

Request for a new password

New login data for a personalized or functional Uni-Account (Staff)

► Please send only once by fax / letter / email (black-white scan) to:

Philipps-Universität Marburg
Hochschulrechenzentrum (HRZ)
Hans-Meerwein-Straße 6
35032 Marburg

Hochschulrechenzentrum
Abteilung Zentrale Systeme
Identity Management

Phone: 06421 28-28282 (IT-Servicedesk)

Fax: 06421 28-26400

Email: myaccount@hrz.uni-marburg.de

Address: Hans-Meerwein-Straße 6
35032 Marburg

Web: <https://www.uni-marburg.de/de/hrz/dienste/zentrales-konto>

About this request form:

After loss of login data, owners of a staff account may request a new password from the HRZ. The new password will then be sent as **internal letter** to the owner's office address. **In urgent cases**, please call or visit the IT Servicedesk Lahnberge (see <https://www.uni-marburg.de/de/hrz/hilfe-beratung/anlaufstellen>) where you may get your new password immediately.

Please note: If your old password is still stored within your application software, you will lose access as soon as the new password is created, and you will have no access until you receive the new password.

– Please fill out this form using Adobe Reader (or similar) on the screen before printing –

1 Request details	► Request not suitable for AD accounts! In order to request a new password for Windows PCs at offices, please see www.uni-marburg.de/de/hrz/dienste/arbeitsplatz-konto	
Staff username _____		
2 Personal details (User) *according to official identity document	► Not suitable for @med accounts! In order to request a new password for your @med.uni-marburg.de email address, please contact ZIV support at the UKGM.	
Salutation <input type="checkbox"/> Ms / Mrs <input type="checkbox"/> Mr Title _____ Last name* (family name) _____ First name* (given names) _____ Date of birth* (DD.MM.YYYY) ____ . ____ . ____ Preferred language <input type="checkbox"/> Deutsch <input type="checkbox"/> English Birth name* (if different) _____		
3 Department details	► How do I get my login data? If new login data is created, it will be sent as internal letter (in-house) to your office address at the Philipps University or associated institution, see list at www.uni-marburg.de/de/hrz/dienste/zentrales-konto/mitarbeiter External delivery is not possible! Alternatively we also offer some other ways for password reset, see www.uni-marburg.de/de/hrz/dienste/zentrales-konto/faq	
Employer (Contractor) <input type="checkbox"/> Uni Marburg <input type="checkbox"/> Associated institution <input type="checkbox"/> I am an external person / contractor / service provider Faculty / Department _____ Institute/Field/Group/Division _____ Street, House no., Room no. _____ Postal code, City _____ Phone _____ Fax _____ Email for inquiries _____		
4 Acknowledgement of the terms of use by user or representative person		
A new password shall be created for the aforementioned account.		
_____ City, Date	_____ Name of signee (readable)	_____ Signature