

Registration of a DAAD User Account (DAAD-ID) for a Personal Funding application



Table of contents

1. Helpful Tips	2
2. Starting the Registration Process	2
3. Account Details	3
4. Resetting the Password	6
5. Changing the Portal Language	8

1. Helpful Tips

The DAAD offers a variety of personalised online services including the DAAD application portal. The portal is compatible with Windows and Mac OS. The following browsers are supported: Google Chrome, Mozilla Firefox, Safari, Internet Explorer and EDGE.

The portal is not optimised for portable or mobile devices. We therefore do not recommend accessing the portal via a mobile phone or tablet. Please use a desktop computer.

To successfully start your application, it is advisable to check current calls for application in our scholarship database:

<http://www.funding-guide.de>

To start an application, please follow the links posted in the calls to be directed to the application portal.

Please keep in mind that the Project Funding and the Personal Funding are distinct areas in the portal and require separate accounts. It is not possible to use the same account for applications in both areas.

If you experience difficulties during the registration process or need technical support, please contact our portal hotline by email portal@daad.de. The hotline is available on workdays from 9 am till 4 pm (CET/CEST).

2. Starting the Registration Process

Please visit the login page for the personalised DAAD online services via www.mydaad.de.

If you follow the link from the application calls in our scholarship database, you will be directed to the homepage of the personalised DAAD online services. If you do not have an account yet, you may register and will then be directed to the application section of the portal.

Welcome to “My DAAD”

The DAAD offers a variety of attractive services
– all with just one login.

To use “My DAAD”, you need a DAAD ID, your own and personal user profile.

Register now in just a few clicks and for free.

[Frequently Asked Questions](#)

A light gray rectangular box containing the text "Login with your DAAD ID or register now" at the top. Below this text are two buttons: a blue button labeled "LOG-IN" and a gray button labeled "REGISTER", separated by the word "or".

Login with your DAAD ID or register now

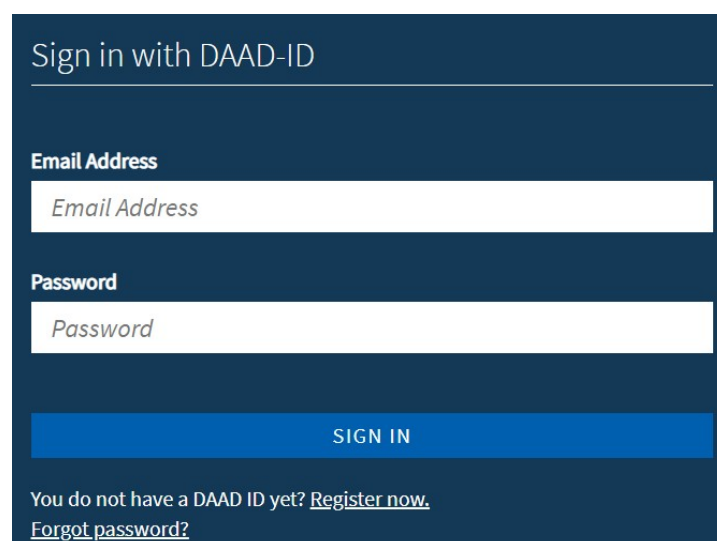
LOG-IN

or

REGISTER

Please click on “Register” to proceed.

On the next page titled “Sign in with DAAD-ID”, you will have to select the option “Register now”.

A dark blue rectangular box with the title "Sign in with DAAD-ID" at the top. Below the title are two input fields: "Email Address" and "Password", each with a placeholder text of the same name. Below these fields is a blue button labeled "SIGN IN". At the bottom of the box, there is a link "You do not have a DAAD ID yet? [Register now.](#)" and another link "[Forgot password?](#)".

