

## **CampusManagementSystem (CaMS) Guide TH Köln**

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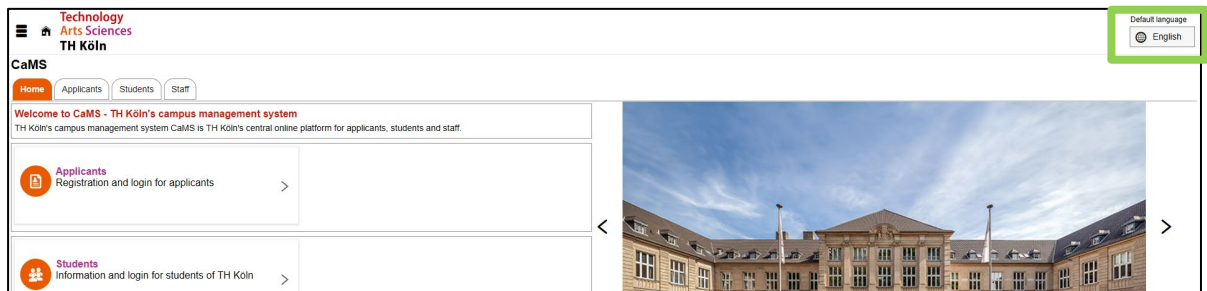
## After Admission

### **READ BEFORE:**

Do not follow those instructions or take any action of your own **until** you have received a registration **email!**

- The email will be sent from **noreply@th-koeln.de** with the subject line: **“TH Köln: Ihre Bewerbung”**
- Please read these instructions completely and carefully before you start the login and enrollment process.
- Past experience has shown that critical errors can otherwise occur that will prevent you from enrolling!

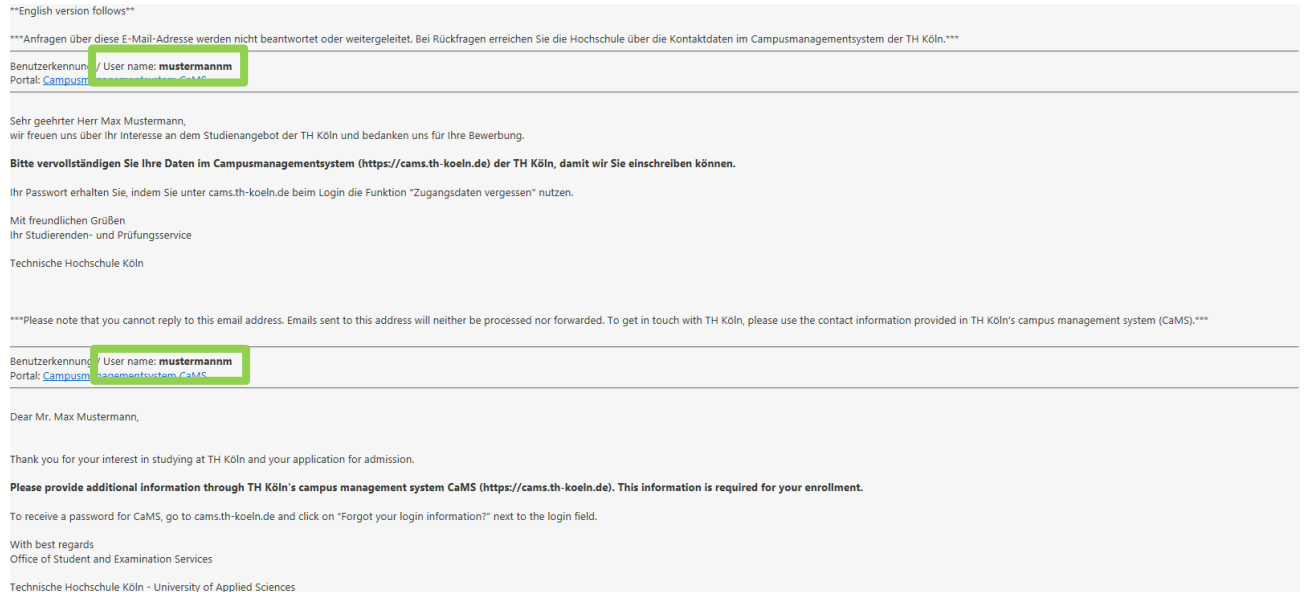
**Note:** On most TH Köln platforms (like CaMS), you will find the option to change the language at the top right! This guide is based mostly on the English-language version of CaMS. Some screenshots will in German, but we will explain the steps you have to complete in detail.



## 1.1 Access to CaMS

You will receive an email from [noreply@th-koeln.de](mailto:noreply@th-koeln.de) asking you to complete your application details. Within this email, you will find information on your login name / username.

This username will also be part of your campusID later on.



Example 1: welcome email – access to CaMS / sent from [noreply@th-koeln.de](mailto:noreply@th-koeln.de) with the subject line: "TH Köln: Ihre Bewerbung"

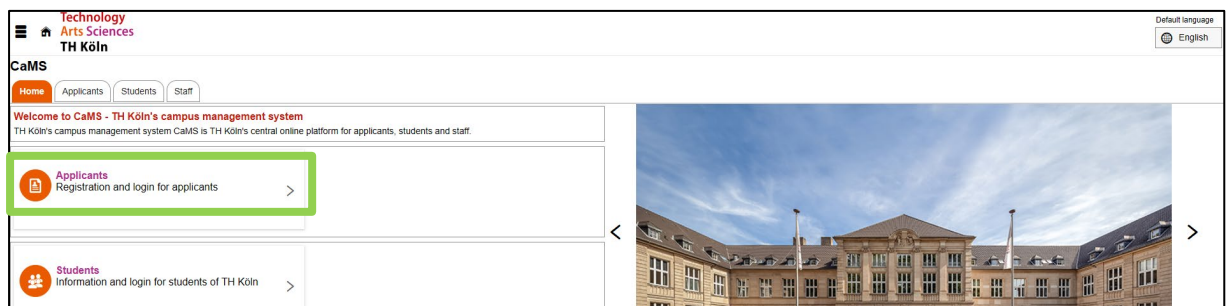
## 1.2 Log into CaMS for the first time

After you have received the email mentioned above, go to [cams.th-koeln.de](https://cams.th-koeln.de) and click on the button "Applicants - Registration and login for applicants" (picture 1)

