How to generate and activate a new TAN list in PSSO

(Online Examination and Student Services)

Technology
Arts Sciences
TH Köln

To generate and activate a new TAN list, select "General Administration" in the left-hand menu, then click on "TAN management". Please follow the instructions below:

1. Enter a valid TAN of your active TAN list in the top left field "TAN from active TAN list"
2. Select how many TANs you want to generate (3, 20 or 50).
3. Click on "Generate".
4. Open your new TAN list (pdf file) and print it. Please do not save the TAN list on your computer.
   If you do not have Acrobat Reader, please click here to download the latest version.
5. To activate your new TAN list, please enter a valid TAN of your active ('old') TAN list in the top right field "TAN from active TAN list".
6. Then enter a TAN of your newly generated list in the field "TAN from generated TAN list".
7. Click on "Activate".
8. The message "The new list of TANs has been activated." is displayed. Your TAN list was successfully activated and your old TAN list is no longer valid.

Please note that a TAN list cannot be used if it has been generated but not activated. To generate and activate a new TAN list you always need two unused TANs from the active list.

Please use a new TAN for each request. A TAN that has been entered is always considered 'used' even if it was used for an unsuccessful request.