

FAQ about registration on the SZHB website

General instructions for the registration process

Before you can book your first course, you must be fully registered in the system. To do this, please go to www.kurse.sprachenzentrum-bremen.de/register

In addition to your first and last name, enter your e-mail address (students use their university e-mail address) and set a password of your choice that meets the specified criteria (the password must be at least eight characters long and contain a number, a special character as well as upper and lower case letters).

When all fields are filled in, click "Register".

A window opens with the text:

E-Mail verification ☐

You need to verify your e-mail address to activate your account.

An email with instructions to verify your email address has been sent to your address xxx@xxx.xx.

Shortly afterwards, you will receive an e-mail from szhb@uni-bremen.de at your specified e-mail address - please also check your spam folder; unfortunately, this e-mail sometimes ends up there after being sent. In the e-mail there is a link that you must click to confirm. You will then be taken to the next page where you must confirm once again that the e-mail address you have entered is yours. A message will then appear stating that you have successfully registered.

Once you have done this, go to our homepage and log in at kurse.sprachenzentrum-bremen.de/login (if you have not already done so) and complete your personal details in the top right-hand corner under "My SZHB", and then select "My data". In order to be able to offer and calculate courses correctly for you, we need to know your status (e.g. student with matriculation number and degree program, employee, or external applicant), so it is necessary to enter this information into the system before booking.

Now there is nothing to stop you from booking a course. Have fun choosing and learning!

Are you having problems registering?

I have not received an e-mail to confirm my e-mail address, what can I do?

This can happen for various reasons. If a typing error was made when entering your e-mail address, you will not be able to receive it. So please first try to register again with the data you entered on the page kurse.sprachenzentrum-bremen.de/register using the same e-mail address.

- If that works, you made a typo the first time.
- If the system confirms that the e-mail address already exists, you can click on the corresponding button to have the e-mail resent to you for confirmation. Please also check your spam folder.

Some providers also filter the e-mail out completely, in which case we are unfortunately unable to help. You could use a different e-mail address from a different provider or adjust your filter setting manually, even if only temporarily, so that all e-mails are delivered.

- In rare cases, the automatic e-mail dispatch is unfortunately slightly delayed (due to the default server settings). Therefore, one possible solution may be to check the inbox again up to one hour after registration.

The registration worked, but I still can't book any courses. The page with the registration button always reloads when I want to register, what can I do?

In this case, the registration process is probably not yet complete. You should complete your profile under "My SZHB", "My data". We need to know whether you are an external applicant, an employee or a student. For students, we also need the university affiliation, degree program and matriculation number. For employees, we need information about the university at which you work.

This information is necessary so that the system can pre-filter the courses that can be booked for you and display the correct prices for your status group.