

First log-in

Von: Frauke Donner

Erstellt: 02.11.2009

Letzte Änderung: 04.12.2009

1 Content

1	Content	1
2	Important Terms.....	2
2.1	User Name and Identification	2
2.2	Password	2
2.3	PIN Code.....	2
2.4	MWNID.....	2
3	Use of PIN Codes.....	3
3.1	Students.....	4
3.2	Staff and Guests	5
3.3	Alumni	6
4	Editing Log-in Settings in the Calling Card	7
4.1	E-Mail Address Editing and User Name	8
4.2	Change password.....	10

TUMonline – First log-in

2 Important Terms

2.1 User Name and Identification

Your user name is required to log-in at TUMonline as well as the other existing data processing systems of TUM. The first time you log in you are automatically assigned an identification in LRZ identification format (e.g. ka21bab); it cannot be changed and in combination with the domain ending @mytum.de it becomes the automatic user name in the form of an e-mail address (e.g. ka21bab@mytum.de).

After logging in for the first time you can then create another, independently selected user name in the “E-mail Addresses” application (cf. chapter 4.1). Here you can select a further e-mail address in the domain @mytum.de, while as staff in the domain @tum.de as well. You can also use these e-mail addresses as user names for logging in at TUMonline and many other systems at TUM.

2.2 Password

You can select the password for TUMonline in your account and change it yourself at any time. Note please that any passwords ever assigned by you are stored in a history and can no longer be selected as a new password.

2.3 PIN Code

You need the PIN code only once for initial log-in at TUMonline or in case you have forgotten your password.

You can obtain a PIN code from the user manager at your facility or from IT support (it-support@tum.de). (NOTE: You can only view who the user manager is at your facility if you are logged onto TUMonline; please allow colleagues and/or fellow students who are able to log onto TUMonline to assist you.)

2.4 MWNID

The MWNID (Munich Scientific Network Identification Number) is an unambiguous, invariable, 16-place hexadecimal identification (e.g. 3FB1260B3GFF46C9) which is permanent and assigned once to each person (staff/student/alumnus); even after ex-matriculation or retirement from service.

TUMonline – First log-in

3 Use of PIN Codes

In order to be able to use a PIN click the link to log in at the top right (key symbol) on the homepage of TUMonline (<https://campus.tum.de>):



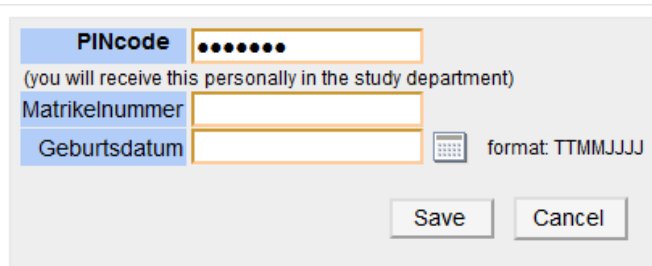
The log-in page then appears. You can enter your PIN in the center of the page, differentiated according to students, staff and alumni:

First registration	<p>Wenn Sie noch keinen TUMonline-Account (Benutzername + Kennwort) besitzen, richten Sie diesen bitte mit Hilfe eines PIN-Codes ein. Wenn Sie Ihr Kennwort vergessen haben, benötigen Sie ebenfalls einen (neuen) PIN-Code.</p> <p>Weitere Informationen zum Login finden Sie in der Hilfe oben rechts.</p> <ul style="list-style-type: none">• Bewerber: Bewerberaccount anlegen• Studierende: You can obtain your PIN-Code from our IT-Support (it-support@tum.de). Please enter your matrikel number with a leading zero (i.e. "01234567"). Enter your PIN code here• Mitarbeiter: Enter your PIN code here• Alumni: Enter your PIN code here
System requirements	<ul style="list-style-type: none">• Browser: detailed information• Note: Ihr Browser wird nicht unterstützt!• JavaScript and cookies must be activated.• Acrobat Reader to view PDF data

