Universität Stuttgart
C@MPUS

C@MPUS Basis Account

Registration and Account Creation
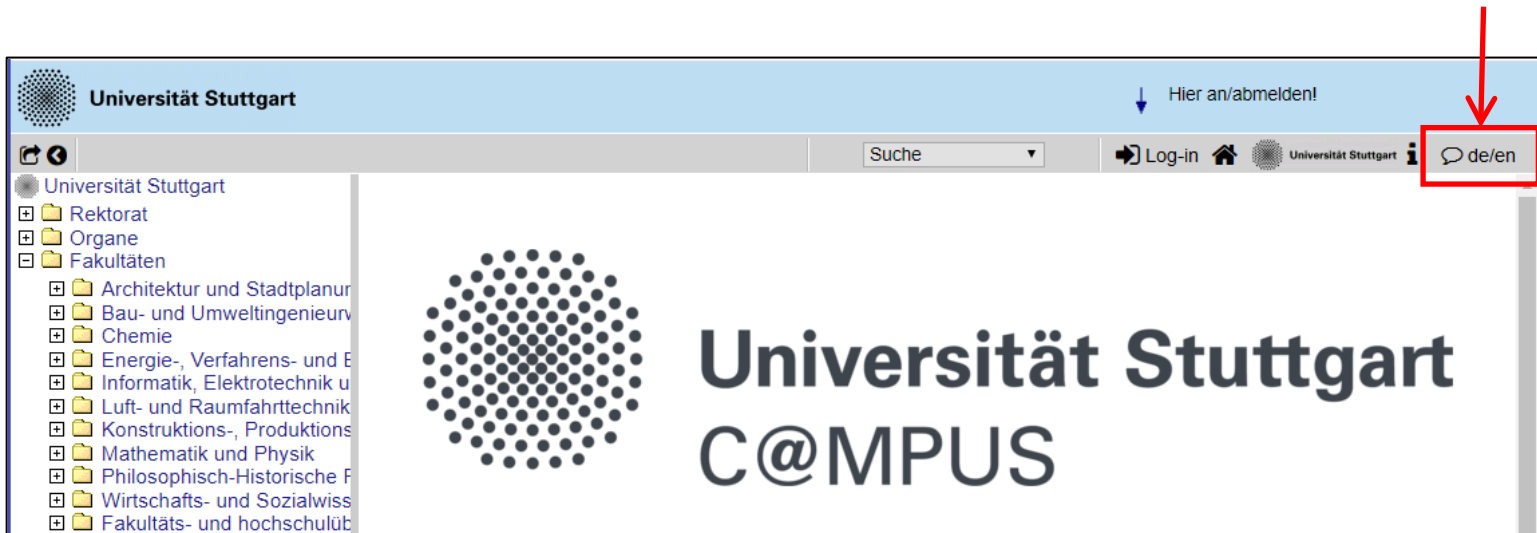
HowTo C@MPUS – for Applicants

Stand: 04.05.2020

General Information on the C@MPUS Basis Account

- With the C@MPUS Basis Account you can submit your application and complete the registration process online.

- The C@MPUS Basis Account is intended for those who do not already have access to C@MPUS.

- After completing the account registration form you will receive an email with a URL to activate your account.

- If you are a former student and no longer have an active ST-Account, you should also fill out the registration form. You will then receive an email with further instructions.

- Current employees, who are also former students, that wish to submit a new application or register as a PhD student should contact C@MPUS Support.

- The C@MPUS Support team is happy to assist with any questions not answered in this guide. They can be reached at support@campus.uni-stuttgart.de

Basis Account: Registration and Account Creation

- Navigate to: https://campus.uni-stuttgart.de/

- Change the language to English by clicking on „de/en" in the upper right corner, if necessary.

Basis Account: Registration and Account Creation

Follow the link on the registration form:

C@MPUS - Campus Management Portal of the University of Stuttgart

Applicants for study programs:

If are not already registered as a student or employee at the University, please register for a C@MPUS Basis Account. Please note, only one account per person is allowed.

Former students -- renewed application:

Former students who wish to reapply, but no longer have an active ST Account: Complete a new account registration and then follow the instructions in the confirmation email.

