

Tutorial

Mobility Online-Application for incoming students:

1st step: APPLICATION

The screenshot shows a Windows Internet Explorer browser window displaying the website <http://www.fh-vie.ac.at/en/International/Incomings/Application>. The page features a navigation menu with 'International' selected. The main content area is titled 'APPLICATION' and includes the following text:

- breadcrumb: FH of BFI >> International >> Incomings >> Application
- heading: APPLICATION
- instruction: Please apply online using our application portal [Mobility Online](#).
- link: On how to use the application portal please consult [Tutorial Mobility Online \(PDF - 637.41 kB\)](#).
- link: For important information on application procedures please see [info leaflet for incoming students \(PDF - 105.62 kB\)](#).
- link: Information about grants is available at: www.grants.at
- button: Start Page >>

A red arrow points from a text box on the right to the 'Mobility Online' link. The text box contains the following instructions:

First go to our website (International/ Incomings/ Application) and click on **Mobility Online**.

Start your application with filling in your personal data.

Online application for incoming students - Windows Internet Explorer

https://www.service4mobility.com/mobility/BewerbungServlet?identifier=fhbf674623858&kz_bew_art=IN&kz_bew_pers=5&aust_prog=SM&sprache=en&LN=DE

MOBILITY-ONLINE

Online application for a stay abroad

All fields marked with a (*) must be filled in.

