

CSC CAMPUS SERVICE CENTER

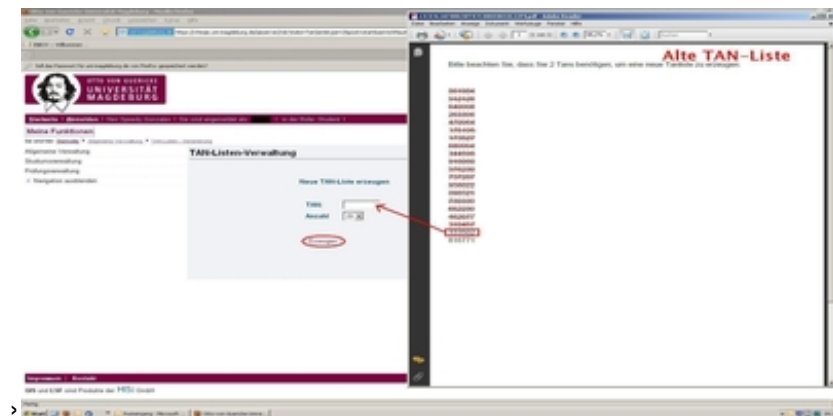
Instructions for creating new TAN lists

The multimedia box contains quick step-by-step instructions on creating TAN lists.

The more detailed version starts from here:

Step 1

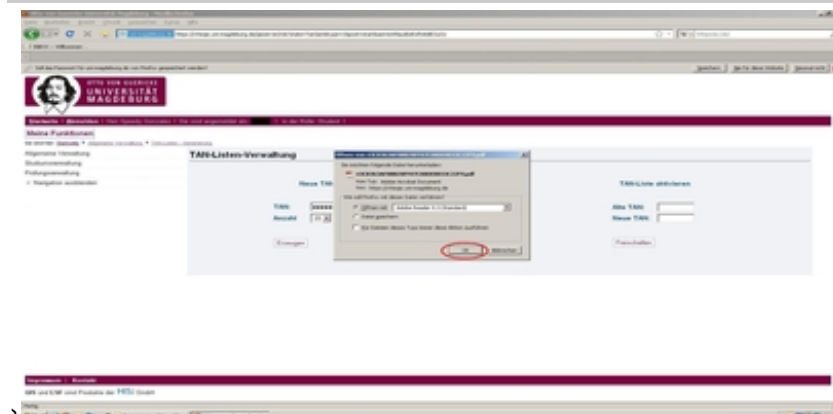
- ▶ On the left hand side of the browser window under “Create new TAN list” enter your last but one unused TAN number. Specify the number of NEW TAN numbers that you wish to create.
- ▶ Then click on **Create**.



(Please click on the image to enlarge)

Step 2

- ▶ Next open the PDF file that is generated using the appropriate programme (e.g. Adobe Reader). Print the new TAN list or **save** the list on your computer.

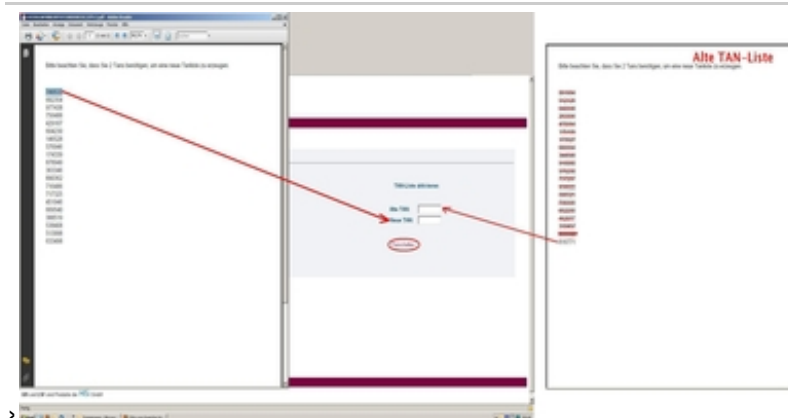


(Please click on the image to enlarge)

Step 3

- ▶ Now enter the last TAN number in your old TAN list on the right alongside the reference “**Old TAN:**”.
- ▶ Now enter the first TAN number in your NEWLY created TAN list on the right alongside the reference “**New TAN:**”.

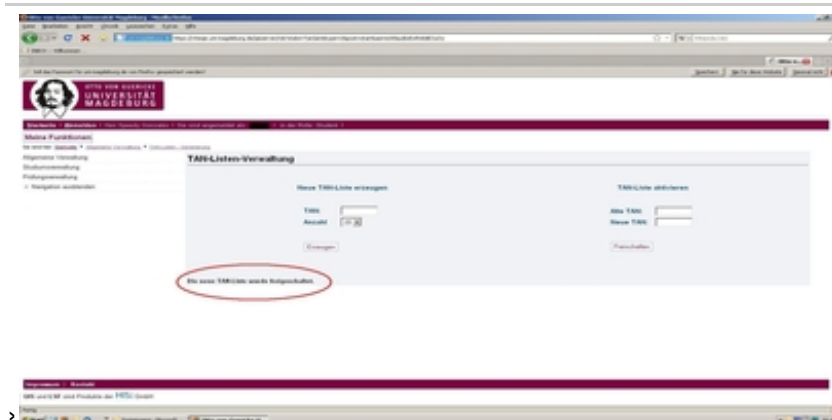
► Now click on “Release”



(Please click on the image to enlarge)

Step 4

► You will now be notified that the new TAN list has been **released**.



(http://www.servicecenter.ovgu.de/csc_media/Bilder/Tan+listen/Tan_Liste+generieren+Schritt+4-p-78.JPG)

(Please click on the image to enlarge)

PLEASE NOTE THAT YOU WILL NEED THE LAST TWO TAN NUMBERS FROM YOUR PREVIOUS LIST IN ORDER TO GENERATE/RELEASE A NEW TAN LIST.