

## Requesting a ZIH Guest Login

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## Schlüsselwörter

ZIH-Login Coupon-ID quest

## Lösung (öffentlich)

If you do not have employee or student status at TU Dresden and your contract is about to expire, you can use your guest status to obtain a ZIH login or extend your ZIH login. If you have a ZIH login that has already been deactivated, you can reactivate it with a guest status if the ZIH login has not been deactivated for longer than 15 months. If the ZIH login has been deactivated for longer than 15 months, it will be permanently deleted. If you then need a ZIH login again you can be invited as a guest but a new ZIH then need a ZIH login again, you can be invited as a guest, but a new ZIH login will be created for you.

Appointment of a contact person

You need a contact person for a guest login. In principle, any person who currently has a ZIH login and is employed at TU Dresden can act as a contact person. Exceptions are student and research assistants (SHK/WHK). The contact person can invite you via the [1]self-service portal under [2]"Guest management" as described below.

Steps as a contact person

As a contact person, log in to the [3]self-service portal at the top right via "Login".

Screenshot self-service portal: Start page with marker on Login

After logging in, select the [4]"Guest logins" item under "Communication and collaboration".

Screenshot self-service portal: Services with marker on Guest logins

Select "Guest management" and then "Invite guest". You can now enter the guest's last name, first name and external e-mail address. You can also specify the runtime and the structural unit for the guest. When you have entered all the necessary data, select "Submit". After that, an e-mail will be sent as an invitation to the specified external address. The next steps are to be performed by the guest.

Screenshot self-service portal: Form for inviting guests

Steps as a guest

As a guest, you will receive an e-mail to the address provided by the contact person for the invitation. If you click on the link contained in the e-mail, you will start the invitation process in our self-service portal. In the first step, you can specify whether you already have an active ZIH login to which the guest contract should be assigned, or whether you need a new login or would like to extend an expired one. If you choose the first option, you will be redirected to the known [5]login mask (Shibboleth). With the second option, enter your personal data in the next step. Click on "Next"

Screenshot self-service portal: Registering as guest step 1

In the second step, please enter your surname, first name, date of birth, place of birth and sex and tick the box to agree to the terms of use. If you still have a deactivated ZIH login, all data must be entered exactly as in the still have a deactivated ZIH login, all data must be entered exactly as in the previous ZIH login. This is the only way the system can correctly recognise that this is an existing ZIH login. If the data does not match, a second ZIH login will be created for you. This must then be corrected manually via the [6]Service Desk. After you have clicked the "Submit" button, you will receive another e-mail with the coupon ID to activate your ZIH login. Keep the coupon ID safe and accessible at all times. You will need it if you need to reset your password at a later date. You can find out more about activating your ZIH login in the FAQ [7]"Redeem coupon ID to activate your ZIH login".

Screenshot self-service portal: Registering as guest step 2

- [1] https://selfservice.tu-dresden.de
- [2] https://selfservice.tu-dresden.de/guests/[3] https://selfservice.tu-dresden.de/

- [4] https://selfservice.tu-dresden.de/services/guest-login/ [5] https://faq.tickets.tu-dresden.de/v/ltemID=1183 [6] https://tu-dresden.de/cids/scd/service-desk/service-desk

