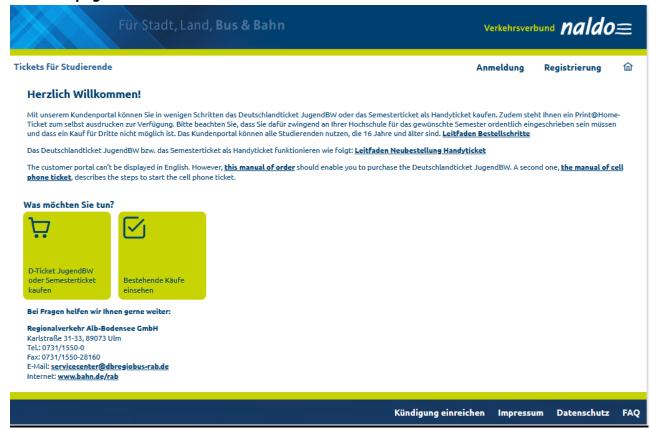


# naldo customer portal for students studis.naldo.de

#### **MANUAL**

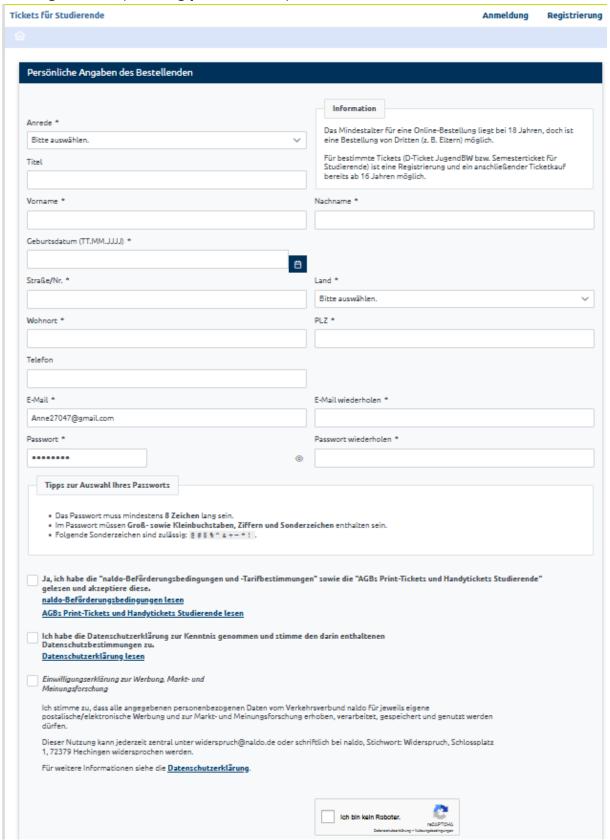
# 1. Registration & Login

#### 1.1 Homepage





## 1.2. Registration (entering personal data)





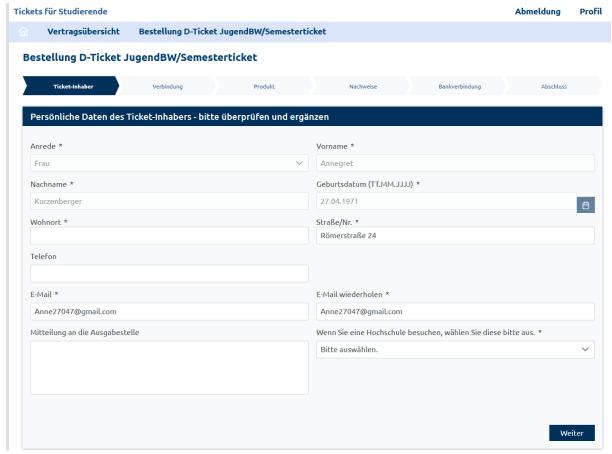
#### 1.3. An email will be sent with a confirmation link

