

1 General information

As part of the enrolment process at the University of Bayreuth, a student user account will be set up for you, enabling you to access various online services provided by the University and IT Service Centre. A list of all online services is available here: <http://www.uni-bayreuth.de/en/university/service/index.html>.

The initial **login data** (user name and PIN described in sections 2 and 3 below) for your user account is sent to the private e-mail address you entered at the time of enrolment. This mail is typically sent one working day after you enrol.

2 User name

Your user name is your **registration name** ("Benutzerkennung"/ "Anmeldename"/ "Benutzername"), which you will need to enter in order to use the various online services. If you forget your user name, it can be found on your student ID card (bottom left on the back side of the card). Additional information regarding the student ID is available here:

http://www.neu.uni-bayreuth.de/de/Uni_Bayreuth/Startseite/chipkarte

3 Password & PIN

As of Summer Semester 2016, **CAMPUSonline** represents the central hub in the student life cycle at the University of Bayreuth. For this reason, setting the initial password and changing the password at a later date are both carried out via the CAMPUSonline system.

Important note: It may take several hours for a password change to go into effect for all the University's systems (including setting the initial password).

3.1 Your PIN

You will need your **PIN** to **set up your initial password** or **if you forget your password**. Your PIN will be sent to your private e-mail address. If this address was entered incorrectly or if you do not have a private e-mail address, please bring your passport to the Student Administration Office (*Studierendenkanzlei*) so that your PIN can be printed out for you.

3.2 Initial password

In the confirmation e-mail you receive after enrolment, you will receive a **PIN** with which you can set your initial password. To do so, visit the CAMPUSonline website (<https://campusonline.uni-bayreuth.de>) and click on *Login* in the upper right corner. Afterwards, select the link *enter your PIN* under the heading *Student*. You can now register by entering your PIN, enrolment number, and date of birth. Finally, you will be prompted to set your password.

3.3 Forgot your password?

If you happen to forget your password, you will need to request a new PIN by visiting the CAMPUSonline website (<https://campusonline.uni-bayreuth.de>) selecting *Login* and then clicking on *Forgot your password?* You will then be prompted to enter the private e-mail address you used to register (not your university e-mail address, see section 4). Resetting your password is similar to setting your initial password (section 3.2). Further details are included in the PIN e-mail.

3.4 Changing your password

For security reasons, it is advisable to change your password regularly. To do so, log in to CAMPUSonline. You will automatically be directed to your business card, click on the link *Change password* under the heading *Services*. You will be prompted to enter your old password, and then to set and confirm your new password.

4 E-mail Address

When you enrol as a student, you will be given an e-mail address with the following form:

username@uni-bayreuth.de

All important notices from the University (reminders to renew enrolment, confirmation of having registered for examinations, etc.) will be sent to this address, which means it is crucial that you **check your e-mails regularly**. You can check your e-mail via the webmail client *Outlook Web Access* (<https://mail.myubt.de>) or by using locally installed software which supports Exchange ActiveSync protocol (e.g. Microsoft Outlook or Apple Mail). Further information is available here: <http://www.its.uni-bayreuth.de/links/mail>.

If you forget your password, you will not be able to access your university e-mail account. For this reason, e-mails in connection with changing your password using your PIN will always be sent to your private e-mail account (section 3.3).

5 Validity

The user account remains valid as long as you are enrolled at the University of Bayreuth. The only exceptions are when technical reasons lead to a change or if one loses his or her right to use to the system due to a breach of *Guidelines for the use of IT infrastructure at the University of Bayreuth* ("IT-Ordnung").

6 User guidelines (binding)

- Students are to carefully read the *Guidelines for the use of IT infrastructure at the University of Bayreuth* ("IT-Ordnung"), available on the board in front of the Student Administration Office and IT Service Centre.
- Computers are to be used for study purposes and are not to be used for commercial purposes.
- Students can be penalized for abusive use of a computer. Abuse will result in losing one's right to use the system and may also result in a legal complaint.
- User authorization is not to be transmitted to third parties.
- Processing sensitive data as described in Bavarian and federal data protection law is only permitted if a prior request is sent to the IT Service Centre.