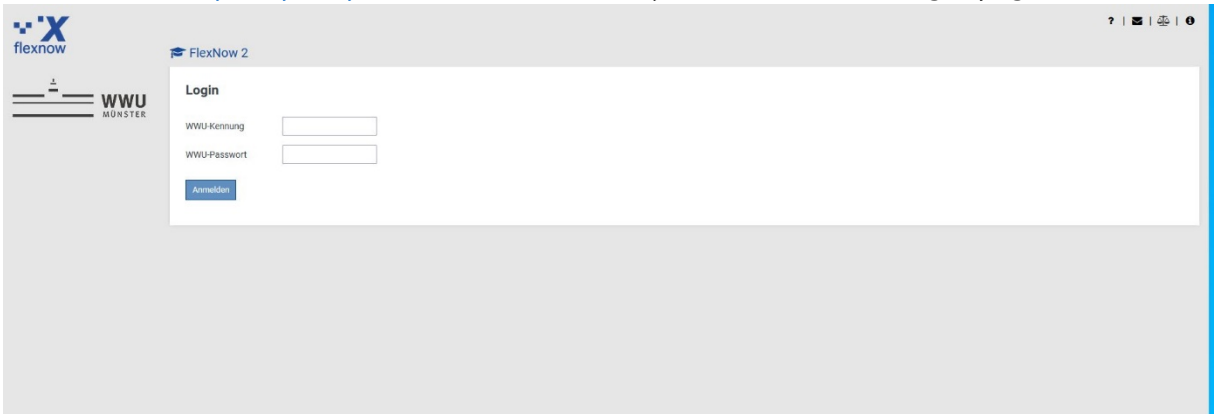
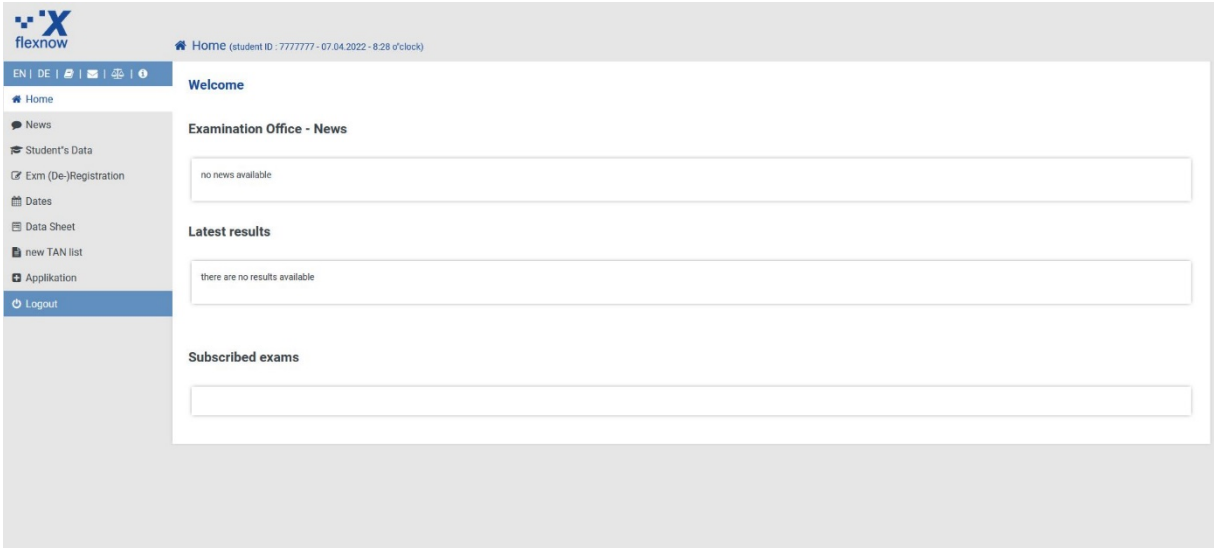
Online registration with FlexNow

Login FlexNow:

Via the link: https://pam-portal.uni-muenster.de you will reach the login page for FlexNow:

