

Registering for a DAAD Portal Account

Aim

In order to use the DAAD Portal and, for instance, submit an application, you have to register an account first.

You only have to register once, and in doing so you make yourself known to the portal system as a user. This will enable you to find your personal data again every time you use the portal in the future.

During the registration process, you will need to enter your name and email address. Your email address will serve as a unique user id to authorize you to use the portal in the future and access your application data every time you log in.

You must **register** successfully in order to **log into** the portal. You have to log in at the beginning of each session in the DAAD Portal. This involves entering your email address or your personal user name specified by you during registration (the latter is only available to users who have registered before June 20, 2014) and your chosen password, which is intended to protect your data.

Useful tips

The portal can currently be used with Windows and Mac OS. Compatible browsers are Google Chrome, Mozilla Firefox, Safari, Internet Explorer and EDGE.

Please note that you need to register one account for “Personal Funding” and “Project Funding” each with different e-mail addresses.

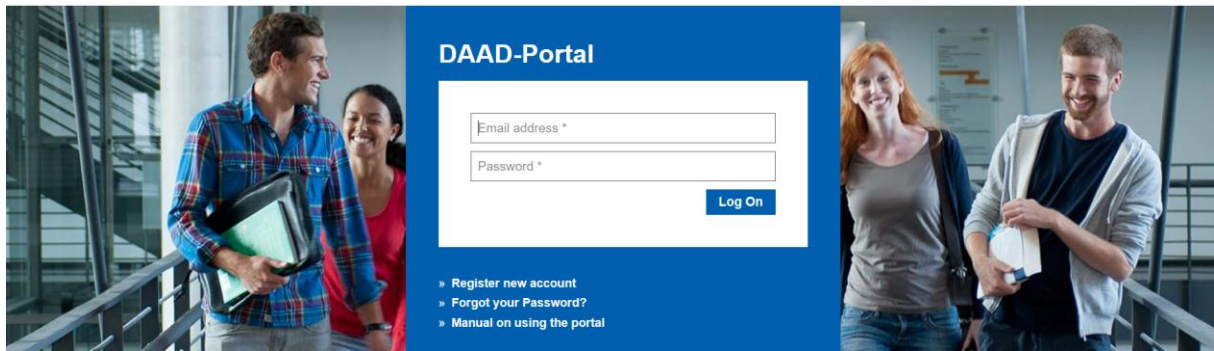
If you have any questions regarding **content** (e.g. filling in forms), requirements, procedure etc., please do not hesitate to contact your local DAAD office or Information Centre.

If you have experience difficulties registering, have forgotten your password or need any other assistance with **technical problems**, please do not hesitate to contact the technical support hotline via email portal@daad.de or via telephone +49228-882-888 (Monday through Friday from 9 a.m. – 12 p.m. and from 2 - 4 p.m.).

Procedure

1. You will be transferred straight to the DAAD Portal login page from the advertisement page at funding-guide.de. The advantage of this is that your chosen funding programme and other information will be transferred to the application process in the portal.

You can also select the login page of the DAAD Portal directly by using <https://portal.daad.de>.



2. To register please click on the logon page click on “Register new account”.

» Register new account

3. A new page titled “Registering for a DAAD Portal account: Step 1 (Personal data)” is displayed.

Previous
Next
Complete

1

2

Personal data
User account

In order to register a user account for the DAAD Portal, please fill in your personal data below.

Salutation:		☐
* First name:		
* Last name:		
* Email:		
* Confirm Email:		
* Language:		☐

*Mandatory fields



You must complete all the fields, otherwise it will not be possible for you to register.

4. To register an account for the DAAD Portal, please fill in the following information:

At the end of the field “*Salutation*”, please click on the triangle ▼ and choose either “Mr.” or “Ms.” from the drop down menu. Click in the field “*First name*” and provide your given name, i.e. “Isabell”. Click in the field “*Last name*” and provide your surname, i.e. “Taler”.



Please make sure that you enter your name and surname in the same way it is written in your ID.

Click on the field “*Email*” and enter the email address to which you would like the activation link to be send during the next step of the registration process. You can use the activation link only once to complete the registration process. **Therefore, you need to have access to your e-mail folder.**

At the end of the field “*Language*”, please click on the triangle ▼ and choose either “*English*” or “*German*” from the drop-down menu.

You cannot make changes to the user interface language past this point.

If you would like to change the user language after the registration, please contact our technical support hotline (portal@daad.de or +49 (0) 228 882 888 - weekdays 9 a.m. -12 p.m. and 2 p.m. -4 p.m. CET).

