

Step-by-step instruction for applying for a Uni-ID as a guest researcher

***Note:** This procedure applies only to guest researchers without an employment contract. Employed researchers automatically receive a Uni-ID after recruitment.

Step 1:



The screenshot shows the HRZ website interface. The top navigation bar includes the University of Bonn logo and 'HRZ HOCHSCHUL-RECHENZENTRUM'. A search bar is present on the right. The main content area is titled 'Benutzungsanträge' (User Applications). A warning message states: 'Für eine fehlerfreie Ausführung werden JavaScript und aktivierte Cookies benötigt.' Below this, there is a section for 'Aktuelle Information' (Current Information) with a note: 'Auf Grund der aktuellen Situation senden Sie uns bitte die handschriftlich unterschriebenen Anträge, inklusive aller benötigter Unterlagen als Scan an idm@uni-bonn.de.' The main content is divided into three sections: 'New application is possible if:', 'Change application is possible if:', and 'Extension application is possible if:'. The 'New application' button is circled in red.

Sie sind hier: Startseite — Services — Identity Management — Dokumente & Regelungen — Benutzungsanträge

Benutzungsanträge

Für eine fehlerfreie Ausführung werden JavaScript und aktivierte Cookies benötigt.

Aktuelle Information
Auf Grund der aktuellen Situation senden Sie uns bitte die handschriftlich unterschriebenen Anträge, inklusive aller benötigter Unterlagen als Scan an idm@uni-bonn.de.

New application is possible if:

- You are not yet registered at HRZ or would like to register for an additional functional Uni-ID
- You belong to one of the authorized user groups
- You're not a regularly matriculated student at the University of Bonn (They receive the Uni-ID automatically.)
- You accept the terms of use and agree that the transmitted data will be stored at HRZ for the purpose of Identity Management following the data protection law

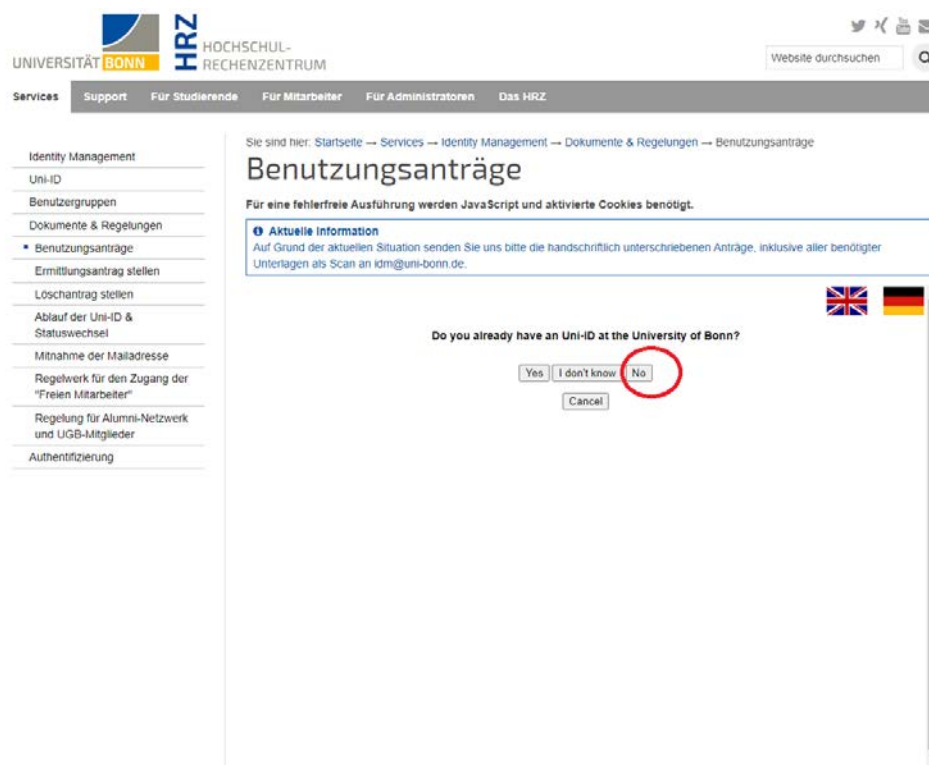
Change application is possible if:

- You are already registered at HRZ
- You would like to update your existing Uni-ID
- the update requires an authorization, i.e. change of name, date of birth, status and affiliation of the Uni-ID
- You would like to transfer your Uni-ID to another person. After processing the application a new password will be automatically generated.