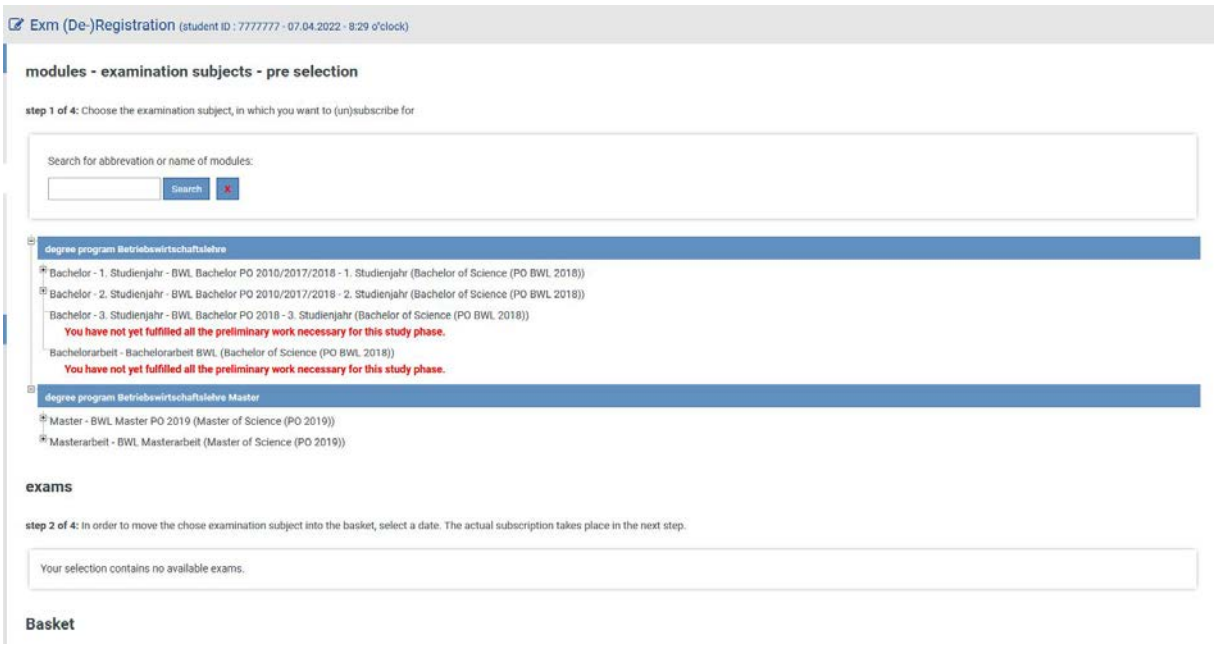


Here you log in with your **WWU ID** and the corresponding **password**. These are the same access data as in your WWU emails. You will now be taken to the FlexNow homepage. On the left side you have various selection options:



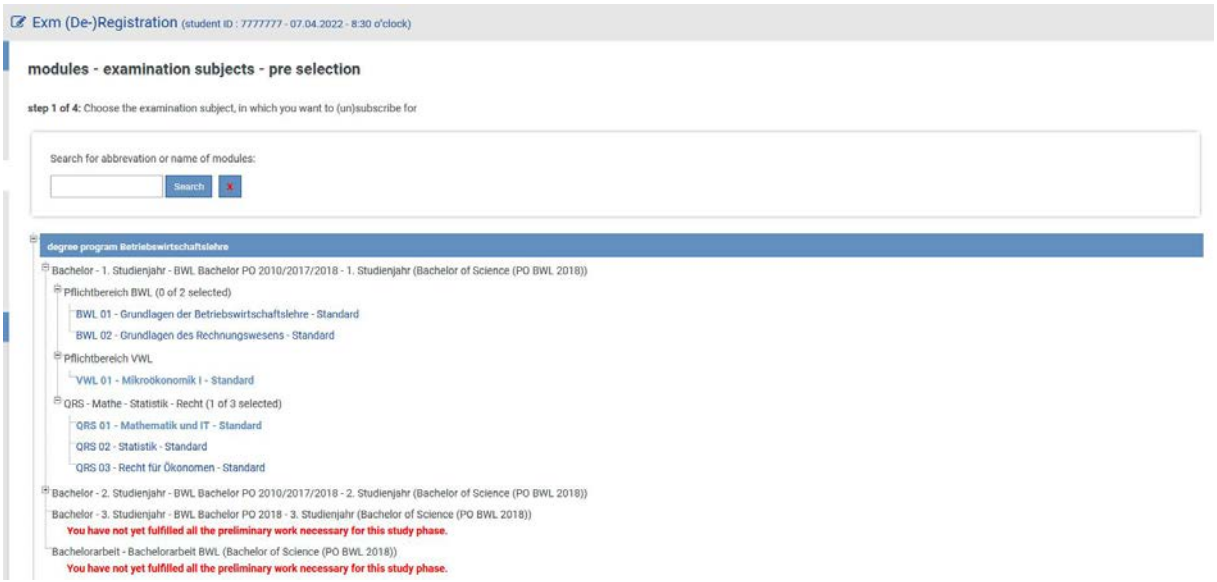
Exam registration

To register and deregister for examinations, click on "Exm (De) Registration". This will take you to the area for registering and deregistering examinations. The registration of exams takes place in 4 steps.



