

ADMIN QUERIES? WHO TO ASK!

We are happy to be of service.

The task list below helps you to address the right person to assist you.

Marion Directors' Assistant	Gabriela Staff Administrator	Sannie Students' Administrator	Bettina DK-Administrator	Fayaz and Martin IT-Coordinators
<ul style="list-style-type: none"> - ILIAS (managing departmental groups) - Help booklet - Annual Report - BORIS - Course evaluation - Study plan questions - Website - Compile list matura experts - Organising meetings, retreats and events 	<ul style="list-style-type: none"> - Betriebskredite (BK) <ul style="list-style-type: none"> . Personnel/Finances . Contracts . Bills / Budget . Reimbursements - eForms inquiries - Credit cards - Mailing lists staff - Address list staff - Copy Codes - Bridge administrator - Office keys 	<ul style="list-style-type: none"> - KSL - ILIAS - Timetable - Course booklet - Room bookings - BA/MA thesis registration - Confirmation letters to students - Office hours for students - Office keys 	<ul style="list-style-type: none"> - Drittkredite (DK) <ul style="list-style-type: none"> . Personnel/Finances . Contracts . Bills . Reimbursements - Excursion- and conference reimbursements - Office supplies - Office door name plates and labelling pigeon holes secretariat - Office keys for research pool rooms (via Dekanat) 	<ul style="list-style-type: none"> - User accounts for PCs - Rights for PCs and servers - Campus accounts - Campus cloud - Campus storage - Printer - Recycle devices* - Network - Plan purchases - Hard- and software orders - Phones * - Copier/Printer <p>*only university devices</p>