Update your contact details - FAQ

1. Login data Docata-MIN

Do you have forgotten your Docata-MIN login data?

Password: Use the password request to request a new password.

Username: If your admission application (the beginning of your doctoral studies) was submitted before December 2017, your username is: "firstname_lastname." If your admission application (the beginning of your doctoral studies) was submitted after December 1, 2017, then your username is the correspondence email address stored in Docata-MIN at that time and used for the registration. After registering then in Docata-MIN, you received an email informing you of your username. If you do not remember your username and cannot find the email mentioned here in which you were informed of your username, please write an email to docata-min@uni-hamburg.de.

For data protection reasons: You must send the email to docata-min@uni-hamburg.de inquiring about the Docata-MIN access data (i.a. username) **exclusively via**

- **a** *uni-hamburg* email address,
- or **a** *studium.uni-hamburg.de* email address
- or **a** an email address of the email domains *chemie.uni-hamburg.de*, *informatik.uni-hamburg.de*, *zbh.uni-hamburg.de*, *hs.uni-hamburg.de*, *physik.uni-hamburg.de*, *physnet.uni-hamburg.de*, *uke.de* or *zmnh.uni-hamburg.de*.

Correspondence email address:

- The correspondence email address in Docata-MIN and the Docata-MIN username do not have to be identical. They are not linked to each other.
- Since we process doctoral procedures electronically, for data protection reasons we ask you to contact us, the MIN doctoral administration (in the responsible Academic Offices or the Doctoral Office Physics) **via**

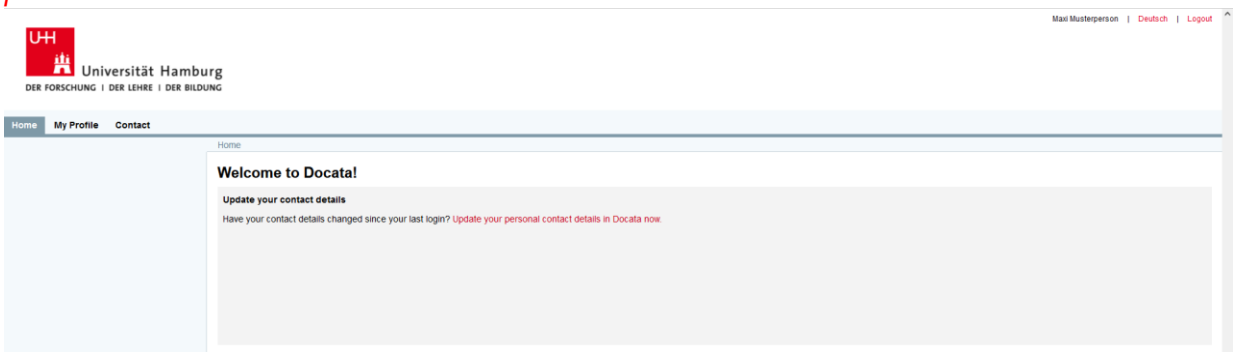
  - **a** *uni-hamburg* email address,
  - or **a** *studium.uni-hamburg.de* email address
  - or **a** email address of the email domains *chemie.uni-hamburg.de*, *informatik.uni-hamburg.de*, *zbh.uni-hamburg.de*, *hs.uni-hamburg.de*, *physik.uni-hamburg.de*, *physnet.uni-hamburg.de*, *uke.de* oder *zmnh.uni-hamburg.de*

  and **to communicate** and **submit documents** to us via this email.

- You can change your correspondence email address on your own and at any time before the oral defense is held via the contact update wizard presented here.

2. Update your contact details

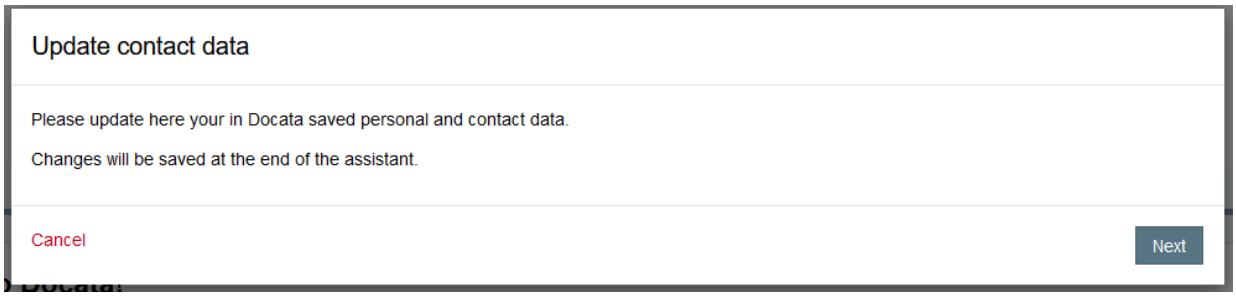
You can log in to Docata-MIN here and update your contact details using the link *Update your personal contact details in Docata now.*:



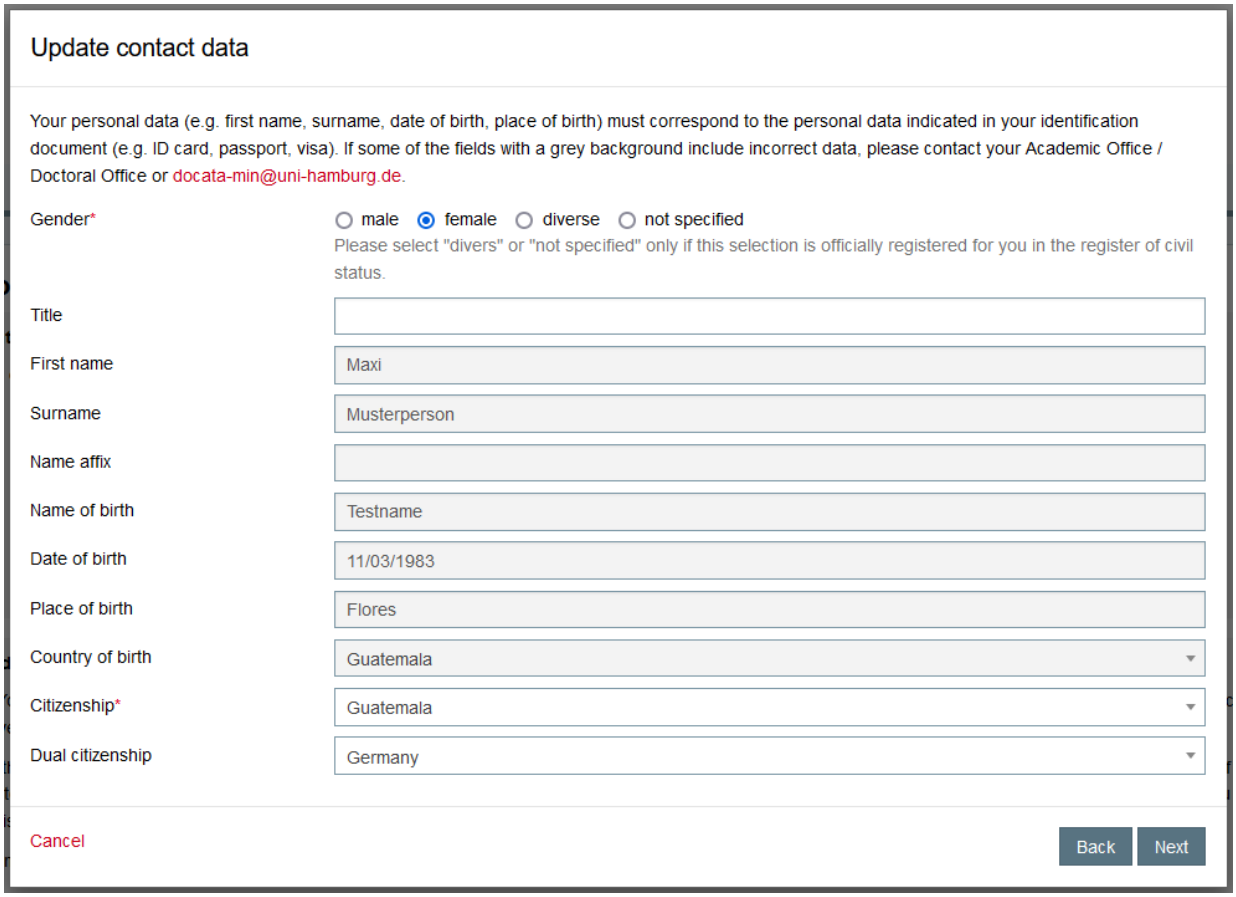
Please note the following for filling out the wizard:

- All fields marked with an "*" are mandatory and must be filled in; filling in all other fields is optional.
- The changes made on the editing pages will be preserved only if you save them using the corresponding button. Changes are only saved via the *Next* button, not via the *Back* button!
- If you click the *Cancel* button, your data will remain as it was before you started working with the update link (= wizard).
- **Only after you have gone through the complete wizard and clicked on the *Finish* button at the end of the wizard, your data will be successfully updated.**

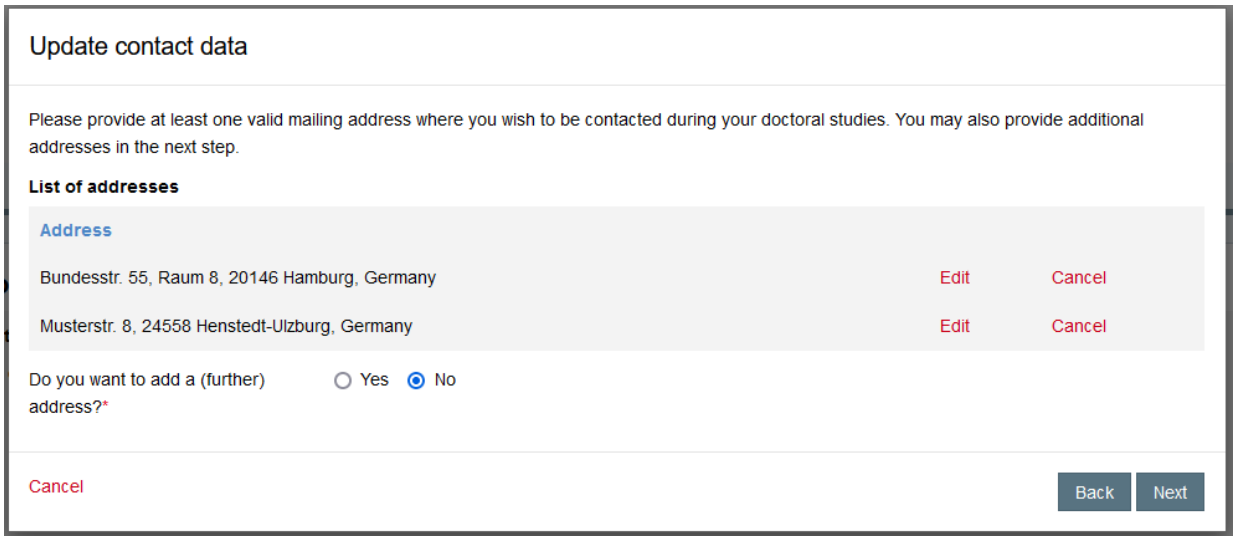
After clicking the link *Update your personal contact details in Docata now.* the following page will open:

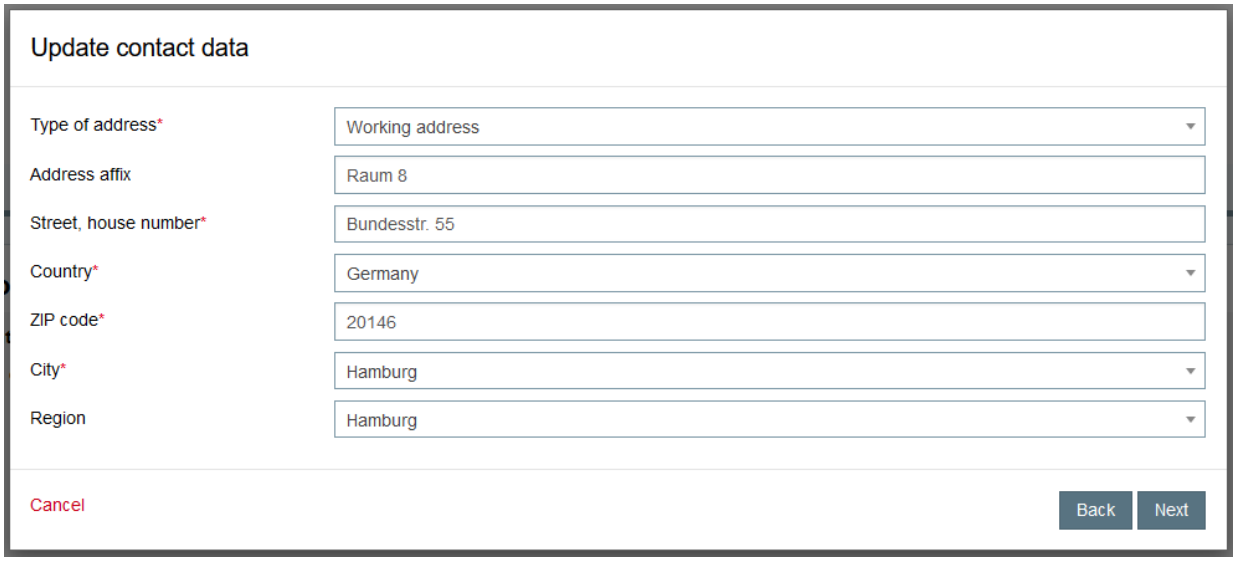


After clicking *Next* you will get to the section with your personal data. Has your name changed? Then please contact your responsible Academic Office / Doctoral Office and present an appropriate identification document there.

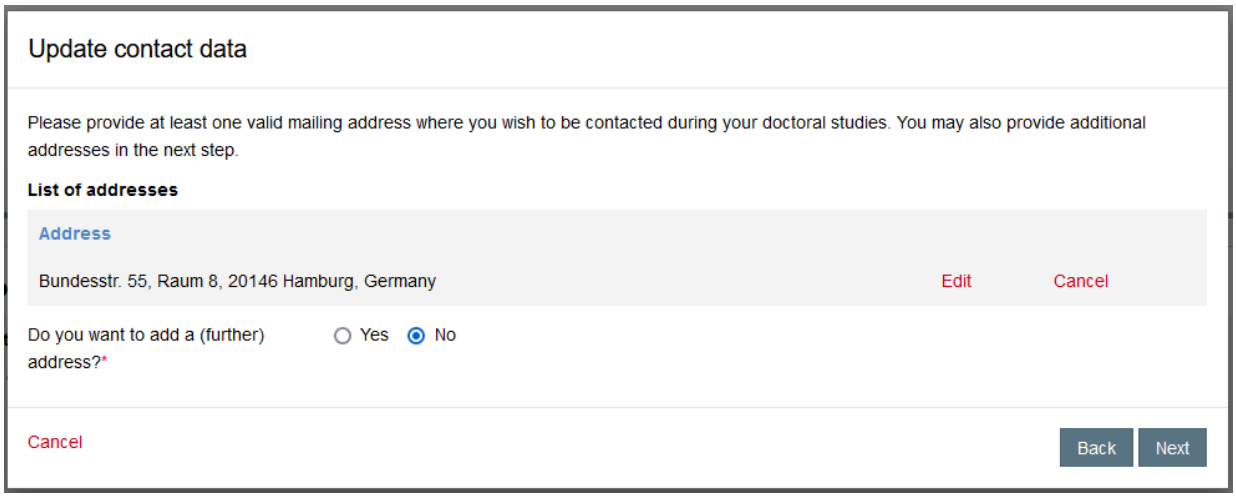


After clicking *Next*, you can already make the first changes to your contact information using the *Edit* link and update your mailing address:



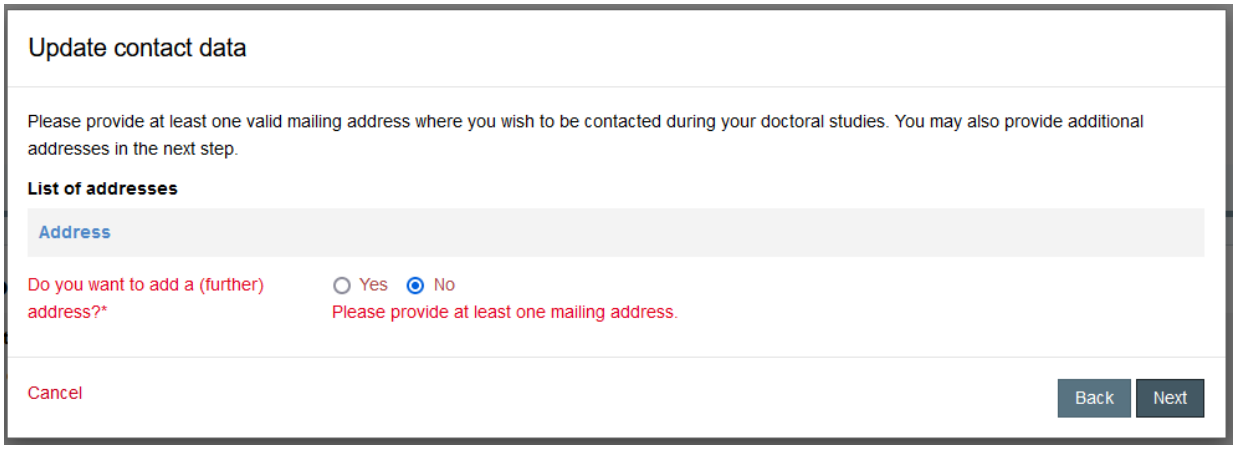


You can use the *Cancel* link to delete mailing addresses (that are no longer current):

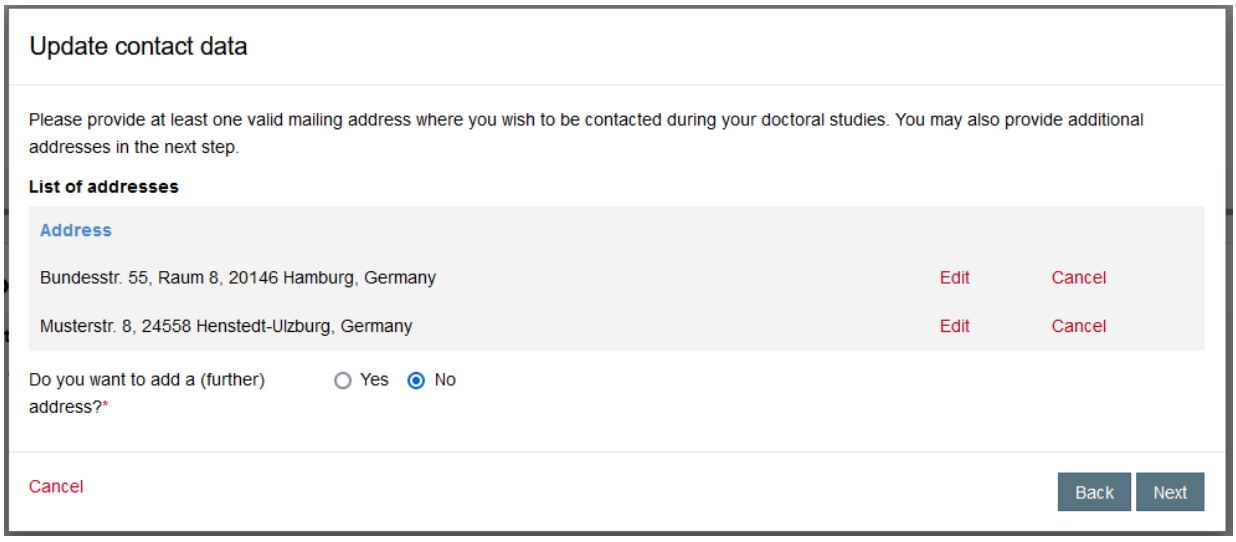


Please note:

- After clicking *Cancel* you will not be asked for an extra confirmation of the deletion. As soon as you click the *Cancel* link, the deletion action takes place immediately. The saving of the deletion and its transfer in the Docata-MIN IT system takes place after you click on the *Finish* button at the end of the wizard.
- If you would try to delete all mailing addresses here, you will receive the following error message, because we need at least one mailing address from you:

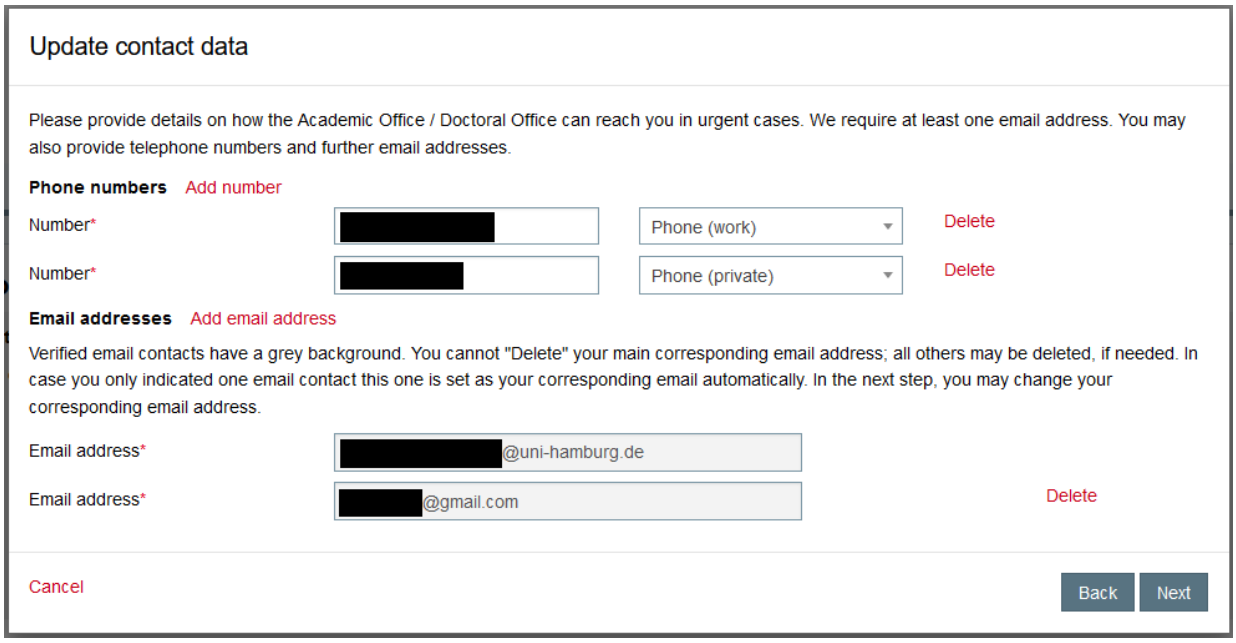


After clicking *Next* in this window



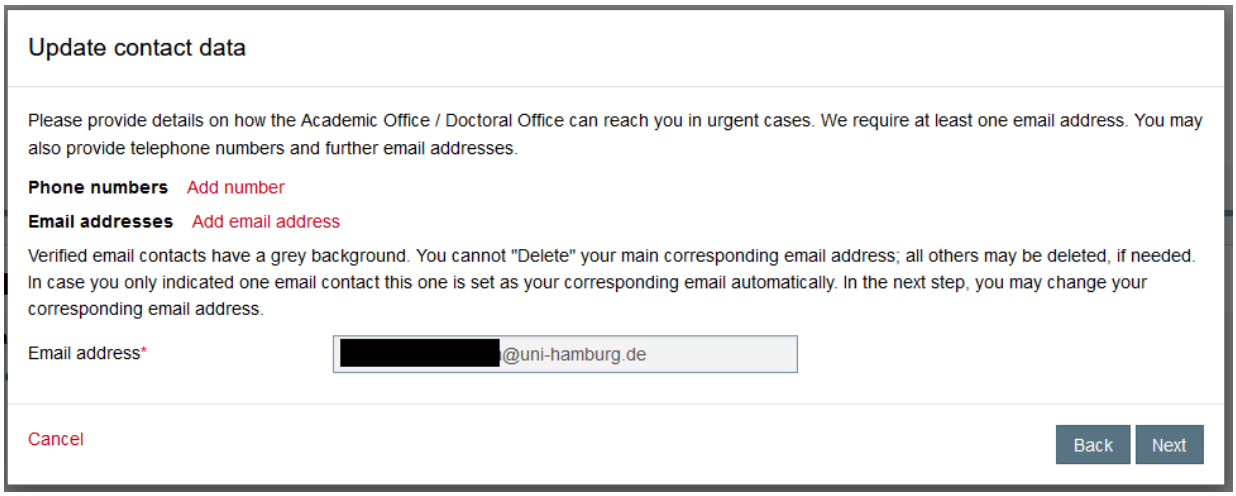
you can update your correspondence mailing address and, if you wish, specify a different one, which you have previously entered in the page before:

After clicking *Next* in the upper page you will get to the section where you can update your phone numbers and email address:



Using the *Add number* link you can enter a new phone number. Using the *Delete* link you can delete one, several or all phone numbers present here without having to enter a new one.

Email addresses that are **not** set as your correspondence email address in the Docata-MIN IT system can be easily deleted using the associated *Delete* link:

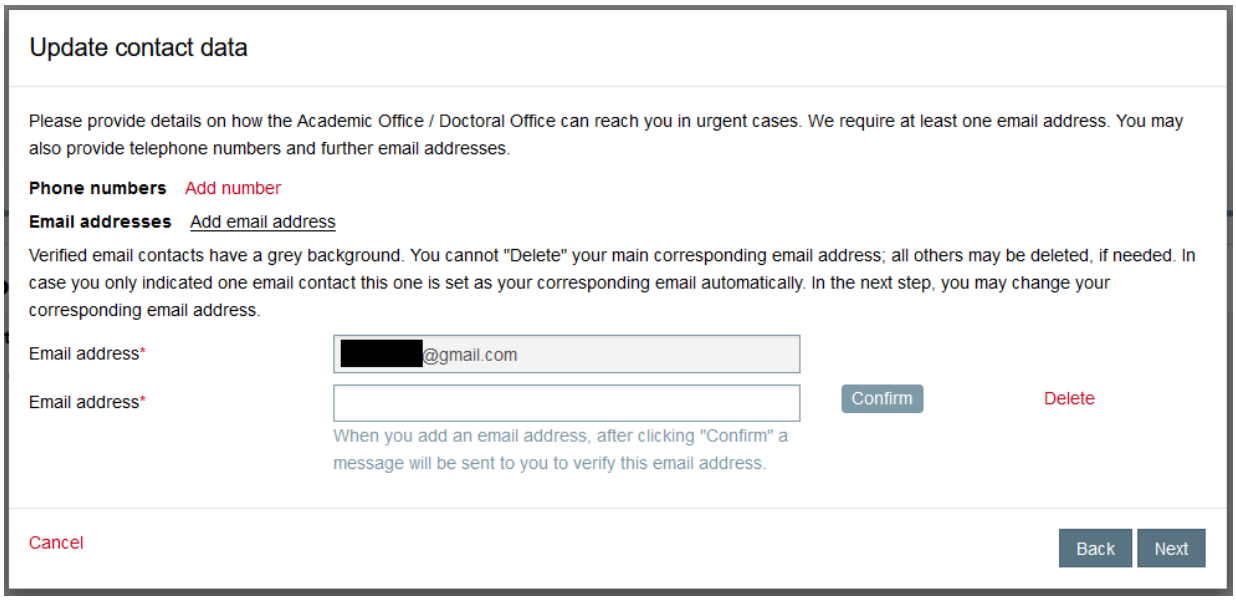


Important to note: Only after you have gone through the complete wizard and clicked on the *Finish* button at the end of the wizard, only then your data will be successfully updated and the deletion of the email address will be saved in the Docata-MIN IT system!

You can delete the email address saved as your correspondence email address in the Docata-MIN IT system only after you have entered another email address here, confirmed it, and set it as your new correspondence email address. This is done in the following steps:

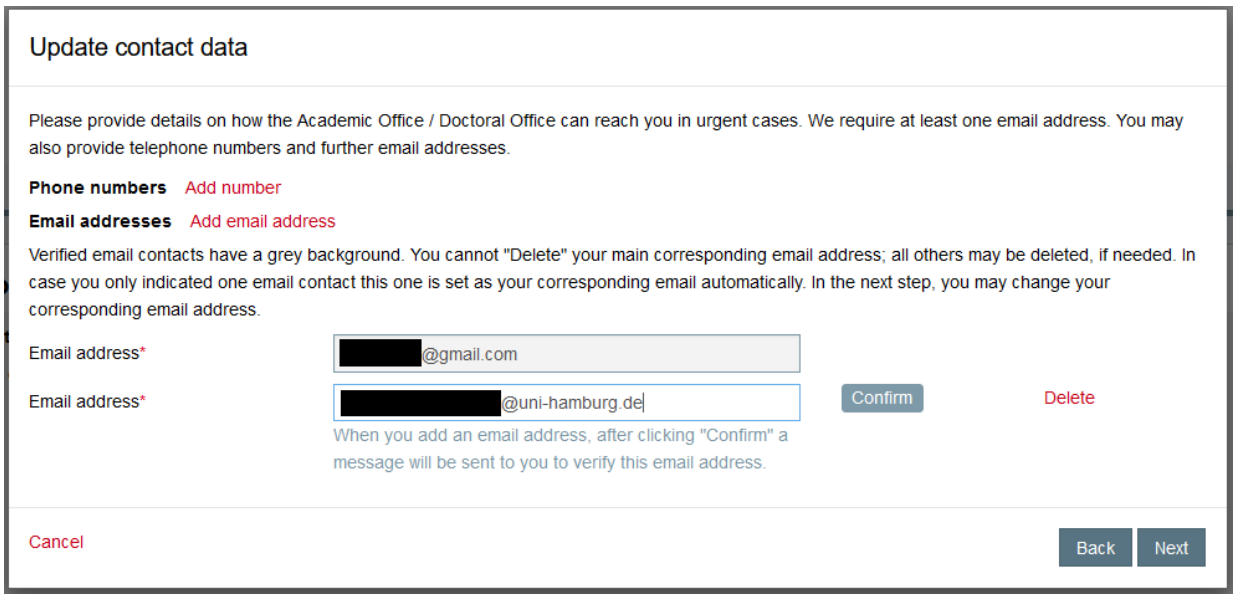
Step 1

Click the Add email address link. After that the following input option appears:



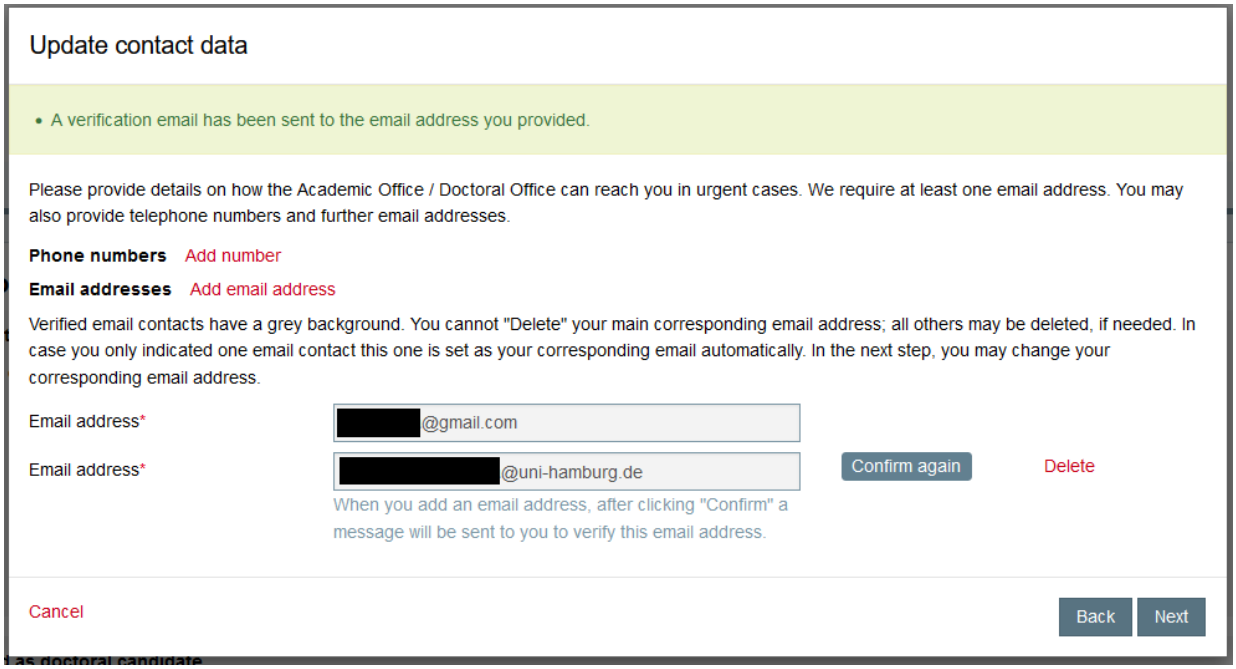
Step 2

After entering the new email address (see below), you must first confirm it via the *Confirm* button.