TUMonline – First log-in

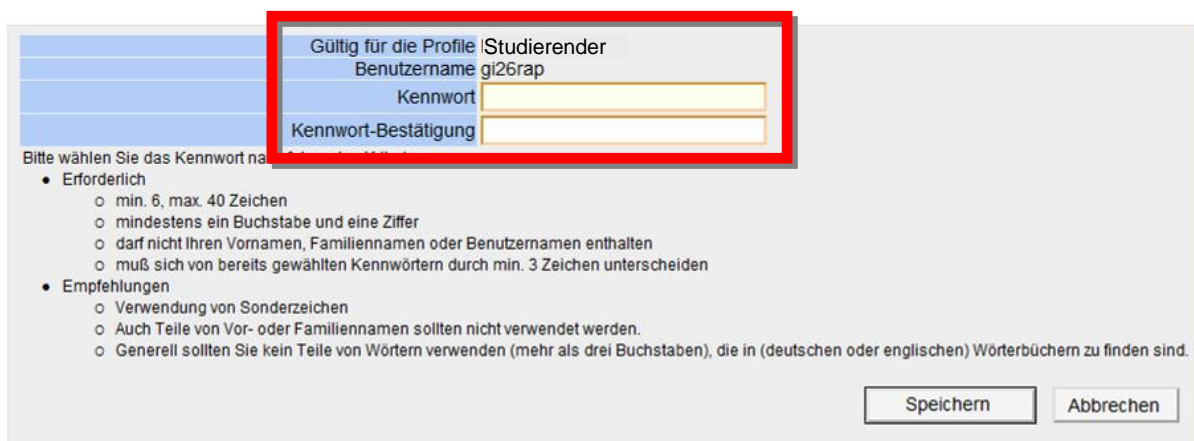
3.1 Students

Students should select the first link on the log-in page. On the log-in page a mask then appears in which the PIN code, matriculation number and date of birth should be entered:



A screenshot of a web form for student login. It contains three input fields: 'PINcode' (with a masked value of seven dots), 'Matrikelnummer', and 'Geburtsdatum' (with a calendar icon and the text 'format: TTMMJJJJ'). Below the fields are 'Save' and 'Cancel' buttons. A note above the Matrikelnummer field says '(you will receive this personally in the study department)'.

Click “Save” after correct entry of the data. The mask for entering the personal password opens:



A screenshot of a password creation form. A red box highlights the top section containing: 'Gültig für die Profile | Studierender', 'Benutzername gi26rap', 'Kennwort' (with a masked input field), and 'Kennwort-Bestätigung' (with a masked input field). Below this, there are instructions: 'Bitte wählen Sie das Kennwort nach folgenden Kriterien:' followed by two sections: 'Erforderlich' (min. 6, max. 40 Zeichen; mindestens ein Buchstabe und eine Ziffer; darf nicht Ihren Vornamen, Familiennamen oder Benutzernamen enthalten; muß sich von bereits gewählten Kennwörtern durch min. 3 Zeichen unterscheiden) and 'Empfehlungen' (Verwendung von Sonderzeichen; Auch Teile von Vor- oder Familiennamen sollten nicht verwendet werden; Generell sollten Sie kein Teile von Wörtern verwenden (mehr als drei Buchstaben), die in (deutschen oder englischen) Wörterbüchern zu finden sind). At the bottom right are 'Speichern' and 'Abbrechen' buttons.

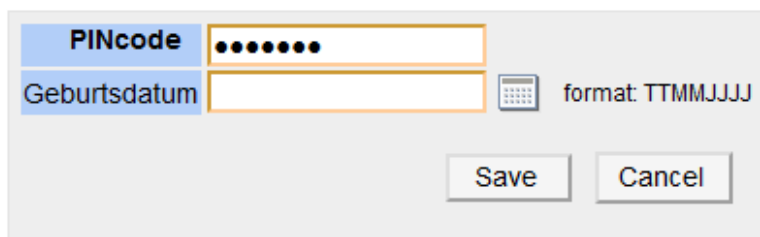
Your identification (e. g. gi26rap) is automatically specified here as the user name.

Please enter your own selected password twice that corresponds to the specified criteria and press “Speichern” to confirm.

