

Instructions for Candidates: Registration

The following instructions provide a step-by-step guide to registering for the onSET-Deutsch or the onSET-English.

1. Open the website www.onset.de.
2. If you are not a registered candidate yet, click on “Registrieren” in the top right corner.
3. Choose “English” on the right. You will then be asked to enter your personal data, set your username and password and confirm the information.
4. Enter your last name (family name) in the first line. This field is required; you must enter this information in order to register. All other fields marked with an asterisk (*) are also required.
5. In the second line, you may enter your middle name (if you have one).
6. Enter your first name (given name) underneath (required).
7. Enter your address in the next field, including street and house number (or P.O. Box).
8. The Post Code/Zip Code may be entered, if known.
9. Next, enter the place where you live and can be contacted (place of residence, city, region).
10. In order to select a country, first click on the field and then on the name of your country.
11. Then enter your date of birth. First select the day, then the month. Finally type in the year of your birth (four digits, e.g. 1987) in the field on the right.
12. Enter your gender (female, male).
13. Select your country of origin (i.e. the country you come from).
14. Enter your e-mail address. This is the address to which your login details will be sent.
15. You may enter a telephone number for potential further inquiries.
16. Click on “Next”. If the information you entered is incorrect or incomplete, a note will appear in red, indicating where a correction is necessary. Having finished your correction, click on “Next” once again. In the following steps you will have to choose your username and password.
17. Enter your username in the designated field. You are free to choose your username, but avoid using special characters. If the username is already in use by another candidate, a note will appear in red. You must then choose a different username.
18. Choose a password. Your password must consist of at least eight characters. At least two of them must be digits. Repeat your password in the line underneath.
19. Click on “Next”. A summary of your data will be displayed for confirmation. Provided that all information is correct and complete, click on “Send details”. If you want to change an entry, click on “Change details” or “Change name and password” and enter your new data. Then click on “Next” and on “Send details”.
20. Finally, you will be informed that the registration has successfully been completed. An e-mail with your login details will be sent to your e-mail address. You can change the password at any time in your candidate portal.

21. You are now registered as a new candidate. If you have already received a transaction number (TAN) from your test centre, you can now book a test date.