University Account for Staff (including student assistants)

All employees of the University of Freiburg - including student assistants - can set up a university account themselves without a written application.

If you have a valid employment contract with the University of Fribourg, you can register yourself via the platform "myAccount". The university account consists of the initials of your name plus random numbers (xy1234). It is bound to the contract period and entitles you to use the university systems (e.g. WiFi, e-mail, HisinOne, ILIAS...). With a staff university account users automatically have the right to create course rooms on I LiAS.

For student assistants: The staff account is independent from your student account. You need it, for example, to create course rooms on I LiAS. For your studies continue to use your student account as usual.

Follow the steps below to set up an employee university account:

1. Go to https://myaccount.uni-freiburg.de and click on "Register".

2. Enter your name and select the faculty/institution where you are employed and click "Register". Then confirm the details and your account will be set up immediately.

If your name was not found in the personnel database, please contact nutzerservice@rz.uni-freiburg.de.

These instructions were created by the E-Learning Department. If you have any questions regarding the university account, please contact the user service at the University’s IT Services: nutzerservice@rz.uni-freiburg.de
3. After successful registration you will receive a letter within a few days by house mail to the institute, which contains your user ID, an initial password and information sheets. With this data you activate your account via myAccount. Enter your user ID and initial password and click on “Continue”.

We recommend that you confirm your private e-mail address and set up a business e-mail address via the "Mail&List Management" → mail accounts menu.

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