



Universität Stuttgart
C@MPUS

C@MPUS **Basis Account**

Registration and Account Creation

HowTo C@MPUS – for Applicants

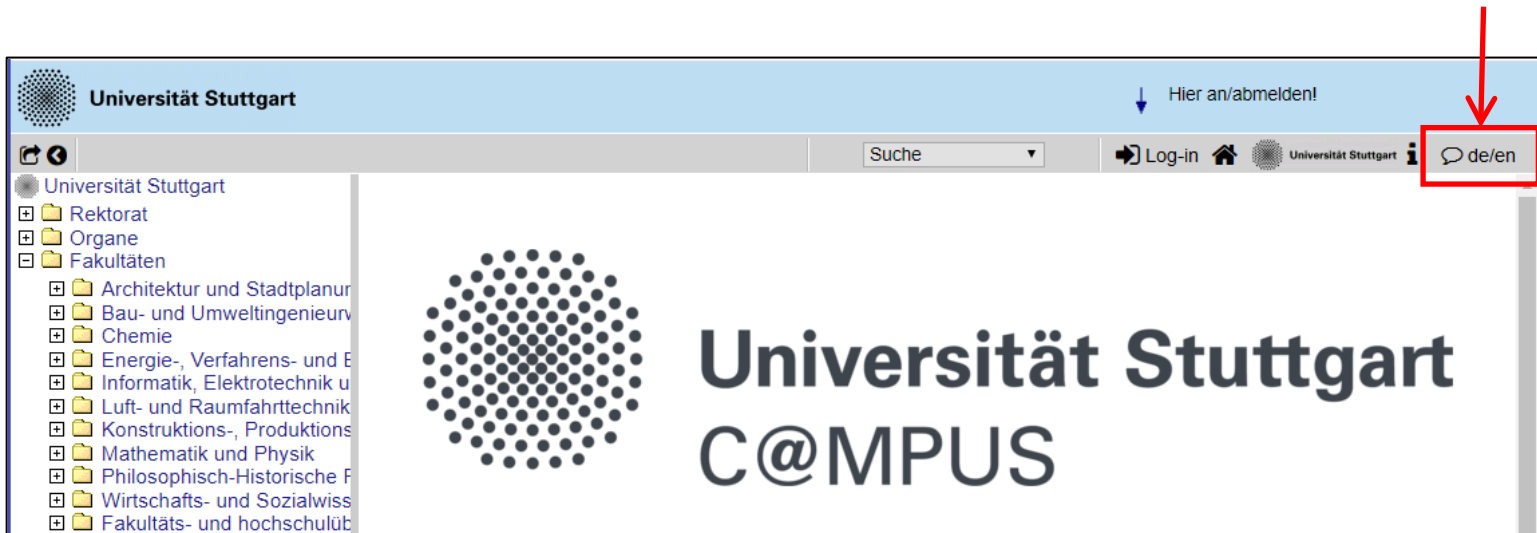
Stand: 04.05.2020

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.



The screenshot shows the top navigation bar of the University of Stuttgart C@MPUS website. The header includes the university logo and name on the left, and a login/logout link on the right. Below the header is a search bar and a navigation menu. The language selection menu, located in the top right corner, is highlighted with a red box and a red arrow pointing to it. The menu shows the current language as 'de/en'.

Universität Stuttgart

Hier an/abmelden!

Suche

Log-in

Universität Stuttgart

de/en

Universität Stuttgart

- Rektorat
- Organe
- Fakultäten
 - Architektur und Stadtplanur
 - Bau- und Umweltingenieurv
 - Chemie
 - Energie-, Verfahrens- und E
 - Informatik, Elektrotechnik u
 - Luft- und Raumfahrttechnik
 - Konstruktions-, Produktions
 - Mathematik und Physik
 - Philosophisch-Historische F
 - Wirtschafts- und Sozialwiss
 - Fakultäts- und hochschulüb

Universität Stuttgart
C@MPUS

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

System System System

Master data

Mr./Mrs./Ms.	Ms. ▼	Yellow fields: Required information	
First name	Jane		
Last name	Doe		
Date of birth	31.01.1995  Format: DD.MM.YYYY		Maiden name is only needed if it differs from your current last name.
Maiden name			

Account data

Email address	jane@domain.country <small>john.doe@example.com</small>	Please provide an email address to which you have permanent access. This email address will be used for communication during the application process.
Preferred language	English ▼	

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


Basis Account: Registration and Account Creation

Master data

Mr./Mrs./Ms. ▼

First name

Last name

Date of birth 
Format: DD.MM.YYYY

Maiden name

Account data

Email address
john.doe@example.com

Preferred language ▼

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

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 Englisch

Note

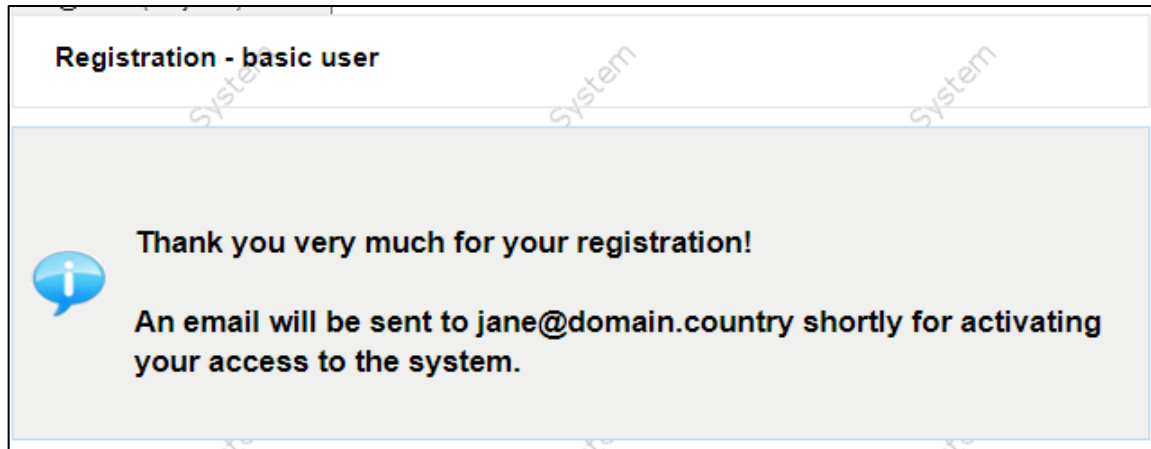
With submitting your data, you confirm that you have read and accepted the data protection declaration of the University of Stuttgart:
<https://www.student.uni-stuttgart.de/studienorganisation/datenschutzerklaerung>.