Extension application is possible if:

- You are an employee of the University of Bonn
- You were informed about the expiration of your Uni-ID
- Your Uni-ID expired less than 30 days ago

Step 2:



The screenshot shows the HRZ website interface. The top navigation bar includes the University of Bonn logo and 'HRZ HOCHSCHUL-RECHENZENTRUM'. A search bar is present on the right. The main content area is titled 'Benutzungsanträge' (User Applications). A warning message states: 'Für eine fehlerfreie Ausführung werden JavaScript und aktivierte Cookies benötigt.' Below this, there is a section for 'Aktuelle Information' (Current Information) with a note: 'Auf Grund der aktuellen Situation senden Sie uns bitte die handschriftlich unterschriebenen Anträge, inklusive aller benötigter Unterlagen als Scan an idm@uni-bonn.de.' The main content is divided into three sections: 'New application is possible if:', 'Change application is possible if:', and 'Extension application is possible if:'. The 'No' button is circled in red.

Sie sind hier: Startseite — Services — Identity Management — Dokumente & Regelungen — Benutzungsanträge

Benutzungsanträge

Für eine fehlerfreie Ausführung werden JavaScript und aktivierte Cookies benötigt.

Aktuelle Information
Auf Grund der aktuellen Situation senden Sie uns bitte die handschriftlich unterschriebenen Anträge, inklusive aller benötigter Unterlagen als Scan an idm@uni-bonn.de.

Do you already have an Uni-ID at the University of Bonn?

Yes I don't know **No** Cancel

Step 3:

Sie sind hier: Startseite → Services → Identity Management → Dokumente & Regelungen → Benutzungsanträge

Benutzungsanträge

Für eine fehlerfreie Ausführung werden JavaScript und aktivierte Cookies benötigt.

Aktuelle Information
Auf Grund der aktuellen Situation senden Sie uns bitte die handschriftlich unterschriebenen Anträge, inklusive aller benötigter Unterlagen als Scan an scan@idm@uni-bonn.de.

Personal information
Please note that stating false or incomplete data could cause a subsequent inhibition of the Uni-ID. Hint: Enter exactly the same name which is written in your identity card.

Last name: **Fill in your last name, first name and your date of birth**

First name:

Date of birth:

Matriculation number: **← leave these two blank**

Personnel number:

please enter your 8-digit personnel number

Staff member: Personnel number is given only by the personnel department of the University of Bonn and is not the LBV-number

Students: Please enter your matriculation number

Through stating your personal or matriculation number you increase the chance for a successful search.

when you are done, click next

Step 4:

Sie sind hier: Startseite → Services → Identity Management → Dokumente & Regelungen → Benutzungsanträge

Benutzungsanträge

Für eine fehlerfreie Ausführung werden JavaScript und aktivierte Cookies benötigt.

Aktuelle Information
Auf Grund der aktuellen Situation senden Sie uns bitte die handschriftlich unterschriebenen Anträge, inklusive aller benötigter Unterlagen als Scan an scan@idm@uni-bonn.de.

New application

I belong to the following group:

Staff member **select "staff member" ...**

Please enter at least 3 digits of the institution if you enter, the narrower the selection will be.

Please select the institution from the list, which is given in the box 'Institution'. The more digits or letters you enter, the narrower the selection will be.

If you have problems finding your institution in the list, you can also type in the name of the institution in the box 'Institution'. We will check if there are other solutions available for you.

Institution:

Employee category:

Employee

Student assistant

Freelancer / Clinical Center (UKB) **... select Freelancer/ Clinical Center (UKB) and then "Guest scientist"**

Guest

Student at the University of Bonn

Supernumerary professor

Diploma students

Doctorand

Guest lecturer

Guest scientist **... type in your host institution and select from the given selection ...**

Habilitating

Honorary professor

Visiting lecturer

Retired professor

Associate professor

Senior Fellow

Scholarship student

Personal information
Your personal information can only be changed by the human resources department of the University of Bonn management. Based on your personnel number your data will be automatically synchronized with the Identity-Management-System.

Office address
Login-data will be sent to this address.

Office phone:

Office fax:

Step 5:

UNIVERSITÄT **BONN** **HRZ** HOCHSCHUL-RECHENZENTRUM

Website durchsuchen

Services Support Für Studierende Für Mitarbeiter Für Administratoren Das HRZ

Sie sind hier: Startseite → Services → Identity Management → Dokumente & Regelungen → Benutzungsanträge

Benutzungsanträge

Für eine fehlerfreie Ausführung werden JavaScript und aktivierte Cookies benötigt.

Aktuelle Information
Auf Grund der aktuellen Situation senden Sie uns bitte die handschriftlich unterschriebenen Anträge, inklusive aller benötigter Unterlagen als Scan an adm@uni-bonn.de.