Basis Account: Registration and Account Creation

Complete the form and check your details carefully!

Registration - basic user

Master data

Mr./Mrs./Ms.	Ms.
First name	Jane
Last name	Doe
Date of birth	31.01.1995
	Format: DD.MM.YYYY
Maiden name	

Yellow fields: Required information

Maiden name is only needed if it differs from your current last name.

Account data

Email address	jane@domain.country
	john.doe@example.com
Preferred language	English

Please provide an email address to which you have permanent access. This email address will be used for communication during the application process.

Important: Set „Preferred language" to English in order to receive emails etc. in English!

Basis Account: Registration and Account Creation

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Feedback from C@MPUS:
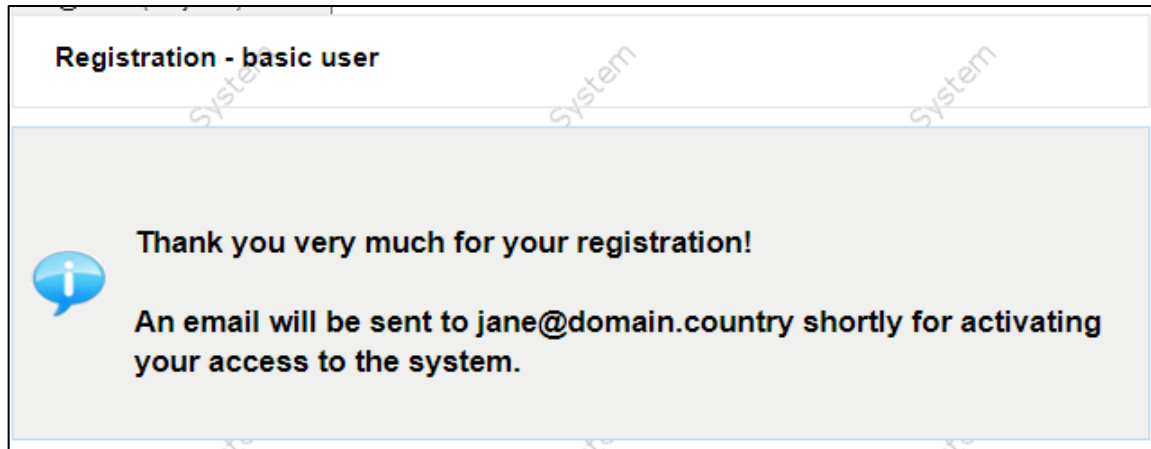
Basis Account: Registration and Account Creation

After successful registration
you will receive the following email:

Dear Jane Doe,

You have registered in C@MPUS and provided the following information:

- First name: Jane
- Last name: Doe
- Birthdate: 31.01.1995
- Address: jane@domain.country

Please confirm your registration through the following link: https://e1.campus.uni-stuttgart.de/e/wbselbstregperson.emailBestaetigt?pToken=YEjCKBFjucAuWZwzXtucCjqwEIZCqXJuzhYHAvTNJpjHLVRenehOTtmcMJFAYPeu

The confirmation link is valid until 09.05.2020 15:25.

Follow link to complete your registration

Follow the link to complete your account registration.

(Please note: The confirmation link expires after 7 days. If the link is not used to confirm the account within that time, the account will not be created and the registration information provided will be deleted.)