Sign in with DAAD-ID

Email Address

Email Address

Password

Password

SIGN IN

You do not have a DAAD ID yet? [Register now.](#)

[Forgot password?](#)

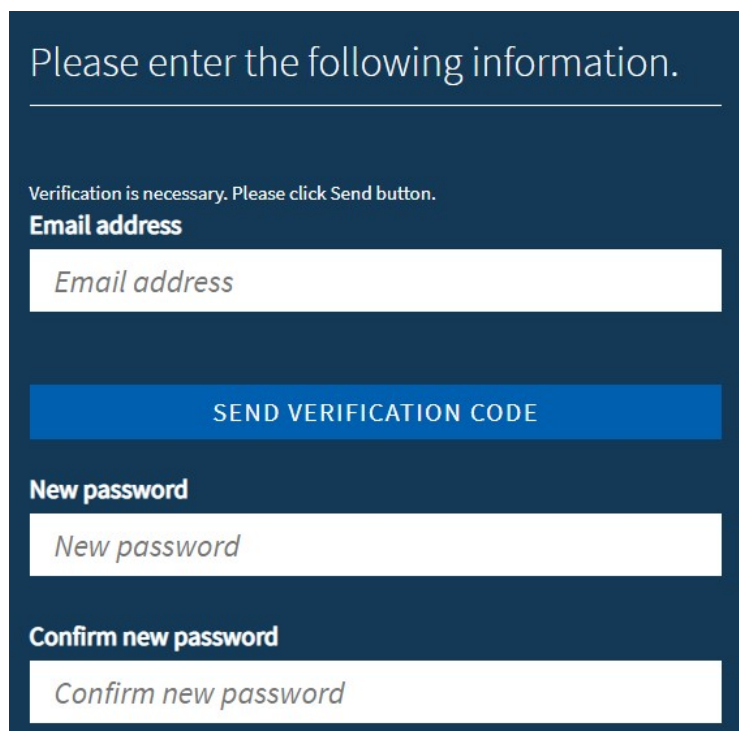
3. Account Details

Enter a valid email address you have access to. Please note that you will not be able to change this email address afterwards.

You will now receive an email with a verification code. The code is valid for five minutes.

- The sender of the email is "Microsoft on behalf of Deutscher Akademischer Austauschdienst e.V. (DAAD)".
- The subject is "Deutscher Akademischer Austauschdienst e.V. (DAAD) account email verification code".

Enter the verification code into the registration form and click "Verify code". In case you have not received an email, you can order the verification once again. Please make sure to check your spam and junk folders.



Please enter the following information.

Verification is necessary. Please click Send button.

Email address

SEND VERIFICATION CODE

New password

Confirm new password

Fill in the additional information on your profile (password, title, first name, surname, preferred language) and confirm our Data Privacy Statement. The language settings can still be changed later.

Please make sure the spelling of your name and surname is identical with the spelling in your identification documents.

Tips for setting a safe password:

- 8–16 characters
- 3 of the 4 following criteria must be met:
 - Lowercase letters
 - Capital letters
 - Numbers (0–9)
 - Special characters: @ # \$ % ^ & * _ + = [] { } | \ : ' , ? / ` ~ " () ; .
- Avoid special letters such as Ä, Ö or Ü

Finally, click "Continue" to set up your account.

Now you can login via www.mydaad.de using the registered email address and the chosen password. To enter the portal and start an application, please click on "DAAD Services" on the top of the page and then select "Personal Funding".

