

Personal business card (students)

This manual shows you, how to edit your contact details on your personal business card.

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1. Display personal business card

The personal business card is the key element in your TUMonline user account. Your most important contact details are displayed here for registered TUM users. You also have access to the applications and authorizations relevant to you.

Please [log in to TUMonline](#) and enter your personal business card.

- Click on **your name top right** to get to your business card:

The screenshot displays the TUMonline interface. At the top left is the TUM logo and the text 'Campus-Management-System TUMonline Technische Universität München'. At the top right, the user is identified as 'Student Minni Maus'. Below the navigation bar, a sidebar on the left lists various university departments and units. The main content area is titled 'Business card/Workplace' and shows the following information:

- Name: Ms. Maus, Minnie
- E-mail: minni.maus@tum.de
- Homepage: -
- A placeholder for a picture: 'Your picture could be displayed here'

Below the main card information, there are four columns of links and services:

Teaching & Research	Studies	Resources	Services
<ul style="list-style-type: none">★ Course bookmarks📄 Theses🕒 LV-Bookmarks Timetable	<ul style="list-style-type: none">📄 Applications📄 Fees🖨️ Print Documents📁 Student Files👤 Course Registration📅 Exam Registration📄 Exam Results🖨️ Transcripts📄 Accreditation/Recognition📄 Study Status/Curriculum	<ul style="list-style-type: none">📄 Use Policies📅 Calendar⚙️ Personal Settings📄 Login Log✉️ Current Address📧 E-mail Addresses	<ul style="list-style-type: none">🔑 Token-Management👤 TUMcard passport photograph upload💻 Software📖 Library🔒 Change Password📧 TUM Mailbox (Exchange)📧 TUM Mailbox (myTUM)🗑️ Delete old myTUM Mailbox📁 Storage (NAS)☁️ Sync+Share

Screenshot: TUMonline-Business card - Name

2. Edit business card

You can edit many of the details shown via the link **“Edit”** top right.

- Exception: To take care of your e-mails, please use the [application "E-mail Addresses"](#).
- In case your name is written wrong, please contact the [admissions and enrollment office](#).

The screenshot shows the TUMonline interface for a student named Minni Maus. The page title is "Business card/Workplace". In the top right corner, there are links for "Select", "Detail view", and "Edit" (highlighted with a red box). The main content area displays the student's name "Ms. Maus, Minnie", email "minni.maus@tum.de", and a placeholder for a picture with the text "Your picture could be displayed here". Below this, there are four columns of navigation links:

Teaching & Research	Studies	Resources	Services
Course bookmarks	Applications	Use Policies	Token-Management
Theses	Fees	Calendar	TUMcard passport photograph upload
LV-Bookmarks Timetable	Print Documents	Personal Settings	Software
	Student Files	Login Log	Library
	Course Registration	Current Address	Change Password
	Exam Registration	E-mail Addresses	TUM Mailbox (Exchange)
	Exam Results		TUM Mailbox (myTUM)
	Transcripts		Delete old myTUM Mailbox
	Accreditation/Recognition		Storage (NAS)
	Study Status/Curriculum		Sync+Share

Screenshot: Link "Edit business card"

The following window opens up.

Business card

E-mail	<input type="text" value="minni.maus@tum.de"/>
Homepage	<input type="text"/>
External phone no.	<input type="text"/>
Mobile phone	<input type="text"/>
Fax	<input type="text"/>
Additional info	<input type="text" value=""/>
	750 characters left
Business card picture	<input type="button" value="Edit"/>
	Display options
	<input checked="" type="radio"/> always <input type="radio"/> only to authenticated users
Business card/Workplace background image	<input type="button" value="Edit"/>

Screenshot: "Edit business card"

Homepage

You may enter a homepage.

Phone number or fax number

Here can you enter a phone number, mobile phone number or fax number.

Additional information

The field "Additional Info" gives you the opportunity to enter additional contact details

Business card picture

You can upload a picture, which is displayed in your business card. To do so, click on the link "Edit". You can choose to upload a new picture or use the one from your student card. Make sure the picture is formatted in the right size.

Business card/Workplace background image

Here you can choose a background image for TUMonline.

Afterwards please save your business card settings