Data concerning the application

Type of applicant Incomings Outgoings *

Type of person Students Teacher *

Exchange Programme Erasmus SM *

Academic year 2010/2011 *

Semester SoSe 2010/2011 *

ECTS (European Credit Transfer System) Ja Nein *

Personal Data

Last name *

First name *

E-Mail-Address * @

Same Email-address for check *

Date of Birth (dd.mm.yyyy) *

Gender male female *

Nationality <-- Please choose selection --> *

Marital Status unmarried married divorced *

Communication language <-- Please choose selection --> *

Data concerning the next of kin

Last name

First name

E-Mail-Address

Relationship

Data concerning the current study

Country of the sending institution <-- Please choose selection --> *

Sending institution <-- Please choose selection --> *

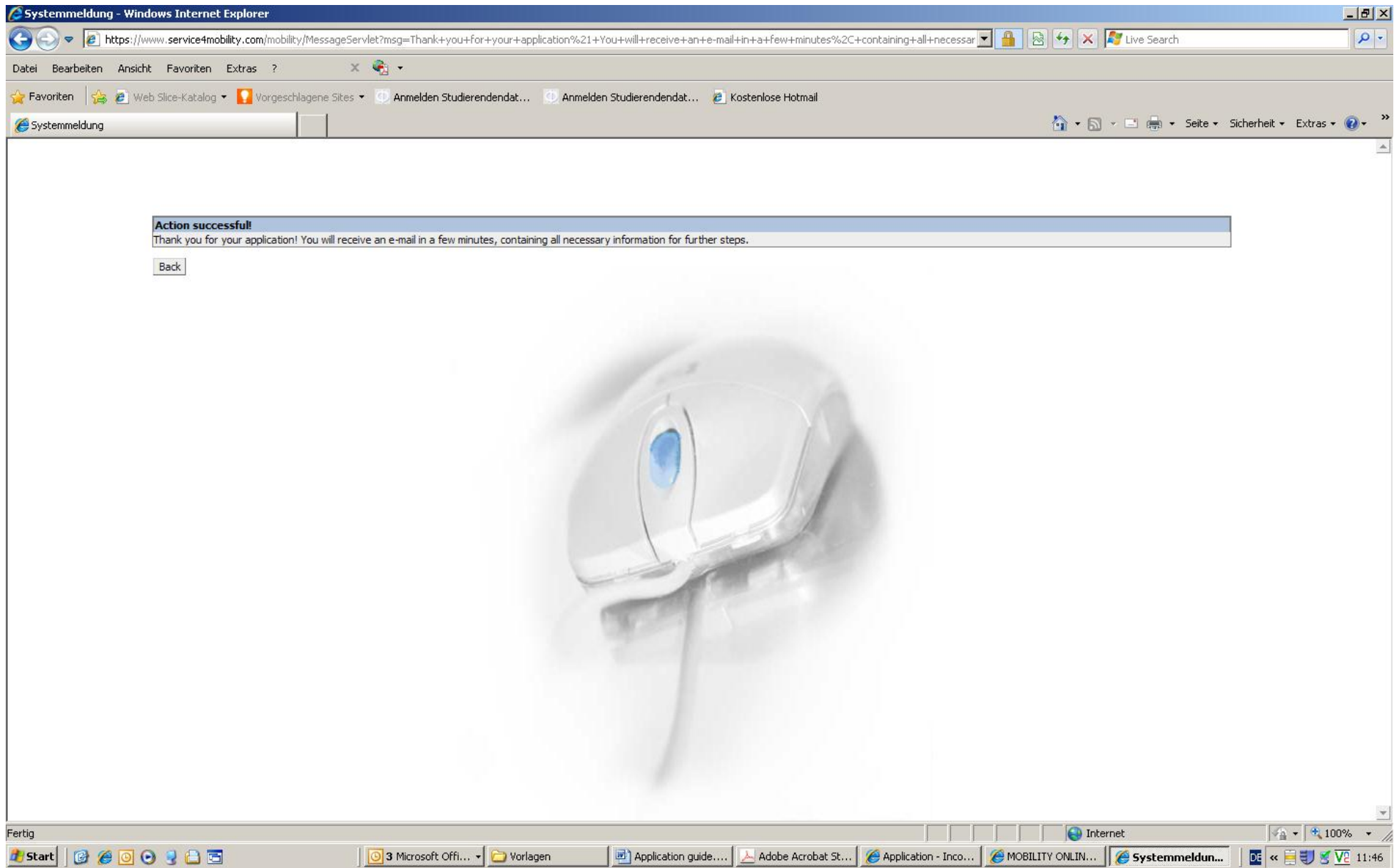
Number of semesters completed *

Have you already been studying abroad Ja Nein *

Fertig

Start | Hauptmenü | 3 Microsoft... | Vorlagen | Dokument1 - ... | Adobe Acrob... | Application - ... | MOBILITY ON... | Online appli... | 09:21

Then click on **Send Application**.



You will receive such an **email** a few minutes later (see below):

Your Online application - Nachricht (HTML)

Datei Bearbeiten Ansicht Einfügen Format Extras Aktionen ?

Senden Als Adobe PDF anhängen Optionen...

Arial 10

An...
Cc...
Betreff: Your Online application

Dear XXXXXXXXXXXXXXXXXXXXXXXX,

Thank you very much for your application!

Please register via the link and registration code of Mobility-Online. To proceed with your application, you need to complete your personal data in the Web-portal. (Please use capital & small letters, don't write in capitals only.)
You will get access to the Web-portal once you have registered.
Your application can only be processed after successful registration and after the completion of all required data.

Below our semester dates:

Fall Semester
Start: calender week 36
End: calender week 05

Spring Semester
Start: calender week 7
End: calender week 27

All the information for incoming students is to be found on <http://www.fh-vie.ac.at/en/International/Incomings/Information>.
Please note that incoming students can choose courses from all bachelor degree programs (ECTS course descriptions <http://www.fh-vie.ac.at/en/International/ECTS>; courses open for incomings are marked "incoming").
In addition there is the International Program. All courses in the International Program are taught in English. You can find a description of the International Program on [http://www.fh-vie.ac.at/en/International/ECTS/\(major\)/0001-06](http://www.fh-vie.ac.at/en/International/ECTS/(major)/0001-06).

If you have further questions, please do not hesitate to contact me.

Kind regards,
Maria Wasinger

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[http:// www.fh-vie.ac.at](http://www.fh-vie.ac.at)

As from now please don't use the link on our website (www.fh-vie.ac.at) any more!
As a next step please click on the link in YOUR email again to register.

