Using mandate of redirection or notification

15.07.2025 22:30:19

FAQ-Artikel-Ausdruck

Kategorie:	Kommunikation & Kollaboration::E-Mail	Bewertungen:	0
Status:	öffentlich (Alle)	Ergebnis:	0.00 %
Sprache:	en	Letzte Aktualisierung:	15:07:38 - 31.03.2025

Schlüsselwörter

mandate notification change extend employee deletion access redirection E-Mail

Lösung (öffentlich)

Setting up a forwarding or notification order
-

As a leaving scientific employee you can set up a forwarding order: After leaving TU Dresden emails to your TU Dresden email address will be forwarded to your private address.

-

As a leaving non-scientific employee you can set up a notification order: After leaving TU Dresden you can be notified about a contact request.

-

The setup is done in the [1]Self-Service Portal. You must complete the setup while you are still an employee.

-

Read the description thoroughly and fill in the required fields to set it up.

Extending a forwarding or notification order
-

An order is always valid for one year but can be extended for another year at any time.

-

Forwarding orders are automatically converted into a notification order.

-

You will be notified by email 28, 14 and 7 days before your order expires.

-

In this email you will find a link. Click it to extend your order for another year.

View or change data or delete a forwarding or notification order
-

After a successful registration you can view the data in our [2]Self-Service Portal

-

Using the private address you have entered you will there receive personal login link.

-

With this you can view and change the data of your order as well as terminate it irrevocably ahead of time.

Contacting a former employee of the TU Dresden
-

You have written to a TU Dresden employee but received a rejection message from our mail server?

-

If the user has left as an employee he may have registered for a notification request

-

You can try to contact him using this [3]Form. Fill in the appropriate fields.

-

It is at his/her decision whether or not to contact you afterwards.

[1] https://selfservice.zih.tu-dresden.de/l/index.php/idm_redirection_portal/register
[2] https://selfservice.zih.tu-dresden.de/index.php/idm_redirection_portal/change_data_request