1.4. Register with email address and password



# 2. Buy D-Ticket JugendBW/Semesterticket

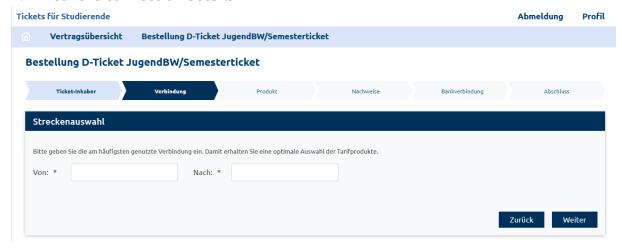
# 2.1 Ticket holder is displayed



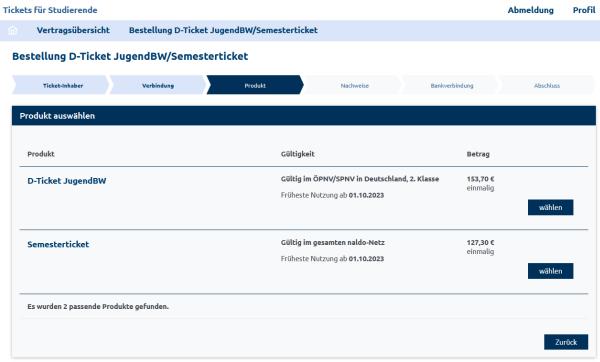
Important: Select the college or university where you are enrolled.



#### 2.2 Enter the connection details

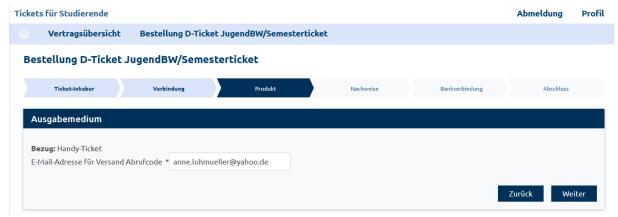


# 2.3 Select product: D-Ticket JugendBW or Semesterticket



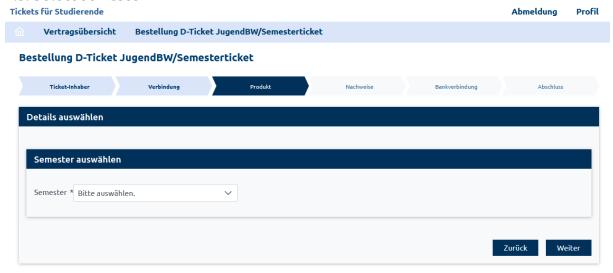


# 2.4. Select the output medium for the mobile phone ticket and enter the email address to send the retrieval code



You will receive a retrieval code for the Wohin-Du-Willst-app by e-mail **no earlier than five days before** the start of the validity period. Alternatively, it will also be displayed in the contract overview. You can use this code to activate your Deutschlandticket JugendBW in the "My tickets" section under ""You already have a subscription? Import now". If you order during the current month, the retrieval code will be sent to you by e-mail no later than 48 hours after ordering. For all universities where the proof must be checked by the Abocenter, the e-mail will only be sent once the Abocenter has checked your details. This can take 2-4 days.

