

## Step-by-Step Instructions on how to change your Exam Registration from the regular to the alternate examination date or vice versa

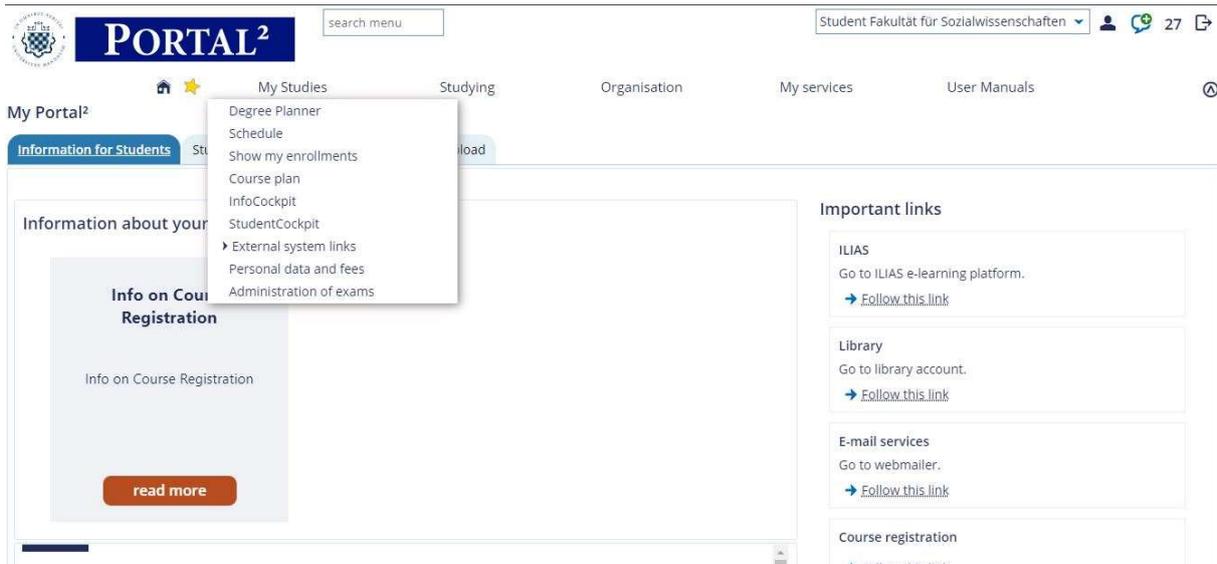
### I. Go to: Portal<sup>2</sup>

Before changing your exam registration, you first need to log in to your Portal<sup>2</sup>-Account.  
(Log in with the username and password you received from the University Computing Center)

Link: <https://portal2.uni-mannheim.de/portal2/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y>

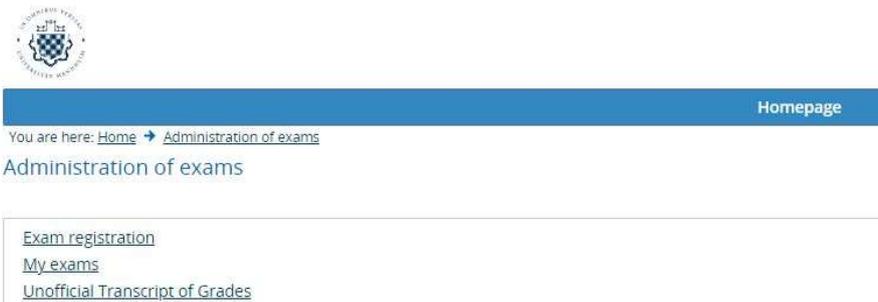
### II. Administration of exams

Select „My Studies“ to get to „Administration of exams“



The screenshot shows the Portal2 website interface. At the top, there is a search menu and a dropdown menu for 'Student Fakultät für Sozialwissenschaften'. Below the navigation bar, the 'My Studies' dropdown menu is open, showing options like 'Degree Planner', 'Schedule', 'Show my enrollments', 'Course plan', 'InfoCockpit', 'StudentCockpit', 'External system links', 'Personal data and fees', and 'Administration of exams'. The 'Administration of exams' option is highlighted. The main content area shows 'Information for Students' and 'Important links' with various service links.

Select „Exam registration“, read the given information carefully and agree by checking the box below.



The screenshot shows the 'Administration of exams' page. At the top, there is a blue header with 'Homepage' and a breadcrumb trail: 'You are here: Home → Administration of exams'. Below the breadcrumb, the page title 'Administration of exams' is displayed. A list of links is shown, including 'Exam registration', 'My exams', and 'Unofficial Transcript of Grades'.