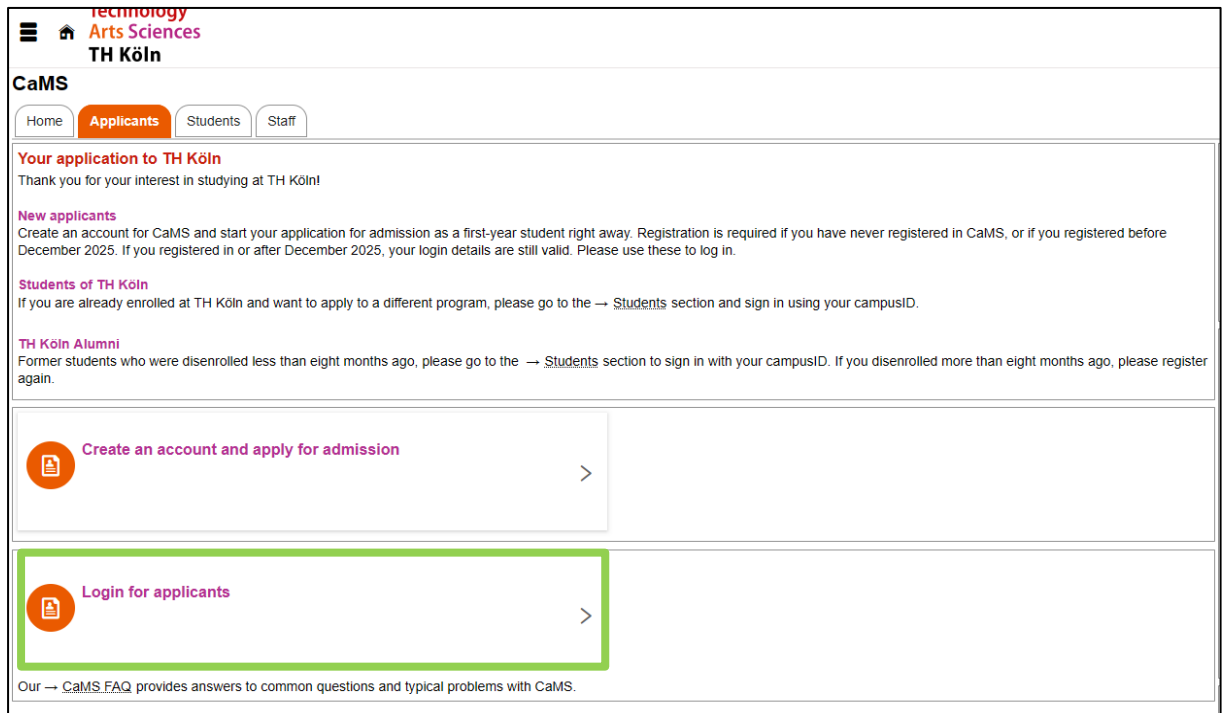
Afterwards choose the option "Login for applicants". (picture 2)

Then click on the hyperlink "Forgot your login information?". (picture 3)

