

# Request for another personal entry in the online directory

Creation of additional entries for the people directory in the intranet/internet

► 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>

## About this request form:

Any person who is working for the Philipps University may belong to multiple departments. However, depending on your working contract, the HRZ may only know a subset of your relations (see the people search form on the intranet at [www.uni-marburg.de/en/peoplesearch](http://www.uni-marburg.de/en/peoplesearch)).

Your **initial entry** within our people directory is usually created along with your staff account or office phone request, or due to your working contract data. For **change requests** as well as **visibility** and **deletion requests**, please contact your local personal data administrator (see list at <https://www.uni-marburg.de/de/hrz/dienste/personenverzeichnis/pdb>).

To get an **additional personal entry** within the people directory, you may also contact your personal data administrator (as mentioned above). **Only in his/her absence, you need to use this form.**

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

<b>1 Personal details (requestor)</b> *according to official identity document	<b>► Who may request an entry?</b> Any person who is working for the Philipps University or an associated institution, see requirements 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>
Salutation <input type="checkbox"/> Ms / Mrs <input type="checkbox"/> Mr Title _____	Personal staff username _____
Last name* (family name) _____	
First name* (given names) _____	
Preferred name (if any) _____	
Date of birth* (DD.MM.YYYY) ____ . ____ . ____ Preferred language <input type="checkbox"/> Deutsch <input type="checkbox"/> English	
Birth name* (if different) _____	
<b>2 Department details</b>	<b>► Where will the new entry be visible?</b> If you already have entries which are visible on the worldwide internet, the new entry will also be visible on the worldwide internet, otherwise only on the intranet. As negotiated with the Philipps University's data protection officer, the new entries of <b>professors</b> and <b>lecturers</b> will generally be published on the worldwide internet.
Employer <input type="checkbox"/> Uni Marburg <input type="checkbox"/> Associated institution	
Faculty / Department _____	
Institute/Field/Group/Division _____	
Street, House no. _____ Room no. _____	
Postal code, City _____	
Phone _____ Fax _____	
Email address _____	
<b>3 Employment details</b> at Philipps-University / associated institution	
Role <input type="checkbox"/> Professor <input type="checkbox"/> Scientific employee <input type="checkbox"/> Non-scientific employee <input type="checkbox"/> External person <input type="checkbox"/> Privatdozent (PD) <input type="checkbox"/> Doctoral student <input type="checkbox"/> Apprentice <input type="checkbox"/> Internship <input type="checkbox"/> Lectureship <input type="checkbox"/> Research assistant <input type="checkbox"/>	
Timeframe from ____ . ____ . ____ thru ____ . ____ . ____ <input type="checkbox"/> without limitation	
<b>4 Confirmation of the request</b> by requestor	
City, Date _____ Name of signee (readable) _____ Signature _____	
<b>6 Confirmation of relationship</b> by <input type="checkbox"/> secretary <input type="checkbox"/> principal <input type="checkbox"/> dean's office <input type="checkbox"/> IT administrator	
I hereby <b>confirm</b> that the requestor is working for the Philipps University (or associated institution) within the role and timeframe <b>as mentioned above.</b>	
City, Date _____ Name of signee (readable) _____ Signature _____	– Stamp –