Manual

Role Organisationseinheit (Organization unit) in CAMPUS

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0 Required Roles and Notes

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<th>Roles</th>
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<td>Organisationseinheit (Organization unit)</td>
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1 Login

In order to log in, please visit CAMPUS main page > "Login für Mitarbeiter" (Login for employees) and enter your user name (Institutskennziffer, institute index number) and password in the registration form. Select the corresponding function in the dropdown menu and login via the button "Login". Please note the information on the usage of CAMPUS in the login screen.

See "Look of the CAMPUS homepage for different roles" for an explanation of the different links listed to the left.
2 Role assignment

For assignment of the role organization unit (Organisationseinheit) please contact Abteilung 1.1 - Akademische Angelegenheiten (Department 1.1 - Academic Affairs).

3 Duties and Responsibilities

In CAMPUS a lecturer is responsible for:

- managing members of the organization unit
- managing library data

4 Adding new staff member

At „Eigene Organisationseinheit“ (own organization unit) the central data of your organization unit is displayed and below the list of its staff members.

Below this list you can add a new member by clicking Neu hinzufügen > “Person”. You will be redirected to a new input page where you can create a new person, which has not been registered in the CAMPUS system yet, or add an existing person. If you want to add an existing person, search for them in the search box below “Suchen”.

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<th>Angehörige</th>
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<tr>
<td>1 Institutsleitung</td>
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<td>2 Univ.-Prof. Dr.-Ing Alberto Dozent 01</td>
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<td>3 Lehrende</td>
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<td>4 Dr. med. Dr. med. dent. Manfred Mustermann</td>
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<td>5 Univ.-Prof. Dr.-Ing Yena Dozent 42</td>
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Neu hinzufügen: Person Kommentierung Überschrift Raumadresse
Note
Please note the warning „Please enter only first or last name, not both!” („Bitte geben Sie nur Vorname oder Nachname an, nicht beides!”).

After clicking „Suchen” (search) you will receive a list of people. Now you can select the right one and by clicking “Zuordnen” add them to your organization unit.

If you want to create a new person click on "Person neu erfassen" (list new person) and enter the required data. Please note, that only staff members, where the box “Dozent” (lecturer) is checked, can be added to a course. This is not the same as the role “Dozent” (also called Login-Dozent), which can create and manage courses. This role is assigned by Department 1.1 (Abteilung 1.1).