C@MPUS-Basis Account

Using C@MPUS Basis Accounts

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
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:
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.
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:
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:
Using Basis Accounts: Changing Your Email Address

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

![Image of confirmed email addresses dialog box with new email address and Add button highlighted]
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 and 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“:

![Confirm email address](image)
Using Basis Accounts: Changing Your Email Address

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

![Image of C@MPUS (E-System) showing a yellow message bar with "Validation successful!"

Confirm email address

- User name: w36bo4g1
- Validierungstoken: YgrncPUEkKCvDTPeECMtzf
- Token einlösen

• 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:

Email: very-new-jane@dom.con