

Guidance for Generating a Letter of Provisioning for Visiting Researchers

External accounts for those visiting your chair for a limited period of time, such as visiting researchers, can be generated via the TUB portal. Authorization for doing so is granted to heads of faculties, institutes, chairs, central institutions, research institutes and the departments of the Central University Administration as well as faculty information officers (FIOs).

Step 1

Log onto the portal and click on "Externe-Accounts" under the menu item "IT-Anträge" in the navigation bar on the left. Enter all necessary personal data in the form.

Check all the details carefully and confirm entry by clicking on "Daten eingeben".

suchen nach ...

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Technische Universität Berlin
TUB-Portal

Adina De Nobile
zum persönlichen Por
abmelden

Startseite der TUB

Bearbeitung der Daten eines bereits provisionierten **außerordentlichen TU-Mitglieds**. Näheres zum TU-Provisioning siehe [Hinweise zum Provisioning auf den Seiten von tubIT](#).

Angaben zur Person

Ordungsmerkmal: 16905001140

Anrede: Herr Frau

Akademischer Titel:

Vorname:

Familiennamen:

Ggf. Namenszusatz:

Geburtsdatum:

Angaben zur Position

Sekretariat:

Organisationseinheit:

Beginn:

Ende:

Status: Student/in Mitarbeiter/in

Tätigkeit:

Telefon:

Fax:

Raum:

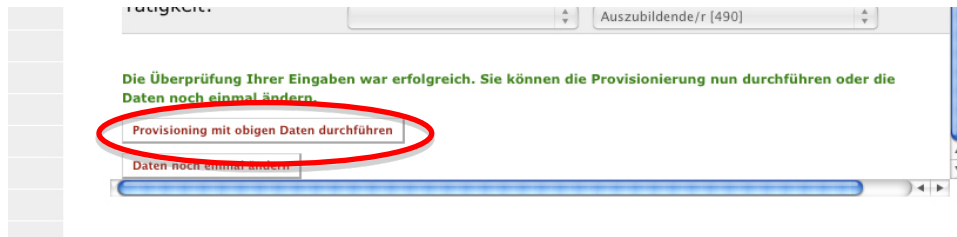
Funktion:

Daten ändern Übersicht

Step 2

If you wish to amend the data, you can do so by clicking on "Daten noch einmal ändern".

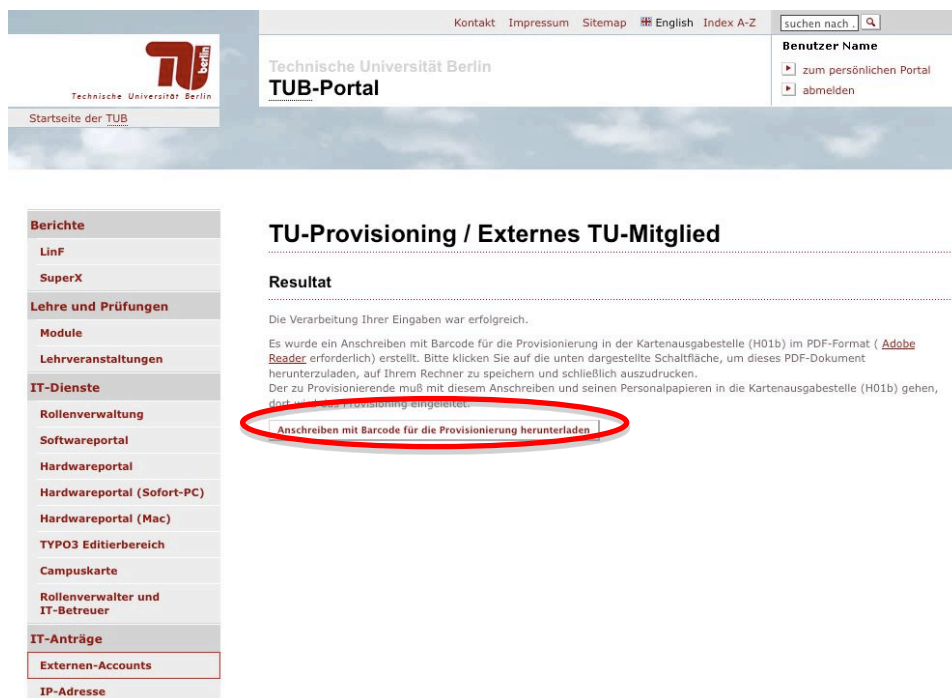
If all the details are correct, please confirm entry by clicking on "Provisionierung mit obigen Daten durchführen".



Step 3

By clicking on "Anschreiben mit Barcode für die Provisionierung herunterladen" you can view the letter of provisioning and either print it or save it.

The letter is only generated once and can be viewed again later.



Step 4

Please hand the letter of provisioning to your visiting researcher. Your visitor should then take this to the tubit-Laden (TUB IT service center). A photo will then be taken and the ID card issued to your visitor.

tubIT-Laden:

Opening hours: Lecture period Mon-Fri 8:00 - 18:00; during recess Mon-Fri 10:00 - 18:00

Tel.: 314-28000, Einsteinufer 17, 10587 Berlin, Room EN 024