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 you are not already registered as a student or employee at the University, 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.

register for a C@MPUS Basis Account
Basis Account: Registration and Account Creation

Complete the form and check your details carefully!

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

**Yellow fields:** Required information

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

Please provide an email address to which you have permanent access. This email address will be used for communication during the application process.
Basis Account: Registration and Account Creation

Master data
- Mr./Mrs./Ms.: Ms.
- First name: Jane
- Last name: Doe
- Date of birth: 31.01.1995
- Maiden name

Account data
- Email address: jane@domain.country
- Preferred language: English

Note
With submitting your data, you confirm that you have read and accepted the data protection declaration of the University of Stuttgart:
https://www.student.uni-stuttgart.de/studienorganisation/datenschutzerklaerung.

Confirm information provided

Confirm data
Final review of information and then submit.
Basis Account: Registration and Account Creation

Feedback from C@MPUS:

Registration - basic user

Thank you very much for your registration!

An email will be sent to jane@domain.country shortly for activating your access to the system.
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=YEjCKBFjucAuWZwzXtucCjqwElZCqXJuzhYHAVTNjpjHLVRenehOTtmCMJFAYPeu

The confirmation link is valid until 09.05.2020 15:25.

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:

Thank you very much. Your email address jane@domain.country has just been verified by the system.

Next you will receive your personal account at C@MPUS (E-System), please click 'Continue'.
Basis Account: Registration and Account Creation

Setting the password for your basis account:

![Registration - basic user dialog box showing user name and password fields with dots for security. The fields are filled with the user name and password, and a button labeled 'Complete registration' is highlighted.]
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/
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