Step 1: Module selection

In order to select the desired examination to be registered, you must first select the correct module in which the examination is located. You can either search for the module using the search function or navigate through the displayed study structure. The modules are always shown with module number and module designation. Click on the desired module to go to step 2.



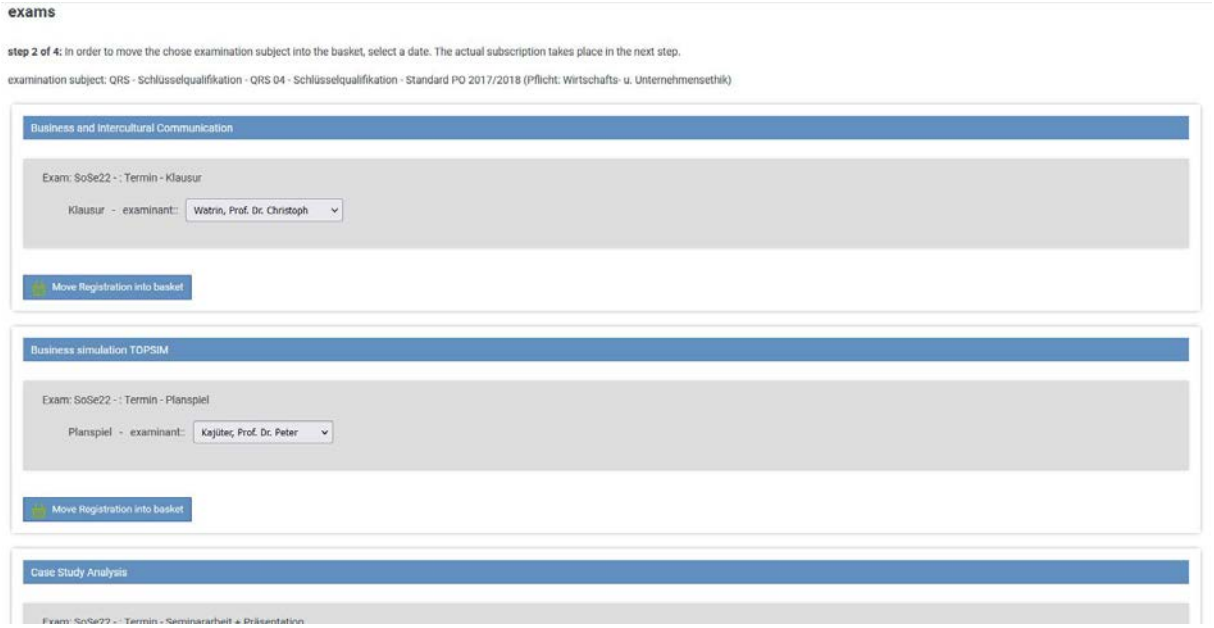
Step 2: Selection of the exam within the selected module

In the second step, select the desired examination within the module, if there is more than one examination in the selected module. Click on the button "Moce registration into basket" for the desired examination. The corresponding examination will be added to the examination basket.

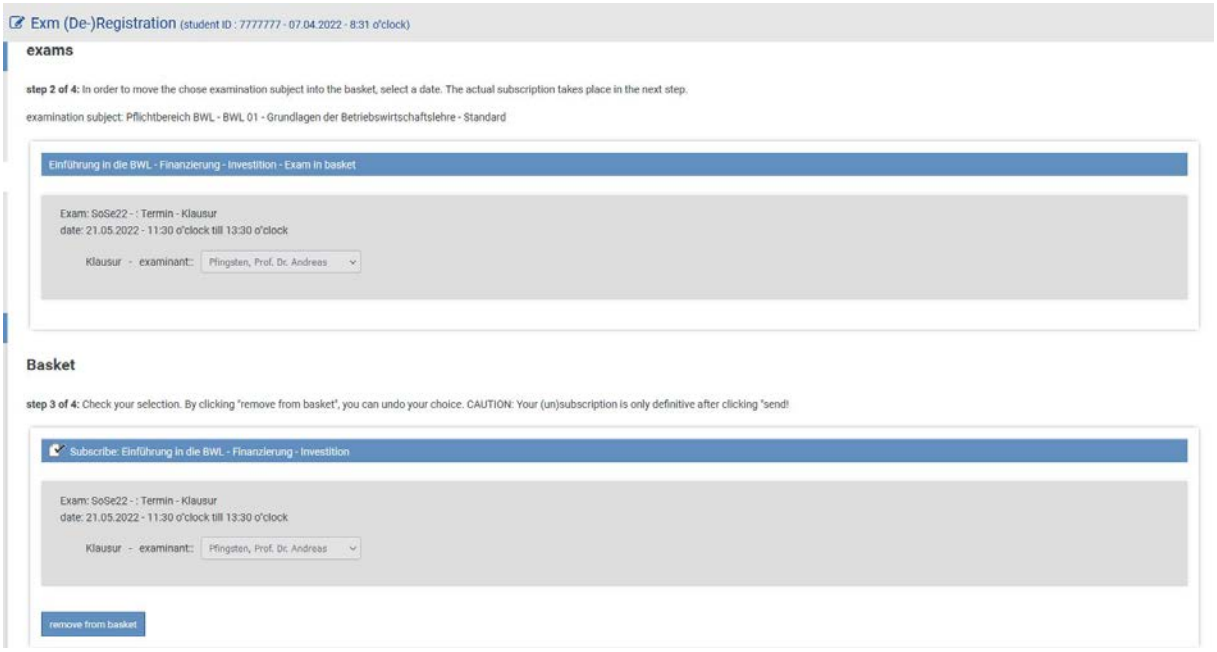
If there is only one exam in the module (e.g. a module final exam), it will be moved to the exam basket directly after clicking on the module in step 1 and step 2 will be skipped accordingly.

