

# STUDENT PORTAL "SPUR"



## What is SPUR:

The important **student portal SPUR** enables you to see and print out certificates of enrollment, proof of studies and other confirmations with your login details (user name and password). For example, you will need your enrollment certificate if you live in a student residence or for certain authorities.

## Please note:

When you enrolled at the Registrar's office you received a document with the title: "Ihre Einschreibung an der Universität Regensburg". This document states all important information about your student status.

On this sheet you will find your Matriculation Number and your login details: RZ – Account and RZ- Password

This given password only allows you to login 3 times! Change it as soon as possible. Your password expires every 90 days! You get a regular reminder to your student-email account.

**Within your enrollment, you have a student-email account in addition to your work-email account! You get important information from the Registrar's Office to your student-email account! Please check both accounts regularly!**

### Change your password here:

<https://www.uni-regensburg.de//computer-centre/your-account/change-password/index.html>

## Login to SPUR:

### Start on this page:

<https://spur.uni-regensburg.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?page=Studierende>

1. Bottom right corner: switch language to English
2. Upper right corner: user name and password
3. Enter your login information: User name and password (which is described above!)
4. After the login you can check your status by clicking on the person icon on the upper right corner. It is important that it says "Student/in Universität Regensburg"
5. Click on "My Studies" and then on "Student service". This site is the most important one, because it lists your:
  - **student status:** tells you your matriculation Number and amount of semesters
  - **contact data and documents:** here you can edit your address, phone number and email address
  - **bills and payments:** here you can check the status of your payment
  - **reports:** here you can find all official documents and certificates. You can download them for each semester that you have been enrolled at the University by clicking on the print icon on the right

## Important reports:

Studiennachweis = certificate of your field of studies and your total amount of semesters at a University  
Gebührenbescheid = certificate of payment of your student fees for each semester  
BAfoeG-Bescheinigung = certificate for an education funding for students  
Imma-Bescheinigung = current certificate of enrollment

**Please note:** If you need to access older certificates of enrollment, click on "My Studies", then on "Student Service", then on "Reports", and under "report type" you can find the "Imma-Bescheinigung" for each semester.