

Explanation of the features of the online placement system ("Onlinevermittlung")

To use the features of our online placement system, please log in with your student ID ("Stammnummer") and the password we provided when you first registered. If you happen not to have the password anymore or if you have forgotten your password, please contact us via e-mail or phone and ask for a new password which we will send you via e-mail.

Below, we give you a detailed explanation of the current features of our online placement system:

"Stammdaten ansehen" provides you with a view of your basic data, like address, tax class, etc. and the jobs you recently reported to us as done. You can also view when the date of the enrollment certificate that you provided expires and why you are locked from placements if this should be the case.

"Stammdaten ändern" provides you with the opportunity to change your phone number and e-mail address that are registered in our system. Please keep these up to date.

"Qualifikationen" provides you with a view of the qualifications that you registered with us through certificates. If you acquire new qualifications, you can send us scans of the certificates and we will register them in your account. Please remember that certain job offers are only available for those students who meet the qualification requirements.

"Jobangebote" provides access to the job database of all currently offered jobs and gives you the opportunity to place yourself on a certain job offer. Please note that the system works on a first come first serve basis, so that the job might be already gone if you try to place yourself and the job is already taken.

Please read the job descriptions thoroughly and only place yourself on jobs that you are qualified for, that you are fit to do and that you are legally eligible of doing. If you do not have an own small business ("Gewerbeschein") or are a non-EU citizen without the eligibility to work on a small business status ("selbstständige Tätigkeit nicht gestattet" in your residence permit), you are not allowed to take jobs on honorary basis ("Honorarbasis"). If you place yourself on these jobs, you can be made responsible by the employer. If you work on one of these jobs without proper eligibility, you are conducting a crime and may be charged for it.

Placement ("Vermittlungsscheine") forms including the contact data of the respective employer are send by e-mail daily between 9 and 10 AM on workdays, and during the day on weekends for placements of the prior day. If you place yourself on a job on Monday, you will receive the placement form on Tuesday between 9 and 10 AM. If you place yourself on a job that takes place on the same day or the next day before noon, please do not hesitate to contact us via phone/e-mail and ask for the placement form ("Vermittlungsschein") to be sent earlier as usual.

"Storno" gives you the opportunity to cancel jobs that you have already placed yourself on, in case that you decided not to apply or if the employer did not choose you. Here you can also enter a reason for the cancellation.

"Jobs und Vermittlungsscheine" provides you with information about the jobs you took in the past or you are currently actively involved in ("nur aktive Jobs anzeigen").

"Dokumente" does not have any function and can be ignored as of now.

Via "**Kontakt**" you can send us a message. We kindly ask you to indicate your student ID ("Stammnummer") in any correspondence with us, so that we can process your request.

Using "**Passwort ändern**" you can change your password. If you happen to forget your password, please contact us via phone, e-mail or personally, so that we can assign you a new password. You can log out from your account through "**Ausloggen**". Please do always remember to log out, especially when using public computers to ensure the safety of your personal data.

The system will ask you safety-check questions from time to time. These are based on your personal data, so please do always make sure to have your data up to date and inform us about changes concerning your personal data as soon as possible. Should you fail to answer correctly three times in a row, your access to the online utility will be locked. In order to gain access again, you need to contact us via e-mail, phone or personally.

Please make sure that none other than you has access to your e-mail account, your student ID ("Stammnummer"), and your password. We take no responsibility for damage as a result of loss of personal data to third parties.

Should you notice bugs or errors of the utility, please send us an e-mail with a screenshot and a detailed description on when and how the error occurred. Thank you.

Kind regards

Your Job Agency