



Faculty of Human Sciences University of Potsdam

Application to set up a central university account (UP account) for guests

first application renewal application

Please complete this application by machine only. It will not be processed without confirmation from the faculty. For security reasons, handwritten applications cannot be processed.

personal information

Title:
First Name:
Name affix:
Last Name:
Gender:
Date of birth:
[DD.MM.YYYY]
Maiden Name:
City of birth:

University of Potsdam

Structural area :
Professorship:
Responsible assistance:
Telephone:
Private Email:
[for feedback, password reset]
VPN access:
End Guestaccount:
[1 year term per application *]

Justification:

Important Information:

The UP account is communicated to the guest by e-mail. The UP account must then be activated via the website of the service <https://accountup.uni-potsdam.de>. After activation, please test your login to UP services such as Mail.UP, Moodle, Box.UP, Eduroam WLAN and, if necessary, VPN. **The password must not be disclosed to third parties.**

*** For security reasons, the account is set up for a limited period of one year.**

For an extension, the account holder must repeatedly submit this form at gast-hwf@uni-potsdam.de at least 8 weeks before the account expires. The account will be extended for a further year.

If the application to extend the guest account is submitted too late, the existing account and all associated data (email account, BoxUP, etc.) will be irrevocably deleted.

In line with international practice, you should use the e-mail address vorname.nachname@uni-potsdam.de (a number is added to duplicate names). Messages sent to this address will be forwarded to your e-mail account and can be retrieved from there.

Confirmation guest

I confirm that I have read the [user regulations](#):

Date, signature of applicant

Confirmation of professorship

I confirm the factual accuracy:

Date, signature of professor

The application to set up a central university account for guests was

Approved

Rejected