

Application routine for practical training classes

That's how it's done:

1. DFN Registration (only once)
2. Application for a desired training class

DFN Registration

You must register with the HAW email address at DFN (<https://terminplaner6.dfn.de>). Then you can use this account to carry out all registrations for your desired practical training classes.

Application for a desired class

Please apply starting from Mo 13th of March 10.00 a.m. Until Mo 20th of March 12.00 a.m.

Log in to the corresponding MS Teams room using the corresponding code for the class ([How does it work?](#)), see tables on the department website.

In the MS Teams room you will find a link to DFN for booking your place in your desired group of your preferred class by clicking on "Buchen" and entering the following:

- Name: Your matriculation number
- E-Mail: HAW email address

Done! 😊

Please note:

- Your booking is only valid if you are a member of the relevant MS Teams Room (use the MS Teams code!) **and** also have selected **one** corresponding group in DFN.
- A group of a certain class can be changed in DFN if you are logged into DFN and follow the link from the MS Teams room again.
- Please leave a short note in the corresponding MS Teams room if there are no more free places available for a class during the registration phase.