

Extension of a functional login

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Schlüsselwörter

ZIH-Login Extension

Lösung (öffentlich)

If the affected function login is about to expire or has already expired, you can submit an application for renewal to the Service Desk. As a rule, expired ZIH logins can be reactivated up to 15 months after their deactivation. If reactivation is no longer possible, a new functional login must be applied for. You can find more information on this in the FAQ "Creation of functional logins".

Hint for active functional logins

If the functional login is still active, it can be extended by the registered contact person even without an application form. This is possible via the [1]Self Service Portal under "[2]My Functional Logins". There you get an overview of all logins assigned to you in a table. This contains the login name, the display name, the e-mail address, a note if necessary, as well as the status and the expiration date. By changing the date in the table, the login will be extended. An extension is possible for up to one year into the future.

Multiple logins can be marked by selecting the respective checkbox (always at the beginning of each table entry). Afterwards, either a common expiration date can be set for all marked logins or a common note can be noted.

View of "My Functional Logins" in the Self Service Portal

However, the extension without an application form is only possible as long as the functional login is still active. If the functional login becomes inactive in the meantime, an application form must be submitted. This is explained in the following:

Appointment of a contact person

For the extension of a functional login, a contact person is required who is currently an employee at TU Dresden. Every person whose ZIH login currently has "employee" status counts. If the status is not completely clear, it can be checked in the [3]Self Service Portal under "[4]My profile" under "Account Information" and "Account Type". Exceptions to this are SHK or WHK. These have "employee" status in the system, but may not be entered as a contact person.

Change of contact person

If another contact person is to be entered for a functional login, we require confirmation from the previous and new contact person that the login is to be transferred.

In the simplest case, this can be done via an informal digitally signed e-mail from the respective persons to the [5]Service Desk. Alternatively, you can send an informal letter to us with both persons' handwritten signatures. You can send us this letter scanned via email. You can also submit a renewal application on which the new contact person is entered, but the previous contact person also signs in addition to the new contact person.

Renewal Application

You can find the renewal application in our [6]Self Service Portal under "[7]Application for a login". Select "Renewal" and "Account type: Fkt.Login" and fill in the required information in the input mask. The input fields commence after the heading "Application for a ZIH login with a function-related e-mail address at the TU Dresden".

Form in the Self Service Portal for a extension request

Confirm the input by selecting the "Next" button. A PDF file is generated, which is available for download on the following page. Download it and open it.

Example application for an extension for function login

The contact person must now sign the document and affix a facility stamp. Digitally signed documents are also accepted without a facility stamp.

Please send the completed document by e-mail to the Service Desk ([8]servicedesk@tu-dresden.de). There is no fixed processing time, but usually a renewal application will be processed and the ZIH login renewed on the same business day.

[1] <https://selfservice.zih.tu-dresden.de/index.php/home>

- [2] https://selfservice.zih.tu-dresden.de/l/index.php/flogin_mgmt
- [3] <https://selfservice.zih.tu-dresden.de/index.php/home>
- [4] https://selfservice.zih.tu-dresden.de/l/index.php/idm_my_profile
- [5] <https://tu-dresden.de/zih/dienste/service-desk>
- [6] <https://selfservice.zih.tu-dresden.de/index.php/home>
- [7] <https://selfservice.zih.tu-dresden.de/index.php/login>
- [8] <mailto:servicedesk@tu-dresden.de?subject=Verl%C3%A4ngerung%20eines%20pers%C3%B6nlichen%20ZIH-Logins>