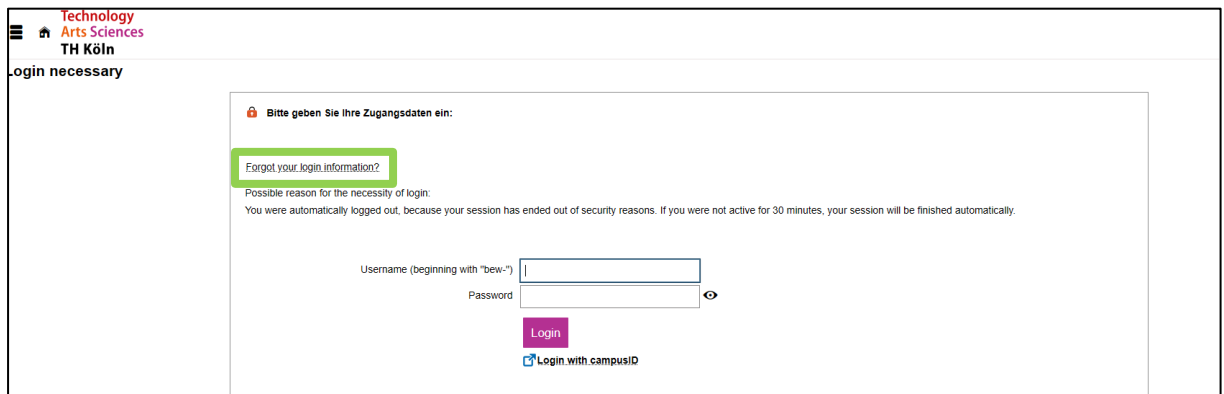
Picture 1



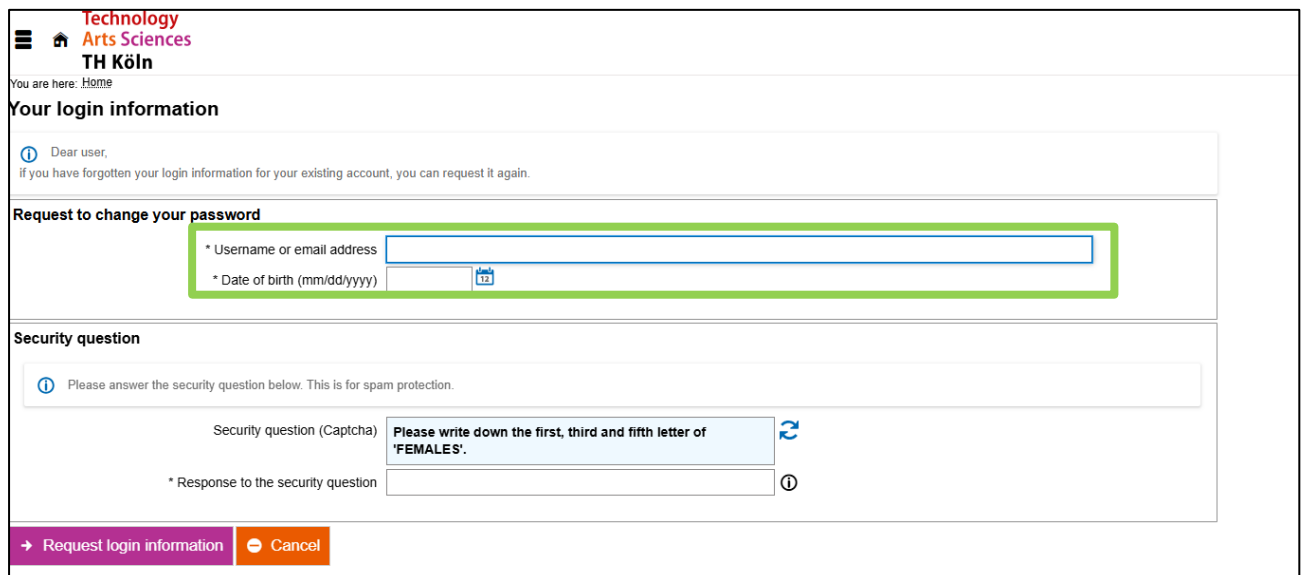
Picture 2



Picture 3



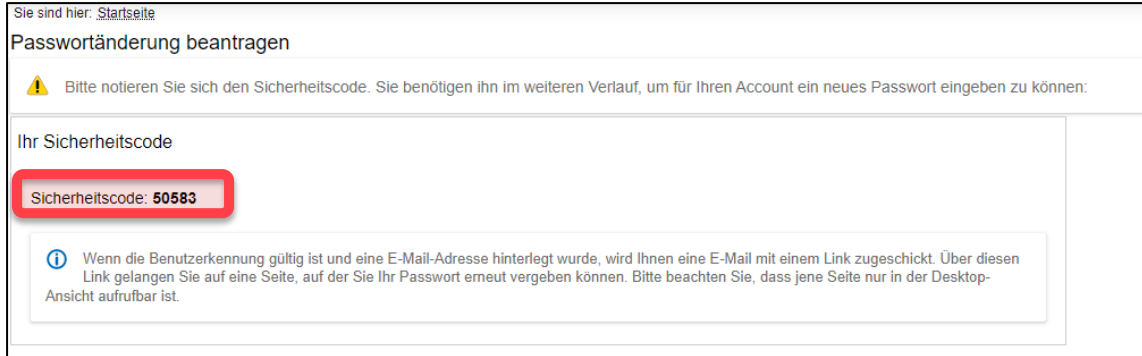
Now you can request a password by generating a security code with your **username** (see registration email) and your **date of birth**. Please make sure to use the correct format for your date of birth as mentioned in brackets or use the calendar on the left.



After successfully completing the fields, you will receive a security code and an automated email with an individual link to change / set up the password.

**Saving the code is mandatory!**

Depending on the provider of your email account, it may take a few minutes until the email will reach you.



Sie sind hier: [Startseite](#)

### Passwortänderung beantragen

**!** Bitte notieren Sie sich den Sicherheitscode. Sie benötigen ihn im weiteren Verlauf, um für Ihren Account ein neues Passwort eingeben zu können:

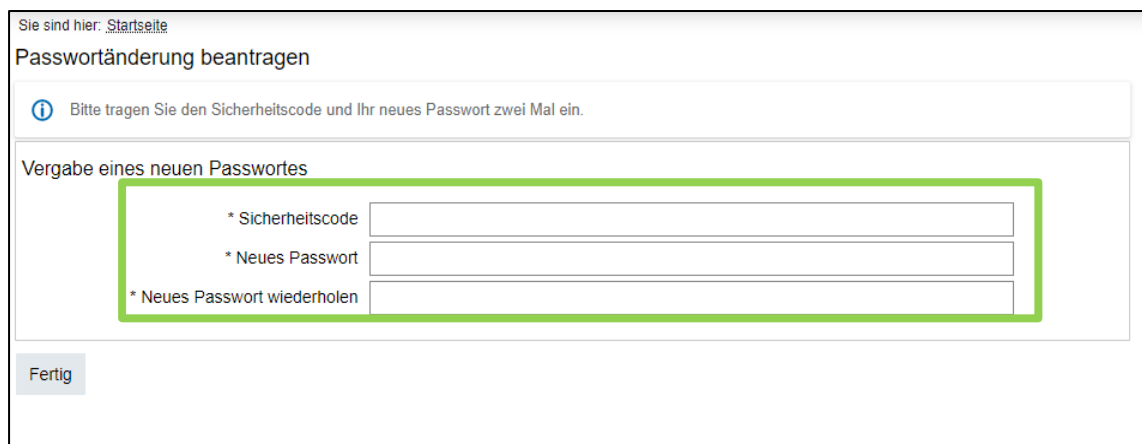
Ihr Sicherheitscode

Sicherheitscode: **50583**

**i** Wenn die Benutzerkennung gültig ist und eine E-Mail-Adresse hinterlegt wurde, wird Ihnen eine E-Mail mit einem Link zugeschickt. Über diesen Link gelangen Sie auf eine Seite, auf der Sie Ihr Passwort erneut vergeben können. Bitte beachten Sie, dass jene Seite nur in der Desktop-Ansicht aufrufbar ist.

## 1.3 Set up the password

Save the security code and open the link from the email. There you must now enter the security code and determine a password.



