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Campus Account, SWITCH Edu ID, KSL & Ilias

Orientation and Welcome Event for new international Master and PhD students



u^b Campus Account

**Campus Account = key to
electronic facilities at UniBE**

- UniBE student e-mail account,
name.surname@students.unibe
Check your emails regularly!
@outlook.office.com
- Access to WiFi, Computer Pools



u^b Campus Account

Activate your account before you use it:

1. Click on the link „activate account“ on this [website](#).
2. Enter your student email address and click on the button „next“.
3. Enter your Campus Account password and click on the button „sign in“.
4. Change your password: re-enter your Campus Account password and choose a new password. Please note that passwords must fulfil the following requirements: min. 12 letters, mix of lower- and uppercase letters, digits and punctuation as well as other special characters (!"#\$%&()* ,./:;?@[]^`_{ }~+<=>). Confirm your new password.
5. Choose whether you wish to stay logged in or not. If you are on your personal laptop/computer, choose «yes», if you are on a computer/laptop, which you are sharing, we recommend choosing «no».



u^b Campus Account

6. Choose at least two of the following authentication methods: authenticator app, private email address, mobile phone. The methods are used to verify your identity in the following cases:
- Multi-factor authentication (MFA) when logging in to digital services of the University of Bern;
 - Independent resetting of your campus account password if you have forgotten it.

To enter an authentication method, click on the menu “security info” in your microsoft account.

7. To add a method, click on “Add sign-in method” and follow the instructions. Step by step instructions are available ([instructions authenticator app](#), [instructions mobile phone](#)), but only in German (use a translation app such as deepl or google or ask the servicedesk for help).



Problems? servicedesk@unibe.ch



u^b SWITCH Edu ID

= a universal and secure digital identity to access university resources (e.g., KSL, Ilias)

Setting up your SWITCH edu ID

1. Login to <https://register.eduid.unibe.ch> with your Campus Account (e.g., ab12c345)
2. Click on the link *SWITCH edu-ID Registration*
3. Click on the button *Create account*
4. Enter your name, E-mail address and choose a password → use your student email address (firstname.lastname@students.unibe.ch) to link your edu-ID with your Campus Account
5. You will receive an e-mail to the e-mail address you indicated in step 4. Confirm your E-mail address by clicking on the confirmation link in this mail.



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Campus Account vs. SWITCH edu ID

When to use your Campus Account and SWITCH edu-ID:

Services (platform, device, tool)	Login
Webmail outlook.office.com	UniBE student email address
Wifi (eduroam)	campusaccount@unibe.ch
KSL / CTS	SWITCH edu-ID
Ilias	SWITCH edu-ID

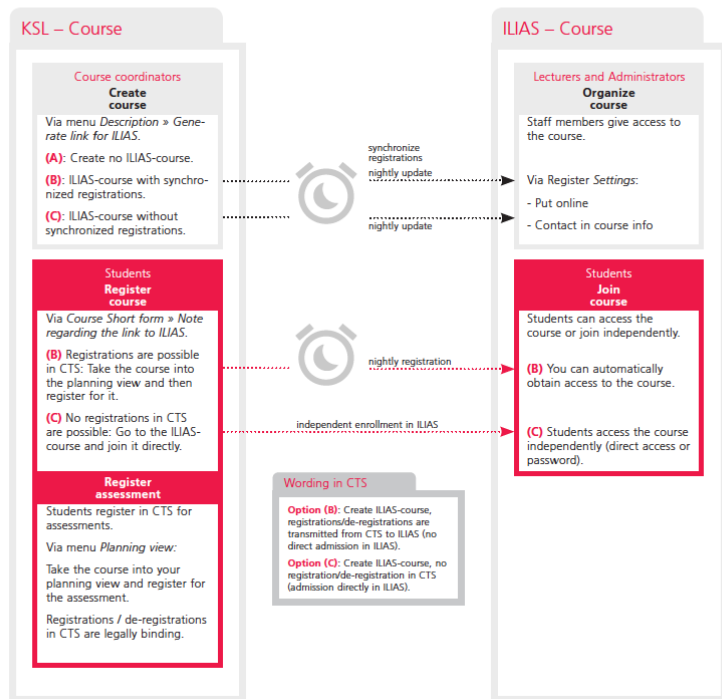
[Overview of all services and their login](#)



KSL (CTS) & ILIAS

Interaction between CTS and ILIAS

CTS and ILIAS are coupled via an interface. Here is an overview of the interactions between the two systems.



