

# Request for a new password

New login data for a personalized or functional Uni-Account (Staff)

► Please send only once by fax / letter / email (black-white scan) to:

Philipps-Universität Marburg  
Hochschulrechenzentrum (HRZ)  
Hans-Meerwein-Straße 6  
35032 Marburg

Hochschulrechenzentrum  
Abteilung Zentrale Systeme  
Identity Management

Phone: 06421 28-28282 (IT-Servicedesk)

**Fax: 06421 28-26400**

Email: [myaccount@hrz.uni-marburg.de](mailto:myaccount@hrz.uni-marburg.de)

Address: Hans-Meerwein-Straße 6  
35032 Marburg

Web: [www.uni-marburg.de/hrz/internet](http://www.uni-marburg.de/hrz/internet)

## About this request form:

After loss of login data, owners of a staff account may request a new password from the HRZ. The new password will then be sent **as internal letter** to the owner's office address. **In urgent cases**, please call or visit the IT Servicedesk Lahnberge (see <http://www.uni-marburg.de/hrz/anlaufstellen>) where you may get your new password immediately.

**Please note:** If your old password is still stored within your application software, you will lose access as soon as the new password is created, and you will have no access until you receive the new password.

– Please fill out this form using Adobe Reader (or similar) on the screen before printing –

<b>1 Request details</b>	<b>► Request not suitable for AD accounts!</b> In order to request a new password for Windows PCs at offices, please see <a href="http://www.uni-marburg.de/hrz/anlaufstellen/antrag">www.uni-marburg.de/hrz/anlaufstellen/antrag</a> <b>► Not suitable for @med accounts!</b> In order to request a new password for your @med.uni-marburg.de email address, please contact ZIV support at the UKGM.
Staff username _____	
<b>2 Personal details (User)</b> *according to official identity document	<b>► How do I get my login data?</b> If new login data is created, it will be sent as <b>internal letter</b> (in-house) to your office address at the Philipps University or associated institution. <b>► External address?</b> <input type="checkbox"/> The login data shall be sent to an <b>external address</b> . I therefore have enclosed an already <b>stamped addressed</b> envelope (standard letter).
Salutation <input type="checkbox"/> Ms / Mrs <input type="checkbox"/> Mr Title _____	
Last name* ( <i>family name</i> ) _____	
First name* ( <i>given names</i> ) _____	
Date of birth* (DD.MM.YYYY) ____ . ____ . ____ Preferred language <input type="checkbox"/> Deutsch <input type="checkbox"/> English	
Birth name* (if different) _____	
<b>3 Department details</b>	
Employer ( <i>Contractor</i> ) <input type="checkbox"/> Uni Marburg <input type="checkbox"/> Associated institution <input type="checkbox"/> I am an external person / contractor / service provider	
Faculty / Department _____	
Institute/Field/Group/Division _____	
Street, House no., Room no. _____	
Postal code, City _____	
Phone _____ Fax _____	
Email for inquiries _____	
<b>4 Acknowledgement of the terms of use</b> by user or representative person	
A new password shall be created for the aforementioned account.	
_____ City, Date	_____ Name, Signature