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UNI KASSEL VERSITÄT IT SERVICE

University of Kassel- ITS- 34109 Kassel

IT Service Center

Universität Kassel
Mönchebergstraße 11
34125 Kassel

IT-Helpdesk: Raum 1740 A

it-servicedesk@uni-kassel.de
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Information sheet on the UniAccount for new staff members

Dear new colleagues,

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The IT Service Center welcomes you to the University of Kassel and would like to inform you about your UniAccount. The UniAccount is your personal user account, which allows you to use a variety of IT services of the University.

You can use your UniAccount as soon as you have activated it. To do this, you will need your personnel number, which you can obtain from your personnel administrator. Please note that you can activate your account at the earliest one day after you have been assigned your personnel number.

can be carried out.

1. Call the web page and click on the link that starts the activation process.

<https://www.uni-kassel.de/go/los>

2. Enter your first and last Name Your date of birth and your **personnel number**.
3. Check the box 'I agree'; to accept the **IT Usage Policy**.
4. Make a note of your displayed **username** („uk number“).
5. Set a password that meets the specified guidelines. If you are working on the tisoware@ electronic time recording system, the password must not be longer than 15 lines.
6. Optionally you can give Your mobile number in order to reset Your password by yourself, if You have forgotten it.

If you don't want to leave Your Mobile number, simply leave the field empty and close the process with by clicking on the "Finish" button.

If you have any questions or problems, we will be happy to help you. You can reach us at the contact options mentioned above. We wish you a good start at the University of Kassel.

Yours sincerely, 1hr IT
Service Center

Floating working hours - core
time
Mon-Thu 9-12 and 13.30-15
Fri 8.30-12

Switchboard
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www.uni-kassel.de