TUMonline – First log-in

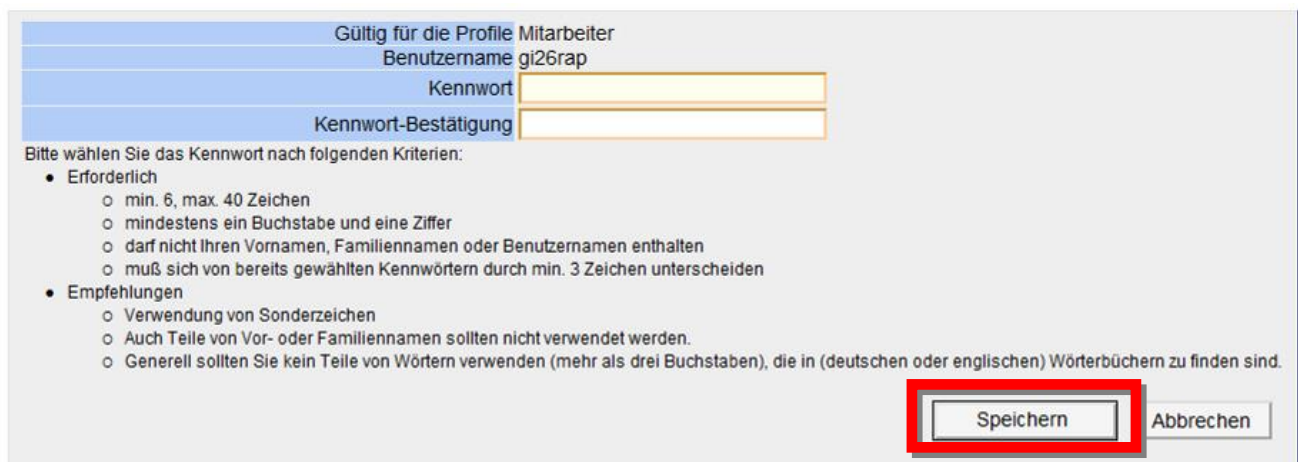
3.2 Staff and Guests

Staff and Guests should select the second link on the log-in page. On the log-in page a mask then appears in which the PIN code and date of birth should be entered:



A screenshot of a web form for entering a PIN code and date of birth. The form has two input fields: "PINcode" with a masked value of seven dots, and "Geburtsdatum" (date of birth) with a calendar icon and the text "format: TTMMJJJJ". Below the fields are two buttons: "Save" and "Cancel".

Click "Save" after correct entry of the data. The mask for entering the personal password opens:



A screenshot of a web form for creating a password. The form is titled "Gültig für die Profile Mitarbeiter" and shows "Benutzername gi26rap". It has two input fields for "Kennwort" (password) and "Kennwort-Bestätigung" (password confirmation). Below the fields, there are instructions: "Bitte wählen Sie das Kennwort nach folgenden Kriterien:" followed by two sections: "Erforderlich" (Required) and "Empfehlungen" (Recommendations). The "Speichern" (Save) button is highlighted with a red box.

Gültig für die Profile Mitarbeiter
Benutzername gi26rap
Kennwort
Kennwort-Bestätigung

Bitte wählen Sie das Kennwort nach folgenden Kriterien:

- Erforderlich
 - min. 6, max. 40 Zeichen
 - mindestens ein Buchstabe und eine Ziffer
 - darf nicht Ihren Vornamen, Familiennamen oder Benutzernamen enthalten
 - muß sich von bereits gewählten Kennwörtern durch min. 3 Zeichen unterscheiden
- Empfehlungen
 - Verwendung von Sonderzeichen
 - Auch Teile von Vor- oder Familiennamen sollten nicht verwendet werden.
 - Generell sollten Sie kein Teile von Wörtern verwenden (mehr als drei Buchstaben), die in (deutschen oder englischen) Wörterbüchern zu finden sind.

Speichern Abbrechen

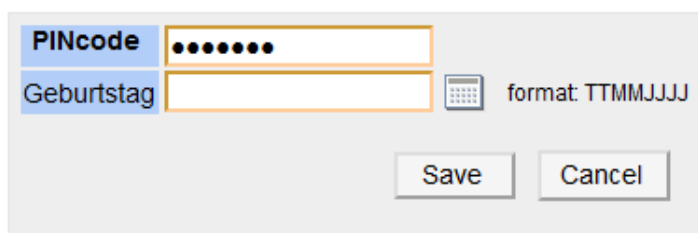
Your identification (e. g. gi26rap) is automatically specified here as the user name.

Please enter your own selected password twice that corresponds to the specified criteria and press "Speichern" to confirm.

