

Application for a User Account

Normally, user accounts are applied for by the following units according to the [guidelines and basic information](#). These units are also able to execute a prolongation of a user account.

Human Resources Department - Salaried Employees

Contact Person: [Human Resources Department - Salaried Employees](#)

Responsible for the following groups of people:

- trainees
- teaching staff for special tasks
- staff in technology and administration
- scientific assistants

Human Resources Department - Officialdom

Contact Person: [Human Resources Department - Officialdom](#)

Responsible for the following groups of people:

- professors
- administration of professorship
- honorary professors
- retired staff

Deaneries

Contact Person: [Deaneries](#)

Responsible for the following groups of people:

- part-time staff (e.g. back staff / assistants, trainees / interns)
- guest scientists
- assistant lecturers
- members of other universities in Lower Saxony or outside Lower Saxony, if special agreements have been made (e.g. summerschool)

Student Matters

Contact Person: [Student Matters](#)

Responsible for the following groups of people:

- students
- early students
- guest students

The department for student matters automatically passes over all requirements for student user accounts to the university computing centre.

University Computing Centre

Contact Person: [University Computing Centre](#)

Responsible for the following groups of people:

- part-time staff (e.g. back staff / assistants, trainees / interns)
- members of the university council
- chairpeople of the management committee for the cooperation with the University of Oldenburg
- professors, who are not currently obligated and those in retirement
- senators of honor
- citizens of honor
- those, who are currently doing their PhD, while cooperating with the Jade University
- delegates of the university, in order to meet their tasks (e.g. works doctor, work commissions, Heinz Janssen Bürotechnik, members of the university council, the University of Oldenburg etc.)
- members of other universities in Lower Saxony or outside Lower Saxony, if special agreements have been made (e.g. summerschool)
- further governmental research facilities, educational institutions and agencies of Lower Saxony, if special agreements have been made (e.g. IfV, NIhK)
- the student union of Oldenburg
- further institutions that are close to the Jade University, if special agreements have been made or permits have been given (e.g. An-Institute, ASL, AStA, ESG)
- further juridical or natural persons, if special agreements have been made (e.g. INTEGRA etc.)

Only the [members of the Jade University](#), students excluded, are entitled to place an application for user accounts for further persons.

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