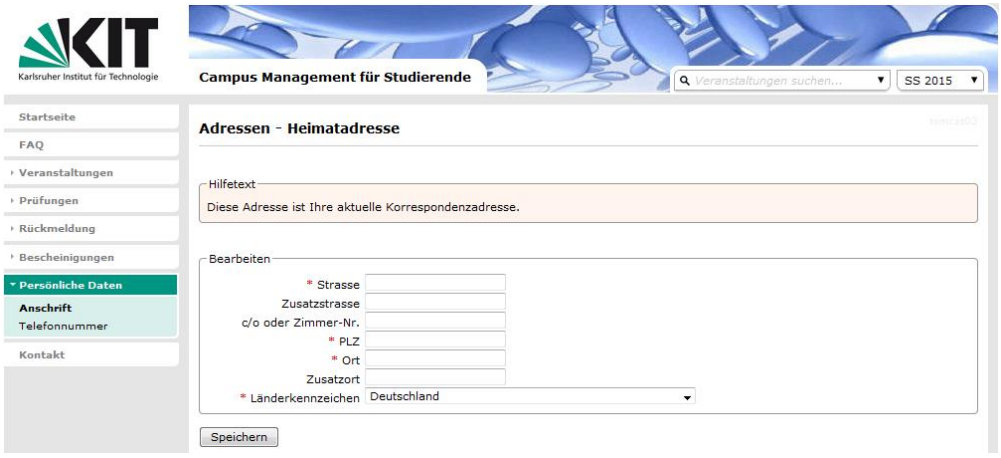
1. Informing KIT about address changes

If you change your address in Karlsruhe, you have to update your profile on the Campus Management Portal. Otherwise, important mail (information about grades, exams…) will be sent to the wrong address and may not reach you.
Please log into the “Campus Management Portal at https://campus.studium.kit.edu, then:

a. click “Persönliche Daten” on the left-hand side, then on “Anschrift” (address):



b. fill in the form with your current address where the KIT administration can reach you.



c. click “Speichern” to save the changes.

d. you can also register a phone number. Click “Telefonnummer” on the left hand side, enter your number into the form and click on “Speichern” to save it.

2. Download certificates and public transport pass

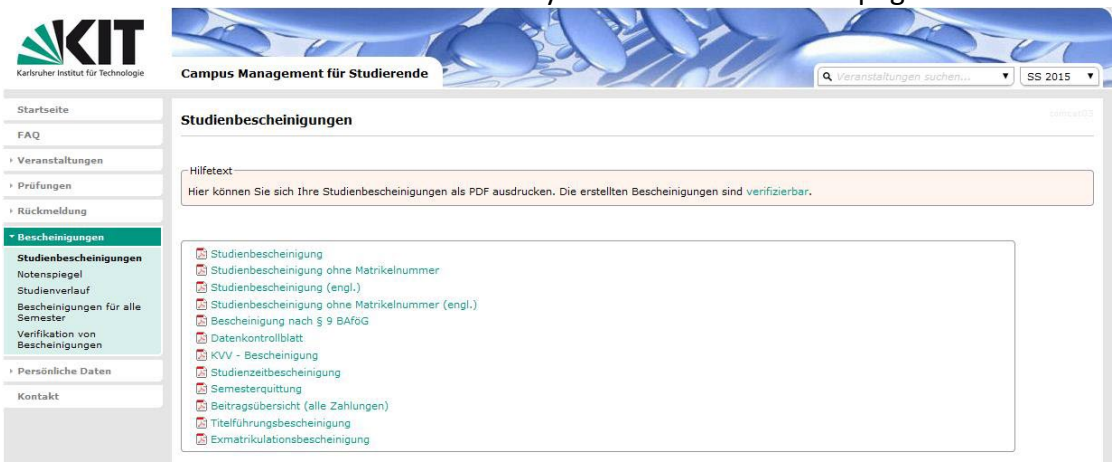
You can also download and print out some useful documents at the “Campus Management Portal”, for example:

i. transcript or “Studienbescheinigungen”, i.e. your certificate/confirmation of enrollment

ii. “KVV-Bescheinigung” (**together with your KITCard**), which allows you to take/use public transport for free from Monday to Friday from 6 pm - 5 am and on weekends and public holidays.

