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Campus Account, SWITCH Edu ID, KSL & Ilias

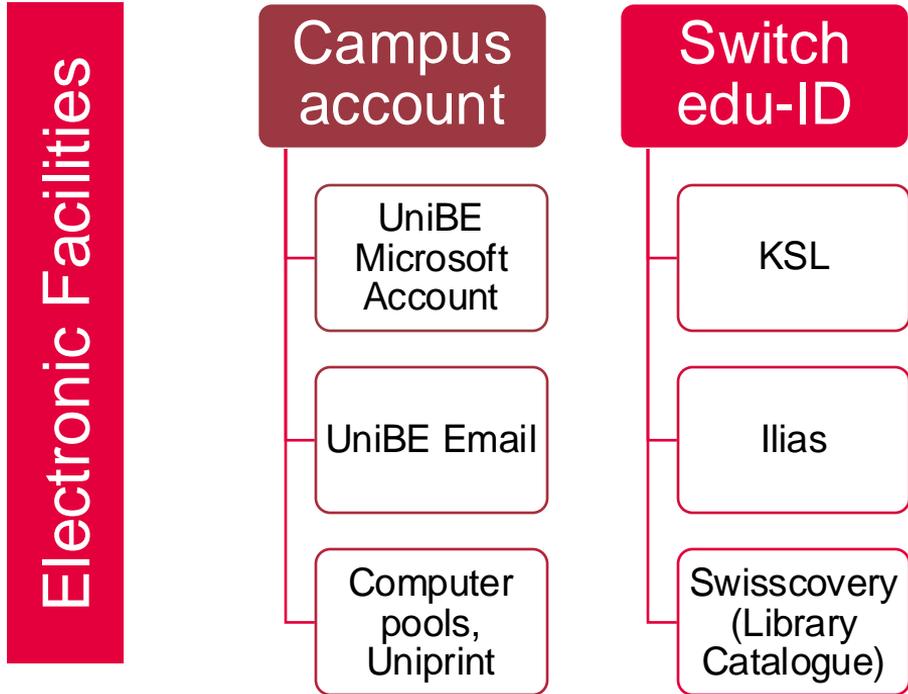
Orientation and Welcome Event for new international Master and PhD students



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Electronic Facilities UniBE

Two Logins



Campus account and Switch edu-ID = your logins to the electronic facilities at UniBE



u^b Campus Account

Before you can use your account, you will need

- to activate it and
 - choose at least 2 authentication methods.
- See our Login Manual for step-by-step instructions



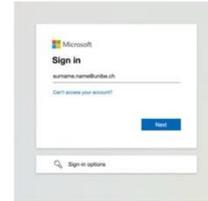
Problems?

servicedesk@unibe.ch

YOUR UNIBE LOGIN – Manual

1. ACTIVATE CAMPUS ACCOUNT (ACCESS TO UNIBE EMAIL ACCOUNT, COMPUTER POOLS, UNIPRINT)

- 1) Go to [MyAccount](#) and enter your campus account username and initial password.



- 2) Once you logged in, you must choose and enter a new password.

Please note that your new password must meet the following requirements:

- Is at least 12 characters long;
- Contains characters from at least three of the following categories:
 - Capital letters (A-Z)
 - Lower case letters (a-z)
 - Numbers (0-9)



u^b Campus Account

UniBE Email Account

UniBE student e-mail account:

name.surname@students.unibe.ch

Check your emails regularly!

outlook.office.com



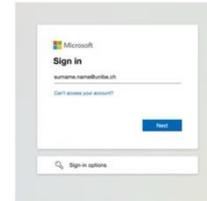
u^b SWITCH Edu-ID

- Set up your Switch edu-ID, once you activated your campus account → see our Login Manual for step-by-step instructions
- Switch edu-ID is required to set up a Swisscovery account (library catalogue)

YOUR UNIBE LOGIN – Manual

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 - Numbers (0-9)



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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)	UniBE student email address
KSL / CTS	SWITCH edu-ID
Ilias	SWITCH edu-ID

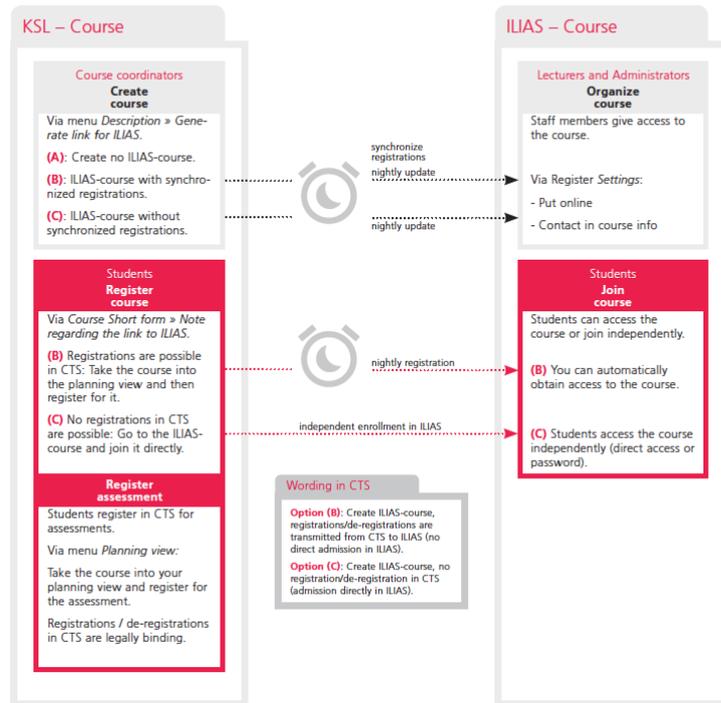
[Overview of all services and their login](#)



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-vv.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	St	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

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: Bändütsch. 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

SWITCHaai 1 SWITCH

[Über:AAI](#) | [FAQ](#) | [Hilfe](#) | [Datenschutz](#)

Organisation auswählen

Um auf den Dienst **ID-KSL2** zuzugreifen, wählen oder suchen Sie bitte die Organisation, der Sie angehören.