CTS/KSL – *administrative*

@ www.ksl.unibe.ch

- Public course catalogue www.ksl-univ.unibe.ch
- Course and exam registration
- Grades

ILIAS – *didactic*

@ www.ilias.unibe.ch

- Course material
- Online tools
- Course registration



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KSL and ILIAS

Registration in KSL or ILIAS?

Registration for courses



Search course on KSL/CTS
Open course description

<< < 1 2 3 4 5 > >> Number of located courses: 237

Root number	Semester	Stk	Type	Subject	Title	ECTS	Lecturer	Time pattern	Language	Action
557	HS2018	0	Lecture	Economics	Labor Economics	3	Dr. Michael Siegenthaler	16:15-18:00, every Tu	DE	Short form Details ILIAS Add to planning view

a) ILIAS-Link: "Registrations are transmitted from KSL/CTS (no admission in ILIAS possible)"

➡ register in KSL/CTS

b) ILIAS-Link: "No registration/deregistration in CTS (Admission in ILIAS possible)"

➡ register in ILIAS

c) No ILIAS Link ➡ register in KSL/CTS

Registration for exams ➡ always in KSL/CTS



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KSL and ILIAS

Registration in KSL or ILIAS?

8754-FS2019-0-Rockforming Minerals II

[To short form](#) [Print](#) [Add to planning view](#)

Basic data	
Basic data	
Root number	8754
Semester	FS2019
Type of course	Lecture
Allocation to subject	Earth Sciences
Type of exam	Written exam
Visible in public course catalogue	Yes
Description	
Language	
Language of tuition	German
Language of announcement	German
Title	Rockforming Minerals II
Short title (for screens and planning view)	Rockforming Minerals II
Description	Teaching Language: German
Title for certificate (for Print products)	Rockforming Minerals II
Areas of competence	
ILIAS-Link (Learning resource for course)	Registrations are transmitted from CTS to (no admission in ILIAS possible) ILIAS
Always use lowest sequence number for ILIAS-Link	No

a) register in KSL

5528-HS2018-0-Bernese German II (subject to charge)

[Detailed view](#) [Print](#)

Root number	5528
Semester	HS2018
Type of course	Course
Allocation to subject	Linguistics
Type of exam	not defined
Title	Bernese German II (subject to charge)
Description	Grundkenntnisse werden erweitert. Neben dem Les- und Hörverstehen werden vermehrt Dialoge geübt. Erforderliche Vorkenntnisse: Deutschkenntnisse auf Niveau B1/B2 und Besuch des Kurses Berndeutsch I in Lehrbuch: Ursula Pinheiro-Weber: Bärndütsch. Ein Lehr- und Lernbuch. hep verlag, Bern. 3. Auflage 2010. Dieser Kurs entspricht den Niveaus A2/B1 des Europäischen Sprachenportfolio (ESP).
ILIAS-Link (Learning resource for course)	No registration/registration in CTS (Admission in ILIAS possible) ILIAS
Link to another web site	
Lecturers	Michael Mäder, Institute of Linguistics
ECTS	2
Recognition as optional course possible	Yes
Grading	1 to 6

b) register in ILIAS



KSL

Register for a course/exam

1. Login at www.ksl.unibe.ch with your SWITCH Edu ID

The screenshot shows the Core Teaching System (CTS) homepage. A red arrow points to the 'English' language selector in the top navigation bar. Another red arrow points to the 'List of courses' link in the left sidebar. A third red arrow points to the 'Homepage Uni Bern' section, which is marked with a circled '3'. The homepage features three main sections: 'Homepage Uni Bern' (with a 'Go to the homepage' link), 'CTS video instruction' (with a 'Video instructions' link), and 'CTS and ILIAS' (with a 'Get the CTS/ILIAS Flyer' link). The bottom of the page displays the University of Bern logo.