TUMonline – First log-in

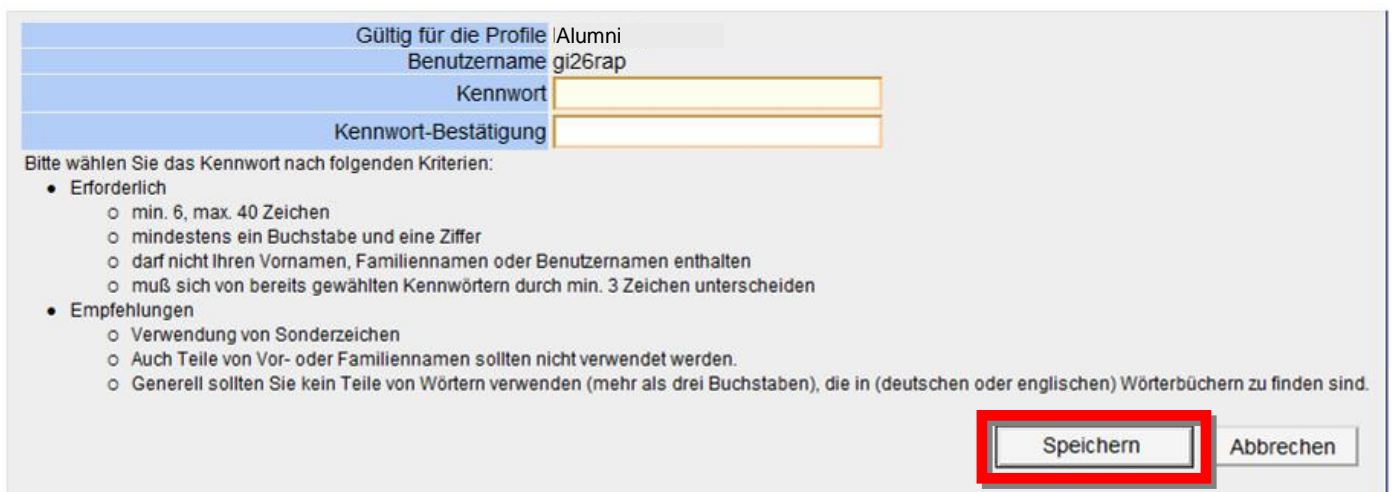
3.3 Alumni

Alumni should select the third link on the log-in page. On the log-in page a mask then appears in which the PIN code and date of birth should be entered:



A screenshot of a form for entering a PIN code and date of birth. The form has two input fields: "PINcode" with a masked value of seven dots, and "Geburtsdag" (Date of Birth) with a calendar icon and the format "TTMMJJJJ". Below the fields are "Save" and "Cancel" buttons.

Click "Save" after correct entry of the data. The mask for entering the personal password opens:



A screenshot of a password entry form. It shows fields for "Gültig für die Profile" (Alumni), "Benutzername" (gi26rap), "Kennwort" (password), and "Kennwort-Bestätigung" (password confirmation). Below the fields, there are instructions: "Bitte wählen Sie das Kennwort nach folgenden Kriterien:" followed by a list of requirements and recommendations. The "Speichern" (Save) button is highlighted with a red box, and the "Abbrechen" (Cancel) button is also visible.

Your identification (e. g. gi26rap) is automatically specified here as the user name.

Please enter your own selected password twice that corresponds to the specified criteria and press "Speichern" to confirm.

TUMonline – First log-in

4 Editing Log-in Settings in the Calling Card

Your calling card provides you with the possibility to edit your log-in settings.

The calling card is the key to your TUMonline account. As a rule you can access it with your name in the blue field at the top far right.

er wird nicht unterstützt! Mitarbeiter n: **Frauke Donner**

Suche

Visitenkarte/Arbeitsplatz

Hilfe TUM online

Auswahl Detailansicht Bearbeitung

Frau **Donner, Frauke**, Dr. phil.

E-Mail donner@tum.de

Homepage <http://portal.mytum.de/studium/ssz>

Telefon TUM +49 (89) 289 - **22060**

Fax +49 (89) 289-22069

Sprechstunde <keine Angabe>

Postadresse [Student Service Center - Organisation and IT](#)
80333 München, Arcisstr. 21

Dienstort [\[TUZESQ\]](#) 80333 München, Arcisstr. 21(0501)/I, Raum [0501.01.119](#)

Stammdaten [Anzeigen](#)

Forschung & Lehre	Studium	Ressourcen	Dienste
My Exams	Study Fees	Roles	StudentCard Image Upload
Exam Management	Student Files	Personal Settings	Room Occupancy
	Applications	email-addresses	Change Password
	Exam Registration		

You will find the application menu below the card with your contact information. There you have access to applications and features designed to meet your needs. Among other things, you can edit your e-mail addresses, your user name and the password for your TUM account.

TUMonline – First log-in

4.1 E-Mail Address Editing and User Name

You automatically receive a predefined identification as your user name when you log in for the first time. You can create an additional, independently selected user name in the form of a TUM e-mail address via the e-mail addresses application by clicking the “email-addresses” button in the application menu:



The two addresses that have been automatically entered for your account can be viewed under “Momentane Adressen”: The upper address consists of your MWNID and the ending @mytum.de; the lower consists of your identification and the ending @mytum.de. You cannot edit or delete these addresses; they are permanent e-mail-addresses created and maintained by the system.

