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

- 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.
- The **first name**, **last name** and **date of birth** are required to apply. Without this information it is not possible to apply for a user account. Minors cannot be created.
- When selecting the group of people, there is always an example for orientation among the group of people as a selection aid…
- In the field „**Responsible Person**“ 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 .

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