# Instructions GGL Credit Counter (October 2022)

### 1. Login

At the GGL Starting Page (<a href="https://www.uni-giessen.de/fbz/zentren/ggl">https://www.uni-giessen.de/fbz/zentren/ggl</a>) please klick on "Credit Counter (members only)". You will be directed to the start page of the new GGL Credit Counter:



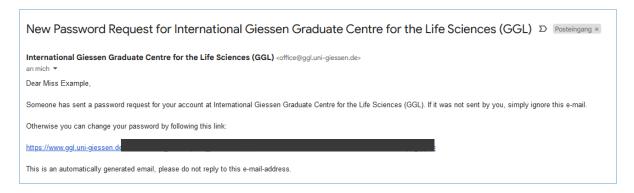
When using the Credit Counter for the first time: please klick on "Request New Password".

On the following screen, just enter your E-Mail address and request the password link.



Important: You must type in the E-Mail address, you have submitted to the GGL either during you application or as an update (whenever possible, this should be your JLU address). If you are not sure anymore or get the message "There is no account with this e-mail address", please write to the GGL office and ask which Email address is registered.

Check you E-Mail account for a message from the GGL looking similar to the following message:

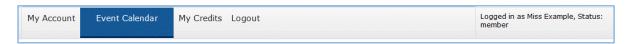


Click on the link to create/change your password:

| Please enter your new                    | oassword:              |  |  |
|--|------------------------|--|--|
| Now was swand * .                        |                        |  |  |
| New password *: Please choose a new pass | award                  |  |  |
| ricase criouse a riew pass               | word.                  |  |  |
|  |                        |  |  |
|  |                        |  |  |
| New password confirma                    | ition*:                |  |  |
| Please repeat your new p                 | assword.               |  |  |
|  |                        |  |  |
|  |                        |  |  |
|  |                        |  |  |
| * Fields peopled with an                 | storick are mandaton.  |  |  |
| * Fields marked with an a                | sterisk are manuatory. |  |  |
|  |                        |  |  |
|  |                        |  |  |
| Change password                          | Cancel                 |  |  |
|  |                        |  |  |
|  |                        |  |  |

Then use this new password together with your E-Mail address as Login.

#### 2. Start Screen



After you have successfully logged in, please note your options: "My Account", "Event Calendar" (preselected), and My Credits.

# My Account

Please check whether the details under **My User Data** here are correct and notify <u>office@ggl.uni-giessen.de</u> if anything needs to be changed.

At the bottom you can change your **Password**.

#### **Event Calendar**

You can use this calendar not only to check for past or future events, but you can also select, which events you attended in order to add them to your credit list. If you attended an Event that was already listed in the study calendar, you can add this directly to the "My credits" list.

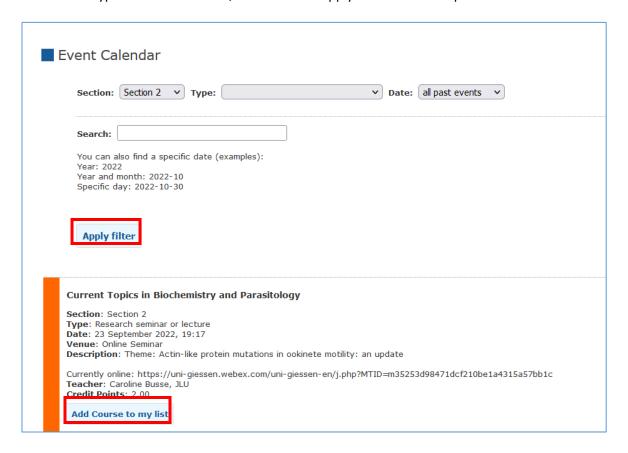
# **My Credits**

Here you will find an **Overview** of the credits you or the GGL Office entered and the status of the credits (pending or confirmed). You will also find an option to **add private events**, i.e. events only you attended and that are not listed in the event calendar.

# 3. Adding events to your list of credits from the GGL Event Calendar

The easiest way to add credits to your list, is to search for them in the **Event Calendar** and then to add them to your list.

To find a certain event you attended, you may use the **filter options** for instance by combining a section or a type with a time frame, then click on "apply filter". See example below.



Using the "Search" field, you can also filter for specific texts, such as names of speakers or specific dates.

When searching for dates, you must use the following format in the search field: yyyy-mm-dd!

After you have found the event you were looking for, click on "Add course to my list". You will get a confirmation, that this event was added and you list. You can also check in your Overview. Also, the "Add course to my list" button will disappear, i.e. if there is an event in your calendar, where this button is missing, it was already added to your list.

#### 4. Adding Private Events

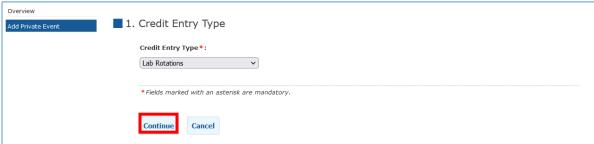
You can also add events that are not listed in the event calendar, such as lab rotations or conferences. First go to **My Credits** and then choose "**Add private event**" on the left side.

#### Important notes:

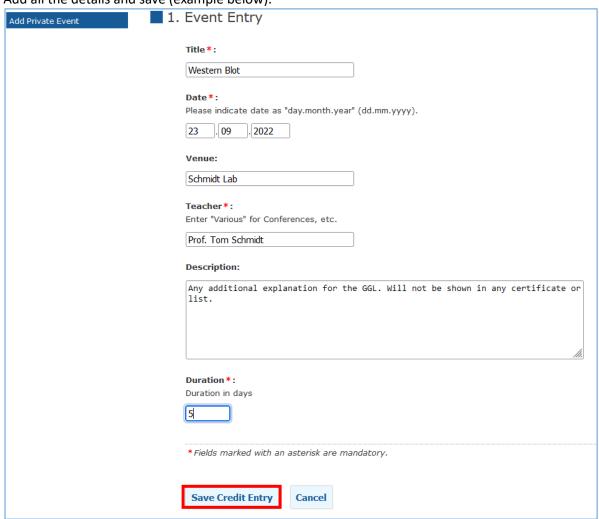
- Always check first, whether the event is in the calendar or already added to your list!
- Anything you type here might be copied to your GGL Certificate. The GGL will not check your spelling!



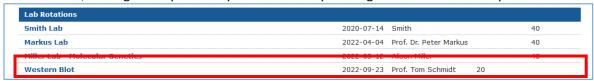
# Add the **Type** from the drop down list and continue.



# Add all the details and save (example below).



The entry gets confirmed and you can also look at your Overview (see below). You can edit private credit entries, as long as they are not yet confirmed by clicking on the event title in your overview.



# 5. How many credits have I collected already?

You can get a quick overview of your credits by looking at your overview:



Credits you have entered are listed as **pending**, but not yet **confirmed**. You need to submit proof of attendance to the GGL Office before your graduation.

For all events that you add to your list, you should have proof of attendance:

- a signature in your portfolio,
- a screenshot with date, time and your name for online events,
- another form of written confirmation such as a certificate of attendance.

For most events of the type Doctoral Development Programme, your credits will be pre-entered by the GGL-Office, but it is still a good idea to keep your own record in the portfolio.

This Overview of your credits is our point of reference when advising on your current credits status and the final credit confirmation for your graduation. So you need to enter all your attended events <u>before</u> handing in your portfolio for graduation.

# 6. Further questions?

For further queries, questions, suggestions for improvement, please write to <a href="mailto:office@ggl.uni-giessen.de">office@ggl.uni-giessen.de</a>.