Please note that examinations within a module may also have to be registered for in different registration periods. Please inform yourself about the necessary examination achievements in the module handbook.

Several examinations in one module, here shown the module QRS 04 - Schlüsselqualifikationen

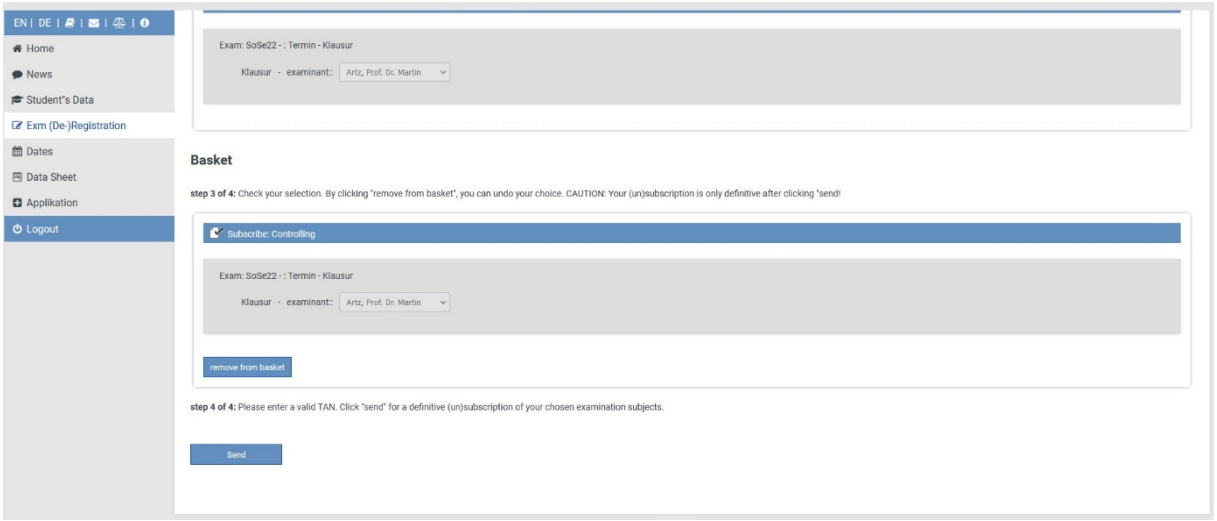


One examination in the module (here shown the module BWL 1 – Grundlagen der Betriebswirtschaftslehre):