[For registration please click on this link](#)

If your e-mail-client does not show the link in the correct way please copy or enter the following address into the address bar of your browser:

Start 7 Microsoft O... Vorlagen Application guide... Adobe Acrobat S... Online help - Mo... Application - Inc... Systemmeldung ... DE 13:18

2nd step: REGISTRATION

MOBILITY-ONLINE Online Application for Mobility-Online (Erasmus SM)

Step 1 of 2 - Input Registration number not yet executed

Registration number: 1492921.xxx
Date of birth: *

First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.
Please confirm your entries and press the button **[Next step]**

Cancel Next step

1. The registration number (code) will be filled out automatically when using the link from your registration email. (see previous page).

2. Please fill in your date of birth.

3. Please confirm your entries and press the button - **Next step**

MOBILITY-ONLINE

Online Application for Mobility-Online (Erasmus SM)

Step 1 of 2 - Input Registration number done

Registration number
Date of birth

First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.
Please confirm your entries and press the button **[Next step]**

Step 2 of 2 - Input User Name and Password not yet executed

Login
Password
Repeat password

Now you have to choose your user name and your password.
If the username already exists please try another one.
Due to password security you have to enter the password twice.
The new password has to contain at least **6 characters** and you have to use **upper and lower case!**
Please confirm your entries and press the button **[Next step]**

1. Now you have to choose your user name (login) and your password. If the username already exists please try another one.

2. For security reasons you have to enter the password twice.

**DON'T FORGET
this USER NAME &
PASSWORD!!!!**

3. Please confirm your entries and press the button – Next step

Online Application for Mobility-Online
(Erasmus SM) - Mozilla Firefox

service4mobility.com https://www.service4mobility.com/mobility/RegistServlet

Meistbesuchte Seiten Erste Schritte Aktuelle Nachrichten

Online Application for Mobility-Onlin...

MOBILITY-ONLINE

Online Application for Mobility-Online (Erasmus SM)

done ✓

Step 1 of 2 - Input Registration number

Registration number 1492921536
Date of birth 18.01.1938

First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.
Please confirm your entries and press the button **[Next step]**

done ✓

Step 2 of 2 - Input User Name and Password


Login W
Password •••
Repeat password •••

1. When your registration is successful, you will see the green check mark.

Now you have to choose your user name and your password. If the username already exists please try another one. Due to password security you have to enter the password twice. The new password has to contain at least **6 characters** and you have to use **upper and lower case!**
Please confirm your entries and press the button **[Next step]**

Registration successful

Registration successful



Your registration was successful. By pressing the button **[Direct entry to the web portal]** you will be forwarded to Mobility-Online. There you have the possibility to edit your application data again, to administer your personal data, download and print documents.
Additionally you will receive an E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online für future login.

Close Window Direct entry to Online portal

2. By pressing the button Direct entry to Online portal you will be forwarded to Mobility Online. There you have the possibility to edit your application data again, to administer your personal data, to download and print documents. Upon completion you will receive an email. (see following page)

Fertig

Start 5 Microsoft ... Vorlagen Application g... Tutorial_Mobi... Application - ... Hauptmenü Mitarbeiter A... Online Appli... DE << 14:46

WG: Your successful registration with Mobility-Online - Nachricht (HTML)

Senden | [Icons] | Optionen...

An...
Cc...
Betreff: WG: Your successful registration with Mobility-Online

Von: mobilityonline@fh-vie.ac.at [mailto:mobilityonline@fh-vie.ac.at]
Gesendet: Donnerstag, 2. Dezember 2010 14:44
An: Xxxxx, Xxxxx
Betreff: Your successful registration with Mobility-Online

Dear M s/Mr. XXXXXXXXXXXXXXX

You have successfully registered with Mobility-Online. For future access to the web-portal please follow the link below.

With best regards

Maria Wasinger

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[http:// www.fh-vie.ac.at](http://www.fh-vie.ac.at)

Login: WasingerSenior

[Login](#)

https://www.service4mobility.com/mobility/LoginServlet?ben_login=WasingerSenior&sprache=en |

**You will receive an email confirming your registration.
This email contains your personal link to Mobility-Online for future logins.**

Please keep this email until the end of the semester, you will need it for all your documents during your stay at our university!!!!!!