In order to register a user account for the DAAD Portal, please fill in your personal data below.

Salutation:	Ms. ▼
* First name:	Isabell
* Last name:	Taler
* Email:	isabell@mustermail.de
* Confirm Email:	isabell@mustermail.de
* Language:	English ▼

***Mandatory fields**

5. Please confirm your data by clicking on the button .

6. You are now at **step 2** of the registration process: **User account**. Click in the field “*Password*” and set your own personal password.

1

2

Personal data
User account

Please set your login password:

User name:	isabell@mustermail.de
* Password:	
* Confirm password:	

***Mandatory fields**



There are two prerequisites for creating a password.

The password must be between **eight and 20 characters long**. It **MUST** contain two special characters, such as * or +. However, the password **may NOT start** with a **!** or a **?**. You must repeat your chosen password due to security reasons.

7. Please confirm your data by clicking on the button

Complete



The portal will then display a feedback message stating that the initial part of the registration was successful and that you will receive an email including your activation link shortly.

Please note: You may only log into the DAAD Portal after you have activated your account.

Info

You will receive an email including further information on how to activate your user account. Please follow the link provided in this email in order to complete your account activation. Afterwards, you can log in the portal using your email adress and your password.

For your information. You registered with the following data:

Salutation: Ms.
First name: Isabell
Last name: Taler
Email: isabell@

8. Check your emails and open the email you have received from the DAAD Portal and click on the activation link.



This email includes an overview of the data you provided during the registration process.

Dear Isabell Taler,

To conclude your registration with the DAAD Portal please click the following activation link:

http://dat.daadsap.int:8000/reg_aktivierung?HASH=D67683800B1F26ABCA87D2CC3F6F3B8907E5FD18

You are about to activate an account with the data:

First name: Isabell

Last name: Taler

Email address: [isabell@](#)

Kind regards

Your DAAD Portal

9. Following the activation link will take you to a new page titled "Activate user account".

User name:

Your user was activated successfully.

[-> DAAD Portal login page](#)



You will receive an e-mail confirming the successful activation of your user account. You can navigate to the login page via the link to the DAAD Portal included in this message. You have now successfully completed your registration as well as activation of your account.

10. You may now log into the DAAD Portal using your email address and your personal password.



The password you have chosen is now valid and must be used when you log in again in the future, so make sure you memorize it well.

In case you forgot your password, you can request a new temporary one via the DAAD Portal login page (for detailed information see below).

User accounts that were locked due to several incorrect password entries will be unlocked during the request of a new password.

If you experience technical problems during this process please contact our technical support hotline (portal@daad.de or +49 (0) 228 882 888 - weekdays 9 a.m. - 12 p.m. and 2 - 4 p.m. CET).

11. If you should forget your password in the future, please navigate via the "Forgot your Password?" option and click on the respective link provided.

A new page will be displayed on which you can request a new temporary password.

In the field “Email”, please enter the email address you used for registration. After this, please click on the button **New Password**.

If your account was locked due to several wrong password entries it will be unlocked automatically in this process.

New Password

After clicking “New password” you’ll receive an email with a link to reset your old password and create a new password.

Accounts which were locked due to failed login attempts, will be automatically unlocked.

* Email:

isabell@mustermail.de

***Mandatory fields**

An email including a link to reset the old password will be send to the email address you provided during registration. Please confirm the reset of your password by clicking on the corresponding link.



DAAD-Portal <donotreply@daad.de>

DAT: Passwort reset requested

An isabell@

Dear Isabell Taler,

to reset your password for the DAAD Portal and set a new password, please click the following link:

http://dat.daadsap.int:8000/pw_aktivierung?HASH=1A63E162E99137E3F4A93FD54B3E8A8C6821A0F5

Kind regards
Your DAAD Portal

12. You will be forwarded to a screen in which you may set your new password.



The password must be between **eight and 20 characters long**. It **MUST** contain two special characters, such as * or +. However, the password **may NOT start** with a ! or a ?. Enter your chosen password again in the field “Confirm password”. Please make sure that you enter it in the same way in terms of spelling and upper/lower cases.

Change password

User name:

isabell@

* Password:

.....

* Confirm password:

.....

To complete the password change, please click on the button “Change password”.

- 13.** You will now see a short message confirming your password change. Below there is a link which will forward you to the login page of the DAAD Portal.

Thank you for your password change. You can login in the DAAD portal with your user name.
-> [DAAD Portal login page](#)