Logging in to the campo portal and campo start page

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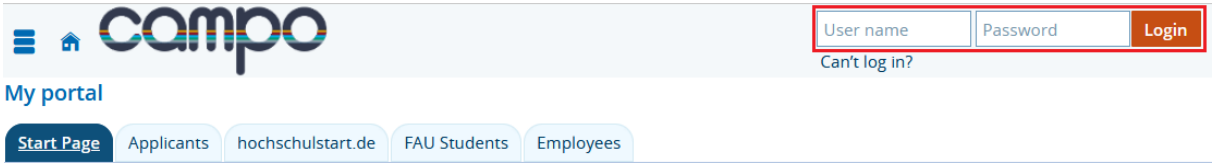
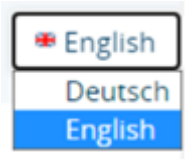
Logging in to the campo portal

You log in to the campo portal using your IdM username and password. Please enter your username and password at the top right of the screen and then click on 'Login'. Once you have successfully logged in, you are taken back to the start page.



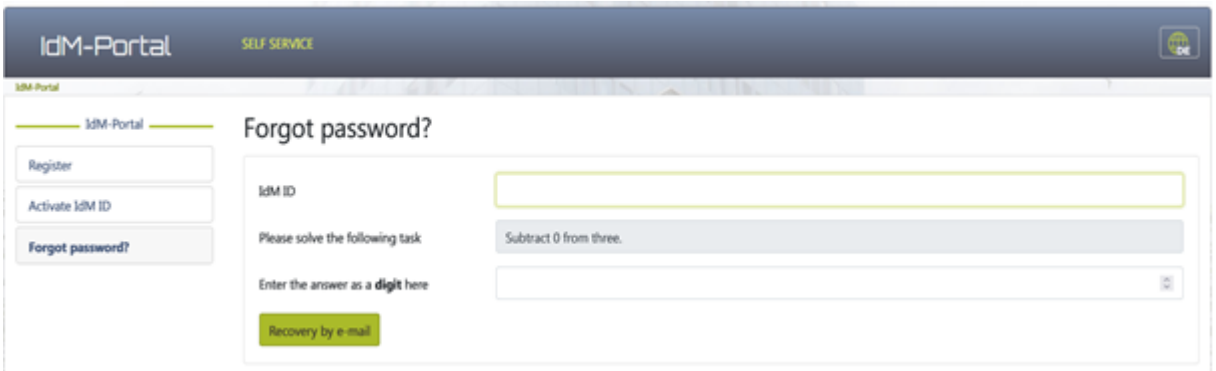
Language

The campo portal is available in German and English. You can change language by clicking on the 'default language' button on the top right of each screen and selecting the language you prefer.



Login difficulties

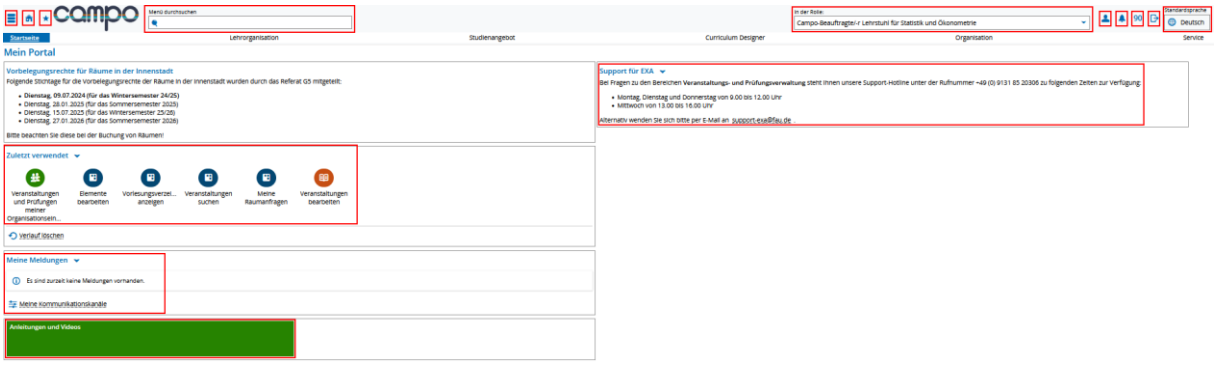
If you have forgotten your password, click on 'Can't log in?' underneath the login box at the top right of the screen. You will then be forwarded to the forgotten password function in the IdM portal.



