

# Request for a Functional Account

Generic Uni-Account (Staff) for non-personal purposes

► 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: <https://www.uni-marburg.de/de/hrz/dienste/zentrales-konto>

– 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"/> Change of details <input type="checkbox"/> Extension of end date <input type="checkbox"/> New owner	<b>► Why do I need a Functional Account?</b> You will receive <b>purpose-bound</b> login data for using central IT services of the Philipps University (e.g. email, ILIAS). <b>More details:</b> <a href="http://www.uni-marburg.de/de/hrz/dienste/zentrales-konto/funktions-konto">www.uni-marburg.de/de/hrz/dienste/zentrales-konto/funktions-konto</a>
Type of request _____ Functional staff username (or desired username, if any) _____ End date <input type="checkbox"/> Limited until ____ . ____ . ____ <input type="checkbox"/> Permanent (only for permanent tariff employees / civil servants) Purpose _____	Quantity _____ <input type="checkbox"/> Permanent (only for permanent tariff employees / civil servants)	
<b>2 Required IT services</b> (see <a href="https://www.uni-marburg.de/de/hrz/dienste/zentrales-konto/leistungen">https://www.uni-marburg.de/de/hrz/dienste/zentrales-konto/leistungen</a> )	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no	<b>► The email address</b> should be reasonable and unambiguous (in the context of the University as a whole). <b>► Access rights to further services</b> (e.g. Windows PCs at offices, Marvin) must be requested separately, see <a href="http://www.uni-marburg.de/de/hrz/hilfe-beratung/formulare">www.uni-marburg.de/de/hrz/hilfe-beratung/formulare</a>
Email inbox _____ Desired email address (if any) _____ LAN / WLAN (eduroam) _____ VPN (only intranet) _____	Windows PCs in PC pools, lecture halls, seminar rooms _____ ILIAS e-learning platform _____	
<b>3 Personal details (Account owner)</b> *according to official identity document	<input type="checkbox"/> Ms / Mrs <input type="checkbox"/> Mr    Title _____	<b>► Who may request an Account?</b> Any person who is working for the Philipps University or an associated institution, see list at <a href="http://www.uni-marburg.de/de/hrz/dienste/zentrales-konto/mitarbeiter">www.uni-marburg.de/de/hrz/dienste/zentrales-konto/mitarbeiter</a> <b>Please note:</b> External contractors / service providers must request a personal account.
Salutation _____ Last name* (family name) _____ First name* (given names) _____ Personal staff username _____		
<b>4 Department details</b> of account owner	<input type="checkbox"/> Uni Marburg <input type="checkbox"/> Associated institution	<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. External delivery is not possible! <b>Alternatively</b> you may ask for a password reset at any time, see <a href="http://www.uni-marburg.de/de/hrz/dienste/zentrales-konto/faq">www.uni-marburg.de/de/hrz/dienste/zentrales-konto/faq</a>
Employer _____ Faculty / Department _____ Institute/Field/Group/Division _____ Street, House no. _____ Postal code, City _____ Phone _____    Fax _____ Email for inquiries _____		
<b>5 Desired administration</b>	<input type="checkbox"/> As usual (administration by the HRZ) or <input type="checkbox"/> Self-administration ( <a href="https://admin.staff.uni-marburg.de/faverw.html">https://admin.staff.uni-marburg.de/faverw.html</a> ) by the account owner and (optionally) by the following additional persons:	<b>► Which administration is right for me?</b> <b>As usual:</b> Recommended for a fixed, small group of users. You will initially receive the login data by letter (only once). <b>Self-administration:</b> Useful when dealing with a frequently changing group of users. You will get access to a web form for generating new passwords and setting the password expiration date. Each time you do so, you will receive a handover form by email.
Name of person _____    Staff / Students username _____ Name of person _____    Staff / Students username _____ Name of person _____    Staff / Students username _____		
<b>6 Acknowledgement of the terms of use and the duty to instruct account users</b> by account owner		
<b>TERMS:</b> The account owner has been informed about the <b>terms of use</b> at <a href="http://www.uni-marburg.de/de/hrz/dienste/zentrales-konto/regeln">www.uni-marburg.de/de/hrz/dienste/zentrales-konto/regeln</a> (especially the <i>Benutzungsordnung für Informationsverarbeitungs- u. Kommunikationssysteme der Philipps-Universität Marburg</i> ) and <b>agrees with these terms.</b> If accounts are given to <b>third persons</b> (for administration or usage purposes), the account owner has to ensure that these persons will <b>also</b> be informed about the terms of use and that they agree with these terms.		
City, Date _____	Signature of the account owner _____	
<b>7 On change of ownership:</b> Consent of previous owner (or, as a substitute: by principal, secretary, dean's office or IT administrator)	Signature of the representative _____	