



C@MPUS- Basis Account

Using C@MPUS Basis Accounts

HowTo C@MPUS – for Applicants

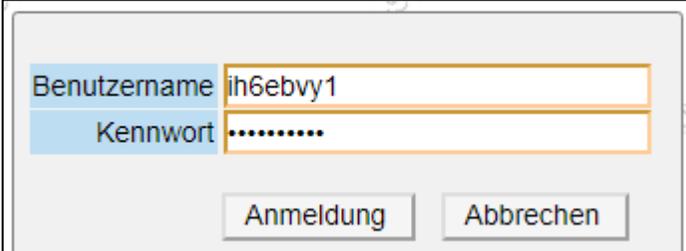
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General Information on the C@MPUS Basis Account

- 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

Using Basis Accounts: Logging In

- Open C@MPUS
<https://campus.uni-stuttgart.de/>
and click on „Login“.
- To log in you can use your Basis Account username or your email address:



A screenshot of a login form with two input fields and two buttons. The first field is labeled 'Benutzername' and contains the text 'ih6ebvy1'. The second field is labeled 'Kennwort' and contains a series of dots. Below the fields are two buttons: 'Anmeldung' and 'Abbrechen'.



A screenshot of a login form with two input fields and two buttons. The first field is labeled 'Benutzername' and contains the text 'erna@domain.land'. The second field is labeled 'Kennwort' and contains a series of dots. Below the fields are two buttons: 'Anmeldung' and 'Abbrechen'.

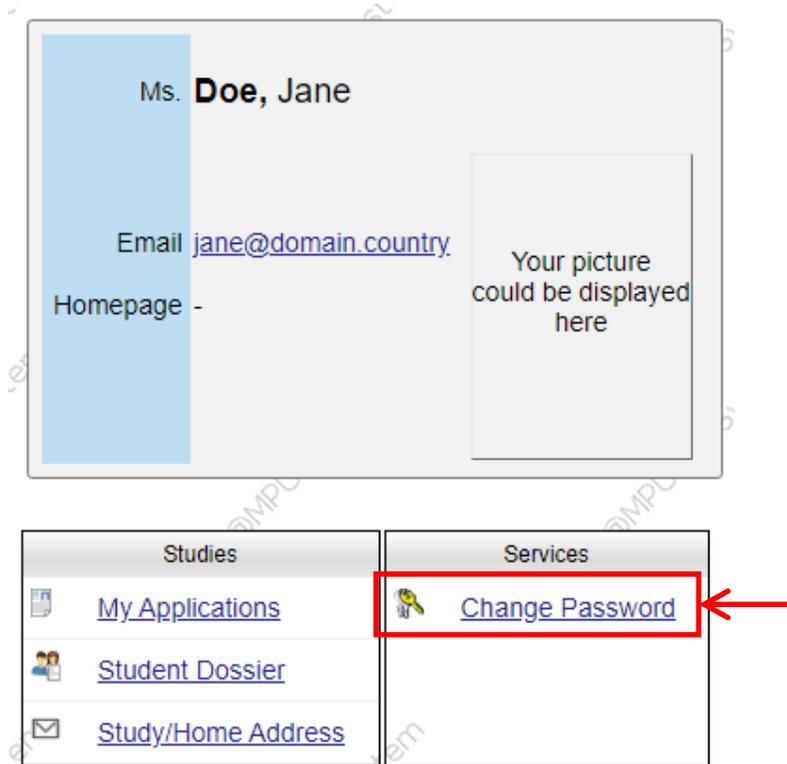
Using Basis Accounts: Business Card

- The standard view after you log in is your „Business Card“.
- You can always return to this view by clicking on your name in the top right corner.

The screenshot displays the C@MPUS Basis Account interface. At the top left is the 'Universität Stuttgart' logo and name. In the top right corner, the user's name 'User: Jane Doe' is displayed in a red-bordered box. Below the header is a navigation bar with a search field, a 'Log-out' button, and a home icon. A left sidebar contains a tree view of the university's organizational structure, including 'University of Stuttgart', 'Rectorate', 'Institutions', 'Faculties', and various departments like 'Architecture and Urban Planning' and 'Chemistry'. The main content area is titled 'Business card/Workplace' and shows a business card for 'Ms. Doe, Jane'. The card includes the email address 'jane@domain.country' and a placeholder for a picture with the text 'Your picture could be displayed here'. Below the card are two panels: 'Studies' with links for 'My Applications', 'Student Dossier', and 'Study/Home Address'; and 'Services' with a link for 'Change Password'.

Using Basis Accounts: Changing your password

- On your business card, under Services, you will find the application ,Change Password‘:



Using Basis Accounts: Forgotten Password

If you have forgotten the password to your Basis Account you have a few options:

- Complete the registration form again with the exact same information (name, birthdate, email address) used when you created the account. You will receive an email with a link to reset your password.
- If the information entered doesn't match the information saved to the account you will receive a registration code. Please contact support with the code.
- Contact support directly and provide them with the email address used to create the account – best is to contact them using the registered address.
- Support contact information is listed on the next page.

Using Basis Accounts: More Information and Support

- Further instructions and assistance for applicants on how to use C@MPUS can be found here:
<https://www.uni-stuttgart.de/en/study/application/online/>
- 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 (you can also contact them by phone), contact information is found here:
<https://www.uni-stuttgart.de/en/study/application/admissions-office/>

Using Basis Accounts: Changing Your Email Address

- Because your email address can also be used to log into the account, the process to change it is more complicated.
 - The process will be explained on the next pages.
- Changing the saved email will have the following effects:
 - The old email address will be erased from C@MPUS.
 - The new email address can be used to log into the account.
 - The new email address will be used as the standard address for communication; Emails sent from C@MPUS will be sent to that address.
 - (The C@MPUS designated username remains unchanged.)

Using Basis Accounts: Changing Your Email Address

- Log into C@MPUS and open your business card:

The screenshot displays the C@MPUS user interface for a user named Jane Doe. The page is titled 'Business card/Workplace' and features a navigation menu on the left with categories like 'University of Stuttgart', 'Rectorate', 'Institutions', and 'Faculties'. The main content area shows a business card for 'Ms. Doe, Jane' with an email address 'jane@domain.country' and a placeholder for a picture. Below the business card, there are two panels: 'Studies' with links for 'My Applications', 'Student Dossier', and 'Study/Home Address'; and 'Services' with a link for 'Change Password'. The top right corner shows the user's name 'Jane Doe' and a language selector 'de/en'.

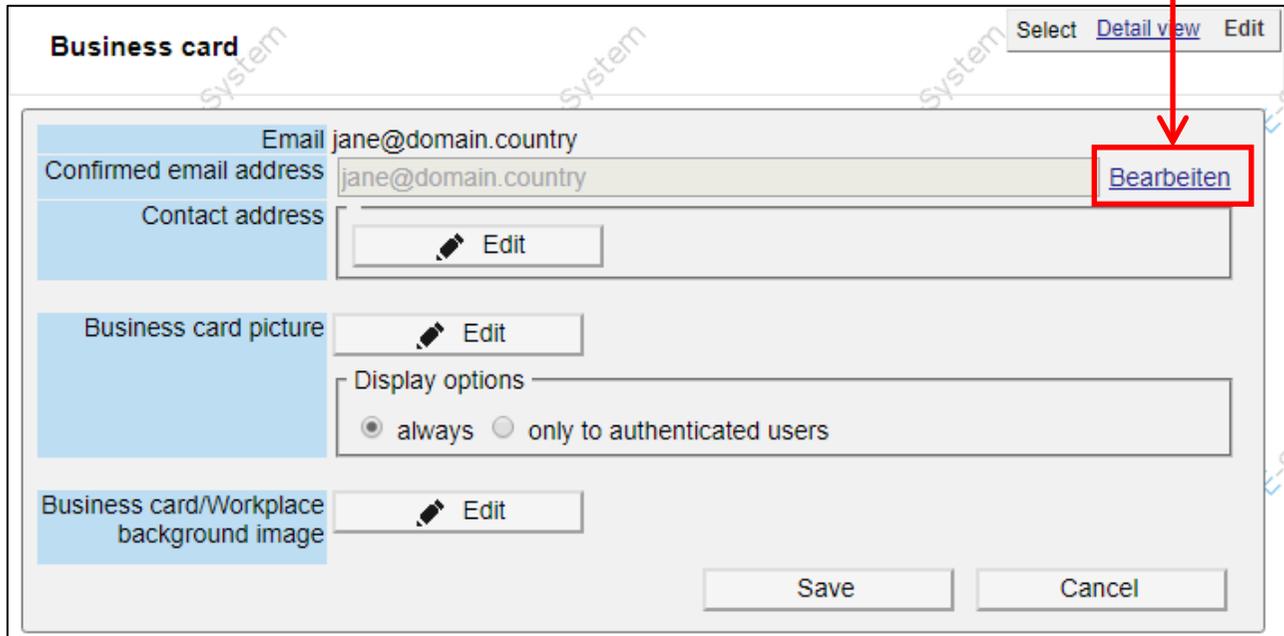
Using Basis Accounts: Changing Your Email Address

- Change to the edit view of your Business Card:



Using Basis Accounts: Changing Your Email Address

- Click ,edit‘ (,Bearbeiten‘) to make changes to the saved email address:



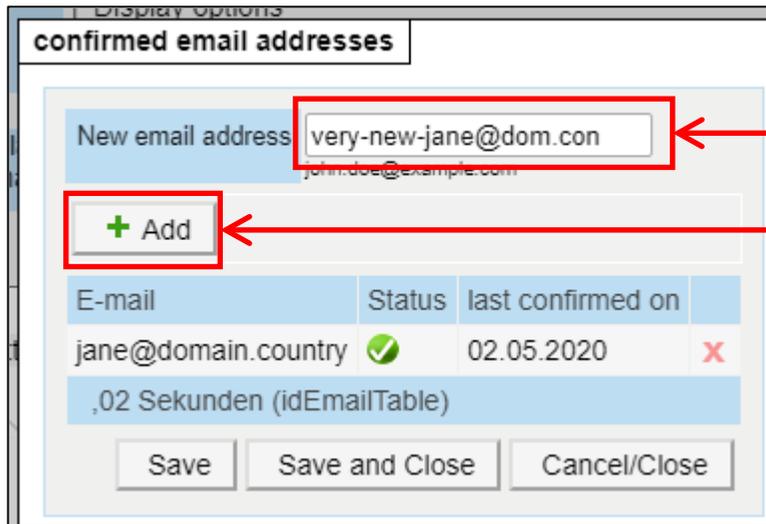
The screenshot shows a user profile page titled "Business card". At the top right, there are navigation links: "Select", "Detail view", and "Edit". The main content area is divided into several sections:

- Email:** The current email address is "jane@domain.country".
- Confirmed email address:** The confirmed email address is "jane@domain.country". A red box highlights the "Bearbeiten" button next to this field, with a red arrow pointing to it from above.
- Contact address:** This field is empty and has an "Edit" button with a pencil icon.
- Business card picture:** This field is empty and has an "Edit" button with a pencil icon.
- Display options:** This section contains two radio buttons: "always" (selected) and "only to authenticated users".
- Business card/Workplace background image:** This field is empty and has an "Edit" button with a pencil icon.

At the bottom of the form, there are "Save" and "Cancel" buttons.

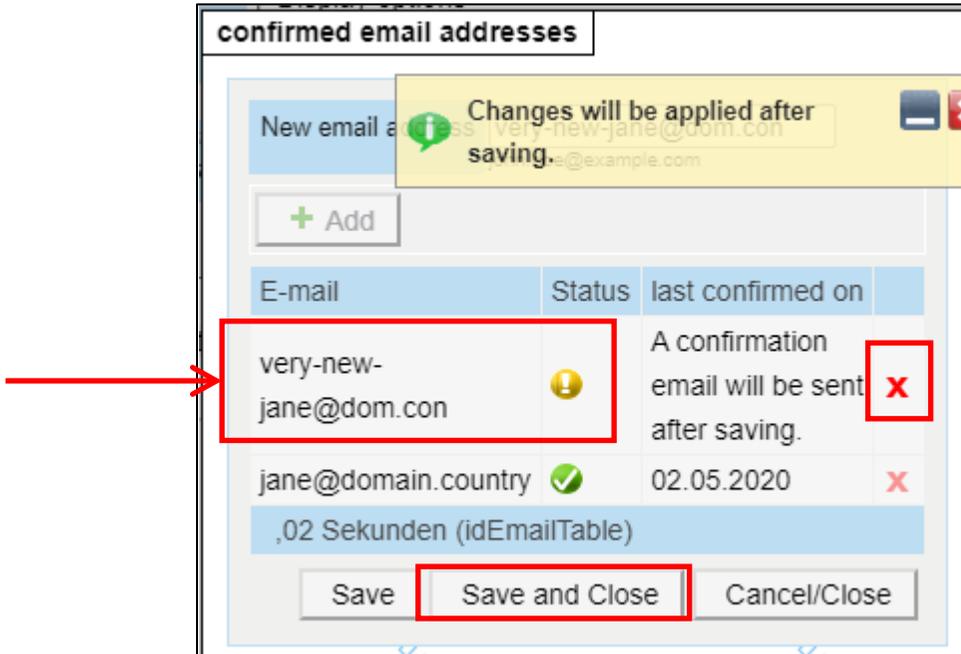
Using Basis Accounts: Changing Your Email Address