Sie sind hier: [Startseite](#)

### Passwortänderung beantragen

**i** Bitte tragen Sie den Sicherheitscode und Ihr neues Passwort zwei Mal ein.

Vergabe eines neuen Passwortes

* Sicherheitscode	<input type="text"/>
* Neues Passwort	<input type="text"/>
* Neues Passwort wiederholen	<input type="text"/>

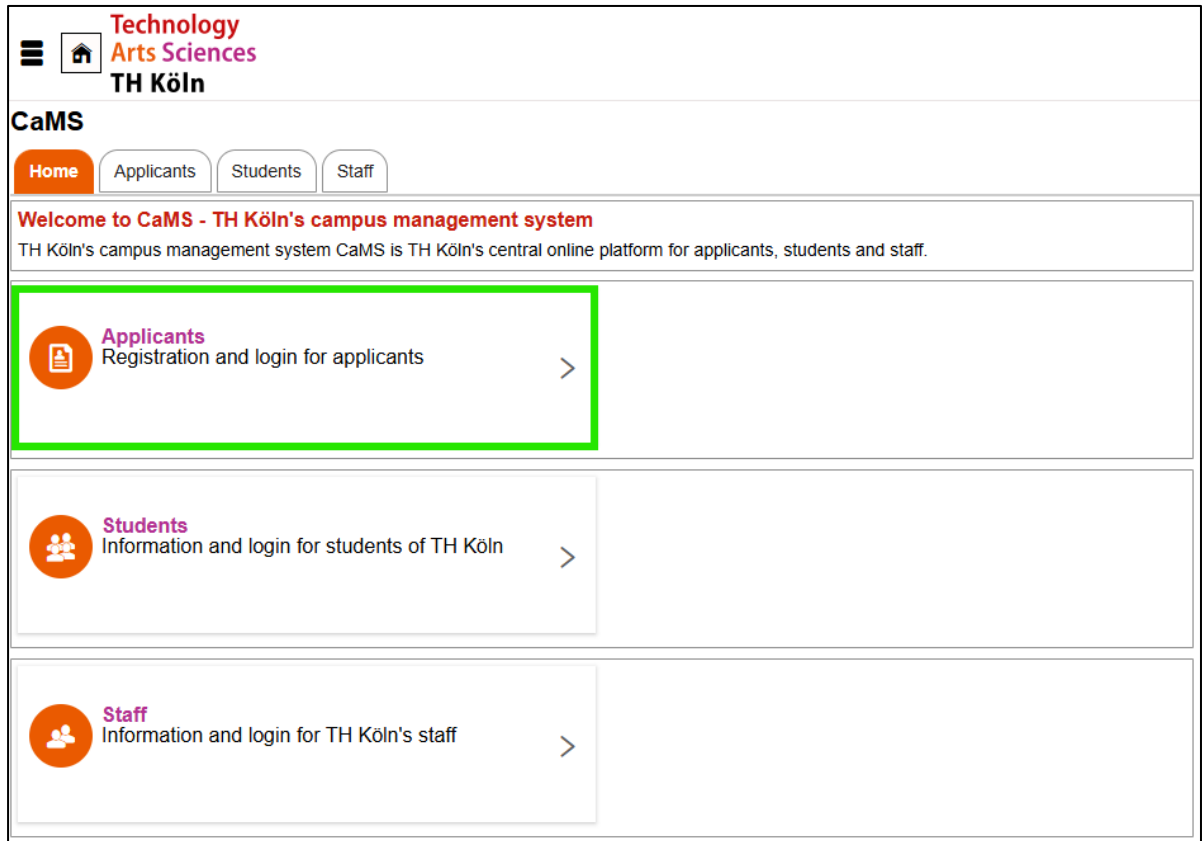
Fertig

You can now log in with the newly-generated password.

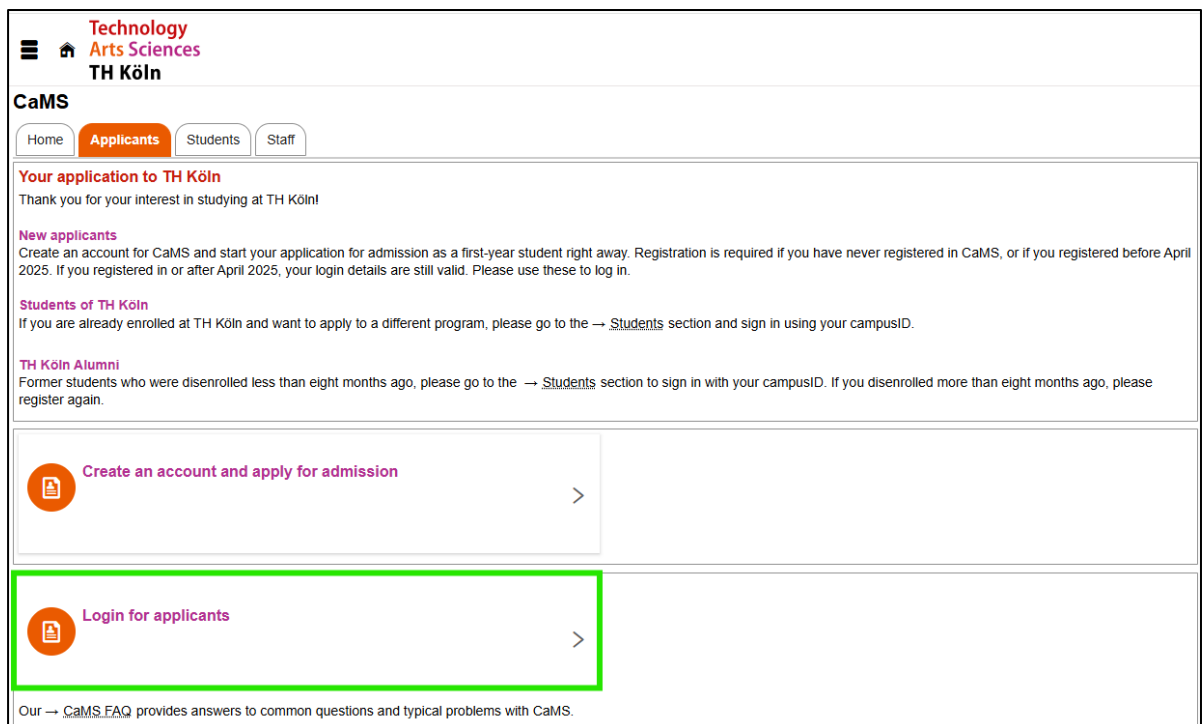
You can then complete your enrollment in CaMS.

