

# The personal user account at the University of Bamberg

In the following we will inform you who needs to apply for a personal user account, why it is necessary and useful and how the application procedure works. Since the application form for the user account is an online form, you will find a link to the application form and information regarding the user account in this document.

## 1. Who has to apply for a user account?

Everybody who is related to the University of Bamberg regarding the user guidelines ([Nutzungsrichtlinien](#)), will receive a personal user account. **Civil servants** i. e. employees in the field of science/teaching (incl. lectureship) as well as in the field of **administration, doctoral candidates** and all associated persons, i. e. externals, must apply for a user account in order to have access to all IT services.

## 2. What is a personal user account and what is it needed for?

The user account consists of a user name (called BA number because the name starts with "ba") and a corresponding password. The user account provides access to the IT services at the University of Bamberg, for example to login for W-LAN, at a PC etc.

After the successful application, employees and doctoral candidates will receive a user account, a personal e-mail account including a personal e-mail address and a personal network drive in order to save data. Associated externals will only receive a user account.

The IT services available for each person by default - depending on the relationship between the user and the University - are listed in a table on the webpage of the Computing Center ([Tabelle auf den Seiten des Rechenzentrums](#)).

With the help of your personal user account, authorizations for so-called task-based data services may be issued, i.e. for an e-mail account or network drive of your organizational unit. You may also receive the editing rights for the unit's webpage. The authorizations will be issued within the organizational unit for user accounts.

## 3. How long will my user account be valid?

The user account will be available for the entire duration of your affiliation to the University of Bamberg. Depending on the type of relationship to the University you will be informed before or after the end of the relationship via e-mail that your user account will be closed and deleted after a certain period of time. However, you may also apply for an extension under certain conditions.

## 4. How does the application work?

### 4.1. Go to the provided link and open the application form

The application form for a personal user account can be found following the link below:

[Link zum Antrag auf ein persönliches Nutzerkonto](#)

In addition, the application form can be found in the IAM portal ([iam.uni-bamberg.de](http://iam.uni-bamberg.de)) which can be entered without previous registration (i.e. without a user account).

### 4.2. Fill in the application form.

In the application form personal data of the applicant have to be provided. Usually, this should be done by the applicant herself/himself, but it may also be done by another person from the same organizational unit.

### 4.3. Confirm the personal information.

The new user will receive an e-mail and has to confirm her/his personal data in the IAM portal (and correct them, if necessary). The confirmation must be sent within five days, otherwise the application form has to be filled in once more.

### 4.4. The application will be approved or rejected by the management of the organizational unit

The head of an organizational unit or another authorized person must approve the application for a user account, this must as well happen within the time frame of five days.

### 4.5. You will receive the relevant data to use your personal account

After approval the applicant will be informed via e-mail and will receive all the relevant data to use the account. Please note: The user account will only be activated when the contract/employment starts and the initial password has been changed.

## Are there still questions?

IT-Support  
Telefon: +49 951 863-1333  
E-Mail: [it-support@uni-bamberg.de](mailto:it-support@uni-bamberg.de)