First steps for employees

New to TUM? These guidelines outline the most important steps that employees must take to utilize our IT services and be digitally reachable.

- Step 1: Activate your TUM account
- Step 2: Set-up your TUM e-mail address
- Step 3: Maintain your contact details
- Step 4: Apply for your TUM PersonalCard
- STEP 5: Who, what and where

Step 1: Activate your TUM account

The first step is to activate your central TUM account.

Your TUM account gives you access to e-mail, online storage, WiFi and other central services. The account is administered via our TUMonline campus management system and comprises three elements: TUM ID (i.e. go42tum), TUM e-mail address (i.e. max.mustermann@tum.de) and personal password.

Getting started:

- Find out who the TUMonline administrator is in your department or unit. This person will give you a PIN code for the initial access to TUMonline.
- Enter the PIN code and your date of birth in TUMonline. Click here
- After logging in, select your personal password.

![Image: TUM Account = user name and password]

If you already have a TUM account (for example, through previous studies or employment), your already existing TUM account will automatically be given the status "Mitarbeiter/in" and you will be able to log in with your usual password as before. A renewed activation is no longer necessary. [Forgot Password?](#)

Step 2: Set-up your TUM e-mail address

Set up a TUM e-mail address in TUMonline (i.e. first name.last name@tum.de).

The TUM e-mail address is your central e-mail address, which you will use to receive important messages. Please make sure that these e-mail messages can reach you. To do that, you can set up e-mail forwarding should you wish to use an existing e-mail inbox.

Getting started:

- Go to your TUMonline business card and click on "e-mail address(es)", then select the address you want. If needed, set up e-mail forwarding to another TUM address.
- Step-by-step instructions

![Image: TUM e-mail address]

Step 3: Maintain your contact details

Administer your contact data, such as telephone numbers and room numbers, in your TUMonline business card.

Because employees and students will contact or search for you via the TUMonline business card, it’s important that you keep information such as your location or visiting hours up to date.

Getting started:
Step 4: Apply for your TUM PersonalCard

Apply for your TUM PersonalCard (chip card) as soon as possible. You can upload the required photograph via TUMonline.

You can use your PersonalCard for services such as the student council cafeteria or the university library.

Getting started:

- Click on the link “TUMcard passport photo” in your TUMonline business card and upload your passport photo. Step-by-step instructions
- To apply for your PersonalCard, contact your local personnel department. Further information

STEP 5: Who, what and where

Now that you have completed all of the important steps, you can take advantage of our central IT services with your TUM account.

Und so geht’s:

- Use Exchange, our central e-mail system. What is Exchange?
- Store your data in our central online storage system (NAS). What is the NAS?
- Share data with coworkers/fellow students and external persons via Sync+Share. Was ist Sync+Share?
- Install the TUM-wide eduroam WiFi network. What is eduroam?
- Search for people, units and rooms using TUMonline. Go to TUMonline
- Use the Moodle online platform. Go to Moodle
- Search for internal administrative documents in the MyTUM portal. Go to the internal administration portal

For further information: overview of all central IT services