Basis Account: Registration and Account Creation

Successful confirmation of account through link in email:
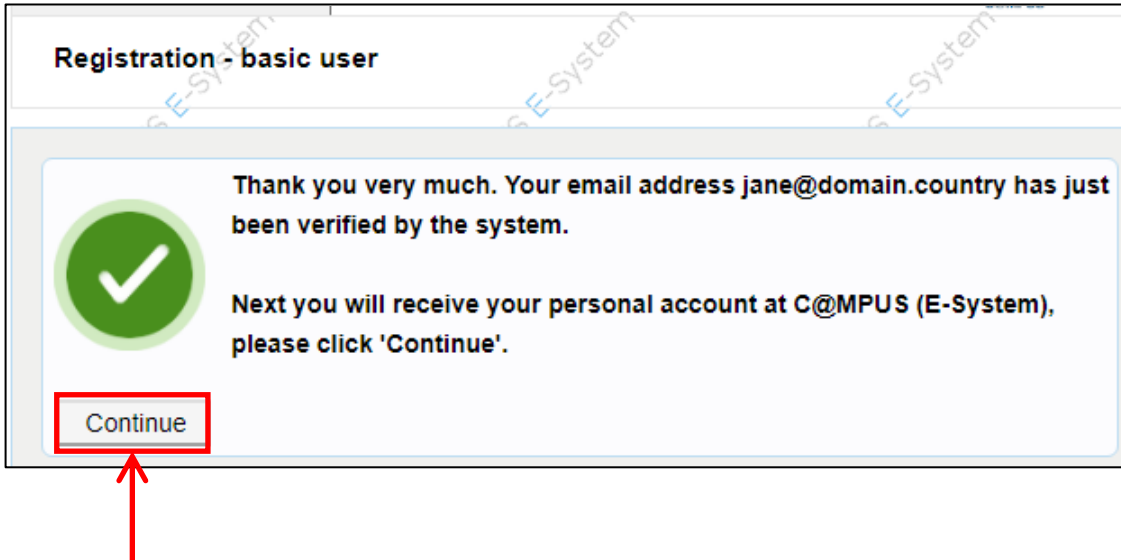
Basis Account: Registration and Account Creation

Setting the password for your basis account:
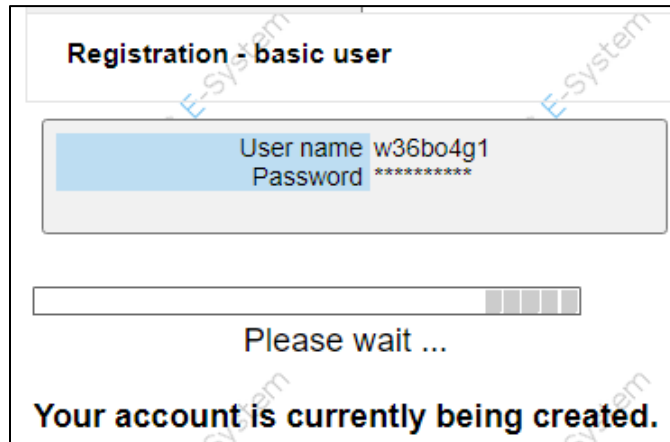
Basis Account: Registration and Account Creation

Please wait while C@MPUS creates the account:

Basis Account: Registration and Account Creation

After the account is created the following message is displayed:

The **username** for the basis account is assigned by C@MPUS and cannot be changed.

You can use your **email address**, instead of your username to log into C@MPUS – You don't have to memorize the username!

Account valid until: The account remains active as long as you are active in C@MPUS: eg. sending applications.

Only inactive accounts are deleted after the validity period expires.

Click on „Weiter" to continue in C@MPUS.

Basis Account: Problems with Account Creation

- If your account registration and creation does not work as described, you can find more information and instructions on the following pages of this manual.

- If you are still having problems and cannot find the information needed to answer your questions, please contact:
  - C@MPUS Support at support@campus.uni-stuttgart.de
  - Admissions Office, Contact information is found here:
    https://www.uni-stuttgart.de/en/study/application/admissions-office/

Basis Account: Problems with Account Creation

Problem: Email with confirmation link never arrives.

• Check your Spam folder!

• Occasionally, fluctuations in the system's workload can cause delays in the mailserver. Therefore we recommend waiting a few hours before contacting the support if you do not immediately receive the email with the confirmation link.

Basis Account: Problems with Account Creation

Problem: You receive the following email (without confirmation link for registration):

> Dear Jane Doe,
>
> You have registered in C@MPUS and provided the following information:
>
> - First name: Jane
> - Last name: Doe
> - Birthdate: 31.01.1995
> - Address: jane.doe@mail.test
>
> Unfortunately a new account could not be created for you. Please proceed as follows:

Please follow the instructions in the email.

If you have any questions please contact C@MPUS Support and provide the registration code from the email.

> Please provide as much of the following information as possible:
> - Your registration code: 7312600347