The SWITCH Edu ID login form is shown. It includes the SWITCH logo and a circled '1' indicating the first step. The form has links for 'Über AAI', 'FAQ', 'Hilfe', and 'Datenschutz'. Under 'Organisation auswählen', there is a text box stating: 'Um auf den Dienst ID-KSL2 zuzugreifen, wählen oder suchen Sie bitte die Organisation, der Sie angehören.' Below this is a dropdown menu with 'Universität Bern' selected and an 'Auswählen' button. There is also a checkbox for 'Auswahl für die laufende Webbrowser Sitzung speichern.' At the bottom, a note states: 'SWITCH erbringt innovative, einzigartige Internet-Dienstleistungen für die Schweizer Hochschulen und Internetbenutzer.'

The SWITCH edu-ID login form is shown. It includes the SWITCH logo and a circled '2' indicating the second step. The form is titled 'Anmeldung für: ID-KSL1'. It contains a warning: 'Achtung, ab sofort Anmeldung mit Ihrer edu-ID. Weitere Informationen finden Sie auf den Supportseiten der UNIBE.' Below this is the 'Beschreibung des Dienstes: KSL Produktion'. The login fields include 'E-Mail' (with 'john.doe@example.org' entered) and 'Passwort' (with a placeholder 'Geben Sie Ihr Passwort ein'). There are buttons for 'Konto erstellen' and 'Anmelden'. At the bottom, there is a link for 'Passwort vergessen?' and a note 'Optionen zum Schutz der persönlichen Daten'. The footer includes 'Allgemeines', 'Nutzungsbedingungen', 'Rechtliches', and 'Impressum'.



Register for a course/exam

2. Search for your courses

The screenshot displays the KSL (Core Teaching System) interface. On the left is a sidebar menu with the title "Core Teaching System" and several navigation items: "CTS-Homepage", "My settings", "Downloads", "List of courses" (highlighted with a red arrow), "Locations, buildings and rooms", "Students", "Student administration", "Printed matters", "Manual diploma", "Archive printed matters", and "Support". The main content area at the top has language tabs for "German" and "English", and a header with "Version: 3.13.0.1", "Manual (parts in German)", "Video instruction", and a user profile for "Martina Carolus" with a "Logout" link. Below the header is a breadcrumb trail: "Home" > "List of courses". The main section is titled "Course" and includes a "Field description" link. Under "List of courses", there is a "Choose search mode" section with three radio buttons: "Simple search" (selected), "Advanced search", and "Tree search". Below this is the "Simple search" section, which features a "Search tips?" link, a search input field, and a "Search course" button. At the bottom of the search section, there is a "Mode of search:" section with three radio buttons: "Search from HS2015", "Search from HS2017" (selected), and "Search all semesters".



FS = Frühlingssemester / spring semester; HS = Herbstsemester / fall semester



Register for a course/exam

3. Add courses to your planning view

<< < 1 2 3 4 5 6 7 8 9 10 > >> Number of located courses: 2,350

Root number	Semester	Stk	Type	Subject	Title	ECTS	Lecturer	Time pattern	Language	Activity	
24	HS2013	0	Lecture	Business Administration	Human Resource Management and Organization	6	Prof. Dr. Andreas Hack, Prof. Dr. Frauke von Bieberstein	14:15-17:00, every We	DE	Short form Details	Add to planning view



A confirmation will appear on your screen



Information:

The course 100100-HS2012-4 has been added to your planning view. You will be notified, when the registration period starts.

Note: By adding the course to your planning view, you have not yet registered!



Register for a course/exam

PL 0 ▼

4. Go to your planning view

The course is now visible in your planning view with the status **PL** (grey)

Core Teaching System

CTS-Homepage

- My settings
- Downloads
- List of courses
- Locations, buildings and rooms
- Locations
- Buildings
- Lecture halls / classrooms
- Students
- Planning view**
- Key
- My studies
- Open registration periods
- Calendar
- Printed matters
- Search learning place

[Video instruction](#)
[Key](#)
[Search course](#)
[Back to "My studies"](#)
[Logout](#)

No comments
[Display blocks](#)