Your personal information can only be changed by the human resources department of the University of Bonn management. Based on your personnel number your data will be automatically synchronized with the Identity-Management-System.

Login data will be sent to this address.

Office phone *:
Office fax:

fill in the blanks with the red star

Last name *:
First name *:
Academic title:
Birth name:
Place of birth *:
Date of birth *:
Sex *:

Requested Uni-ID: create your Uni-ID concerning the bullet points below

- 4-8 characters
- First letter
- Only lower case letters (a-z) or digits (0-9)
- Cannot be modified afterwards

E-mail: @uni-bonn.de

Automatic mail alias (simultaneous identifier of the e-mail address): @uni-bonn.de

Mail alias (simultaneous identifier of the e-mail address): @uni-bonn.de

Forwarding to private e-mail address: check, in case you want e-mails forwarded to your private e-mail address

You have access to the following services:

- E-mail
- Public computer working places (ÖCAPs)
- Authentication at the University of Bonn, including VPN
- Storage

Step 6:

UNIVERSITÄT **BONN** **RECHENZENTRUM**

Services Support Für Studierende Für Mitarbeiter Für Administratoren Das HRZ

Sie sind hier: Startseite → Services → Identity Management → Dokumente & Regelungen → Benutzungsanträge

Benutzungsanträge

Für eine fehlerfreie Ausführung werden JavaScript und aktivierte Cookies benötigt.

Aktuelle Information
Auf Grund der aktuellen Situation senden Sie uns bitte die handschriftlich unterschriebenen Anträge, inklusive aller benötigter Unterlagen als Scan an adm@uni-bonn.de.

E-mail: @uni-bonn.de

Automatic mail alias (simultaneous identifier of the e-mail address): @uni-bonn.de

Mail alias (simultaneous identifier of the e-mail address): @uni-bonn.de

Forwarding to private e-mail address:

You have access to the following services:

- E-mail
- Public computer working places (ÖCAPs)
- Authentication at the University of Bonn, including VPN
- Storage

My right of usage of University of Bonn resources can be validated through: Stamp and sign of the institution and a black and white copy of your identity card. Please fill in the application as well as the captcha and click on "Next...". A PDF file will be created. You have to print and sign the document.

fill in captcha and click "next". An PDF application form with your data will be created.

Characters in the image:

Reset fields Cancel **Next**

Details:

- If the chosen Uni-ID is already assigned, the first name's first letter will be combined with the first (max. seven) letters of the last name, possibly supplemented by a number.
- All Uni-ID applications will only be processed if you prove your authorization. Please submit any objections in written form to the head of HRZ.
- Uni-IDs via an institution of the University of Bonn are valid throughout the end of the year and are extended through those. Other users please apply for (check expiration date) an extension themselves.
- Regularly matriculated students with a matriculation number receive their Uni-ID automatically from the registrar's office.
- The allowed user groups are listed in the terms of use.
- Fields marked with an asterisk are mandatory.

Step 7:

UNIVERSITÄT BONN HRZ HOCHSCHUL-RECHENZENTRUM

Search Site

Services Support For students For staff The HRZ

Identity Management
Uni-ID
User Groups
Documents and Regulations
Application Forms
Expiration of the Uni-ID & the Change of Status
Regulations for the Access of Freelance Staff (Freie Mitarbeiter)
Regulations for the Alumni network and UGB Members
Keeping your E-Mail Address
Authentication

You are here: Home → Services → Identity Management → Documents and Regulations → Application Forms

Application Forms

For a flawless execution, JavaScript and activated Cookies are needed.

Current
In the current situation, please send your hand signed Application Forms with all required documents as a scan to idm@uni-bonn.de.

Dear user,
thank you for your application!

Please print the application and send it to us within 30 days (until 05.11.2020) signed and by post!

Please note on the application which documents you have to add as a proof of your authorization. The institution stamp is mandatory for employees!

The form will only be processed by the HRZ if you send the necessary documents and the proven access authorization along with it.

Applications which don't prove your access authorization will not be granted.

Once the application has been received and proceeded your access data will be sent to your institution address if you have chosen the category employee. If you have chosen another category, the data will be sent to your private address. For this reason, please make sure that you are attainable at your private address.

Change application won't be explicitly confirmed.

It is recommended to print the application twice to save the second copy for your records.

Your Identity Management
E-mail: idm@uni-bonn.de
Please click [here](#) to download the PDF file!

An application form was created. Please sign the application form, also the management of your host institute at the field "Signature of authorized person of the institution" and send it as a scan to idm@uni-bonn.de

