

Application

As a rule, user accounts are requested by the following units in accordance with the [Regulations and Contracts](#) via the [account application portal](#). These units can also renew a user account:

Human Resources Department - Collective Employees

Contact person: [HRD - Collective Employees](#)

Responsible for groups of people:

- trainees
- Teachers for special tasks (LfbA)
- Technical and administrative staff (MTV)
- Scientific staff (WiMi)

Human Resources Department - Civil Service

Contact person: [HRD - Civil Service](#)

Responsible for groups of people:

- Professors
- Chair of Administration
- Honorary professors
- Retirees

Deanery

Contact person: [Deanery](#)

Responsible for groups of people:

- Part-time job (e.g. student and research assistants)
- Visiting scientist
- Lecturer
- Members and members of other universities in Lower Saxony or universities outside the state of Lower Saxony due to special agreements (e.g. summer school)

Student Affairs

Contact person: [Student Affairs](#)

Responsible for groups of people:

- Students
- Early students
- Guest auditor

The Student Affairs department uses an automated process to transmit all requirements for student user accounts to the HRZ.

Computing Center

Contact person: [computing center](#)

Responsible for groups of people:

- Part-time/part-time employees (e.g. Assistants, interns)
- Chair of the steering committee for the cooperation with the University of Oldenburg
- Professors who are retired and exempted
- Honorary senators
- Honorary citizens
- Cooperative doctoral students
- Representative of the university to perform its official duties (e.g. B.A.D., company doctor, appointment commissions, Heinz Janssen office technology, university council members, SBM, Uni-OL)
- Members and members of other universities in Lower Saxony or universities outside the state of Lower Saxony due to special agreements (e.g. Summerschool)
- Other state research and educational institutions and authorities in Lower Saxony based on special agreements (e.g. IfV, NIhK)
- Student factory Oldenburg
- Other facilities related to the Jade University based on special agreements or admissions (e.g. Affiliated institutes, ASL, AStA, ESG)
- Other legal or natural persons based on a special agreement (INTEGRA, ...)

To create a user account for these groups of people, the following information must be submitted to the university computing centre:

- Lead academic degree:
- First name:
- Surname:
- Post-graduate degree:
- Gender:
- Date of birth:
- Study location:
- Organizational unit:
- Group of people:
- Responsible person:
- Start of contract:
- End of contract:
- Remarks: (e.g. name of the measure)

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

Permanent link:
<https://hrz-wiki.jade-hs.de/en/tp/uadm/account/application>

Last update: **2020/07/21 10:47**