Just click “Bescheinigungen” on the left hand side, then “Studienbescheinigungen”.

You can download whichever documents you need from the next page:



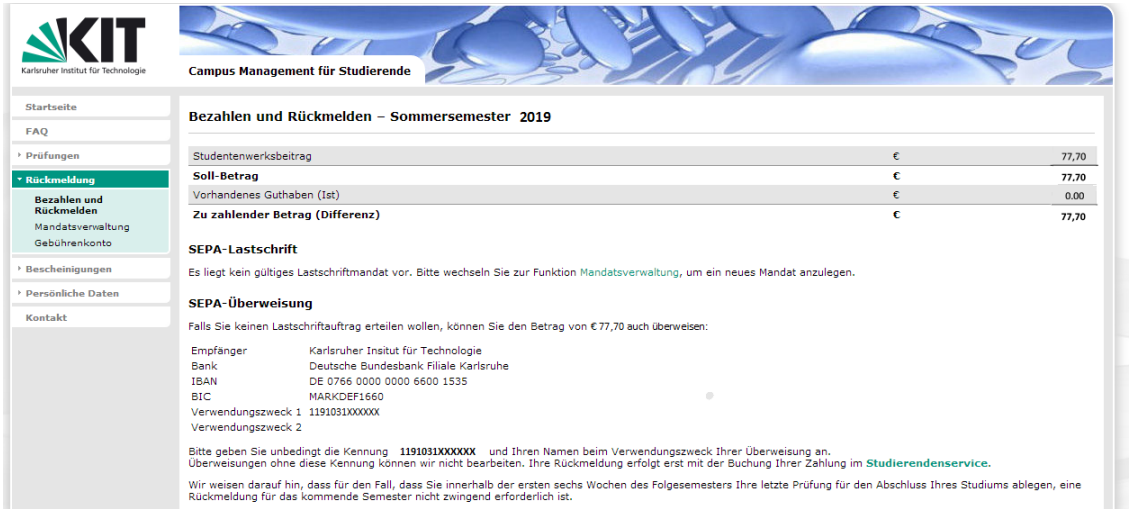
3. Re-enrollment ("Rückmeldung")

IMPORTANT: If you stay for another semester at KIT, you have to re-enroll ("rückmelden"). Please be aware that this function is only active during the re-registration period! If you do not re-enroll during this period, you will not be permitted to pursue any further studies at KIT!

The re-registration periods:
January 15th – February 15th for the following summer semester;
July 1st – August 15th for the following winter semester.
If you miss the deadline, you will have to pay a late fee of € 15.

To re-register via the "Campus Management Portal":

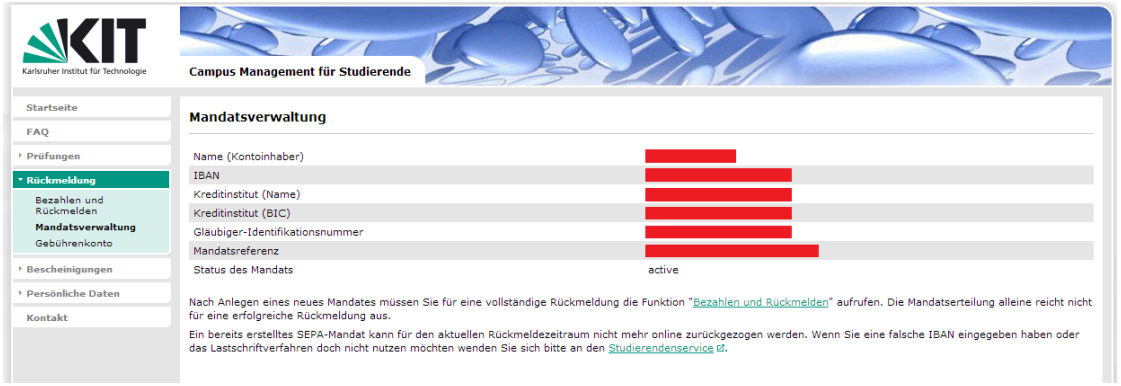
- In the menu on the left choose "Rückmeldung". Then go to "Bezahlen und Rückmelden".
- You will find the amount to pay for the "Rückmeldung" next to "Zu zahlender Betrag (Differenz)" in the table on the top of the page.
- Now you can choose between paying by bank transfer ("SEPA-Überweisung") or a direct debit authorization("SEPA-Lastschrift").
- For the **bank transfer** you simply use the account data shown underneath "SEPA-Überweisung", including the "Verwendungszweck" (very important, otherwise the administration will not be able to identify your payment) to make a bank transfer (for example via online banking).



