

IT Administration IVV Naturwissenschaften

Mr./Ms./Mx.¹ _____ personal user ID _____

applies for the work area _____

This is² a new a renewal of an an extension of an administrative User ID³ _____

Project Group⁴ ____ 0 _____

Admin Group ____ 1/2¹ _____

Auxiliary Group p0admin

for the role of an²

IT Administrator

Computer Administrator(W)⁵

Workgroup Administrator(Y)⁶

Department Administrator (BIO/CHE/PHY)⁷

IVV Administrator (NWZ)⁸

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, in particular 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 duration² 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

User ID _____ Mr./Ms./Mx.¹ Title _____

First Name _____

Last Name _____

Qualifications² _____

Münster, _____

Signature Area Manager

Participation in IVV lectures or trainings⁹

IVV Naturwissenschaften – NWZ in Winter Term (WiTe)/Summer Term (SuTe)¹ _____

Workgroup Administration in WiTe/SuTe¹ _____

IT – Security in WiTe/SuTe¹ _____

Windows – Installation in WiTe/SuTe¹ _____

Windows – Security in WiTe/SuTe¹ _____

Linux – Installation in WiTe/SuTe¹ _____

Linux – Security in WiTe/SuTe¹ _____

macOS – Installation in WiTe/SuTe¹ _____

macOS – Security in WiTe/SuTe¹ _____

Other⁹

Faculty/Staff/Apprentice of the IVV

Proofs are already on file

The qualifications meet the requirements of the IVV.

The instruction and, if applicable, the transfer of entrepreneurial duties has taken place.

Münster, _____

Signature of IVV

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 has to be requested in the IT portal. Further information can be found at <https://www.uni-muenster.de/NWZ/en/Hilfe/Administratoren/ZusaetzlicheBenutzendenkennungbeantragen.html>.

⁴ Membership in the project group is only registered when a new administrative user ID is created. Renewal of the project group membership has to be taken care of by a group leader of the project group via the IT portal.

⁵ Administrative access to specific computers in the working group. The right is technically granted by the workgroup administrator(Y).

⁶ Administrative access to all computers in the workgroup, includes the right to access certain files of members of the workgroup.

⁷ Administrative access to all computers in the department, includes the right to access certain files of members of the department.

⁸ Administrative access to IVV's devices and services, might include access to personal and individual user data.

⁹ Please add a copy of the certificate of participation.

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 | wmuster | ymuster | nwzemust | bioemust |

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 | p0beispi | p0beispi | p0exampl | r0exampl |

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

Example:

| | | | | |
|--|-----------------|-----------------|-----------------|-----------------|
| Administrative user ID | wmuster | ymuster | nwzemust | bioemust |
| Admin Group as additional group | p1beispi | p2beispi | p2exampl | r2exampl |

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