

Instructions for Participants

Registration

The following points will guide you step by step on how to register for the online placement test.

1. Go to www.onset.de.
2. Click on "Register" at the top right. A window will open for entering personal data.
3. Enter your last name (surname) in the first line. It is a mandatory field. Also, all other fields marked with an asterisk (*) are mandatory fields.
4. In the second line, you can enter your middle name (if you have one); this information is optional.
5. Below, enter your first name (mandatory field).
6. In the next field, enter your address (street and house number or P.O. Box).
7. You can enter the postal code (ZIP code). This information is optional.
8. Next, provide the city or municipality where you live and can be reached.
9. To select a country, click on the field first and then on the country name.
10. Then, enter your date of birth. First, select the day, then the month. Finally, write your birth year (four digits, e.g., 1987) in the field on the far right.
11. Now, enter your gender.
12. Select your country of origin (the country you come from).
13. Provide your email address. Your access data will be sent to this address.
14. You can enter your phone number for any inquiries.
15. Click on "Next". If there is an error or incomplete input, a notice will appear in red indicating where a correction is necessary. After making the change, click "Next" again. The page for entering your username and password will appear.
16. Enter a username in the designated field. You can choose your username freely, but avoid special characters. If the username is already in use by another participant, a warning message will appear in red. You will then need to choose a different username.
17. Set a password. The password must be at least eight characters long. At least two characters must be numbers. Repeat your password in the line below.
18. Click on "Next". The page for confirming your information will appear. If all information is correct, click "Send data". If you wish to make further changes, click "Change data" or "Change name and password" and enter the new data. Then click "Next" and "Send data".
19. Finally, you will receive a message confirming that your registration was successful. An email with the access data will be sent to your email address. You can change your password at any time in your portal.
20. You are now registered as a new participant. If you have already received a Transaction Number (TAN) from your testing center, you can now book an exam.