CITAVI-Account: One-time registration

1) Go to www.citavi.com

2) Click on 👤 on the top right

3) After clicking on 🎓 Mit Universität fortfahren , search for **Management Center Innsbruck**

4) Select **I have no Citavi Account yet** - **Student**

5) Log in with your **MCI email address**

6) Wait until you receive an email by Citavi, confirm as instructed and **create your Citavi-Account** (choose a password)

7) !!! **IMPORTANT** !!! After the account creation you have to once again confirm your Citavi-Membership at *Citavi Account > Licences > Citavi Desktop & Web Bundle >* click **"… Confirm Membership …"** on the right (= Then you receive an additional email by Citavi)

   >>> **Only then are you able to start working with CITAVI!**

8) **Start CITAVI WEB**: choose Citavi Web after clicking on ⋯ on the top right, then select ⊕ New project and name your project

9) **… and/or install CITAVI WINDOWS:**

   Citavi Account > Licences > Citavi Desktop & Web Bundle > **Download** on the right and start the installation process