

Log-in for applicants and freshman students

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2 Important Terms

2.1 User name

Use your user name to log into TUMonline and other TUM data processing systems. As an applicant you initially select your private e-mail address as your user name. As soon as you have been enrolled on a course of study, you must create a new user name in the form of a TUM e-mail address (cf. section 4.1).

2.2 Password

You can select and change your TUMonline password in your account whenever you wish. Please note that all passwords you choose are recorded and cannot be used a second time in the future.

2.3 Applicant profile

As an applicant you are provided with a TUMonline account with an applicant profile. This enables you to use only those applications intended for applicants, such as tracking your applications and uploading a photo.

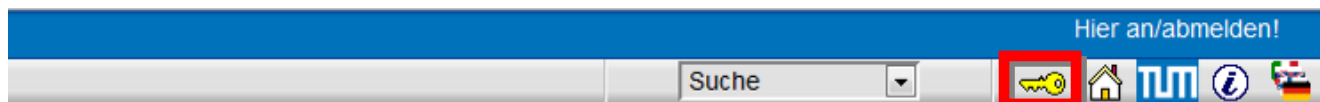
2.4 Student profile

As a student you have a student profile in which you can use all TUMonline applications provided for you, e.g. registration for examinations and download of official notifications and certificates.

3 Change from applicant to student

3.1 Applicant profile log-in

To log in as an applicant, click on the link (key symbol) at the top right of the TUMonline homepage (<https://campus.tum.de>).



The log-in page then appears. Here you enter your private e-mail address as your user name and the applicant password you have chosen yourself:

Username	<input type="text"/>
Password	<input type="password"/>
Profile	Standard
<input type="button" value="Log-in"/> <input type="button" value="Cancel"/>	
Forgot your password?	

A window opens with your calling card.

3.2 Changeover to student profile

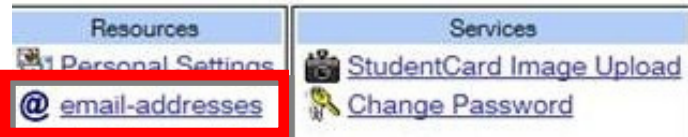
After a specified date (2009: September 15) you will find a profile symbol at the top right (three shaped figures). Click on this symbol and change to a student profile.



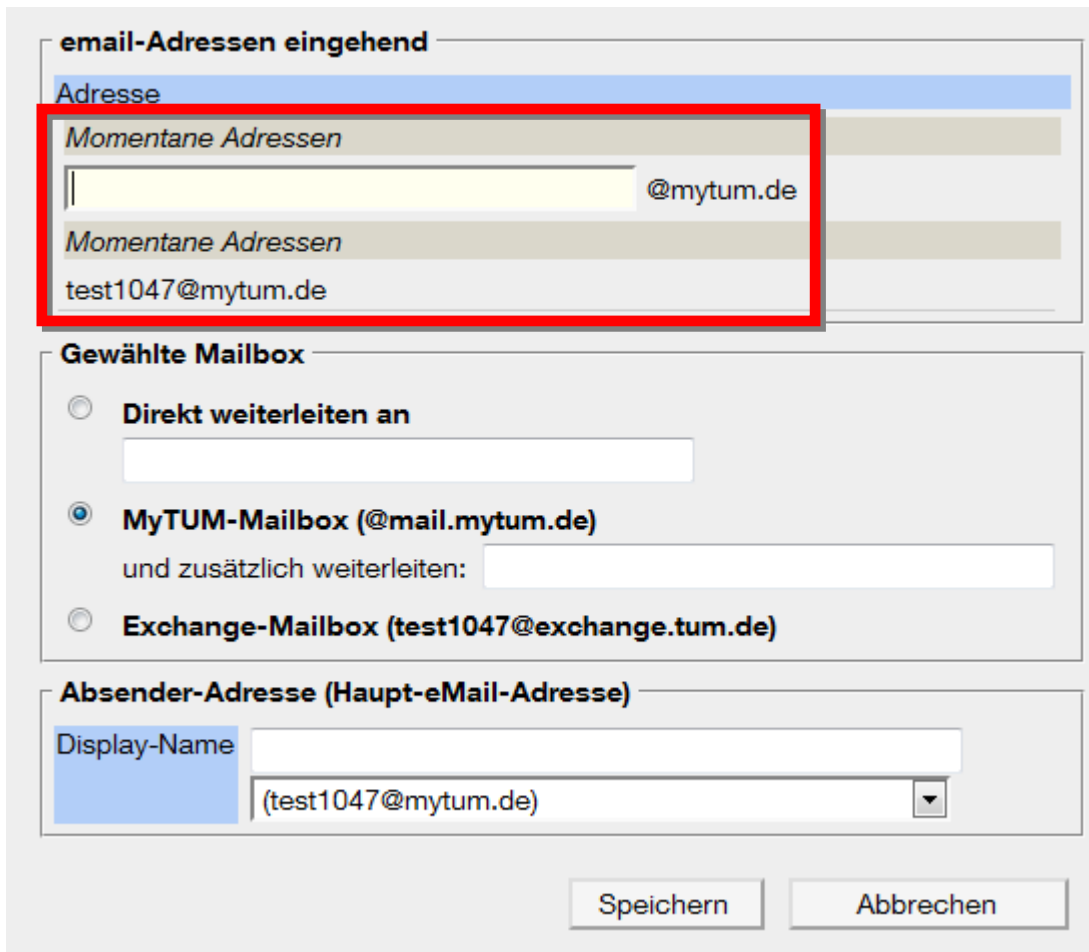
4 Managing log-in settings in your student profile

4.1 Select main e-mail address and user name

As a student you can now change your user name in your calling card. To do so, click on the application “email-addresses” in the application menu.



