HU Account

Application for creation

1. Your data

_____   _____   ☐ male
given name   last name   ☐ female
                                                                                           ☐ other
_____   _____   _____   _____   ☐ no entry in the
title   personnel no.   date of birth   personal HU account   register of births
                                                 DD.MM.YYYY   _e.g. student account_

2. Association and your place of work

_____
institution at the Humboldt Universität zu Berlin, e.g. institute or chair

_____   _____
street and house no.   ZIP, city

_____   _____
SAP-Org-ID   organisational no. („OKZ", Organisationskennziffer)
                         https://hu.berlin/okzsuche

3. Data protection and security

The GDPR applies. You may find information[1] on data protection on the CMS websites. Usage of a special account implies the recognition of and adherence to the terms of service[2] of the CMS and University Library. Credentials of personal HU accounts may under no circumstances be shared with third parties, and must always be kept secret.

4. Your signature

I am applying for an HU account with the provided data. I accept the user agreement. Credentials will be kept secret. Any potential abuse by third parties will be reported to the CMS as soon as possible.

_____
by hand: date, signature

5. Sponsorship

only required in absence of a personnel no.

Applications without personnel number can only be processed with sponsorship by institution leadership or administration. This HU account does not attain employee status, but may use all CMS base services. Sponsorships are valid until the 31st of December of the current year. Sponsorships dated from 1st of October are valid until the end of the following year. The CMS will request necessary extensions via email.

Account sponsorship may only be granted as narrowly limited exceptions.
I am hereby confirming the indispensible necessity of account creation.

_____
given name, last name of sponsor

_____   _____
HU account of sponsor   by hand: date, signature of sponsor

1: https://hu.berlin/dsgvo-huacc
2: https://hu.berlin/bo

Instructions

for filling out the application form

Rudower Chaussee 26
Erwin Schrödinger-Zentrum
ZE Computer- und Medienservice (BB)
Hauspost

Attention: This application form is not suitable for student accounts.

1. In regards to your data

Employees of the HU have to provide the personnel number to attain employee status. If you already have an HU account (e.g. via studies at the HU), please provide this account for cross-reference. Application confirmation letters are sent via inhouse mail – the inhouse address of your place of work is required.

2. Handing in the application form

Please always use the latest form from our website. Older version cannot be processed. Please send the filled-out form to us, ideally via scan and email, to **cms-benutzerberatung@hu-berlin.de**, alternatively via inhouse mail. The above address has been formatted to work with windowed envelopes.

3. General information

The spelling of HU accounts is based on your given and last name, combined via algorithm. Your HU account will be announced to you with an initial password via inhouse mail. This account is your unique access to the IT services of the HU.

Your HU account and mailbox are the main means of communication at the HU. All announcement emails for employees and status changes will be delivered to this mailbox. Information about our services and tools for self-administration can be found on our portal site.
https://hu.berlin/amor

Processing your application takes about two working days. Should you have any further questions, feel free to contact the user helpdesk.

Telephone: 030 / 2093 70000
Email: cms-benutzerberatung@hu-berlin.de

Alternative mailing address (for external mail):

Humboldt-Universität zu Berlin
ZE Computer- und Medienservice (BB)
Unter den Linden 6
10099 Berlin