

# User Manual uwk:account in UWKonline

[www.donau-uni.ac.at/en/scs](http://www.donau-uni.ac.at/en/scs)

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# 1

## **Explanation and structure**

What is UWKonline?	Seite 3
Where can I find my uwk:account?	Seite 3

# 2

## **Activation and setup**

PIN Code	Seite 4
UWKonline password	Seite 5
edu e-mail address	Seite 5
Editing your business card	Seite 5

# 3

## **Applications**

Your dashboard	Seite 6
Accessible Studying	Seite 6
Account Status	Seite 6
Current/Home Address	Seite 6
Discounts for students	Seite 6
Enrollment Documents	Seite 7
Leave of absence from studies	Seite 7
Library	Seite 7
My Achievements	Seite 7
My Applications	Seite 7
My Courses	Seite 7
Outlook Webaccess	Seite 7
Registration Status and Continuing education tuition fee	Seite 7
Student Info Hub	Seite 8
Transcripts	Seite 8
LMS Canvas	Seite 8
LMS Moodle	Seite 8

# 1 Explanation and structure

## What is UWKonline?

UWKonline is the study administration software of the University for Continuing Education Krems. It mainly provides access to all data concerning teaching and studies.

For you as a student, UWKonline is a tool that allows you to manage almost all organizational aspects of your studies, such as:

- > Information about your **study programs, courses and grades**
- > Your **appointments** and **schedules**
- > Your registration **status** and Continuing education **tuition fee**
- > The ability to **update personal information**
- > Download important documents:

**Record of studies**

**Enrollment Documents**

**Transcripts**

**Forms (e.g., leave of absence, access restriction of thesis)**

To use all features, you need a student account (uwk:account), which you receive during the admission process.

UWKonline is operated via a web interface. You only need an internet connection and a browser to use the system.

## Where can I find my uwk:account?

To access UWKonline, enter <https://online.donau-uni.ac.at> in your web browser or use the quick link available on the website of the University for Continuing Education Krems.

STUDY & RESEARCH	CURRENT	UNIVERSITY	CONTACT
Studies Overview	News	About	Dr.-Karl-Dorrek-Straße 30
Studying parallel to employment	Press and Media	Faculties	3500 Krems
Accessible studying	Upgrade	Services	info@donau-uni.ac.at
Application & Admission	Mitteilungsblätter (in German)	Library & University Archives	+43 2732 893-0
Service Center for Students	Newsletter (in German)	About Campus Krems	
Research Highlights	Career	University Sports Institute Krems	▶ Infopoint
Research database		Campus Culture	▶ Staff
Intellectual Capital Report		Alumni	▶ Directions
Research Report		FAQ	▶ Campus Map
<b>QUICKLINKS</b>			▶ Imprint & Disclosure
LMS Canvas			▶ Privacy Policy
LMS Moodle			▶ Official Signature
<b>UWKonline</b>			
Tech Support			

**Quicklink to UWKonline**


# 2 Activation and setup

## PIN-Code

At the beginning of your studies, each student receives a PIN code by mail from the Services Center for Students (SCS). You need this code to activate your uwk:account as follows.

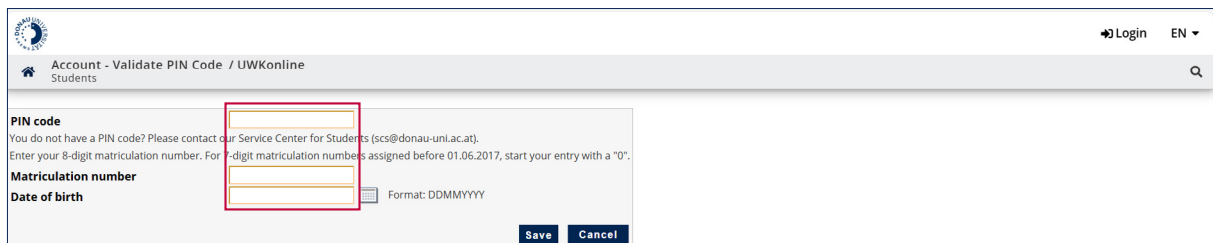
Go to <https://online.donau-uni.ac.at>.

On the homepage, under the Access section, click on "Students".



The screenshot shows the homepage of UWKonline. The main heading is "Welcome to UWKonline - University for Continuing Education Krems". Under the "Access" section, there are two options: "Students" (highlighted with a red box) and "Staff members". Below this, there is a link for "Reset Password". On the right side, there is a login form with fields for "Username" and "Password", and buttons for "Sign In" and "Continue without login".

