How to re-register at the self-service terminal
(the self-service terminal is located in the entrance hall of the main building (Z-building), behind the coffee maschine)

1. Hold your Student ID Card onto the card reader at your right hand side.

2. Follow the instructions on the screen:

   Type in your PIN
   At first, identify yourself with your date of birth. Then you choose your own PIN (which should be four numbers).
   Whenever you use your chip card you must identify yourself with your PIN.

   --> If you forget your PIN, the Student Office will reset it for you (Z 221).

   Your name will appear on the screen.

   Press "Rückmeldung" (re-registration)

   Other options are to change your address ("Adresse ändern"), change your PIN ("PIN ändern"), or to cancel ("Beenden").
Press “Rückmeldung” again to continue.

Please mind “§24 Sächsisches Hochschulfreiheitsgesetz” before re-registering. Information is available at the Student Council (StuRa).

Please note: It is possible to get exempted from the semester ticket fees during practical and diploma semester.

The fee for summer semester 2020 appears (292 EUR).

Press “ec-cash” to pay with your German bank card/debit card (NO Credit card!!)
3. Enter your bank card/debit card and follow the instructions on the card reader (enter your secret number of your bank card).

If the transaction has been successful, the following text appears on the screen:

"EC transfer has been successful, preparing re-registration (Attention: No receipt will be printed!)

Please wait.

Press "Beenden" (finish) to exit the menu and end the re-registration process.

4. After re-registering, please update the stamp on your Student ID Card by entering your Student ID Card in the card printer next to the self-service terminal.

Welcome to a new semester at HTW Dresden!