Windows taskbar: Start, 7 Microsoft Of..., Vorlagen, Application guide..., Tutorial_Mobility..., Application - Inco..., LEO Deutsch-Eng..., MOBILITY ONLIN..., DE, 16:24

3rd step: CHECK WORKFLOW /APPLICATION and PRINT DOCUMENTS

The screenshot shows the MOBILITY ONLINE web application in a Mozilla Firefox browser. The page title is 'Fachhochschule des BFI Wien'. The user is logged in as 'Maria Wasinger'. The main content area is titled 'Show Application Work-Flow' and contains a table of application steps.

Annotations:

- Blue box:** 'In this box all necessary steps of an application (workflow) are shown in the correct order. (blue box)'
- Green box:** 'To access or complete the respective steps, click on the link in this column. E.g. Complete Personal Data (green box)'
- Red box:** 'After completion of a task, the execution date and the executing person (your name) are shown. (red box)'
- Green callout:** 'For every single step that has been completed appropriately, you will see this green arrow pointing down.'
- Red callout:** 'You now have to click on Complete Personal Data.'

Necessary steps	Done	Done on	Done by	Direct access via following link
Online-Application	<input checked="" type="checkbox"/>	02.12.2010	Maria Wasinger	Display/Edit Application Data
Confirmation E-Mail Online-Application	<input checked="" type="checkbox"/>	02.12.2010	Automatically generated	
Online-Registration	<input checked="" type="checkbox"/>	02.12.2010	Maria Wasinger	
Personal Data completed	<input type="checkbox"/>			Complete Personal Data
Application formally checked	<input type="checkbox"/>			
Passport photo for the application uploaded	<input type="checkbox"/>			
Application Form printed	<input type="checkbox"/>			
Learning Agreement completed	<input type="checkbox"/>			
Learning Agreement printed	<input type="checkbox"/>			
Stay abroad acceded	<input type="checkbox"/>			
Stay abroad finished	<input type="checkbox"/>			

MOBILITY ONLINE - Mozilla Firefox

service4mobility.com https://www.service4mobility.com/mobility/RegistServlet

Fachhochschule des BFI Wien

MOBILITY-ONLINE

Thursday, December 2, 2010 Maria Wasinger [Reload Workplace] [Reload Application Workflow]

My Personal Data My Application Data My Settings FAQ Feedback News Help Logout

My Personal Data
Edit Personal Data

Edit Personal Data Insert

Personal details

Last name: Wxxxxx
First name: xxxxxxxx
Title:
Gender: Male Female
Date of birth:
E-Mail address: maria.wasinger@xxxxxxx
Nationality: France
Communication language: English

Permanent address details

Street:
Country: Austria
Post code:
City:
Telephone number:
Mobile phone number:

Current address details

Street:
Country: Austria
Post code:
City:
Telephone number:
Current address valid to:

Foreign address details (if already known)

Street:
Country: Austria
Post code:
City:
Telephone number:
Current address valid to:

Back to the application workflow **Create**

Please fill in your personal data.

Upon completion please click the button Create.

MOBILITY ONLINE - Mozilla Firefox

service4mobility.com https://www.service4mobility.com/mobility/RegistServlet

Fachhochschule des BFI Wien MOBILITY-ONLINE

Thursday, December 2, 2010 Maria Wasinger [Reload Workplace] [Reload Application Workflow]

My Personal Data My Application Data My Settings FAQ Feedback News Help Logout

My Personal Data
Edit Personal Data

Action successful!
Your personal data has been stored successfully. Your application will be checked by the staff of the international office. After receiving a confirmation e-mail you can then continue with the next steps.

Back to the application workflow

This text appears upon successful completion of your dates.

Your application will be checked by the staff of our international office (receiving institution).

After receiving the email of confirmation (Application formally checked), you can continue with the next steps, like uploading a photo, printing the application form etc.

As soon as we have uploaded the available courses for the next semester (you will receive an email from the mobility coordinator), you can select your courses and print the learning agreement.

**If you have any questions, don't hesitate to contact me.
maria.wasinger@fh-vie.ac.at**