Under “Current e-mail addresses“ you should select your TUM e-mail address in the domain @mytum.de (e.g. max.mustermann@mytum.de). This address acts as your user name when you log into TUM IT systems as well as being a central e-mail address to which all e-mails from the system are sent. This is why you have to enter a MyTUM e-mail address.

A screenshot of a web form titled 'email-Adressen eingehend'. The form is divided into three main sections. The first section, 'email-Adressen eingehend', has a sub-section 'Adresse' with a table of 'Momentane Adressen'. The table has two rows: the first row is empty with a text input field and a dropdown menu showing '@mytum.de'; the second row contains the email address 'test1047@mytum.de'. The second section, 'Gewählte Mailbox', contains three radio button options: 'Direkt weiterleiten an' (with an empty text input), 'MyTUM-Mailbox (@mail.mytum.de)' (which is selected), and 'Exchange-Mailbox (test1047@exchange.tum.de)'. The third section, 'Absender-Adresse (Haupt-eMail-Adresse)', contains a 'Display-Name' label and a dropdown menu showing '(test1047@mytum.de)'. At the bottom of the form are two buttons: 'Speichern' and 'Abbrechen'.

4.2 Select mailbox

Select a mailbox in the box underneath. E-mails are accepted for all e-mail addresses shown (“email-Adressen eingehend”). You now have three options as to how e-mails are to be delivered:

- a) Messages are forwarded directly to an external e-mail address of your choice (default setting).
- b) Messages are sent to your MyTUM mailbox. As an option you can also have messages sent to an external e-mail address in addition.
- c) Use the TUM exchange mailbox.

The screenshot displays a web form for configuring email settings. It is divided into three main sections:

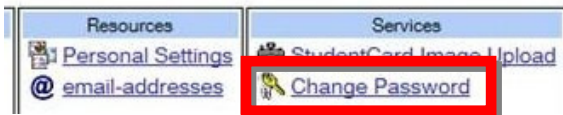
- email-Adressen eingehend:** This section contains a header, a blue-highlighted 'Adresse' label, and two input fields. The first field is labeled 'Momentane Adressen' and contains a partially filled address ending in '@mytum.de'. The second field, also labeled 'Momentane Adressen', contains the address 'test1047@mytum.de'.
- Gewählte Mailbox:** This section is highlighted with a red border and contains three radio button options:
 - Direkt weiterleiten an**: Includes an empty text input field.
 - MyTUM-Mailbox (@mail.mytum.de)**: Includes a text input field labeled 'und zusätzlich weiterleiten:'.
 - Exchange-Mailbox (test1047@exchange.tum.de)**
- Absender-Adresse (Haupt-eMail-Adresse):** This section contains a blue-highlighted 'Display-Name' label and a text input field containing '(test1047@mytum.de)'. A dropdown arrow is visible to the right of the input field.

At the bottom of the form are two buttons: 'Speichern' and 'Abbrechen'.

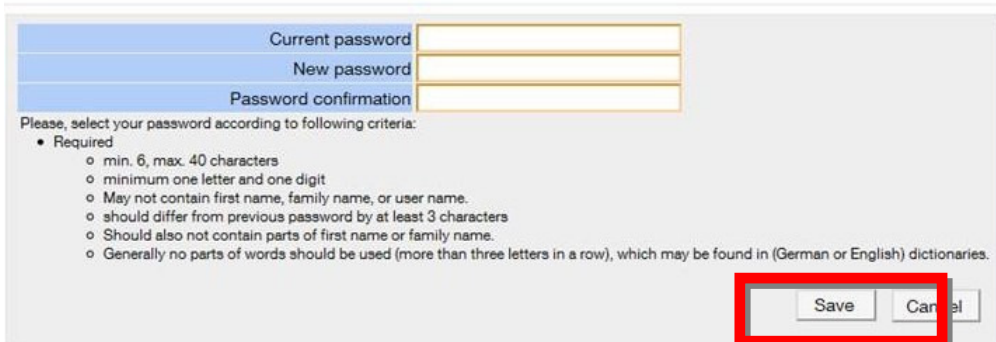
If you use the TUM exchange mail system, you can select a name for the “Display-Name” field which is displayed independently of the e-mail address selected for sending mails. The default setting is “Last name, first name”.

4.3 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. It features three input fields: 'Current password', 'New password', and 'Password confirmation'. Below the fields, there is a section titled 'Please, select your password according to following criteria:' followed by a list of requirements under the heading 'Required'. The requirements include: min. 6, max. 40 characters; minimum one letter and one digit; May not contain first name, family name, or user name; should differ from previous password by at least 3 characters; Should also not contain parts of first name or family name; and Generally no parts of words should be used (more than three letters in a row), which may be found in (German or English) dictionaries. At the bottom right of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangular box.

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