

## Using mandate of redirection or notification

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### Keywords

mandate notification change extend employee deletion access redirection E-Mail

### Solution (public)

#### 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//index.php/idm\\_redirection\\_portal/register](https://selfservice.zih.tu-dresden.de//index.php/idm_redirection_portal/register)

[2] [https://selfservice.zih.tu-dresden.de/index.php/idm\\_redirection\\_portal/change\\_data\\_request](https://selfservice.zih.tu-dresden.de/index.php/idm_redirection_portal/change_data_request)

[3] [https://selfservice.zih.tu-dresden.de/index.php/idm\\_redirection\\_portal/contactform](https://selfservice.zih.tu-dresden.de/index.php/idm_redirection_portal/contactform)