Enter the following information: PIN code, student ID number, and date of birth.



The screenshot shows the "Account - Validate PIN Code / UWKonline" form. It has three input fields: "PIN code", "Matriculation number", and "Date of birth". The "Date of birth" field has a format hint "Format: DDMMYYYY". There are "Save" and "Cancel" buttons at the bottom.

After successful entry, your username is automatically generated.

Next, choose your personal password according to the password criteria provided on the page.

You will then receive a summary containing your username and your UWK e-mail address (firstname.lastname@edu.donau-uni.ac.at).

Your account is now activated. You can log in to your student account at any time using your username and password.

Please be informed that your UWK e-mail account will be activated approximately 90 minutes after redeeming the PIN code.

**Please note: Once your uwk:account is created, the PIN code becomes invalid (each PIN code can only be used once).**

## UWKonline password

The UWKonline password is valid for all network services of the University for Continuing Education Krems, including e-mail, Wi-Fi, library access and Canvas (excluding Moodle).

## UWKonline e-mail address

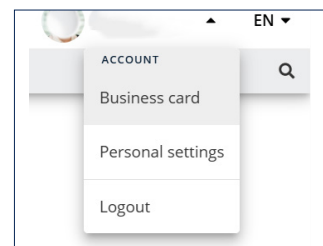
All official academic information from the Services Center for Students is sent to your UWK e-mail address. You can set up e-mail forwarding to another address but this must be done by the student. (See the information on e-mail systems for students).

For **technical questions**, please contact the university's Tech Support Team:  
[tech.support@donau-uni.ac.at](mailto:tech.support@donau-uni.ac.at)

## Editing your business card

Some information on your profile is based on your master data or login credentials, while other details can be edited by you. To access your profile, click on your name in the top right corner and select "Business card"

To edit your profile, click on operation in the top left corner. Then select "Edit" to make changes.



## Homepage

You can enter the URL of your personal website. It will automatically be converted into a clickable hyperlink.

**Title – please note: You cannot enter a title yourself.**

If your title is missing or incorrect, please contact the Services Center for Students.

## Confirmed e-mail address

Keep this up to date for password recovery purposes.

## External phone number

You can enter your personal phone number(s) here.

## Mobile phone

Add your mobile number.

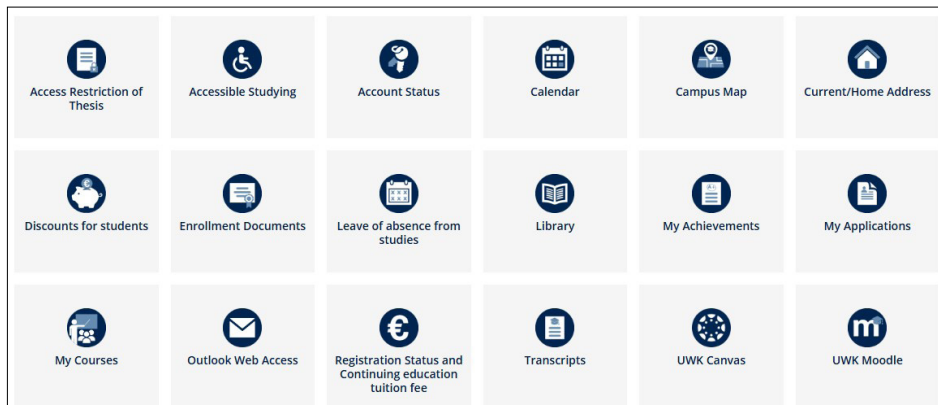
## Business card picture

You can upload a photo to appear on your profile.

# 3 Applications

## Your dashboard

UWKonline has **numerous applications**. Once you are logged in, you will see your name in the top right corner and your personal applications in the central window. The most important applications are described in the following chapters.



## Accessible Studying

Information on support measures for barrier-free studying

## Account Status

In the Account Status you will see when and from which computer you have logged in into your uwk:account.

## Current/Home Address

Here you can update your "Current/Home Address". Since this information is used by the university, especially by the Office of Student Affairs and Examinations, for various mailings, you are required to provide complete and up-to-date address information. If you do not have a current address (= delivery address), please enter your home address here!

**Please note: Address changes can only be made by the students themselves.**

## Discounts for students

### u:book

As part of the u:book initiative (<https://ubook.at/en/>), several notebook models are offered for sale during 3- to 4-week sales windows at the beginning of each semester. These models are selected based on evaluations conducted at the Swiss Federal Institute of Technology (ETH) Zurich.

