(You may print out and reproduce the form yourself; however, only the original, unmodified version of the form with the signature is recognised in the Computing Centre.)

Registration to use the CAU's Computing Centre (RZ)

To the Computing Centre at Kiel University User administration **Internal mail**	Please fill in digitally on the computer and don't forget the signatures (digital/handwritten). **Incomplete** or illegible forms cannot be processed.

Institute/Department/Clinical department: _____
(#) (Please enter the full name of the institute)

Cluster of Excellence (if applicable): _____

Head: _____ Tel.: _____
(#) (Head/Account manager[1]) (Greeting, title, surname, first name)   (Work landline number only)

User: _____ Tel.: _____
(#) (User) (Greeting, title, surname, first name)   (Work landline number only)

RZ account (User)[2]: _____   CIM account (User)[3]: _____
(If available; in the form suxyz789)   *(If available; in the form abc123)*

E-mail address[4] (User): _____
(Enter User's personal e-mail address, if available stu-mail address or work e-mail address;
this is required for making contact, e.g. when setting passwords)

(#) ... are mandatory fields

1. Which services would you like to use? (Please put a cross in the boxes)

With an RZ account (e.g. in the form suxyz789), employees automatically receive access to VPN, WiFi, video conferences (BBB), the CAU cloud and personal storage space. This account can also be activated for poster printing and campus copiers by the decentralised officers for copying and billing codes.

	E-mail	please fill in **point 2** on the back
	Web hosting	please fill in **point 3** on the back
OpenOlat (access to the E-Learning and exam servers)		
	E-Learning (participants' rights)[5] <u>or</u> E-Learning Author (editing rights)[6]	

Other (after consultation; e.g. account transfer, change of name in an e-mail address, etc.)

_____

<u>Note:</u>
Please use **form 3** to apply separately for using the high-performance computers "nesh", "caucluster" and "medcluster".

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[1] Account manager: administrative function for the RZ account to be created; can e.g. approve/reject an extension
[2] This is **not** the RZ pin number, please never enter pins or passwords on applications or in e-mails.
[3] Unique personal identifier assigned to your person in CIM (www.rz.uni-kiel.de/go/idm)
[4] Preferably enter a personal e-mail address that is located on EU mail servers.
[5] E-Learning (participants' rights): general use of Olat for learners.
[6] E-Learning Author: for teachers and employees who, for example, create a course or exams themselves.

2. Only complete this part if e-mail is requested

E-mail address in the namespace of the institute (domain)

This is determined by the IT or network Officer
at your institute.

_____
Signature of the Officer

_____   _____
Name of Officer in block capitals

E-mail address in the general namespace (domain)

_____ @email.uni-kiel.de
(preferably: firstname.surname@email.uni-kiel.de)

_____

3. Only complete this part if web hosting is requested

The data should be accessible at the address https://www. _____ .uni-kiel.de

In addition to the upload area for websites: Content management system for websites

Questionnaire tool LimeSurvey

PHP + MySQL

_____

4. Kiel University's **USER FRAMEWORK REGULATION** for the Communication and Data Processing Infrastructure forms the basis for using the Computing Centre.

see https://www.rz.uni-kiel.de/de/ueber-uns/dokumente/benutzungsrahmenordnung.pdf

By submitting an application, you expressly accept this framework regulation!

5. **By signing, you confirm that you are aware that the processing of personal data is subject to strict legal regulations such as the State Data Protection Act of Schleswig-Holstein and the General Data Protection Regulation.** If necessary, the person/institute responsible for processing must coordinate an entry in the list of processing activities with the CAU's Data Protection Officer.

6. The tasks to be carried out are financed by funds from the university, affiliated institutes or DFG grants. Written approval from the Computing Centre is required for all other financing.

7. The user license is generally valid at least until the end of the user's CAU employment relationship, providing Identity Management (CIM) knows when this is. In case of doubt or if the end is unknown to CIM, the user license is valid for a maximum of seven months: for applications after 1 January until the following 15 August and for applications after 1 July until the following 15 February, unless an earlier expiry date has been agreed.

8. **All stored data will be deleted six months after the user license expires.**

9. The **personal data** collected in this application will be stored and processed electronically. This is required to fulfil and provide the requested/registered use. (cf. GDPR Art. 6 (1)b)

The following signatures confirm that the information entered above is correct. In addition, the framework conditions and requirements listed for the approval of this application are accepted.

_____   _____   _____
Place, date   Signature of the Head   Signature of the User