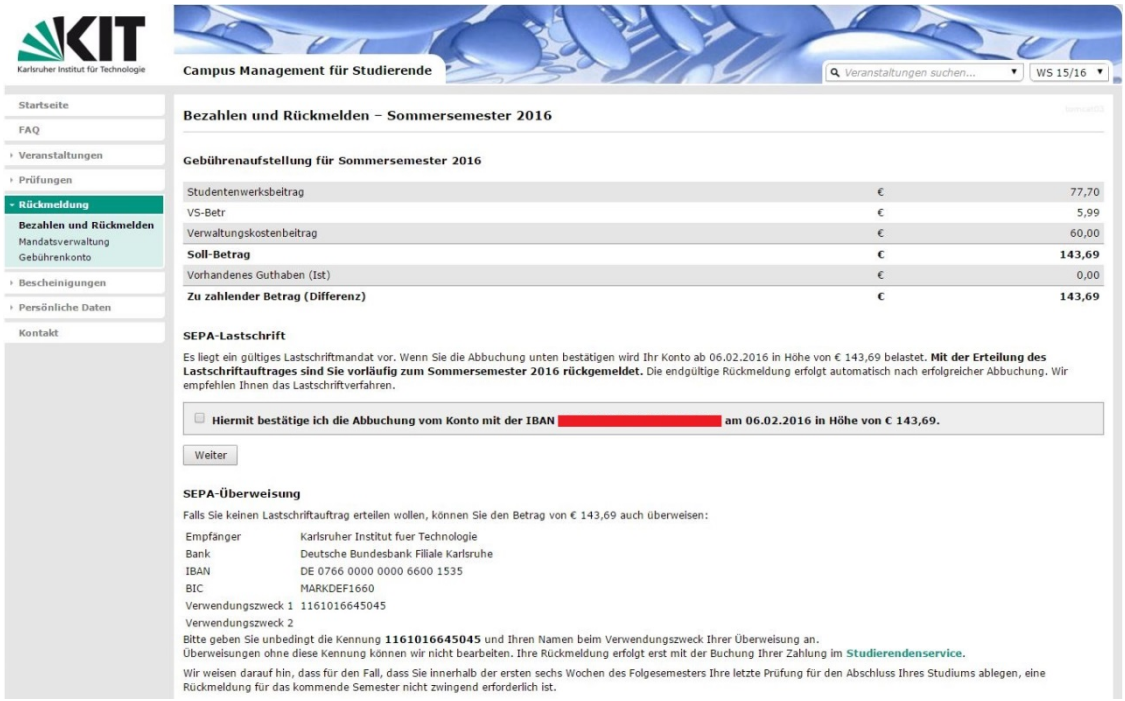
For the **direct debit authorization,** you have to go to "Mandatsverwaltung" and register a new direct debit mandate.

- Please fill in the form with your IBAN, then click on "Daten speichern" to save it.

- When you have filled in all the necessary data concerning your account, an overview is shown.