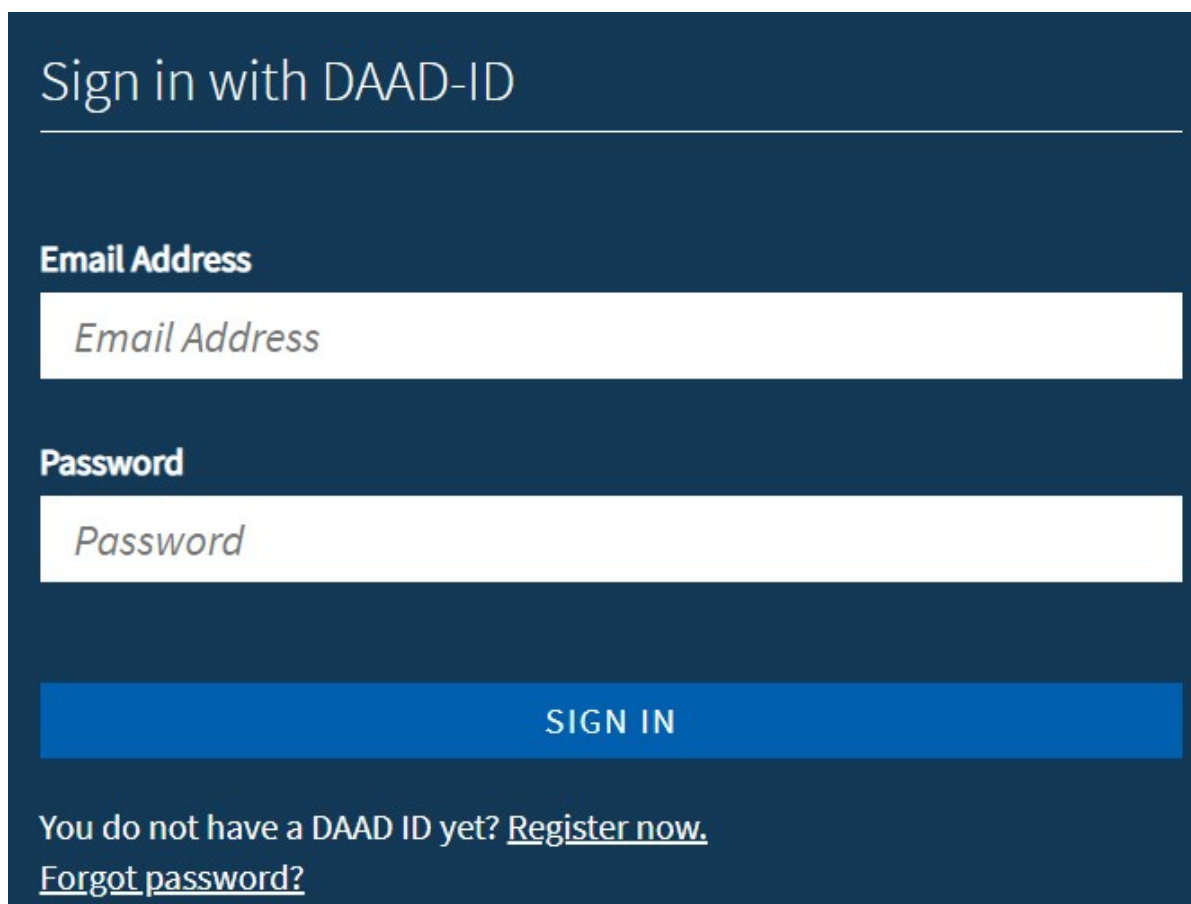
Please note: Your chosen password is now active and must be entered for each login. Please remember the password well. If you should forget your password, you can reset it via the login page.

Please be aware that your account will automatically be locked by our system if the password is entered incorrectly too often. In this case please contact the Portal Support Hotline.

The portal hotline is available on workdays from 9-12 am and 2-4 pm (CET/CEST). Furthermore, you may contact the hotline via email: portal@daad.de.

4. Resetting the Password

To reset your password, please select "Login" on the main page www.mydaad.de and then click on "Forgot password?".



The screenshot shows a dark blue login interface. At the top, it says "Sign in with DAAD-ID". Below this, there are two input fields: "Email Address" and "Password", both with placeholder text. A blue "SIGN IN" button is positioned below the password field. At the bottom, there is a link for "Forgot password?" and a link to "Register now." if the user does not have a DAAD ID yet.

On the next page, please enter the email address you used for the registration.

You will now receive an email with a verification code, similarly to the registration process. The code is valid for five minutes.

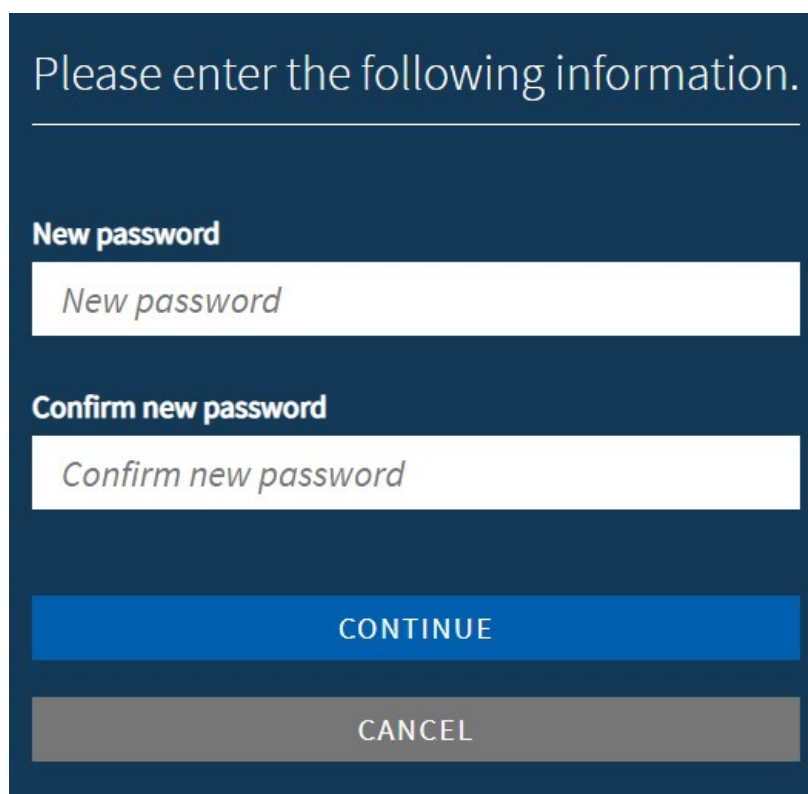
- The sender of the email is "Microsoft im Namen von Deutscher Akademischer Austauschdienst e.V. (DAAD)".
- The subject is "E-Mail-Prüfnummer für Deutscher Akademischer Austauschdienst e.V. (DAAD)-Konto".

