

## Digital Class Register WebUntis – Self-registration of legal guardians



Dear parents, dear legal guardians,

the IGS Am Nanstein Landstuhl uses the **WebUntis platform** and the associated **UntisMobile app** to exchange information with you. So daily updated timetables, lesson content, homework, exam dates and important information on school operations are provided.

Furthermore, you have the option of registering your child being absent for individual school days via WebUntis. However, the absence notification via WebUntis does not release you from the obligation to submit a written apology not later than the third day of the absence. Depending on the duration, absence because of illness must still be applied for in writing to the class or core course instructor (up to three days each) or to the school management (longer than three days or immediately before and after the holidays).

In order to use the features, you must give your consent to the school to share the email address you provided during registration with Untis. Then you can register yourself in WebUntis (<https://hektor.webuntis.com/WebUntis/?school=igs-landstuhl#/basic/login>) in the browser (Edge, Safari, Chrome, Firefox, ...) and activate your access.

### **The following actions must be performed in the browser:**

Enter your(!) **email address** that you provided when you registered. You will then receive an **activation link by email**. You can complete the registration by **clicking on the registration link** or by entering the confirmation code in WebUntis and then **entering a password**.

**The app can only be set up after completing the registration in the browser!!!**

### **To do this, follow these steps:**

To set up the UntisMobile app, download it from the AppStore™ (iOS) or the PlayStore™ (Android) to your smartphone. Log in to WebUntis on your computer via the browser and click on your username in the bottom left corner of the "Today" page, then click on "Shares", then select "Show QR code". On your smartphone, open the UntisMobile app and select "Profile" and "Add Profile". Click on "Login with QR code", share the camera and scan the QR code. The UntisMobile app is then set up.

WebUntis always creates two accounts for parents and legal guardians to the respective students. In order to be able to use both accesses, parents and legal guardians must provide two different e-mail addresses.

Please inform us of any changes of your e-mail address by [webuntis@igs-landstuhl.de](mailto:webuntis@igs-landstuhl.de) or by calling the school office (06371 403530).

Best regards

Thorsten Jaberg, Magnus Menges, Christopher Prinz  
WebUntis Administrators IGS Am Nanstein Landstuhl

WebUntis Login



Benutzername

Passwort

Login

[Passwort vergessen?](#)

Noch keinen Zugang? [Registrieren](#)

## Student

\_\_\_\_\_  
Name, First name

\_\_\_\_\_  
Class

### Declaration of consent WebUntis – Self-registration of guardians (parent account 1)



I hereby agree that access to the WebUntis digital class register will be set up for me and that my email address will be stored in the WebUntis of IGS Am Nanstein Landstuhl.

I ensure that I handle the password carefully and do not make it accessible to unauthorized persons.

This consent is valid until it is revoked in writing or until my child is no longer a student at IGS Am Nanstein Landstuhl.

\_\_\_\_\_  
Name, First name

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature

### Declaration of consent WebUntis – Self-registration of guardians (parent account 2)



I hereby agree that access to the WebUntis digital class register will be set up for me and that my email address will be stored in the WebUntis of IGS Am Nanstein Landstuhl.

I ensure that I handle the password carefully and do not make it accessible to unauthorized persons.

This consent is valid until it is revoked in writing or until my child is no longer a student at IGS Am Nanstein Landstuhl.

\_\_\_\_\_  
Name, First name

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature