Universität Münster

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IVV Naturwissenschaften
Betriebseinheit der Fachbereiche
Biologie
Chemie und Pharmazie
Physik

IT Administration IVV Naturwissenschaften

Mr./Ms./Mx.[1] _____ personal university ID _____

applies for the work area _____

This is[2] ☐ a new ☐ a renewal of an ☐ an extension of an
personal, administrative university ID[3] _____
Project Group _____ 0 _____
Admin Group _____ 1/2[1] _____
Auxiliary Group p0admin

for the role of an[2]
☒ IT Administrator
☐ Computer Administrator(W)[4]
☐ Workgroup Administrator(Y)[5]
☐ Department Administrator (BIO/CHE/PHY)[6]
☐ IVV Administrator (NWZ)[7]

in accordance with the Regulations for IT Administrators at the University of Münster dated 29 April 2009 and to obtain the associated rights.

Münster, _____ _____
Signature of Applicant

The person concerned has acquired the necessary qualification and has been instructed about the special responsibility, regarding the guarantee of confidentiality, the data protection, copyright and licensing regulations and has agreed to them.

I am working as a university lecturer, or otherwise in a leading position at the below mentioned institution of the university, or I am registered as a group leader of the above-mentioned project group. I am authorized to approve the administrative access requested for the institution/area, and the associated user group memberships, and access rights on behalf of my institution. They shall be granted for the duration[2] ☒ of 2 years (max.) ☐ until _____ (max. 2 years).

If for any reason this approval ceases to apply, e.g., due to the user leaving the institution, I will inform the IVV immediately.

(Stamp of the Institution)
Institution _____
Street address _____
ZIP/City _____ _____

Qualifications[2]

User ID _____ Mr./Ms./Mx.[1] Title _____
First Name _____
Last Name _____

Münster, _____ _____
Signature Area Manager

☐ Participation in IVV lectures or trainings[8]

- ☐ IVV Naturwissenschaften – NWZ in Winter Term (WiTe)/Summer Term (SuTe)[1] _____
- ☐ Workgroup Administration in WiTe/SuTe[1] _____
- ☐ IT – Security in WiTe/SuTe[1] _____
- ☐ Windows – Installation in WiTe/SuTe[1] _____
- ☐ Windows – Security in WiTe/SuTe[1] _____
- ☐ Linux – Installation in WiTe/SuTe[1] _____
- ☐ Linux – Security in WiTe/SuTe[1] _____
- ☐ macOS – Installation in WiTe/SuTe[1] _____
- ☐ macOS – Security in WiTe/SuTe[1] _____

Stamp of the IVV

☐ Other[8]
- ☐ Informationssicherheit für Admins[9]

☐ Faculty/Staff/Apprentice of the IVV

☐ Proofs are already on file

☐ The qualifications meet the requirements of the IVV.
☐ The instruction and, IA, the transfer of entrepreneurial duties has taken place.

Münster, _____ _____
Signature of IVV

Applicant

Work Area Manager

Applicant

Please send this form to: IVV Naturwissenschaften, by email to nwz.hotline@uni-muenster.de or by fax to 93337500.

[1] Please scratch out what does not apply. [2] Please mark as appropriate.
[3] For a new administrative user ID a name will be assigned by the IVV, please leave this field blank. An additional user ID must be requested in the IT portal. Further information can be found at https://www.uni-muenster.de/NWZ/en/Hilfe/Administratoren/ZusaetzlicheBenutzendenkennungbeantragen.html.
[4] Administrative access to specific computers in the working group. The right is technically granted by the workgroup administrator(Y).
[5] Administrative access to all computers in the workgroup, includes the right to access certain files of members of the workgroup.
[6] Administrative access to all computers in the department, includes the right to access certain files of members of the department.
[7] Administrative access to IVV's devices and services, might include access to personal and individual user data.
[8] Please add a copy of the certificate of participation.
[9] Certificate of participation must not be older than one year.

Notes on processing in the IVV Naturwissenschaften and by Identity Management

1 User ID and Group Memberships

When setting up a new administrative user ID or extending an existing user ID to another admin group, the following steps must be checked or performed:

1.1 Assigning administrative user ID

The administrative user ID starts with W (1-Group) or Y (2-Group) or BIO, CHE, PHY or NWZ + function-specific prefix (2-Group, Department or IVV administrator). Concatenated is the personal user ID and then shortened to a maximum of 8 characters (by omitting the "_" and/or truncating, numbering in case of ambiguities).
Example:

personal user ID	**muster**	**muster**	**muster**	**muster**
Admin Group	**p1beispi**	**p2beispi**	**p2exampl**	**r2exampl**
Administrative user ID	**w**muster	**y**muster	**nwze**must	**bioe**must

1.2 Grant founding group p0admin access to administrative user ID

Additional Application in IT portal, approval by IVV with additional instructions in MIA.
Example:

Administrative user ID	**wmuster**	**ymuster**	**nwzemust**	**bioemust**
auxiliary group	p0admin	p0admin	p0admin	p0admin

1.3 Grant project group access to administrative user ID

Only when a new administrative user ID is created by Identity Management.
Example:

Administrative user ID	**wmuster**	**ymuster**	**nwzemust**	**bioemust**
Project Group	p**0**beispi	p**0**beispi	p**0**exampl	r**0**exampl

1.4 Grant admin group access to administrative user ID, as an additional group

Example:

Administrative user ID	**w**muster	**y**muster	**nwze**must	**bioe**must
Admin Group as additional group	p**1**beispi	p**2**beispi	p**2**exampl	r**2**exampl

1.5 Grant group z2ivv4 access to personal user ID

Example:

Personal user ID	**muster**
group	z2ivv4

2 User Group Leadership

If a new admin group has to be created, please note the following regarding the group leadership:

2.1 Active user group leader, responsible for finances and user group leaders

The following must be entered here in deviation from the user group leader of the project group:

ID	**Status**	**Right**
tgfnwz	H	F

2.2 Active user group leader, processes membership applications, responsible for user group leaders

The following must be entered here in deviation from any user group leaders of the project group:

ID	**Status**	**Right**
adamh	H	V

2.3 No other user group leaders (Status A, H) may be entered.

3 Renewals

The renewal of the project group must always be done by the respective user group leader in the institute.

If an administrative user ID is renewed by the IVV, the following group memberships must be checked and extended if necessary:

1. Admin group according to request
2. Auxiliary group p0admin
3. Membership of the personal user ID in the user group z2ivv4

Further Information: https://www.uni-muenster.de/NWZ/en/Hilfe/Administratoren/Ausfuellen.html and
https://www.uni-muenster.de/NWZ/en/Hilfe/Administratoren/ZusaetzlicheBenutzendenkennungbeantragen.html.