### III. Selecting the relevant exam

After selecting your program and the relevant module you need to **„sign off“** of the respective exam.



The screenshot shows the top navigation bar with the University of Mannheim logo on the left and a German flag on the right. Below the navigation bar is a blue header with the text "Homepage". Underneath, there is a breadcrumb trail: "You are here: Home → Administration of exams → Exam registration". The main heading is "Registration for exams".

Please choose the exam from the structure given below. Click on the identifiers.

-  Bachelor Psychology Major
  -  100 MODULE A: INTRODUCTION TO ACADEMIC SKILLS
  -  110 MODULE B: STATISTICS
  -  120 MODULE C: EMPIRICAL RESEARCH SKILLS
    -  Empirical-Scientific Work [Nr.: 50021 | Semester/Regular/alternate examination date: 20202/02 | Duration: 90 min. | Form: written exam] [sign off](#)
    -  C3: Practical Course in Experimental Psychology [Nr.: 500263 | Semester/Regular/alternate examination date: 20201/01 | Form: term paper] You have already passed this exam.
  -  130 MODULE D: BASIC DIAGNOSTICS
  -  140 MODULE E: PSYCHOLOGICAL ASSESSMENT : METHODS
  -  150 MODULE F: PERCEPTION, ATTENTION, THOUGHT, AND LANGUAGE
  -  160 MODULE G: MOTIVATION, EMOTION, LEARNING, AND MEMORY
  -  170 MODULE H: BIOLOGICAL PSYCHOLOGY
  -  180 MODULE I: DEVELOPMENTAL PSYCHOLOGY
  -  190 MODULE J: DIFFERENTIAL PSYCHOLOGY AND PERSONALITY RESEARCH
  -  200 MODULE K: SOCIAL PSYCHOLOGY
  -  210 MODULE L: WORK AND ORGANISATIONAL PSYCHOLOGY
  -  220 MODULE M: WORK AND ORGANISATIONAL PSYCHOLOGY
  -  230 MODULE N: CONSUMER PSYCHOLOGY

After signing off you will be able to select a new exam date. By clicking **„register for“** you are confirming your new registration.



This screenshot is similar to the first one but shows updated options for the "Empirical-Scientific Work" exam. It now lists two dates: "Date: 22.12.2020, Regular/alternate examination date: regular examination date, Examiner: Meiser, Thorsten, (Remarks: Live Online Prüfung)" and "Date: 24.02.2021, Regular/alternate examination date: alternate examination date, Examiner: Meiser, Thorsten, (Remarks: Live Online Prüfung)". Both entries have a "register for" link next to them.

Please choose the exam from the structure given below. Click on the identifiers.

-  Bachelor Psychology Major
  -  100 MODULE A: INTRODUCTION TO ACADEMIC SKILLS
  -  110 MODULE B: STATISTICS
  -  120 MODULE C: EMPIRICAL RESEARCH SKILLS
    -  Empirical-Scientific Work [Nr.: 50021 | Duration: 90 min. | Form: written exam]
      - Date: 22.12.2020, Regular/alternate examination date: regular examination date, Examiner: Meiser, Thorsten, (Remarks: Live Online Prüfung) [register for](#)
      - Date: 24.02.2021, Regular/alternate examination date: alternate examination date, Examiner: Meiser, Thorsten, (Remarks: Live Online Prüfung) [register for](#)
    -  C3: Practical Course in Experimental Psychology [Nr.: 500263 | Semester/Regular/alternate examination date: 20201/01 | Form: term paper] You have already passed this exam.
  -  130 MODULE D: BASIC DIAGNOSTICS
  -  140 MODULE E: PSYCHOLOGICAL ASSESSMENT : METHODS
  -  150 MODULE F: PERCEPTION, ATTENTION, THOUGHT, AND LANGUAGE
  -  160 MODULE G: MOTIVATION, EMOTION, LEARNING, AND MEMORY
  -  170 MODULE H: BIOLOGICAL PSYCHOLOGY
  -  180 MODULE I: DEVELOPMENTAL PSYCHOLOGY

A change in registration from the regular to the alternate examination date will not appear immediately in the Exam-Ilias (Prüfungs-Ilias). It may take a few days until you can see the change in your exam overview. The alternate examination dates won't be displayed in the Exam-Ilias until February.