## 1.4 Log into CaMS - Applicants

Once you have successfully completed the steps 1.1 -1.3, a user account will be created for you as an *applicant*. You can then use the “Applicants” login in CaMS to complete your enrollment.



The screenshot shows the CaMS homepage for TH Köln. At the top, there is a navigation bar with the TH Köln logo and the text 'Technology Arts Sciences TH Köln'. Below this, the 'CaMS' logo is displayed. A horizontal menu contains four buttons: 'Home', 'Applicants', 'Students', and 'Staff'. The 'Applicants' button is highlighted in orange. Below the menu, a welcome message reads: 'Welcome to CaMS - TH Köln's campus management system. TH Köln's campus management system CaMS is TH Köln's central online platform for applicants, students and staff.' The main content area features three large, rounded rectangular buttons. The first button, 'Applicants', is highlighted with a green border and contains the text 'Applicants Registration and login for applicants' with a right-pointing arrow. The second button, 'Students', contains the text 'Students Information and login for students of TH Köln' with a right-pointing arrow. The third button, 'Staff', contains the text 'Staff Information and login for TH Köln's staff' with a right-pointing arrow.




The screenshot shows the 'Applicants' page in CaMS. The navigation bar at the top is identical to the previous screenshot, but the 'Applicants' button is now highlighted in orange. Below the navigation bar, the page title is 'Your application to TH Köln' followed by the text 'Thank you for your interest in studying at TH Köln!'. There are three sections of text: 'New applicants' (Create an account for CaMS and start your application for admission as a first-year student right away. Registration is required if you have never registered in CaMS, or if you registered before April 2025. If you registered in or after April 2025, your login details are still valid. Please use these to log in.), 'Students of TH Köln' (If you are already enrolled at TH Köln and want to apply to a different program, please go to the → [Students](#) section and sign in using your campusID.), and 'TH Köln Alumni' (Former students who were disenrolled less than eight months ago, please go to the → [Students](#) section to sign in with your campusID. If you disenrolled more than eight months ago, please register again.). Below the text, there are two large, rounded rectangular buttons. The first button, 'Create an account and apply for admission', is highlighted with a green border and contains the text 'Create an account and apply for admission' with a right-pointing arrow. The second button, 'Login for applicants', is highlighted with a green border and contains the text 'Login for applicants' with a right-pointing arrow. At the bottom of the page, there is a link: 'Our → [CaMS.FAQ](#) provides answers to common questions and typical problems with CaMS.'

**Bitte geben Sie Ihre Zugangsdaten ein:**

[Forgot your login information?](#)

Possible reason for the necessity of login:  
You were automatically logged out, because your session has ended out of security reasons. If you were not active for 30 minutes, your session will be finished automatically.

Username (beginning with "bew-")

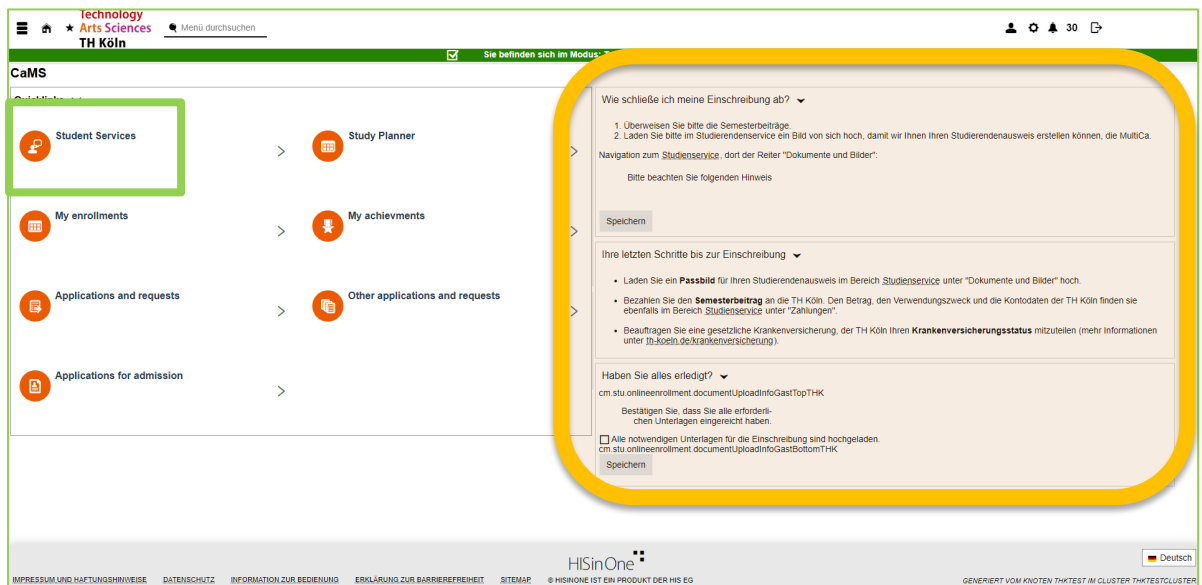
Password  

**Login**

[Login with campusID](#)

## Enrollment & Student Services

You can find all the information relevant to you via the section “*Student Services*”.  
To access it, you must click on the “*Student Services*” button after logging in.



The screenshot shows the CaMS interface with the following elements:

- Navigation Menu (left):**
  - Student Services** (highlighted with a green box)
  - My enrollments
  - Applications and requests
  - Applications for admission
  - Study Planner
  - My achievements
  - Other applications and requests
- Yellow Callout Box (right):**

Wie schließe ich meine Einschreibung ab? ▾

  - Überweisen Sie bitte die Semesterbeiträge
  - Laden Sie bitte im Studierendenservice ein Bild von sich hoch, damit wir Ihnen Ihren Studierendenausweis erstellen können, die MultiCa.

Navigation zum [StudienService](#), dort der Reiter "Dokumente und Bilder":

Bitte beachten Sie folgenden Hinweis

**Speichern**

Ihre letzten Schritte bis zur Einschreibung ▾

  - Laden Sie ein **Passbild** für Ihren Studierendenausweis im Bereich [StudienService](#) unter "Dokumente und Bilder" hoch.
  - Bezahlen Sie den **Semesterbeitrag** an die TH Köln. Den Betrag, den Verwendungszweck und die Kontodaten der TH Köln finden sie ebenfalls im Bereich [StudienService](#) unter "Zahlungen".
  - Beauftragen Sie eine gesetzliche Krankenkasse, der TH Köln Ihren **Krankenversicherungsstatus** mitzuteilen (mehr Informationen unter [th-koeln.de/krankenkasseversicherung](#)).

Haben Sie alles erledigt? ▾

cm.stu.onlineenrollment.documentUploadInfoGastTopTHK

Bestätigen Sie, dass Sie alle erforderlichen Unterlagen eingereicht haben.

Alle notwendigen Unterlagen für die Einschreibung sind hochgeladen.  
cm.stu.onlineenrollment.documentUploadInfoGastBottomTHK

**Speichern**

### 2.1 Completion of Enrollment

Several steps are required to complete the enrollment process. These are displayed on the CaMS starting page and are framed in yellow in the Student Services overview graphic.

Without completing your enrollment...

- ... you cannot access the semester ticket for public transport.
- ... you cannot get a MultiCa (student ID card).
- ... you will not receive the student discount at the cafeteria (or any other student advantages).
- ... you cannot access our learning platforms (ILU, TH spaces), which are very important for course management at some faculties

To avoid possible disadvantages, **we recommend transferring the semester fee at least 4 to 6 weeks prior to your arrival at TH Köln but by 28.02. for the summer term and by 31.08. for the winter term, at the latest.**

1. To complete your enrollment, you'll have to complete 3 steps:
  - a. Upload a photo which will be needed for your MultiCa
  - b. Complete proof of sufficient health insurance (SMV-process)
  - c. Pay the semester fee (detailed information can be found after you have logged into CaMS > Student Services > Payments)

## 2.2 Upload a photo

To submit your photo, go to the “Dokumente und Bilder” tab and upload the relevant image.

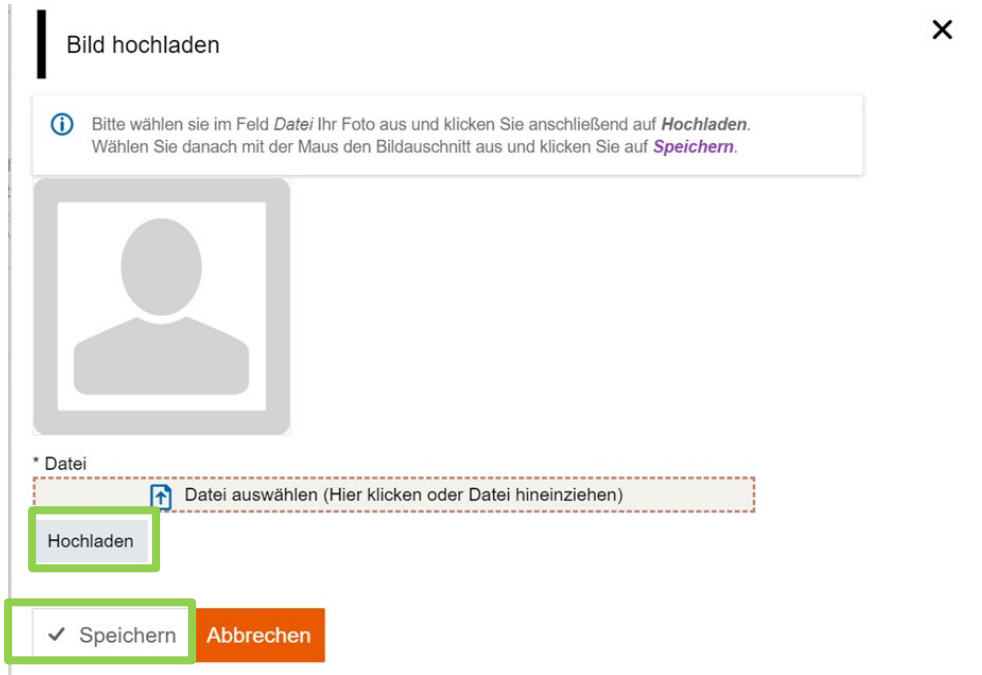
The screenshot shows the HISinOne student portal interface. At the top, there is a navigation bar with tabs: 'Sperren', 'Einzureichende Unterlagen', 'Meine Studiengänge', 'Dokumente und Bilder' (highlighted with a red box), 'Kontakt Daten', 'Zahlungen', and 'Bescheide / Bescheinigungen'. Below the navigation bar, the 'Dokumente und Bilder' section is visible. It contains a 'Bild hochladen' button (highlighted with a green box) and a 'Dokumente' dropdown menu (also highlighted with a green box). The 'Bild hochladen' button is accompanied by instructions: 'Bitte laden Sie hier ein Bild für folgenden Verwendungszweck hoch: - Studierendenausweis (MultiCa) - Studierendenselbste Die maximale Dateigröße beträgt: 1 MB Folgendes Format ist möglich: JPG'. Below the instructions, there is a 'Speichern' button. At the bottom of the page, there is a footer with the HISinOne logo and the text 'Deutsch'.

To upload a **photo of yourself for your MultiCa**, select the green marked area “Upload photo”. The field (picture on page 9) appears.

To upload your photo, you can now “drag and drop” a file into the dotted area, or click on the dotted area once and select a file via your document explorer.

Make sure that your face is completely visible and the picture is not upside-down. Do NOT use pictures with a vivid background. A simple picture of your face in front of a blank wall will be sufficient.

**IMPORTANT:** After a file has been uploaded, both the “Upload” button and the “Save” button must be pressed so that the file remains saved.



## 2.2 Pay the semester fee

To pay the semester fee, please go to the tab „Zahlungen“ / „Payments“.

The screenshot shows the 'Studienservice' portal for a student named Syrine Jemaa. The 'Zahlungen' (Payments) tab is selected. A warning banner states: 'Die Immatrikulation erfolgt zum Sommersemester 2023. Achtung, Sie sind noch nicht immatrikuliert! Die hier dargestellten Informationen stellen teilweise bereits den Zustand nach erfolgter Immatrikulation dar.' Below this, personal data is shown. The 'Rechnungen' (Invoices) section contains a warning: 'Bitte überprüfen Sie den in "Soll" angegebenen Betrag mit dem unten stehenden "Verwendungszweck" an die Bankverbindung der TH Köln:'. Bank details for TH Köln are listed in a green box: 'TH Köln, Sparkasse KölnBonn, IBAN: DE30 3705 0198 1931 6140 59, BIC:SWIFT:COLSDE33'. A table shows the payment details:

Zeitraum	Fällig am	Verwendungszweck	Soll	Ist	Aktionen
Sommersemester 2023	10.02.2023	50003527 Vorname Nachname	319.20 €	0.00 €	<a href="#">Details anzeigen</a>

At the bottom, there is a 'Beurlaubung' button and the 'HISinOne' logo with a German flag icon.

You will now find all the relevant information for paying the semester fee.

First of all, you will find the bank details of TH Köln - University of Applied Sciences (marked in green). The table shows the fee due for the respective semester (red marking) and the payment deadline (yellow marking).

The reference for payment indicated there is essential. The reference code is structured as follows: Year + 1 (=Summer semester) / + 2 (=Winter semester) + matriculation number.

Example: Alexis Zufall with the matriculation number 11123456 would like to pay his outstanding contribution of €319.20 for the winter term 2026/27. He uses the account details marked in green and transfers the amount with the purpose "202621123456".

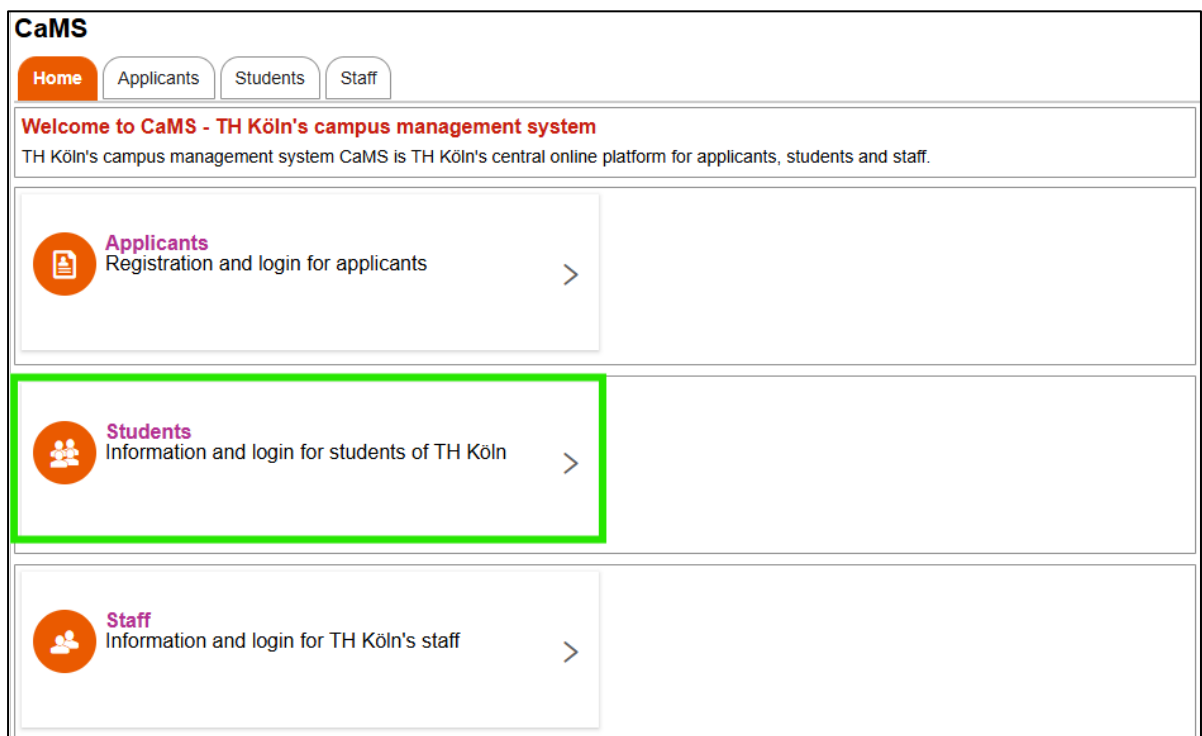
As soon as your transfer has been received and allocated, it is listed under “Actual”. When payment is complete, the “Outstanding payments” display disappears.

## After enrollment

After your enrollment is complete, your login to CaMS will be blocked for a few days. Your account will be transferred from Applicant status to Student status.

**Note:** This change may take a few days while your enrollment is being processed by us, during this time you will not have access to CaMS at all.

After the system is open again, please make sure to use the Students section as well as your campusID to log in. Information on your campusID will be sent to you by email after you have completed your enrollment.