Enter the verification code and click "Verify code". In case you did not receive the email, you can have the verification code sent once again. Please make sure to check your spam and junk folders.

After the code has been entered, please click "Continue".

Should you experience problems with the code, please contact the technical portal hotline.

In the next step you will be able to set a new password.

A screenshot of a web form for creating a new password. The form has a dark blue background. At the top, it says "Please enter the following information." in white text. Below this, there are two input fields. The first is labeled "New password" and the second is labeled "Confirm new password". Both fields have a light blue border and contain placeholder text "New password" and "Confirm new password" respectively. Below the input fields, there are two buttons: a blue "CONTINUE" button and a grey "CANCEL" button.

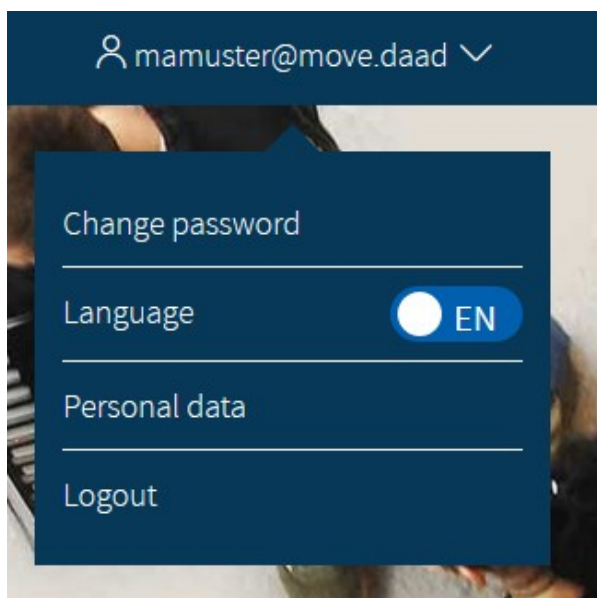
Tips for setting a safe password:

- 8–16 characters
- 3 of the 4 following criteria must be met:
 - Lowercase letters
 - Capital letters
 - Numbers (0–9)
 - Special characters: @ # \$ % ^ & * _ + = [] { } | \ : ' , ? / ~ " () ; .
- Avoid special letters such as Ä, Ö or Ü

Finally, click "Continue" to confirm the new password.

5. Changing the Portal Language

To change the portal language after registration, please login into www.mydaad.de. Once you are signed in, please click on your email address in the top right corner to open a drop-down menu. By using the "Language" switch you can alter the portal language.



Alternatively, please select „Personal Data“ to proceed. You will have the option to change the "Preferred language". This setting affects the portal language.

Please take a minute to check your profile.

Please enter the following information.

First name
Manuela

Surname
Musterfrau

Title
Ms.

Preferred language
English

Data Privacy Statement
☒ Yes, I have read the DAAD Data Privacy Statement and I agree.

CONTINUE

CANCEL

Click on the arrowhead next to the language to open a drop-down menu. The chosen language affects the DAAD application portal and other DAAD online services that can be accessed via www.mydaad.de.

A screenshot of a web form titled "Preferred language". Below the title is a white rectangular input field with a dark blue border. Inside the field, the word "English" is written in a dark blue font. To the right of the text, there is a small dark blue downward-pointing arrowhead, indicating a dropdown menu.

Please accept the "Data Privacy Statement" and click „Continue" to save the changes.