

Account Application Portal

The application for a user account from the [authorized units](#) is made via the account application portal. Only [university members](#) (with the exception of students) are entitled to apply for user accounts.

Note

- The only user accounts for **natural persons** may be requested. The application for function and test accounts is not permitted.
- After entering your first and last name, please use the “Search for <name>” button to **check whether the user already exists**. If so, please do not apply for this user account and contact the university computer centre to avoid duplicate user accounts.
- If you **do not know the date of birth** when you apply, **enter the date of birth 1900-01-01**. Report the date of birth immediately upon receipt to the university computer centre so that the person can be clearly identified.
- When selecting the group of people, there is always an example for orientation among the group of people as a selection aid...
- In the “**Responsible Person**” field, please enter the **person applying** (usually it is not yourself).
- For user accounts with a short term, please enter a note in the “Comment” field. This simplifies the assignment to the person in the event of queries from the HRZ (example: Summerschool 2017)
- After completing the application, you will receive an email shortly. Click on the link to generate the datasheet for the access data and forward it to the appropriate person. **Do not forward the original email, because only the applicant can generate the data sheet with the access data.**

You can find the account application portal [here](#) .

From:
<https://hrz-wiki.jade-hs.de/> - HRZ-Wiki

Permanent link:
<https://hrz-wiki.jade-hs.de/en/sg/ims/acp>

Last update: **2020/08/27 14:00**

