

Delegate the management of teaching roles

Heads of organisational units can delegate teaching role management for the campo and StudOn portals to any number of staff in their unit.

To grant a member of staff permission to manage teaching roles, log on to the IdM portal (<https://www.idm.fau.de>) and switch to the 'Administration' area from the top menu. Use the context menu on the left of the screen to navigate to 'Decentralised administration' and then 'Organisational unit'.

The menu item 'Delegate teaching role management' is located here.

Delegate teaching role management

Grant permission to manage teaching roles to additional users in your organisational unit.

Clicking this link will take you to the overview page where you will find a list of individuals in your organisational unit who have been granted permission to manage teaching roles and where you can grant this permission to other users.

To grant permission for managing teaching roles click the link 'Add teaching manager'.



Add teaching manager

Grant permission to manage teaching roles to users in your organisational unit.

This opens a popup window. From this window, you can search for the user you would like to grant permission to by their last name, first name or IdM username.

Add teaching manager

Search by last name, first name or IdM username

Click the 'Add' button to grant the permission.

The user will be added to the list of individuals on the overview page that are authorised to manage teaching roles in your organisational unit and manage their own teaching roles through their IdM account.