Enter your data in the fields and then click on the button 'Recovery via e-mail'. Wait until you receive confirmation by e-mail and follow the instructions.

If you continue to experience problems logging in, or if you do not yet have an IdM username, please contact IdM support or the service desks at the RRZE.

Campo start page



The following explains the structure of the start page and navigation in the campo portal.

Menu navigation

The menu icon is located on the top left of the screen and shows three horizontal lines. Click on the icon to expand the menu:

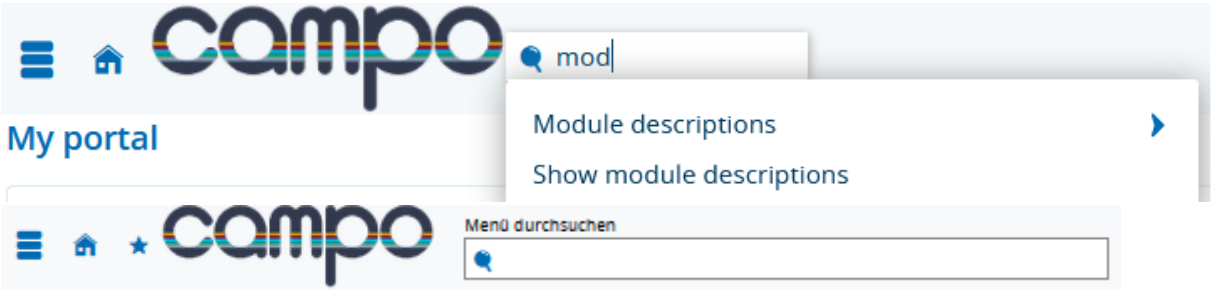
The blue arrows to the right of each menu item expand the menu for you to select the function you require.

Additional navigation options

The **home icon** to the right of the menu icon takes you back to the start page. You can also click on the campo logo.

Under the menu, you can access '**Recently used functions**' showing the last ten functions you accessed using the selected role. By clicking on one of these functions you can access it without first having to navigate through the menu.

A further quick-access option is the '**Search menu**' field, to the right of the campo logo:



You can enter text in the field with the magnifying glass and all functions containing the entered sequence of characters will be displayed.

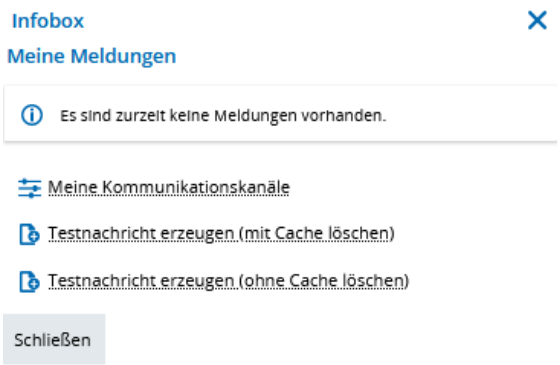
Remaining session duration and logging out

The exit icon showing a **door with an arrow** is located on the top right of the start page. Click on this symbol to log out of the campo portal.

On the left of the screen, you can see how many **minutes remain before your session expires**. Once this time is over you will be logged out automatically if you are inactive. Each time you perform an action in the system, the session is set to expire after another 90 minutes.

Info box and My messages

To the left of the remaining session time, an info box is displayed with a **bell icon**. No matter which function or role you are currently using, a red exclamation mark will appear here whenever you have any new messages. If you click on the icon, a new window opens, taking you to 'My messages'. This section is also available on the start page, underneath the recently used functions. Clicking on one of the messages takes you directly to the function that triggered this message, where you can make any necessary changes. If this function is not available to you in your current role, you must first change roles.



User information, current role and changing role

The **person icon** on the left next to the info box allows you to access information on your current role. Clicking on it opens a new window showing your name, your username and your current role.

If you have more than one role, you can see a menu on the left of the user information icon showing your current role. You can expand the menu using the small blue arrow on the right to select another role.

Further information is available in the instructions for 'assigning roles in the IdM portal'.