## Apply for the campo examinations administrator role

Staff can apply for the campo examinations administrator role directly in the IdM portal. The role request process in the IdM portal also notifies the relevant examiners, who previously needed to review and sign authorisation requests on paper. The examiners are now notified by e-mail and can accept or reject the request in the IdM portal.

You can log on to the IdM portal (https://www.idm.fau.de) using your IdM username and password. In the top menu bar, click on 'Requests/tasks'.



Under the 'Services' section, click on 'Request for approval of a campo role'.



**Request for approval of a campo role**
Apply for campo role

Choose the role that you would like to request from the dropdown menu, in this case 'Examinations administrator'.



Click 'Start' to launch the task.
You will now see the form for requesting approval of a campo role for examination administrators.
The form is divided into three sections:
- Information on the application process
- Information on the user and the selected campo role
- Selection of the examiner who is responsible for the examinations you would like to access.

Please read the information in the first two boxes carefully. They explain the application process in further detail. In the second section, please ensure that you have selected the correct campo role.

Next, select your organisational unit (affiliation) that you are requesting the role for. You will need to select the organisational unit to proceed to the next step, even if only one organisational unit is displayed.

The next section of the application form is the most important part: selecting the examiner whose examinations you wish to access. You can use the selection field to find a user either by entering their IdM username, or first name and last name.

Select the examiner that you would like to delegate to.

Suchbar IdM-Kennung, Vorname, Nachname

Once you click the field, an input field is displayed where you can enter the search criteria. You can choose the correct entry from the dropdown menu where a list of potential matches are shown.

After making your selection, you can submit the request by clicking 'Confirm' at the end of the form. The selected examiner will then receive an e-mail notification that a request has been received in the IdM portal for access to examinations, which they can either accept or reject. You will be informed whether the request has been approved or rejected via e-mail. If the request is approved, the role and access rights will be set up automatically in campo so that you can log on to the campo portal with your IdM username and password and use the functions you have been granted access to.

If you need access to examinations which other examiners are responsible for, you will need to repeat the process.