E-Mail-Adressen

E-Mail-Adressen eingehend

Adresse

Momentane Adressen

mustermann	@tum.de
max.mustermann	@mytum.de
5FB1160B3CFF35C9@mytum.de	
gu45qac@mytum.de	

Zustellung an

Nur Weiterleitung
 MyTUM-Mailbox
 Exchange-Mailbox

Meine Weiterleitungsadresse

mustermann@zv.tum.de

Bitte beachten Sie:

- Wenn Sie "MyTUM" oder "Exchange" wählen, werden die Mails sowohl an die gewählte Mailbox als auch an Ihre Weiterleitung zugestellt.
- Sofern Sie die "Weiterleitung" wählen, müssen Sie auch eine eMail-Adresse im Textfeld eintragen.

Absender-Adresse (Haupt-E-Mail-Adresse)

Display-Name

max.mustermann@mytum.de

TUMonline – First log-in

In the box above you also see two fields (only one for students, none for alumni) in order to enter additional e-mail addresses:



E-Mail-Adressen eingehend

Adresse

<input type="text" value="mustermann"/>	@tum.de
<input type="text" value="max.mustermann"/>	@mytum.de
<input type="text" value="5FB1160B3CFF35C9@mytum.de"/>	
<input type="text" value="gu45qac@mytum.de"/>	

As a student you can select a new @mytum.de address, and as staff addresses with the endings @mytum.de and @tum.de. You can also use this address as your user name when logging into TUMonline.

Simply enter your desired address and click “Speichern”; you can begin to use the address immediately if it is still free. Thus you can immediately begin to receive e-mails.

If you use the TUM exchange mail system, then in the “Display Name” field you can select the name that is displayed when sending mail independently of your selected address. “Name, Vorname” is used as a standard.

In the exchange mail system this principal e-mail address also serves as the location from where e-mails are sent.



Absender-Adresse (Haupt-eMail-Adresse)

Display-Name

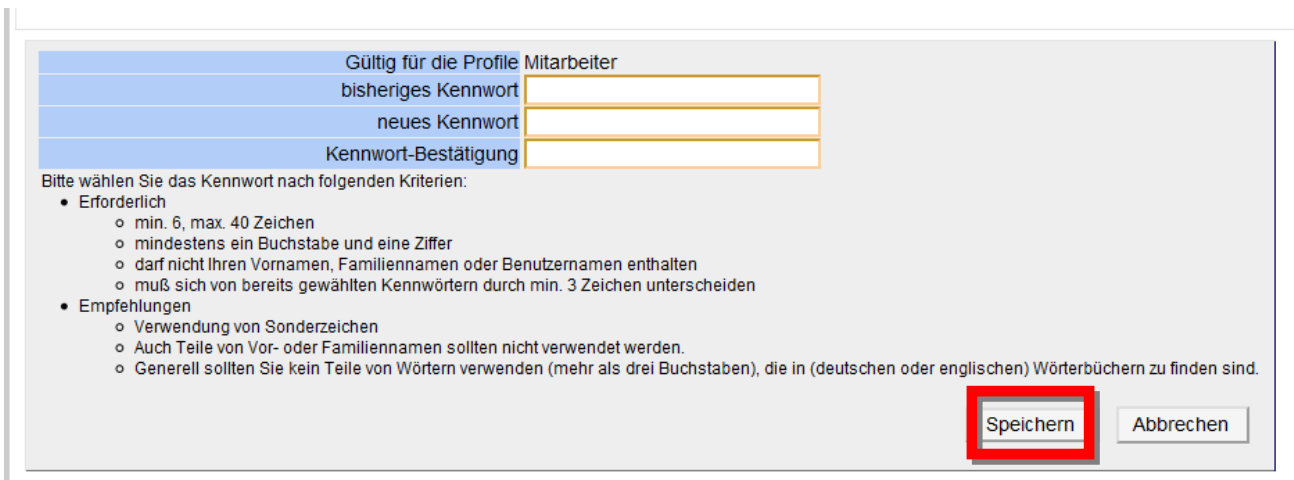
TUMonline – First log-in

4.2 Change password

You can change your TUM account password using the application “Change Password” in the application menu of your calling card.



A screen opens for you to enter your personal password:

A screenshot of the password change form. At the top, it says 'Gültig für die Profile: Mitarbeiter'. Below this are three input fields: 'bisheriges Kennwort', 'neues Kennwort', and 'Kennwort-Bestätigung'. Below the fields, there is a section titled 'Bitte wählen Sie das Kennwort nach folgenden Kriterien:' followed by two bullet points: 'Erforderlich' and 'Empfehlungen'. The 'Speichern' button is highlighted with a red rectangular box.

Enter the new password twice, according to the criteria shown, and confirm with “Speichern”. Please note that - as already mentioned - all passwords you use are recorded and you cannot use the same password a second time later.