



Special account

Application for creation

1. Your data

<hr/>		<hr/>		<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> other <input type="checkbox"/> no entry in the register of births
given name		last name		
<hr/>	<hr/>	<hr/>	<hr/>	
title	personnel no. <i>required</i>	date of birth DD.MM.YYYY	personal HU account	

2. Association and your place of work

<hr/>	
institution at the Humboldt Universität zu Berlin, e.g. institute or chair	
<hr/>	<hr/>
street and house no.	ZIP, city
<hr/>	<hr/>
SAP-Org-ID	organisational no. („OKZ“, Organisationskennziffer) https://hu.berlin/okzsuche

3. Data protection and security

The GDPR applies. You may find information¹ on data protection on the CMS websites. Usage of a special account implies the recognition of and adherence to the terms of service² of the CMS and University Library. Credentials of special accounts may be shared with third parties based on best judgment and with unmitigated responsibility of the applicant. Duties and adherence to GDPR remain responsibilities of the applicant at all times.

4. Preferred email address

Please review the rules³ for email addresses. Addresses containing the names of living persons require application by the nameholder and require additional data on the following page.

<hr/>	@hu-berlin.de
preferred mail address	
<hr/>	<hr/>
alternative addresses	optional: description, intended use, website

5. Your signature

I am applying for an HU account with the provided data. I accept the user agreement. Any potential abuse by third parties will be reported to the CMS as soon as possible.

by hand: date, signature

1: <https://hu.berlin/dsgvo-huacc>
2: <https://hu.berlin/bo>
3: <https://hu.berlin/aliaspolicy>



Special account

Additional declaration for addresses containing names

1. Pertinent information

Applications for special accounts with preferred mail addresses containing the names of living persons require the explicit consent of the name holders. Such applications may only be filed by the relevant person themselves.

Attention: These special accounts may only be requested by professors of the HU.

Transferring these accounts to third parties at a later date is **not** possible.

Please ensure that addresses are distinguishable from personal accounts. For example, 'office.smith.agrar@hu-berlin.de' and 'chair.smith.rewi@hu-berlin.de' would satisfy this limitation, whereas 'inbox.smith@hu-berlin.de' would not be sufficiently distinct.

2. Signature

by hand: date, signature