

## Step by Step: Online Nomination for Partner Universities

### **Create your personal user account**

1. Go to the [Nomination Portal](#)
2. Create your personal user account by confirming your first name, family name, and email address
3. Insert the characters shown in the picture and click on “register”

### **Register at the Nomination Portal**

1. Upon creating your user account you will receive an email providing a link. Click on this link
2. Now you can register by inserting your email address and defining a password
3. The password should contain at least 8 characters, including at least one special character and at least one letter
4. Insert the characters shown in the picture and click on “log in”. Welcome to the Nomination Portal!

Forgot your password? You can easily get a new one by clicking on “forgot password”. You will automatically receive an email with a link. You can set a new password by clicking on that link.

### **After registration**

Once you have registered at the Nomination Portal you can start nominating your students at RWTH Aachen University.

At the bottom of each page you can mark the page complete. A green checkmark will appear next to the corresponding page in the menu on the left. You can submit your nomination only after you have filled in all mandatory fields, and after having checked all pages as complete.