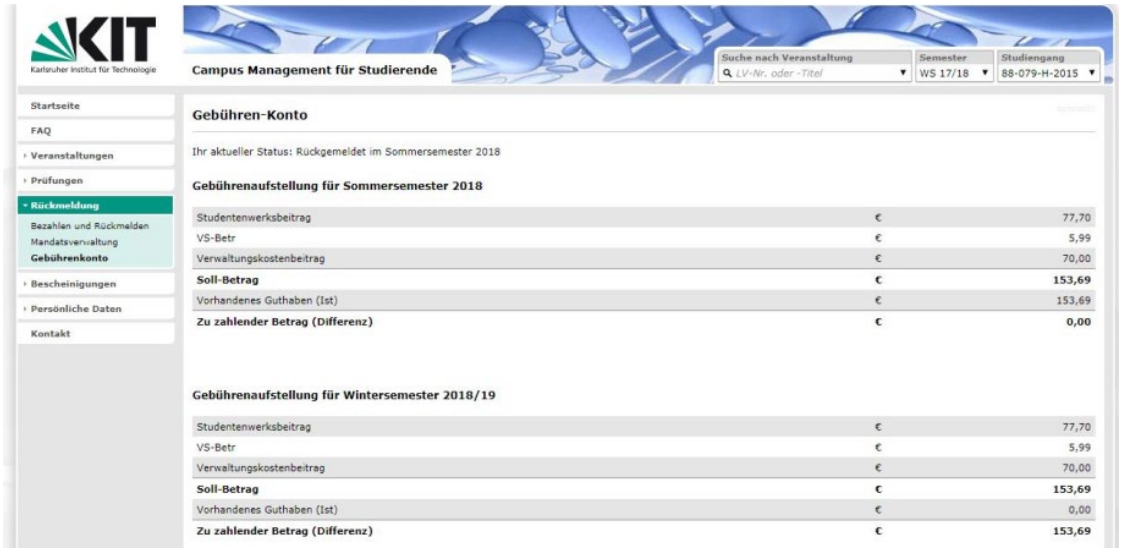


- Go back to ”Bezahlen and Rückmelden“.
- There you can see an additional option underneath “SEPA-Lastschrift” where you have to tick a box to confirm that you agree with the automatic payment from your account on the date shown in the box (note: €153.69 € is the amount for KIT degree students).
- Tick the box, then click on “Weiter” to continue.



- If your payment order has been registered successfully, the next screen should show ”Lastschriftauftrag erfolgt“.

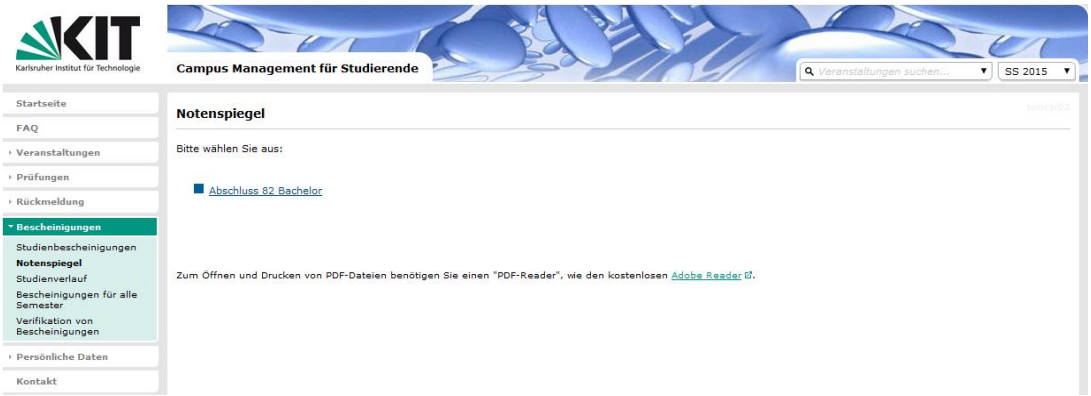
- Besides, by clicking on ”Gebührenkonto“ you will be able to see that the amount due (“Zu zahlender Betrag (Differenz)“) is reduced to “0.00”.



4. Download your transcript

Not available for exchange or visiting or free mover students of the KIT- Department of Humanities and Social Sciences (incl. Sport).