Status

☒ On schedule
☒ Request for a place
☒ Signed in
☒ With grade
☒ Partial results

Semester: ☐ from

Sem.	RtNo.	Course	(by block)	ECTS
HS13	101828	BA-SPR Arabisch I		4
FS14	103331	BA-SPR: Arabisch II		4
HS14	101343	BA/MA-SPR: Turkish I		4
HS14	101176	BA-SPR: Arabic III		4
HS14	102548	Tutorium Arabisch III		0
FS15	410807	BA-SPR: Arabisch IV		4
FS15	1875	BA-SPR: Turkish II		4
FS16	1877	BA/MA-SPR: Türkisch III...		8
FS16	1878	BA/MA-SPR: Turkish IV		4
FS16	101998	Turkish Tutorial		0
HS16	406898	BA/MA-SPR: Egyptian Ara		2

▼ E Master of Arts in Islamic and Middle Eastern Studies, Universität Bern, Status: "completed"

120+ 122

▼ E Islamic and Middle Eastern Studies Maste... 92

▼ E International ... 30

▼ E Additional opt... 0

▼ E M Major 92

▼ E Required Cours... 30-30 30

▼ E Additional optional attainments

▼ E Required Electives

▼ E Master Thesis

▼ E Required Electives

60-105 62 30-30 30 30-30 30 - 0

credit here	AD	0
credit here	AD	0
credit here	CD	0
credit here	CD	0
credit here	CD	0
credit here	AD	0
credit here	AD	0
credit here	AD	0
credit here	AD	0
credit here	AD	0
credit here	CD	0
credit here	CD	0

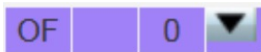


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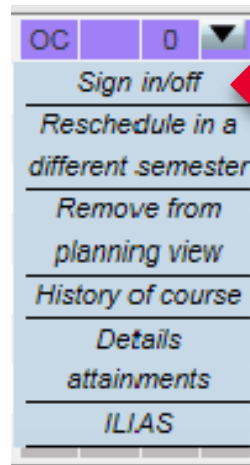
KSL

Register for a course/exam

Once the registration period for a course/exam opens, you will be notified by e-mail and the status in the planning view will change to **OC/OF** (purple)



5. Sign in for the course in your planning view and request a place (sometimes you only need to register for the exam, but not for the course)



Registration

3069-FS2014-0-Einführung in die Makroökonomie

Capacity and preconditions

Lecturers:
Number of seats for course:
Number of seats for examination:
Preconditions:
Priority rules
Modalities for exam:

Course

Dates:
Tuesday 10:15-12:00 Weekly
Wednesday 08:15-09:00 Weekly
Wednesday 08:15-09:00 Weekly

Current registrations:
Period of registration:
Period of deregistration:

Status:
Info:

Request for a place Sign off



Register for a course/exam

CTS-Hompage
List of courses
List of courses
Standard timetables
Locations, buildings and rooms
Students
Planning view
Key
My studies
Open registration periods
My timetable
Learning places and reservations
Printed matters
Doctorates
Doctorates
Downloads
My settings
Support

My current registrations

List events from my planning view

- ☒ Only with currently open deadlines for registration or exchange of place and failed grades
- ☐ All

Open periods of registration or exchange of places

Course:	HS ÄK: Of monsters and angels, of saints and knights. The medieval paintings in South Tyrol. - 484274-HS2023-0
Admission requirements for course:	
Priority rules for course:	Default: First come - first served
Course	
Dates:	Thursday 10:15-12:00 Weekly
Capacity for course:	20
Current registrations:	20
Period of registration:	3/5/2023 00:00:00 - 2/10/2023
Period of deregistration:	3/5/2023 00:00:00 - 2/10/2023
Status:	No registration
Info:	Registrations are transmitted from CTS to (no admission in ILIAS possible). ILIAS
Temporary status:	--

[Request for a place](#) [Sign off](#) [Remove from planning view](#) [Go to detailed de-/registration page of course](#)

Registration for course

Take note of
registration
/deregistration
periods!

Course:

Introduction to the Swiss Political System - 5092-FS2024-0

Assessment term 1

Current registrations: 0

Period of registration: -

Period of deregistration: -

Status:

Info:

Registration

[Remove from planning view](#) [Register](#) [Sign off](#) [Go to detailed de-/registration page of course](#)

Registration for exam



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KSL

Statuses

HS18	32	Corporate Strategy	6						OC	0	▼
FS19	29	Logistics	4.5					credit here	PL	0	▼
FS17	10027	Law of Armed Conflict	5			OK	5	5	▼	credit here	credit here

Status of the course

PL Planned	grey	PL
OC Open to registration	purple	OC
CP Registered to course, provisionally	light yellow	CP
CD registered for course, definitively	dark yellow	CD
AD Registered to assEssment, definitively	dark yellow	AD
OK assessment passed	green	OK
NO assessment failed	red	NO



KSL Support

KSL Manual, Video instruction

 www.ksl.unibe.ch - see top right corner

Technical Problems?

