Instructions on how to view your examination results:

1. Log in to heiCO with your user name and password. Click on „Meine Leistungen (DE)/My Achievements (EN)" on your start page (Figure 1).
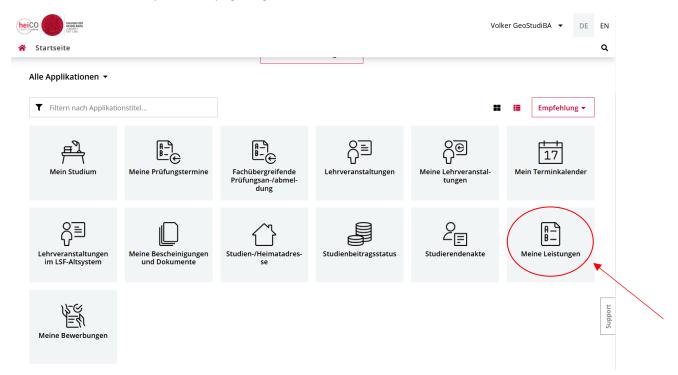

Figure 1

2. You will now see all the examinations you have taken so far, including your valid and invalid examinations, recognition, final thesis(es), supplementary examinations, further training and your degree. (Figure 2).
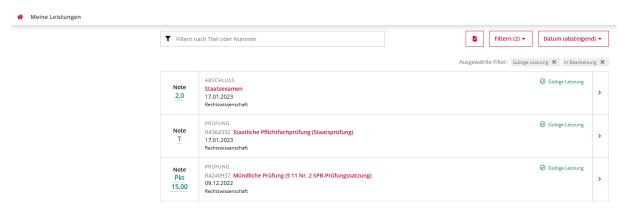

Figure 2

3. To call up the details of individual examination performances, click on the arrow symbol next to this examination performance (Figure 3).
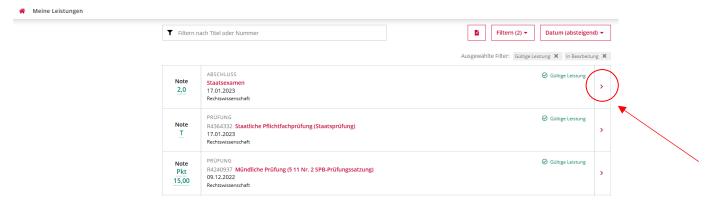

Figure 3

4. The exam details will then be displayed in the following format (Figure 4).
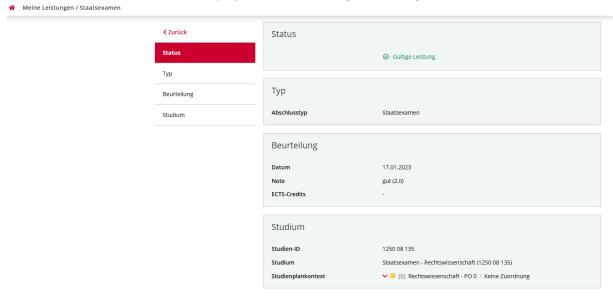

Figure 4

5. If you would now like to print out a transcript of records, click on the document symbol at the top right of the overview page of your examination results (Figure 5).
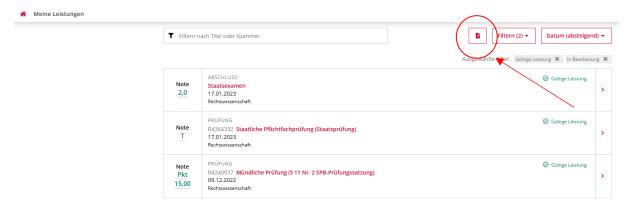

Figure 5

6. You will then be shown an overview of your examination results. Click on the document symbol for the desired degree programme to generate a transcript of records for it. You can save this as a PDF file and print it out (Figure 6).

Figure 6