



## Explanations regarding the application form

Please always use the current form on our website. Send the completed application form to our address by email or normal mail.

email: [cms-benutzerberatung@hu-berlin.de](mailto:cms-benutzerberatung@hu-berlin.de)

Mail

Humboldt-Universität zu Berlin  
ZE Computer- und Medienservice (BB)  
Unter den Linden 6  
10099 Berlin

Rudower Chaussee 26  
Erwin Schrödinger-Zentrum  
ZE Computer- und Medienservice (BB)

Hauspost

You can only submit a permanent application if you are managed by the Human Resources Division of Humboldt-Universität zu Berlin. To do this you will need your **employee number**.

If your application is fixed-term, we will always email you the renewal application form for the following year to the mailbox belonging to the account. The application form will be sent as a PDF file at the turn of the year.

Your **date of birth** must also be specified.

It is imperative that you also specify existing HU-Accounts.

Please enter the **registered office** of your institution, as you can only be reached by internal mail.

You can determine the **OKZ** (organisation reference number) of your institution here:

**<https://hu.berlin/zis>** (only via the HU intranet or VPN)

If you are not managed by the HU Human Resources Division, your membership with the Humboldt-University of Berlin will have to be confirmed by your institution. This confirmation is achieved with the signature of the head and the stamp of the institution concerned. Please also state the name and HU-Account of the signatory in block letters. Your HU-Account is valid until the end of the calendar year at most. From 1<sup>st</sup> of October onward, orders are valid until 31<sup>st</sup> of December of the following year.

If you are enrolled at HU (e.g. as a doctoral candidate or as a student), please set up your HU-Account using this form:

**[https://hu.berlin/auftrag\\_en](https://hu.berlin/auftrag_en)**

### Further information

We will assign your HU-Account and your first password. The HU-Account is your university-wide unique access to IT services and cannot be freely assigned. It usually consists of the first 7 characters of your surname and the first letter of your first name (as long as this string is not already taken).

Please change the initial password provided by the confirmation letter as the first step. Only after assigning your own password will you be able to access the HU services. The password must always be changed within one year. Four weeks before the expiry of the password you will receive a reminder in the form of an automatically generated email. If you do not change your password before the deadline, your HU account will be locked (not deleted!).

All information related to your HU-Account will be sent to the mailbox of your HU-Account. More information can be found on the Computer and Media Service websites, at

**<https://www.cms.hu-berlin.de>**

and, especially for HU-Accounts, at

**<https://amor.hu-berlin.de>**

Order applications will be processed in approximately two business days. You will receive a confirmation letter containing your HU account and initial password, valid for four weeks, sent as a physical document via inhouse mail.

For further information please contact the user help desk.

Tel.: 030 / 2093 70000, email: [cms-benutzerberatung@hu-berlin.de](mailto:cms-benutzerberatung@hu-berlin.de)