Contact the KSL support team at support.vsl@unibe.ch



Include your student number in your inquiry

Replies are sent to your UniBE e-mail address



ILIAS

Join a course

1. Click on the ILIAS link in the course description on KSL

41-HS2017-0-Advanced Valuation

Detailed view Print

Root number

Semester

Type of course

Allocation to subject

Type of exam

Title

Description

ILIAS-Link (Learning resource for course)

Link to another web site

Lecturers

ECTS

Recognition as optional course possible

Grading

Dates

Rooms

External rooms

41

HS2017

Lecture

Business Administration

Written exam

Advanced Valuation

Mergers and acquisitions, incorporations, IPOs and LBOs are corporate events much-cited by the firm valuation to be crucial.

Advanced Valuation covers the most important tools and concepts for firm valuation. The topics of real options. Further, deal structuring, and valuation of small and medium-sized businesses (SMB) [ILIAS](#) Go to ILIAS-course. No registration/deregistration in CTS (Admission in ILIAS possible).

Dr. Jonas Zeller, Institute of Financial Management

6

No

1 to 6

Wednesday 10:15-13:00 Weekly

Monday 8/1/2018 08:45-10:45

Wednesday 14/2/2018 15:15-17:15

Seminarraum 101, Hauptgebäude H4


HG 201


UniS, A003, A126

**ILIAS Link: No
registration /
deregistration in
CTS (Admission in
ILIAS possible)**



2. Sign in with your SWITCH Edu ID

Anmelden über: 

 Universität Bern

Anmelden

[Nutzungsvereinbarung](#)

SWITCH edu-ID Help EN

Log in to: UniBE, ILIAS Server

Attention, from now on login with your edu-ID. Additional information can be found on the UNIBE support page [here](#).

Service description:
ILIAS-Server der UniBE

SWITCH edu-ID

E-mail:

Password:

[Create account](#) [Login](#)

[Forgot password?](#)
[Options for personal data protection](#)

SV/ITCH

[About](#) [Terms of Use](#) [Legal Notice](#) [Imprint](#)

3. Join course



5349-HS2017-0: Valuation



9487-HS2017-0: Marketingforschung

Registration Period: No Registration Possible



Join

Info

Notes



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ILIAS

Join a course

4. Don't forget to add the course to your planning view on KSL/CTS!

Core Teaching System

German English Version: 3.13.0.1 Manual (parts in German) Video instruction User: Martina Carolus Logout

Home List of courses

Course ? Field description

List of courses

Choose search mode

Mode of search ☒ Simple search ☐ Advanced search ☐ Tree search

<< < 1 2 3 4 5 6 7 8 9 10 > >> Number of located courses: 2,350

Root number	Semester	SN	Type	Subject	Title	ECTS	Lecturer	Time pattern	Language	Activity
24	HS2013	0	Lecture	Business Administration	Human Resource Management and Organization	6	Prof. Dr. Andreas Hack, Prof. Dr. Frauke	14:15-17:00, every	DE	Short form Details Add to planning view

Information: The course 100100-HS2012-4 has been added to your planning view. You will be notified, when the registration period starts.

ILIAS

Support

@ Instructions at www.ilias.unibe.ch (Support)

! Technical Problems?

Contact iLUB (support center for ICT-aided teaching and research) ilias@unibe.ch, Tel. [+41 31 684 82 72](tel:+41316848272)



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Course & Exam Registration

Special Cases

- ❖ No central course and exam registration window for all degree programmes! Registration dates vary.
- ❖ Special cases
 - Business Administration, Economics and Law: For most courses, registering is not required. It is, however, necessary to register for exams.
 - Computer Science: Master programme is jointly offered with the University of Neuchâtel and the University of Fribourg → separate registration system!

[Swiss Joint Master in Computer Science](#)

[Request Access \(Form\)](#)



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Thank you for your attention

Orientation and Welcome Event

