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Information

Which group of person gets which type of account?

- **Staff members** receive their electronic identity in the online system of the university to which the employment relationship exists. In addition, they can apply for an account in the system of the partner university directly at the NAWI Graz institute ([list](#)), which is the counterpart to their own institute in terms of subject, or which is close to their own institute in terms of subject, or with which there are collaborations. If there is no direct contact to this institute, the best way to ask for an account is to send an email to the email address of the institute stored in the online system. For the creation of the account, the social security number is required (to exclude that a person is created more than once) and the postal address of the institute.
- If you have applied for an account, you will receive an email with the PIN for the activation. Follow these instructions.
- **Recommendations:**
 - With every new account an email address is generated in the online system of this university. You can either [include this email address in your email client](#) (and use a combined mailbox) or create a forwarding to your mail address. This is possible for mail addresses at the University of Graz at emailforward.uni-graz.at and for mail addresses at the TU Graz in [Outlook WebAccess](#).
 - By this you ensure that you receive all email (especially notifications about passwords renewal) in your email client.
 - *Ask the Institute at the partner university to link the business card of their online system with the business card of your "home university's" system. This makes sure that people that search for you in the partner university's system are directed to the correct contact information. Alternatively, you can edit the business card in the system of the partner university to show the correct information.*
 - Please do not enter your home university's E-Mail address in the partner university's system as "confirmed email address". In TUGRAZonline, this is not possible anymore.
- **NAWI Graz students** receive access to UNIGRAZonline and TUGRAZonline after admission to the study programme in order to be able to register for courses and exams at both universities. For this purpose, both accounts (and thus both e-mail addresses) have to be activated. To receive e-mail notifications from both universities, you can either redirect to one of the two e-mail addresses or use a combined inbox in the mail client.
 - **Account activation TUGRAZonline:** https://www.tugraz.at/fileadmin/user_upload/tugrazInternal/Studium/Videos/WelcomeDays_2_de_v3.mp4
 - **Account activation UNIGRAZonline:** <https://it.uni-graz.at/de/services/uni-graz-account/>