Back Submit data

Final review of information and then submit

Basis Account: Registration and Account Creation

Feedback from C@MPUS:



Basis Account: Registration and Account Creation

After successful registration
you will receive the following email:

If you don't receive an email
check your Spam folder!

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/wbselbststregperson.emailBestaetigt?pToken=YEjCKBFjucAuWZwzXtucCjgwEIZCqXJuzhYHAVTNJpjHLVRenehOTtmcMJFAYPeu>

The confirmation link is valid until 09.05.2020 15:25.

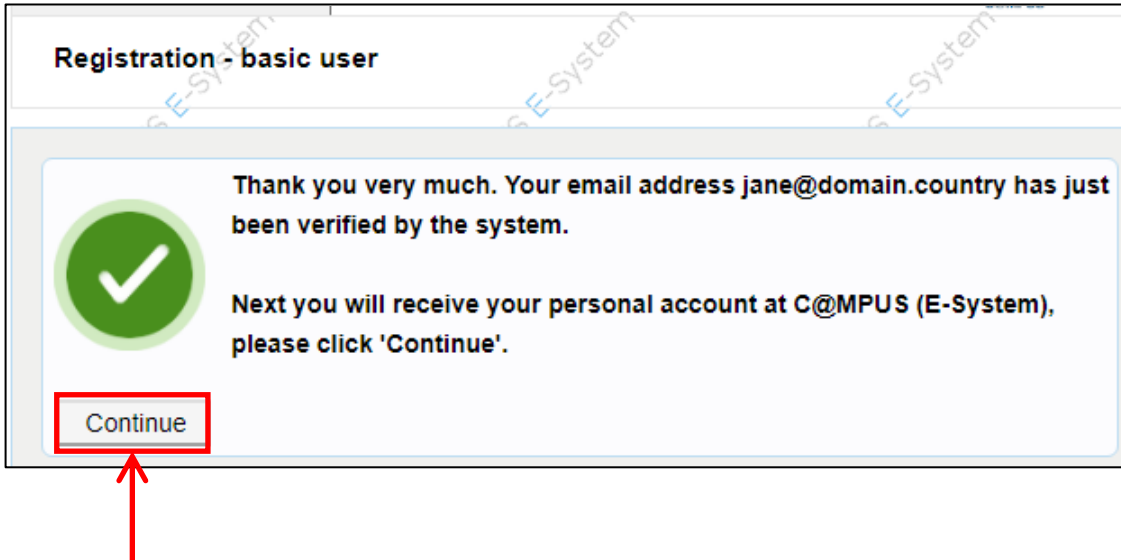
Follow link to complete
your registration

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:

Registration - basic user

User name w36bo4g1

Password

Confirm new password

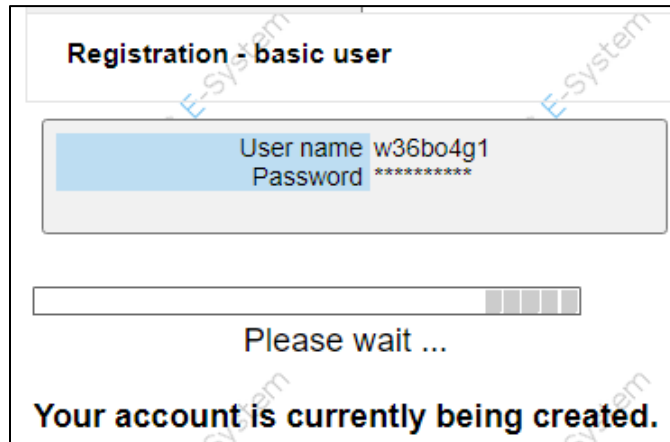
Please choose the password according to the following criteria:

- Required

Complete registration Cancel

Basis Account: Registration and Account Creation

Please wait while C@MPUS creates the account:



The image shows a registration progress screen. At the top, it says "Registration - basic user". Below that, there is a box containing the user details: "User name w36bo4g1" and "Password *****". Underneath this box is a progress bar with five segments, the last one of which is filled. Below the progress bar, it says "Please wait ...". At the bottom, it says "Your account is currently being created." There are faint "E-System" watermarks in the background.

Registration - basic user

User name w36bo4g1
Password *****

Please wait ...

Your account is currently being created.

Basis Account: Registration and Account Creation

After the account is created the following message is displayed:

[Doe, Jane](#)

Create/change account - Re-enrolment

User name	w36bo4g1
alternative Login Möglichkeit - Ihre verifizierte e-Mail-Adresse	jane@domain.country
Account valid until	1. Juni 2020
Password changed on	2. Mai 2020
Service	Status
CAMPUSonline	✓

The account has been created.

Weiter

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 mailservers. 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