Auswahl für die laufende Webbrowser Sitzung speichern.

SWITCH erbringt innovative, einzigartige Internet-Dienstleistungen für die Schweizer Hochschulen und Internetbenutzer.

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

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
- Doctorates
 - Doctorates
- Support

German English ←

Version: 4.3.8.13 Manual (parts in German) Video instruction User: Michaela Soltan Logout

Home

Homepage Uni Bern

Go to the homepage

Here you can leave CTS and go to the homepage of the university of Bern.

CTS video instruction

Video instructions

Short videos will show you the various functions of CTS required during your studies. Above to the right is a link to the CTS manual.

CTS and ILIAS

Get the CTS/ILIAS Flyer

A flyer describing the most important functions of the two systems. It explains the interaction between administration in CTS and the learning management system ILIAS.

3

SWITCHedu-ID

Anmeldung für: ID-KSL1

Achtung. ab sofort Anmeldung mit Ihrer edu-ID. Weitere Informationen finden Sie auf den Supportseiten der UNIBE.

Beschreibung des Dienstes:
KSL Produktion

SWITCH edu-ID

E-Mail:

Passwort:

Konto erstellen

Passwort vergessen?
Optionen zum Schutz der persönlichen Daten

SWITCH



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KSL

Register for a course/exam

2. Search for your courses

The screenshot displays the 'Core Teaching System' interface. On the left is a navigation menu with 'List of courses' highlighted in red and indicated by a red arrow. The main content area shows the 'List of courses' page with search options. At the top right, there are links for 'German', 'English', 'Version: 3.13.0.1', 'Manual (parts in German)', 'Video instruction', 'User: Martina Carolus', and 'Logout'. Breadcrumbs show 'Home' > 'List of courses'. The 'Course' section includes a 'Field description' link. Under 'Choose search mode', 'Simple search' is selected. The 'Simple search' section has a search input field with a 'Search tips?' link and a 'Search course' button. Below the input field, 'Search from HS2017' is selected.



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



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KSL

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	S#	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!

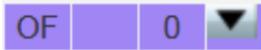


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KSL

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)

The screenshot shows the registration interface for the course '3069-FS2014-0-Einführung in die Makroökonomie'. At the top, the status is 'OC' in a purple box, followed by '0' in a white box with a dropdown arrow. A red arrow points to the 'Sign in/off' button in the menu. The menu also includes options for rescheduling, removing from planning view, course history, and details. At the bottom, a red arrow points to the 'Request for a place' button, which is next to a 'Sign off' button. The right side of the interface shows course details under the heading 'Registration', including capacity and preconditions, and 'Course' information such as dates and current registrations. A speaker icon is visible in the bottom right corner.

Register for a course/exam

CTS-Homepage
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: No registration
 Info: -

[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



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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	41
Semester	HS2017
Type of course	Lecture
Allocation to subject	Business Administration
Type of exam	Written exam
Title	Advanced Valuation
Description	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).
ILIAS-Link (Learning resource for course)	
Link to another web site	
Lecturers	Dr. Jonas Zeller, Institute of Financial Management 
ECTS	6
Recognition as optional course possible	No
Grading	1 to 6
Dates	Wednesday 10:15-13:00 Weekly Monday 8/1/2018 08:45-10:45 Wednesday 14/2/2018 15:15-17:15
Rooms	Seminarraum 101, Hauptgebäude H4
External rooms	HG 201 UniS, A003, A126



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



ILIAS

Join a course

2. Sign in with your SWITCH Edu ID

Anmelden über: 

u^b 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 [it](#)

Service description:
ILIAS-Server der UniBE

SWITCH edu-ID

Email:

Password:

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

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

SWITCH

[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!

The screenshot shows the ILIAS Core Teaching System interface. On the left, a navigation menu is visible with the following items: CTS-Homepage, My settings, Downloads, **List of courses** (highlighted with a red arrow), Locations, buildings and rooms, Students, Student administration, and Related systems. The main content area is titled 'Course' and 'List of courses'. It includes a search mode selector with options for Simple search (selected), Advanced search, and Tree search. Below this is a table of located courses. The table has the following columns: Root number, Semester, SN, Type, Subject, Title, ECTS, Lecturer, Time pattern, Language, and Activity. The first row of data shows a course with Root number 24, Semester HS2013, SN 0, Type Lecture, Subject Business Administration, Title Human Resource Management and Organization, ECTS 6, Lecturer Prof. Dr. Andreas Hack, Prof. Dr. Frauke, Time pattern 14:15-17:00, every, Language DE, and Activity Short form Details and Add to planning view. A red arrow points to the 'Add to planning view' button. Below the table, a green information box states: 'Information: The course 100100-HS2012-4 has been added to your planning view. You will be notified, when the registration period starts.'

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.

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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

