

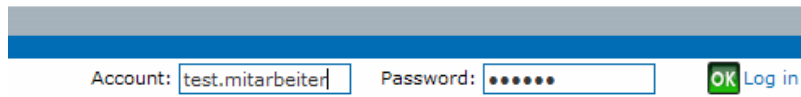


Instruction: How to modify your personal data in CampusNet

Department IT // Last updated: 03/09/2009

## Step 1: Login to CampusNet

- URL: <http://study.hhl.de>
- Login by use of network username and network password



Account:  Password:


- Welcome screen appears after successful login

Name: TEST MITARBEITER on: 10.08.2009 on: 12:48

**Welcome, Mr MITARBEITER!**

Activities for: 10.08.2009

### Today's Events:

 Schedule

There are no appointments scheduled!

### Incoming messages:

 Archive

You have no new messages!

## Step 2: Open formular „Personal data“

- Via Service > Personal Data > Modify
- Complete / Change / Reset the fields
- **Notes:**
  - **Email: Enter / modify your private („Non-HHL-Address“) if present.**
  - **Forward messages to uni-mail-account: Any message sent by instructors / students / staff via CampusNet is being directed both in CampusNet „Message Archive“ and will be forwarded to HHL e-mail address.**
- Confirm your changes by clicking on „Save“