- Enter the new email address.
- Click „Add“.



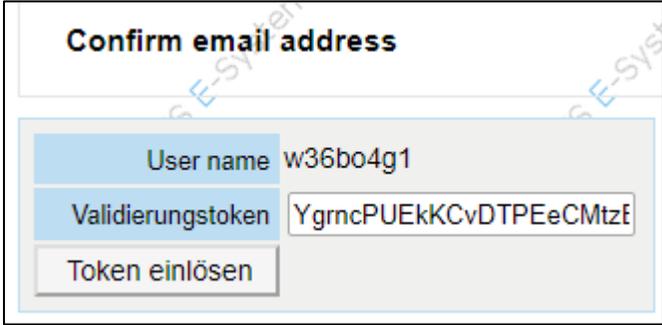
Using Basis Accounts: Changing Your Email Address

- Carefully review the email address entered.
- You can delete the new entry with the red X if there is a mistake.
- If everything is OK, click „Save and Close“.



Using Basis Accounts: Changing Your Email Address

- You will receive an email with a confirmation link
 - at the **new** address!
- To activate the link you have to be logged into C@MPUS.
- Open the link in the email and click on „Token einlösen“:

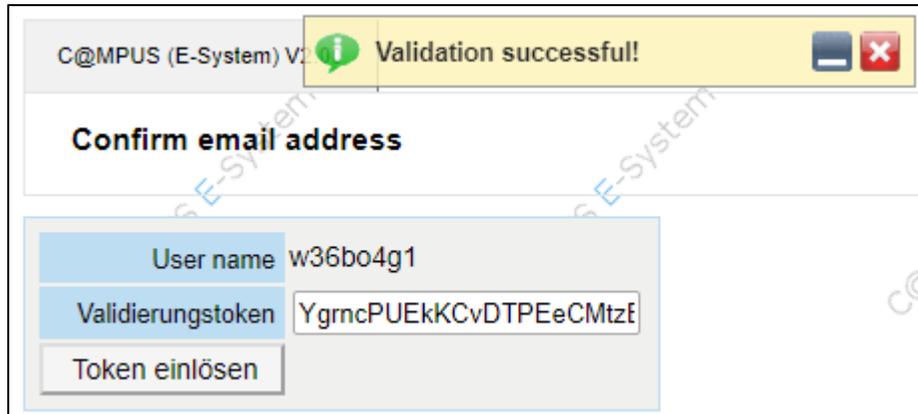


The screenshot shows a web form titled "Confirm email address". It contains three input fields and a button. The first field is labeled "User name" and contains the value "w36bo4g1". The second field is labeled "Validierungstoken" and contains the value "YgrncPUEkKCvDTPEeCMtzf". The third field is a button labeled "Token einlösen".

Confirm email address	
User name	w36bo4g1
Validierungstoken	YgrncPUEkKCvDTPEeCMtzf
<input type="button" value="Token einlösen"/>	

Using Basis Accounts: Changing Your Email Address

- Verification that you have successfully confirmed the changes is shown in a yellow message bar.



- In case C@MPUS becomes unresponsive, reload the page:
<https://campus.uni-stuttgart.de/>

Using Basis Accounts: Changing Your Email Address

- On your Business Card you will see the email address currently saved to your C@MPUS account:

