

University Account for Staff (including student assistants)

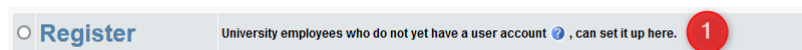
All employees of the University of Freiburg - including student assistants - can set up a university account themselves without a written application.

If you have a valid employment contract with the University of Freiburg, 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 ILIAS.

For student assistants: The staff account is independent from your student account. You need it, for example, to create course rooms on ILIAS. 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.

myAccount User administration of the University of Freiburg

Friday, 22. October 2021 11:01:04

Create your own user account online Registration

For employees only!

First name: Please enter your name exactly as it was originally entered during the initial employment (also including umlauts).

Last name: Please enter your name exactly as it was originally entered during the initial employment (also including umlauts).

Faculty: Please select the faculty where you are employed:

 please select
 Central Service Departments
 Theology
 Law
 Economics and Behavioral Sciences
 Medicine
 Philology
 Humanities
 Mathematics and Physics
 Chemistry and Pharmacy
 Biology
 Environment and Natural Resources
 Engineering
 Clinical Centre

Please enter your name and choose your faculty/institute, then click on registrate

Your Internet address: [93.226.15.44]
 Faults, complaints etc.
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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".

myAccount

Friday, 22. October 2021 11:05:20

User administration of the University of Freiburg

Administer your Uni-Account yourself! myAccount Login

Login If you are already registered in the computer centre and therefore have a "Uni-Account" , you can administer it here.

User ID The user ID (a token with max 8 characters) was assigned to you by the CC.

Password Please note that the passwords are case sensitive!

Forgot your password? Please click here: Only usable if you gave us an email address. You may enter your user id into the field above by now!

Register University employees who do not yet have a user account , can set it up here.

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Students please note

User ID and initial password are sent to newly enrolled students by EMail to the deposited mailaddress. Students who do not know their user ID, contact the [user support](#). Please bring your "UniCard" with you!

Please enter your user ID and the initial password, then click "Next"

How to change the [default language](#) in Firefox or Internet Explorer?

Your Internet address: p56e20f2c.dip0.kiponnect.de
[93.220.16.44]
Faculty complaints etc? Report to [myAccount-Administration](#)
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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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