

## GGNB Credit Database

### *Brief Instructions for access:*

1. enter the generic GGNB username and password (check with GGNB Office!) to enter the page <https://www.ggnb.gwdg.de/credits/>
2. then enter your username (same as for student e-mail – only the username, not the complete e-mail-address) and personal password for the credit database (not the matriculation number, and different from your password for Stud.IP/Stud-IT, unless you have already personalized it!).
3. If you don't have a personal password yet or have forgotten yours, please retrieve a new one on this page: <https://ggnb.gwdg.de/password/> . Enter the generic GGNB password to enter the page. Then enter your e-mail address (has to be identical to the one the GGNB Office has saved in its database). The password will be sent to your e-mail account. Then follow steps 1 and 2.

### *Detailed Instructions:*

1. The link to the GGNB online credit database is: <https://www.ggnb.gwdg.de/credits/>  
To access the page, you have to enter the general GGNB username and password twice (ggnb\_all/ggnb\_all).
2. Username = your student user-ID (Stud-IT username, same as required for the GGNB course registration in Stud.IP),  
Important: Please **make sure that we have received your current Stud-IT username**, otherwise you will not be able to access the credit database and we will not be able to transfer credits from Stud.IP to your credit account!  
To retrieve a personalized password or request a new password if you have forgotten yours go to <https://ggnb.gwdg.de/password/>. To access the page, you have to enter the generic GGNB username and password (check with GGNB Office!). Only then can you enter your e-mail address and retrieve a new password.
3. **GGNB methods and skills courses and industry excursions** are automatically transferred to the database and are confirmed by us based on attendance lists at the end of the semester. For these courses, you do not have to collect signatures anymore. Please ask the instructors of the methods courses to send us the attendance lists.
4. You have to **enter any other courses or meetings** into the database **yourself**. These courses include, a.o. lab seminars and any scientific meeting, non-GGNB methods or skills courses, German courses, international meetings and also teaching.
5. Please make sure to **use the full and exact title of the course/event\***, since this will appear in the transcript which can be issued after graduation. In case the title is not correct, or data are missing in the credit entry, we will not confirm the credit but instead mark it as incomplete and/or indicate that editing is required before the credits can be confirmed.  
\*e.g. NOT "Horizons 2011", BUT "8<sup>th</sup> Horizons in Molecular Biology".

6. In the credit database, upon entering the courses and all relevant data, you will be shown **calculated credits** (exception: teaching credits for students affiliated to the physics and chemistry faculties).  
The course participation and the credits will be confirmed by us directly in the database.  
Please note that in some cases, the number of **confirmed credits** may differ from the number of calculated credits due to complex algorithms.
7. A **credit confirmation sheet** can be **printed** out directly from the entry in the credit database by clicking on the “**download**” button.
8. Once you have filled in the data for courses not organized by GGNB, please **send us only COPIES of the signed credit confirmation sheets** (by Hauspost or e-mail). We will keep the copies of the confirmations and not return them to you. Please **refrain from sending us single credit confirmation sheets**.  
The GGNB Office will periodically confirm the credits directly in the database - this may take 8-10 weeks. If you need the confirmation for a certain date (e.g. submission of thesis, thesis advisory committee meeting), please inform us well in advance.