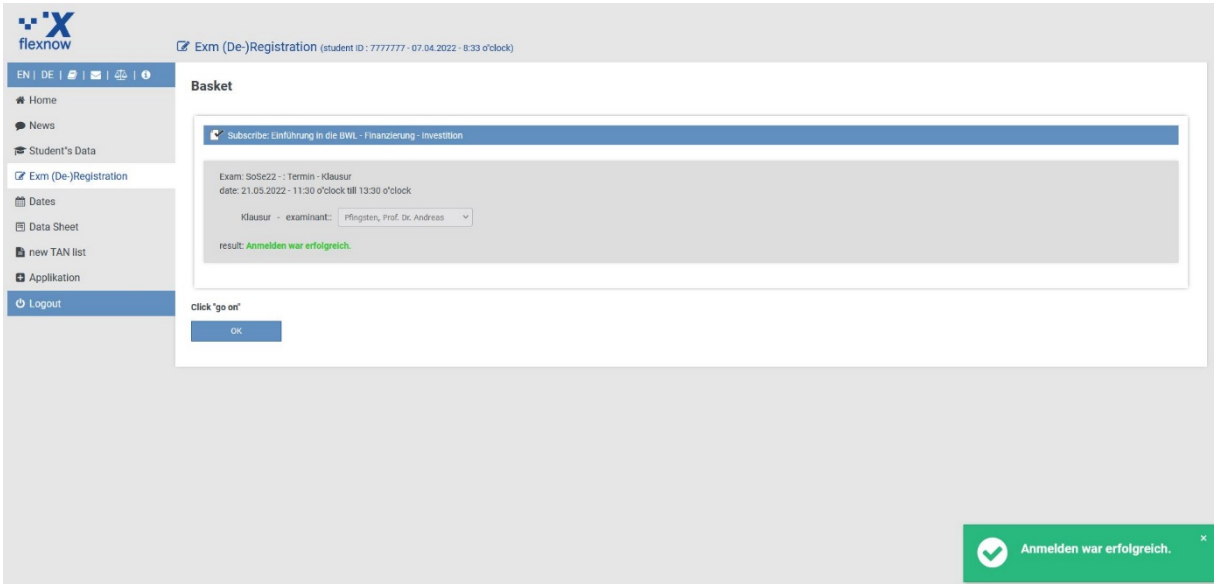
Step 3: Check the basket

Here you can check your examination basket and adjust it if necessary. For example, you can remove exams from the exam basket by clicking on the "remove from basket" button. If the composition of the examination basket is correct, click on submit in the fourth step.



Step 4: Carry out registration

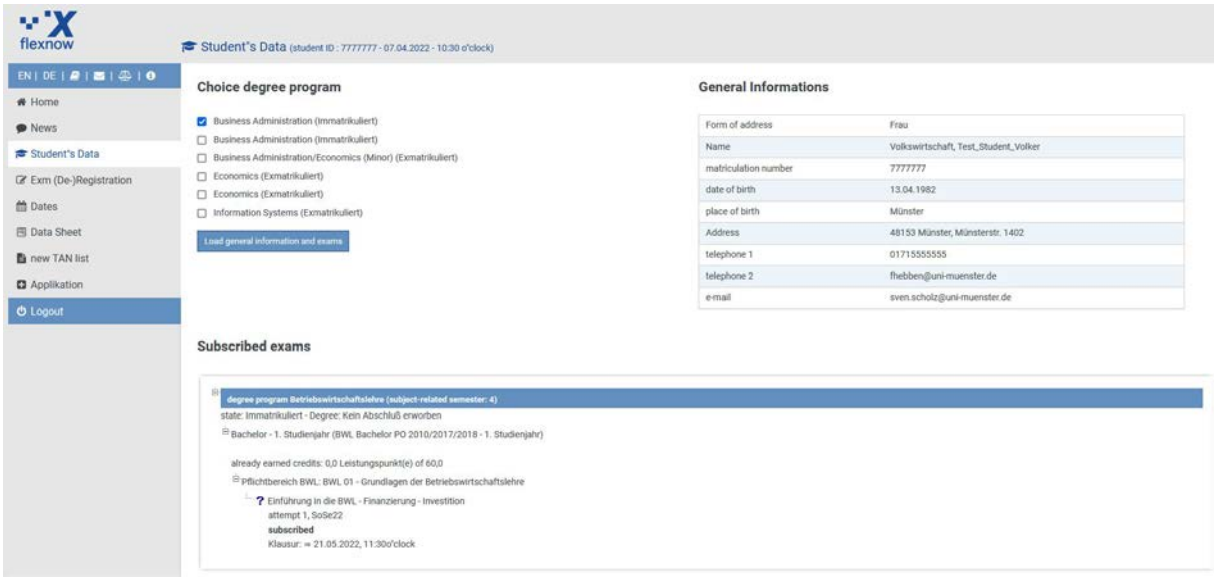
By clicking on the "Send" button, your exam registration is made. You will directly receive notices (green if the registration was successful or red if there is an error).



Checking the registrations

The registrations shall be checked without delay. At least 2 possibilities are provided for the control:

1. Check your student data
   Click on “Student’S Data” on the left-hand side. This will take you to an overview of your data, where you can check your existing examination registrations.



   The question mark means that you are registered for the exam.

2. Checking the automatic confirmation e-mail
   The e-mail contains all examinations registered or deregistered in the transaction carried out (i.e. per examination basket).

15.04.2022