

# Request for a central user account

Personalized Uni-Account for professors and employees (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

Address: Hans-Meerwein-Straße 6  
35032 Marburg

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

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

|   |   |   |
|---|---|---|
| <b>1 Request details</b>  | <input type="checkbox"/> Initial (new) <input type="checkbox"/> Name change <input type="checkbox"/> Other changes <input type="checkbox"/> Extension   | <b>► Why do I need a Uni-Account?</b><br>You will receive personalized login data for using central IT services of the Philipps University (e.g. email, ILIAS, PC pools).   |
| Type of request _____<br>Staff username (if existing) _____   |   |   |
| <b>2 Personal details (User)</b> *according to official identity document   | <input type="checkbox"/> Ms / Mrs <input type="checkbox"/> Mr Title _____   | <b>► Access rights to further services</b><br>(e.g. Windows PCs at offices, Marvin) must be requested separately, see <a href="http://www.uni-marburg.de/hrz/anlaufstellen/antrag">www.uni-marburg.de/hrz/anlaufstellen/antrag</a>  |
| Salutation _____<br>Last name* (family name) _____<br>First name* (given names) _____<br>Preferred name (if any) _____<br>Date of birth* (DD.MM.YYYY) ____ . ____ . ____ Preferred language <input type="checkbox"/> Deutsch <input type="checkbox"/> English<br>Birth name* (if different) _____   |   | <b>► Who may request an Account?</b><br>Any person who is working for the Philipps University or an associated institution, see <a href="http://www.uni-marburg.de/hrz/internet/staff">www.uni-marburg.de/hrz/internet/staff</a><br><b>Students: Please use your student account!</b>   |
| <b>3 Department details / Office contact data</b> for intranet people directory   | <input type="checkbox"/> Uni Marburg <input type="checkbox"/> Associated institution <input type="checkbox"/> I am an external person / contractor / service provider   | <b>► How do I get my login data?</b><br>If new login data is created, it will be send as <b>internal letter</b> (in-house) to your office address at the Philipps University or associated institution.   |
| Employer (Contractor) _____<br>Faculty / Department _____<br>Institute/Field/Group/Division _____<br>Street, House no. _____ Room no. _____<br>Postal code, City _____<br>Phone _____ Fax _____<br>Email address _____  |   | <b>► External address?</b><br><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).   |
| <b>4 Employment details</b> at Philipps-University / associated institution   | <input type="checkbox"/> Professor <input type="checkbox"/> Scientific employee <input type="checkbox"/> Non-scientific employee <input type="checkbox"/> External person<br><input type="checkbox"/> Private lecturer <input type="checkbox"/> Doctoral student <input type="checkbox"/> Apprentice <input type="checkbox"/> Internship<br><input type="checkbox"/> Lectureship <input type="checkbox"/> Research assistant <input type="checkbox"/> | <b>► Which end date should I specify?</b><br><b>Tariff employees and civil servants</b> (civil service at Uni MR or UKGM MR) will get an Account for their whole working period (even unlimited, if applicable).<br><b>Anyone else</b> will get an account only for up to 1 year / 2 semesters in advance. After that period, you must request an extension.<br><b>▼ e.g. "Completion of project ..."</b> |
| Employment <input type="checkbox"/> Civil service (Uni Marburg) <input type="checkbox"/> Civil service (UKGM Marburg) <input type="checkbox"/> _____<br>ltd. from ____ . ____ . ____ thru ____ . ____ . ____ <input type="checkbox"/> permanent tariff employee or permanent civil servant<br>Other reasons <input type="checkbox"/> Contrary to this, the account shall be limited until ____ . ____ . ____ for this reason: _____ |   |   |
| <b>5 Acknowledgement of the terms of use</b> by user or representative person   |   |   |
| <b>TERMS:</b> The user has been informed about the <b>terms of use</b> at <a href="http://www.uni-marburg.de/hrz/internet/staff/regeln">www.uni-marburg.de/hrz/internet/staff/regeln</a> (especially the <i>Benutzungsordnung für Informationsverarbeitungs- u. Kommunikationssysteme der Philipps-Universität Marburg</i> ) and <b>agrees with these terms.</b>  |   |   |
|  _____<br>City, Date _____ Name, Signature _____  |   |   |
| <b>6 Confirmation of relationship</b> by principal, secretary, dean's office or IT administrator  | <input type="checkbox"/> I hereby <b>confirm</b> that the user is working for the Philipps University (or associated institution) within the role and timeframe <b>as mentioned above.</b><br><input type="checkbox"/> <b>If name changed:</b> The full name and birth date were checked by me using an official identification document.   | – Stamp –   |
| _____ City, Date _____ Name, Signature _____  |   |   |