



University of Stuttgart
Institute for Natural Language
Processing

To be filled in by systems administration:		
valid until	username	UID
additional groups (Name, GID)	groupname	GID
date, signature of administrator		
identification provided, correct, date, signature of administrator		

Request for personal account for computers of the IMS

Last name: First name: Gender: ☐ m ☐ f ☐ o

☐ Student of the University of Stuttgart ☐ Student of

Course of studies:

Start of studies: Matriculation number:

☐ Staff of the University of Stuttgart ☐ of the IMS ☐ of

☐ Other:

Chair/Project: Work phone: Office No.:

Private address:

(Mobile) phone number: E-mail:

☐ Identification card ☐ Passport number:

Date of issue: Place/Authority: Country:

I request access to computers of the IMS for

☐ Students ☐ Staff*/Student assistants* ☐

Computer access is needed for (Multiple choices possible)

☐ Student of B. Sc. Maschinelle Sprachverarbeitung ☐ Student of M. Sc. Computational Linguistics

☐ Staff* of the IMS ☐ Student assistant* of the IMS ☐ Tutorial* ☐ Project work*

☐ Student research project* ☐ Bachelor's / master's thesis* ☐ Dissertation* ☐ Free studies

☐ Other*:

(*) Tasks/Assignments/Tutorials:

(*) Supervisor: (*) Supervisor's signature:

This is a ☐ new request ☐ extension / modification, previous username was:

Computer access is needed until

Requested initial password (if no matriculation no. provided, refer to the back page):

Special requests, groups, mail aliases, etc.:

The current terms of use of the university and potentially available terms of use of the faculty or the institute apply. They may be viewed at the systems administrations office of the institute. The currently (August 2019) valid regulatory document is the **User Regulations for Digital Information Processing and Communication Equipment (IaC)** at the University of Stuttgart from Dec. 18, 2006¹.

Data privacy: The information requested on this form are stored and used to process and grant computer access. Please take note of the information on the back of this form.

I have read and agree to the terms of use.

Stuttgart,
date user's signature

¹ https://www.uni-stuttgart.de/universitaet/aktuelles/bekanntmachungen/dokumente/bekanntm_179-engl.pdf

Notes on filling out the form

Course of studies: Students only: Enter the course of studies you are currently enrolled and majoring in. The following abbreviations may be used:

B. Sc. Maschinelle Sprachverarbeitung: *BSc MSV*

M. Sc. Computational Linguistics: *MSc CL*

Start of course: Students only: Start semester of the course you major in (as stated under **Course of studies**), e.g. WS 2019 / 20.

Matriculation number: Students only: The matriculation number of the applicant. You will find your number on your student ID. **Please show us your student ID when handing in this form**, so we may verify the information on the filled out form. **We may only grant computer access when provided a valid student ID.**

Should you not yet have a student ID (and therefore no matriculation number), please provide your full address and produce an official form of identification so we may verify your identity.

Chair/Project: Staff and student assistants only: Please enter the chair or project you are working on and need the computer access for.

Telephone/Office: Staff and student assistants only: Please enter the phone and office number under which you are usually reachable here.

Address: When students lack a matriculation number, or you are not staff of the University of Stuttgart with a valid contract of employment, please provide your full address (country, zipcode, city, street, house number). We need to know how to contact you in case of problems or if you do not abide by the terms of use.

Contact Information (E-mail, (mobile) phone number): Please provide a way to contact you. The simplest way for us is (another) e-mail address and a landline or mobile phone number. If you have neither, please enter your full address. We need this contact information to reach you in case of problems or questions about your personal account.

Personal ID, Passport: When students lack a matriculation number, or you are not staff of the University of Stuttgart with a valid contract of employment, please enter the information on your official government ID, so we may verify your identity in case of problems or infringements against the terms of use. **Please show us your ID when handing in the form. We may only activate your account after being presented with your valid government ID.**

Requested initial password: Should you have entered a matriculation number, leave this field blank. You will receive a password automatically (see below). If you have not provided a matriculation number, please enter the password you would prefer for your first login (see rules for passwords below).

Additional Notes

1. Unless otherwise arranged the following rules apply: Your **username** consists of the first six letters of your last name, followed by the first and last letters of your first name.
2. If you entered your matriculation number, your **initial password** will consist of the lower case letter *m* followed by your matriculation number. Other users can request an **initial password** on your form. Otherwise we will make up a password, which you may collect personally from the systems administrations office. **Please change your initial password immediately after your first login on any IMS computer!**
3. **Passwords** must consist of at least between 10 and 16 **characters** (depending on character classes it contains), and contain characters from at least **two** of the classes **small letters, capital letters, numbers, and special characters** (period, comma, etc.); alternating upper and lower cases is recommended. Do not use names or words listed in dictionaries, so it is not as easily guessed by machines.
4. **Passwords may not be shared!**
5. The account is usually valid for about a year. Students accounts are normally valid until the next October 31, following the current semester. Staffs accounts are normally valid until the end of the year. If the account would be active less than three months, and no other shorter period was entered, it is automatically activated for an additional year.
6. **The account expires automatically at the end of the applied and approved for date**, unless an extension is filed for at the systems administrations office, at least one week prior.
7. We reserve the right to ask if the account is still needed via e-mail at any time. If no answer is received in an appropriate time, we reserve the right to prematurely delete the account to avoid security risks caused by dormant accounts.
8. Every user is responsible for securing their own data.
9. We strongly recommend you regularly check your e-mails at the IMS or to forward it to an e-mail address your regularly check. Messages to the IMS e-mail address include messages from Systems administration, Teachers and the institutes administration.
10. Personal data, in the sense of the data privacy act, may only be processed with explicit permission from systems administration.
11. Print jobs may only encompass the absolutely necessary extent and may only be carried out for approved jobs.
12. Please adhere to the terms of conduct in effect and regularly read up on changes.