Apply for the campo study advisor role

Staff can apply for the campo study advisor role directly in the IdM portal. The role request task in the IdM portal notifies the FAU Data Protection Officer of the request via e-mail and they can either accept or reject the request.

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'.

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

Click 'Start' to launch the task.
You will now see the form for requesting approval of a campo role for study advisors.
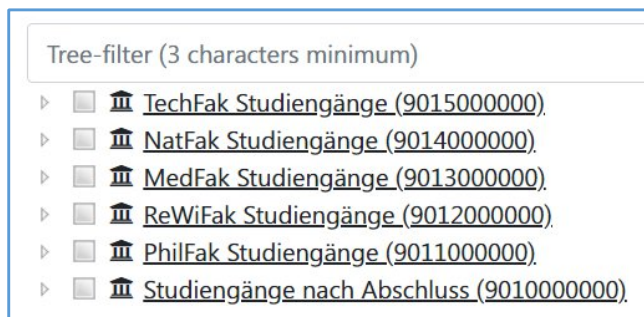The form is divided into three sections:
- Information on the application process
- Information on the user and the selected campo role
- Selection of organisational unit (affiliation) that you are requesting access for and the required access rights to degree programmes.

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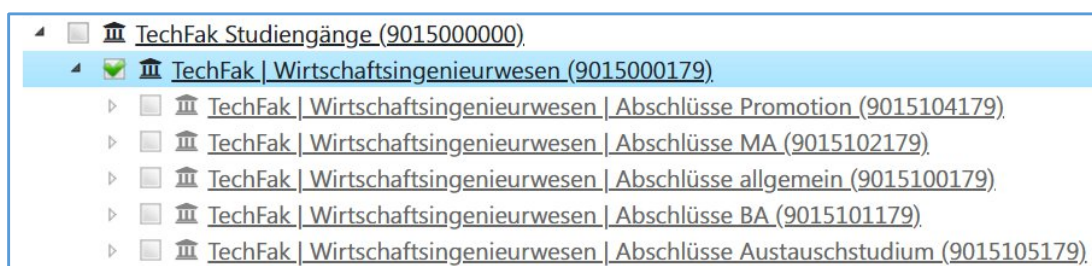
Next select your organisational unit (affiliation) that you are requesting the role for. You will need to select the organisational unit to proceed to the next step, even if only one organisational unit is displayed.

The next section of the request is the most important part: selecting the degree programmes that you would like to access. The degree programmes are listed in a tree by faculty and you can also find degree programmes by entering part of the degree programme name in the filter field.
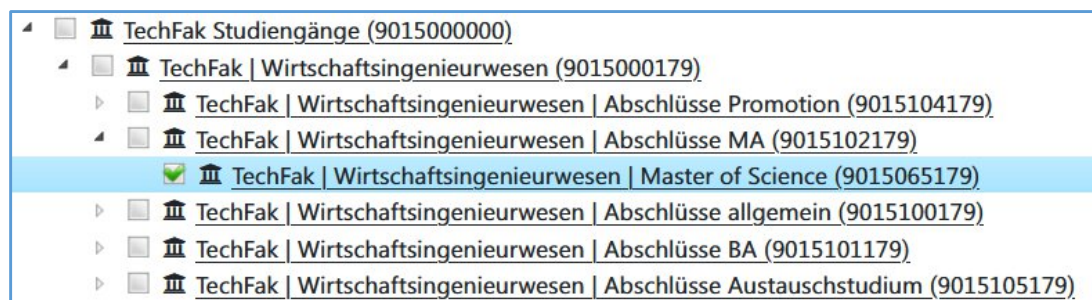

Under each faculty, the degree subjects are listed, followed by the degree type. By clicking the checkbox next to a level of the tree, you can select the subject or specific degree types which you would like to access as a study advisor.
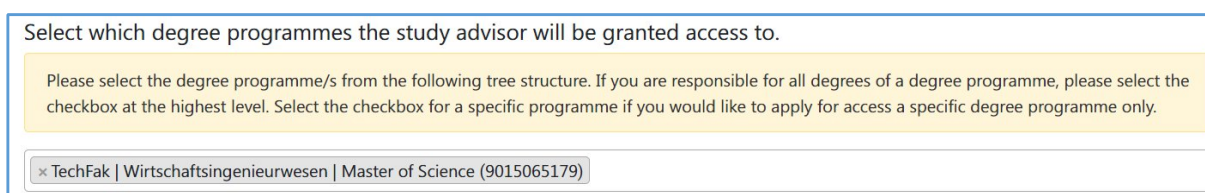
For example, if you are responsible for the Industrial Engineering and Management programme in general, then you should enable the checkbox at the top level for this subject.

If you are only responsible for a specific degree type within a degree subject, such as the Master's degree programme in Industrial Engineering and Management, you should enable the checkbox on the level for this degree programme.

When you enable the checkbox, your selection will be displayed in the selection box above the tree.

If you are responsible for all two-subject Bachelor's degree programmes at FAU as a subject advisor, we recommended selecting the 'Degree programme by programme type' level from

the tree and enabling the checkbox next to the 'Two subject Bachelor's degree programme' level.

After making your selection, you can submit the request by clicking 'Confirm' at the end of the form. This request will be transferred to the FAU Data Protection Officer who is responsible for approving or rejecting the request. 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.

When non-scientific employees request study advisor access, the Privacy Officer requests a written justification from the academic supervisor briefly addressing why the requesting individual needs the access.