

Cologne, [date]

Information on your studies at TH Köln

Dear [name],

Welcome to TH Köln! Your student ID number is **[number]**.

1. Student ID card (MultiCa)

Enclosed you will find your student ID card, called MultiCa. **Please note that the MultiCa needs to be (re-)validated each semester at one of TH Köln's validating stations.** This can be done after you have paid your semester fees for the respective semester.

A list of all validating stations as well as additional information on the MultiCa and its functions is available at www.th-koeln.de/multica_en.

2. campusID – your account for IT services at TH Köln

You can access TH Köln's IT services with your personal university account, the campusID.

You should have already received an email to your private email address. Once you have followed the steps to activate your campusID, you can use your username and your chosen password to log in to TH Köln's IT services.

If you did not receive this email or if you have any questions regarding your campusID, please get in touch with the Campus IT service team:
www.campus-it.th-koeln.de.

3. Online Examination and Student Services (PSSO)

In PSSO, you can:

- register for and de-register from examinations and check the status of your exam registrations
- check exam results
- download transcripts of records (in PDF format)

Login page (campusID and password): <https://pssso.th-koeln.de>

Info page: http://www.th-koeln.de/pssso_en

Office of Student Services

Department of
Academic Affairs

For service hours and contact
information, please visit:
www.th-koeln.de/student-services

Technische Hochschule Köln

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50678 Köln
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Most functions in PSSO require a transaction authentication number (**TAN**). Below are your initial TANs, which you need to generate a complete TAN list in PSSO:

	[TAN 1]	to generate a new TAN list	
	[TAN 2]	to activate your new TAN list	
<u>Backup TANs</u>	[TAN 3]	[TAN 4]	[TAN 5]

This initial TAN list is intended for your first access to PSSO. **Each TAN can only be used once.**

4. Campus management system (CaMS)

In CaMS, you can:

- update your contact information
- download certificates (e.g. certificate of enrollment or BAFöG certificates)
- submit requests or applications (e.g. for leave of absence or disenrollment)
- check if TH Köln has received your payment of the semester fees or if there are any pending payments

Login page (campusID and password): <https://cams.th-koeln.de>
Info page: www.th-koeln.de/cams_en

5. Semester ticket (Deutschlandticket for students)

You can generate your personal Deutschlandticket via the KVB online ticket shop. Please note that this is only possible a few days before the start of the semester.

More information on the Deutschlandticket is available here:
www.th-koeln.de/semester-ticket

If you have questions about the ticket, you can contact TH Köln's General Students' Committee (AStA): www.asta.th-koeln.de

With best regards,
The Office of Student and Examination Services

This letter was generated automatically and is valid without signature.