### StudentServiceCard

The StudentServiceCard serves as a student ID when combined with a valid semester sticker. It also grants borrowing privileges at the university library and includes a variety of services, along with attractive benefits offered by our partner institutions and partner companies. More detailed information is available at: <https://www.donau-uni.ac.at/en/studies/study-organization/student-service-card.html>

If you have any **questions regarding the StudienServiceCard**, please contact the team at the Service Center for Students: [scs@donau-uni.ac.at](mailto:scs@donau-uni.ac.at).

## Enrollment Documents

Here you can printout of the record of studies and confirmation of registration.

## Leave of absence from studies

Here you can download your application for leave of absence from studies <https://www.donau-uni.ac.at/en/studies/study-organization/leave-of-absence-from-studies.html>.

## Library

Here you get to your personal library account.

## My Achievements

As soon as the examination result was entered into the system and confirmed by the Service Center for Students, you can print the individual examination certificate (printer symbol).

## My Applications

Possibility to apply for a new study program or apply for renewed admission to a closed study program.

## My Courses

Here you will find a list of the courses registered under your study program. Course registration is handled by the program administration.

## Outlook Web Access

Here you will find your personal mailbox at the University for Continuing Education Krems. All official academic information is sent to this e-mail address. You can set up forwarding to another e-mail address, but this must be done by you personally. Your assigned e-mail address is usually in the format: `firstname.lastname@edu.donau-uni.ac.at`. E-mails can also be accessed via a web browser.

Infolink: <https://www.donau-uni.ac.at/en/university/service/it-services/e-mail.html>

Login link: <https://outlook.office365.com/mail>

**Changing your e-mail address is not possible, except in the case of a name change.**

**Please note: Your UWK e-mail address is used for all official notifications.**

## Registration Status an Continuing education tuition fee

Under **“Registration Status”**, you can check which study program you are registered. Here, you can see whether you are registered or re-registered for the respective semester. By clicking on the **study plan**, you will be directed to the curriculum support that applies to your study program.

## Student Info Hub

The Student Info Hub provides guidance on organizing your studies, information about important processes and systems, and details on the services available to you at the University of Krems.

## Transcripts

### Transcript of Records

This document lists all exams you have taken during your studies, as well as any recognized external examinations.

### Transcript

This document includes only the exams you have completed at the university. Recognized external exams are not shown.

Please print your transcripts for your own records. They are not required at the University for Continuing Education Krems, as all results are stored in the system.

The transcript is displayed in a separate window as a PDF file, which can then be printed. To view this file, you will need the „Acrobat Reader“ program.

## UWK Canvas

The University for Continuing Education Krems uses Canvas as its Learning Management System (LMS). Canvas provides digital learning resources for preparing and reviewing in-person sessions (scripts, slide decks, interactive content) and for self-study (learning videos, self-assessment quizzes). It also allows for performance assessment through graded submissions or exams.

Once your enrollment is complete, your access to Canvas is automatically activated. You log in using your uwk:account. If you have any questions, please contact your designated contact person at the university.

Login link: <https://uwk.instructure.com/login/saml>

For **technical questions** about Canvas please contact the TechSupport Team:

[tech.support@donau-uni.ac.at](mailto:tech.support@donau-uni.ac.at)

## UWK Moodle

is the university-wide learning management system of the University for Continuing Education Krems, which supports and accompanies students in designing digital teaching and learning scenarios.

In Moodle you will find (digital) –learning resources for the preparation and follow-up of classroom units (e.g. scripts, slides, study texts) as well as for self-study (learning videos, self-study quizzes, animations).

You will receive the access data from your study program director! Moodle runs independently from the other systems of the University for Continuing Education Krems. This means that changes of login name or password have no effect on the other systems and vice versa.

For **technical questions** about Moodle please contact the TechSupport Team:

[tech.support@donau-uni.ac.at](mailto:tech.support@donau-uni.ac.at)



The University for Continuing Education Krems specializes in academic continuing education for working professionals. As a public university for continuing education, it works with its expertise in research and teaching to overcome societal challenges and tailors its study programs to address them. The continuing education study programs cover ten fields of study and meet the specific requirements of students with work experience. With approximately 7,500 students coming from more than 100 countries, the University for Continuing Education Krems combines its many years of experience in university-based continuing education with innovation to provide outstanding quality in research and teaching at an international level. The University holds the AQ Austria quality seal. Situated 60 km from Vienna in the alluring world heritage region Wachau, Campus Krems is a highly attractive location.

## Information

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[scs@donau-uni.ac.at](mailto:scs@donau-uni.ac.at)

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