A Guide to the HIS Portal: Registering for REMENA Exams

It is mandatory for students to register for all REMENA exams via the HIS Portal before they take place. This guideline will give you an overview of how to register for the REMENA exams online.

**STEP A: ACCESSING THE LIST OF AVAILABLE REMENA EXAMS**

**STEP B: APPLYING FOR REMENA EXAMS**

**STEP C: VIEWING THE LIST OF EXAMS YOU HAVE REGISTERED FOR**

**STEP D: CANCELLING YOUR EXAM REGISTRATION**

**STEP A: ACCESSING THE LIST OF AVAILABLE REMENA EXAMS**

In order to access the HIS Portal, go to [https://www.portal.uni-kassel.de](https://www.portal.uni-kassel.de) and select the English option on top of the page.
After selecting the English option, type in your uk number as your user name, along with your UniAccount password, to log in.

Next, click on “Administration of Exams”
Select the option “Apply for exams”.

Now, a declaration concerning the regulations for exam registrations is shown on the page. Please click on the box below the text in order to accept these regulations. Then, click “Next” to proceed.
STEP B: APPLYING FOR REMENA EXAMS

After clicking on “Next” in STEP A, a list of REMENA modules appears.

As an example, we will now register for the exam “Intercultural Competencies”. First of all, we need to select the relevant module from the list above by clicking on it, in this case: “2400 Intercultural Competencies (Kassel)”, then clicking on the entry for the “Intercultural Communication” exam.
As you can see in the screenshot above, the entry shows the date of the exam (September 29) as well as the deadline of application (September 22) and the deadline for withdrawing from the exam registration (more on this in STEP D). To register for the exam, click on “registration of exam”. The following page opens. Finalize your exam registration by clicking on “yes”.

You will receive a confirmation of the registration on the next page, which opens automatically after you have clicked on “yes”. It should look as follows:

Now, you can either click on “continue registration” in order to register for further exams, go to the home page, or log out.
STEP C: VIEWING THE LIST OF EXAMS YOU HAVE REGISTERED FOR

Since you will have to register for multiple REMENA exams, it is always recommended to check up on the status of the exams you have registered for so far. To do so, please click on “Homepage” after completing STEP B. Then, please select “Administration of exams” once again.

Now, select “Info on exams”.

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A list of all exams you have registered for so far will then open. The picture below shows what a successful exam registration looks like in the HIS portal:

![Exam Registration Example]

**STEP D: CANCELLING YOUR EXAM REGISTRATION**

In urgent cases, it is possible for students to withdraw or cancel an exam registration. The deadline for doing so is usually several days before the exam date (please check the dates indicated in the HIS portal for every exam in order to find about the deadlines).

As an example, we will now cancel the application for the “Intercultural Competencies” exam we registered for previously in **STEP B**. First of all, repeat **STEP A** until you get to this page:

![Apply for exams](image)

Then, please click on the module to which the exam registration you want to cancel belongs to, in this case “2400 Intercultural Competencies (Kassel)”.

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Now, click on the button “Cancel registration for exam” that is shown next to the exam you have registered for in STEP B.

Click “yes” on the page that is shown next:
After you have confirmed your wish to cancel your registration for the exam, this page confirms your successful deregistration:

**Apply for exams**

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**You have registered/deregistered the following exam:**

<table>
<thead>
<tr>
<th>Curricula</th>
<th>Nr.</th>
<th>Exam</th>
<th>Examiner</th>
<th>Date</th>
<th>Activity</th>
<th>Status</th>
</tr>
</thead>
</table>

Eine Übersicht über Ihre angemeldeten Leistungen finden Sie unter [Info über angemeldete Leistungen](#).