#### 2.5. Select semester

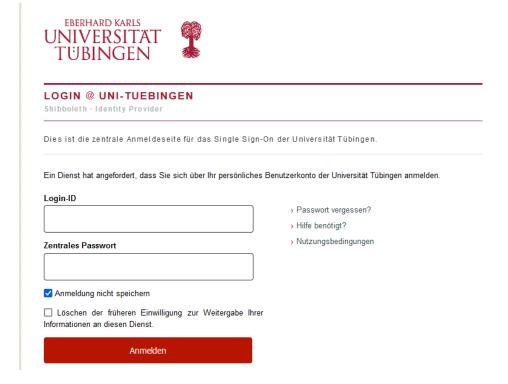




#### 2.6 Checking status

a) via interface via the university, e.g. University of Tübingen

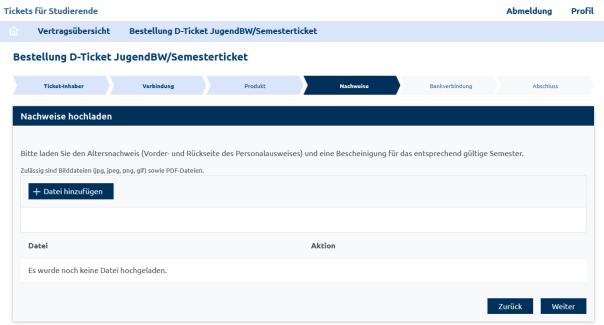




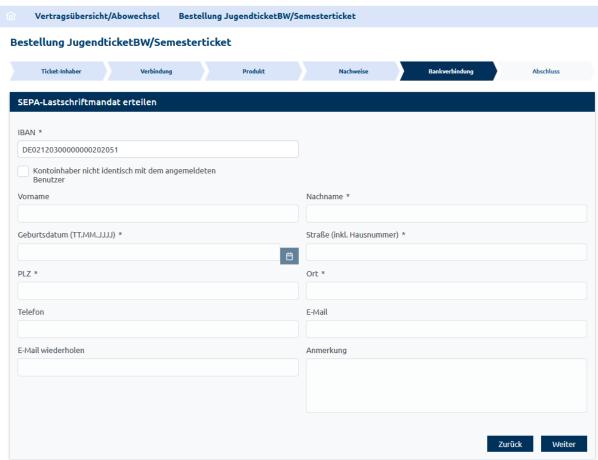




# b) Upload evidence

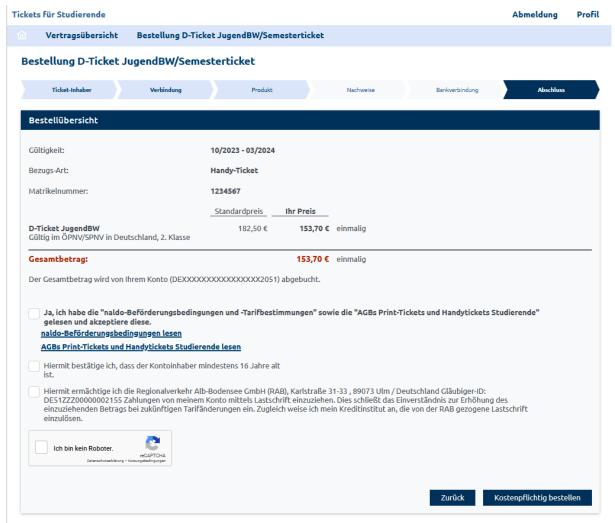


### 2.7 Issue a SEPA direct debit mandate





#### 2.8 Order overview - confirm order



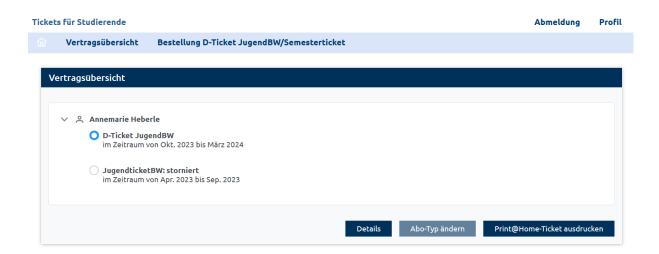
#### 3. Print out the Print@Home ticket in the "Contract overview" area

Please note:Your Print@Home-Ticket (Deutschlandticket JugendBW: naldo-Schülermonatskarte for the naldo-area) will be available for download at the earliest five days before the start of validity or, if ordered less than five days before the start of validity, at the latest after twelve hours in the menu item "View existing purchases". For all universities where evidence verification by the subscription office is required, the Print@Home ticket is only available for download after your details have been verified by the subscription office. This may take 2-4 days.

Stand: 24.03.2024

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# Print@Home Ticket button.

(The ticket can be printed as often as you like within the validity period.)

Stand: 24.03.2024