**CaMS**

Home Applicants Students Staff

**Welcome to CaMS - TH Köln's campus management system**  
TH Köln's campus management system CaMS is TH Köln's central online platform for applicants, students and staff.

**Applicants**  
Registration and login for applicants >

**Students**  
Information and login for students of TH Köln >

**Staff**  
Information and login for TH Köln's staff >

**CaMS**

Home Applicants **Students** Staff

**CaMS – TH Köln's campus management system**

CaMS is TH Köln's central system for all matters regarding applications and administrative tasks.

All students can use it to:

- change personal details
- view payments and the re-registration status
- download certificates of enrollment and send applications/requests

**New: Examination management in CaMS**

Some programs have already moved their examination management to CaMS. New functions of this feature include:

- registering for examinations and cancelling exam registrations
- viewing grades and assessments
- downloading transcripts of records

Most programs are still managing all examination-related matters in  
→ **PSSO: Online Examination and Student Services**.

→ [Cluster overview: Timeline for each program's move to CaMS](#)

**CampusID login** >

[Forgot your login information?](#) Continue to login to retrieve your password.

### 3.1 Generate your Certificate of Enrollment

You can also download study certificates in the Student Service section. To do this, you need to go to the tab “Bescheide / Bescheinigungen”.

As soon as the semester fee has been paid in full and received, you can download the current Certificate of Enrollment via the “Certificate of Enrollment” button (green marking)

Sie sind hier: Startseite > Mein Studium > Studienservice

**Studienservice**

Die Immatrikulation erfolgt zum Sommersemester 2023. Achtung, Sie sind noch nicht immatrikuliert! Die hier dargestellten Informationen stellen teilweise bereits den Zustand nach erfolgter Immatrikulation dar.

Personaldaten: Syrine Jemaa >

Sperren | Einzureichende Unterlagen | Meine Studiengänge | Dokumente und Bilder | Kontaktdaten | Zahlung | **Bescheide / Bescheinigungen**

Bescheide und Bescheinigungen

Studienbescheinigung (0)  
Sie haben noch keine Bescheide.

Weitere Bescheide (0)  
Sie haben noch keine Bescheide.

Übersicht über meine Daten:  
[Datenkontrollblatt \(Deutsch\)](#)  
[Datenkontrollblatt \(Englisch\)](#)

→ Beurlaubung

HiSinOne

















IMPRESSION UND HAFTUNGSHINWEISE | DATENSCHUTZ | INFORMATION ZUR BEDienung | ERKLÄRUNG ZUR BARRIEREFREIHEIT | SITEMAP | © HIS/ONE IST EIN PRODUKT DER HIS EG | GENERIERT VOM KNOTEN THKTEST IM CLUSTER THKTESTCLUSTER

Deutsch

To download the respective certificate, simply click on the colored symbol under “Actions”.

Bescheide: Studienbescheinigung

Semester

Zeitpunkt.der.Anforderung	Bescheidtyp	Semester	Druckzeitpunkt	Gelesen	Aktionen
02.01.2023 12:03:22	BAföG Bescheinigung	Sommersemester 2023	02.01.2023 16:43:00	✓	 
02.01.2023 12:03:22	Studienbescheinigung	Sommersemester 2023	02.01.2023 16:42:55	✓	 
09.12.2022 07:48:18	Studienbescheinigung	Sommersemester 2022	10.12.2022 18:20:55	✓	 
09.12.2022 07:47:42	BAföG Bescheinigung	Sommersemester 2022	10.12.2022 18:20:59	✓	 
09.12.2022 07:25:20	Studienbescheinigung	Wintersemester 2021/22	10.12.2022 18:21:07	✓	 
09.12.2022 07:21:18	Studienbescheinigung	Wintersemester 2022/23	10.12.2022 18:17:18	✓	 
09.12.2022 06:58:32	BAföG Bescheinigung	Wintersemester 2021/22	10.12.2022 18:21:11	✓	 
09.12.2022 06:45:55	BAföG Bescheinigung	Wintersemester 2022/23	10.12.2022 18:17:57	✓	 

Suchergebnis: 8 Ergebnisse | Zeilen pro Seite (Max:300) 10

Schließen

## End of Mobility

At the end of your stay, you do not need to take any further action in CaMS.

However, you should make sure to save your **Transcript of Records**. Until the 2025/2026 winter semester, this was available exclusively through the PSSO platform. From the 2026 summer semester onward, more and more degree programs will be using CaMS for this purpose.

If you have taken **language courses** at the Language Learning Center (SLZ), these will be recorded exclusively in CaMS in your Transcript of Records.

To obtain your Transcript of Records from CaMS, go to the “Student Services” tab as previously explained. There, you will find the documents (highlighted in green in the screenshot) under “Confirmations / Certificates”:

My degree programs | Documents and photos | Contact information | Payments | **Confirmations / Certificates**

**Certificates and confirmations**

- Certificates of enrollment (regular, cross-registered and auditing students) (0)  
No new documents available.
- Other documents (0)  
No documents available yet.
- Graduation documents (0)  
No documents available yet.
- PIN for your application for your one-off energy price allowance (Energiepreispauschale) (0)  
No documents available yet.

**Other documents**

Data Control sheet:

- [Print data control sheet \[German\]](#)
- [Print data control sheet \[English\]](#)

Bescheinigungen:

- [Studienverlaufsbescheinigung](#)

**Bescheinigungen für Noten und Prüfungen:**

- [Transcript of records \[PDF\]](#)
- [Transcript of records](#)
- [Transcript of records, Passed assessments \[PDF\]](#)
- [Transcript of records, Passed assessments](#)
- [Leistungsübersicht, Studiengangsfremde Leistungen](#)
- [Transcript of records, Achievements from other programs](#)

**Important:** for detailed information on finishing your mobility at TH Köln, have a look at our website “After the Mobility (ATM)”