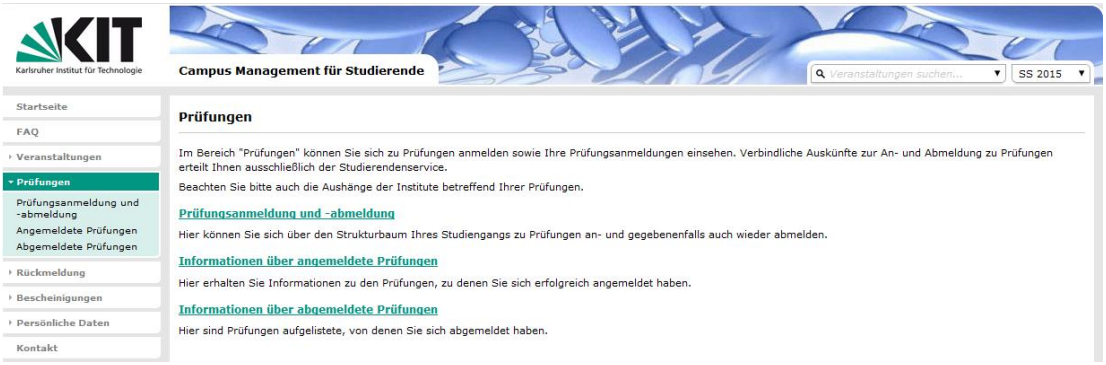
Please log into the “Campus Management Portal at https://campus.studium.kit.edu, then click on “Bescheinigungen” in the left navigation area and choose “Notenspiegel” (transcript). If it works, you will be able to see for example “Abschluss 82 Bachelor”. If not, you should contact the “Studierendenservice” (Exams office) of your department in order to receive information on how to obtain your transcript.



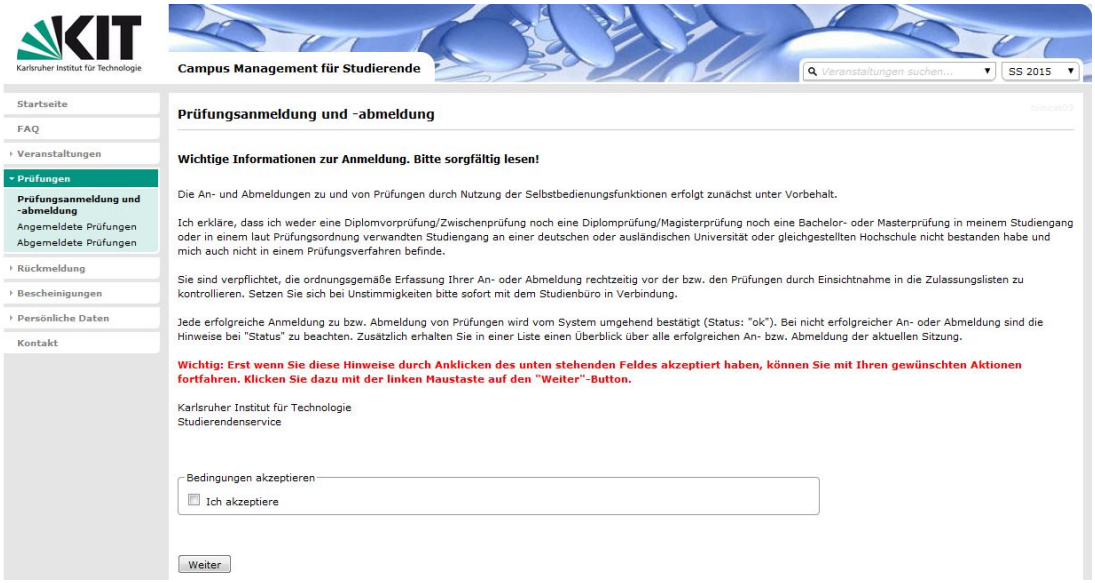
5. Register for exams

Not available for exchange or visiting or free mover students of the KIT- Department of Humanities and Social Sciences (incl. Sport)

Please log into the “Campus Management Portal at ”Prüfungen“ in the left navigation area and choose ”Prüfungsanmeldung und -abmeldung“.



If it works, the following window will appear:



Afterwards, accept the ”wichtige Information zur Prüfungsanmeldung” by clicking on the small box next to “Ich akzeptiere”.
Then click on the studies you are currently pursuing and choose the exam you are planning to take.