

# User Accounts

According to the [guidelines and contracts](#), each user account goes through the [life cycle of a user account](#) from the [application](#) to the deactivation to the final deletion.

The [application for a user account](#) is carried out by various institutions of the Jade University at the computing centre. Please contact the respective institution to apply for your user account.

After you have received your [access data](#), you should carry out the following steps in the [password portal](#):

- Employees **must** set their password using the initial password specified on the access datasheet.
- Students **should** change their password specified on the access datasheet

You can then [log in](#) to the systems and services.

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