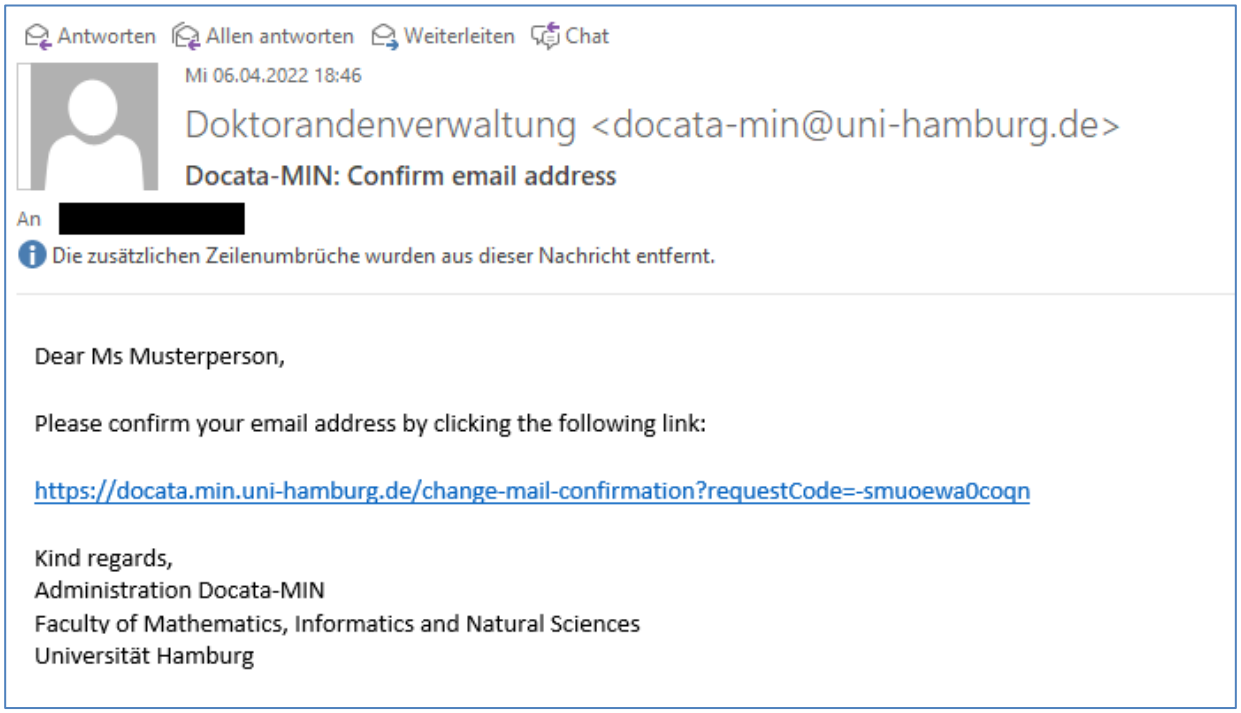


Step 3

After clicking *Confirm*, a message verifying this email address will be sent to the email address you just entered and the following message will appear in green in the screen:

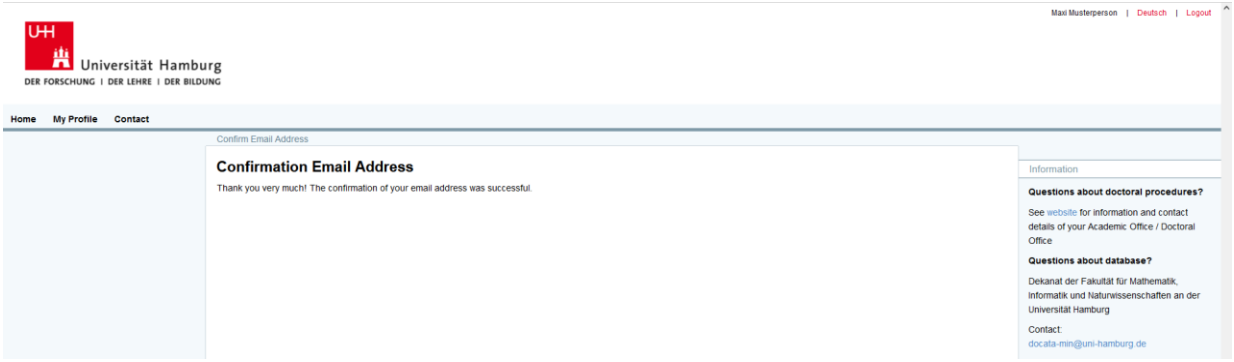


The verification message is accompanied by a link with which you must verify the email entered via Docata-MIN:

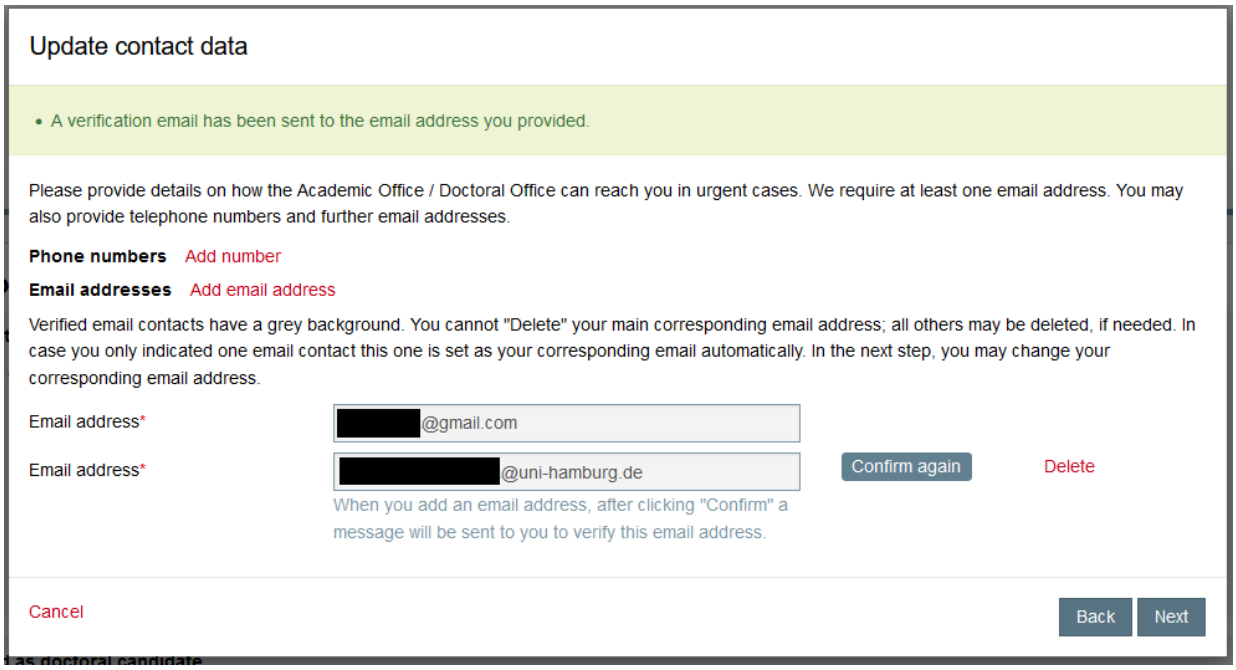


Step 4

After clicking on the link attached to the verification message, then you will be taken to the following page of Docata-MIN IT system in your browser:

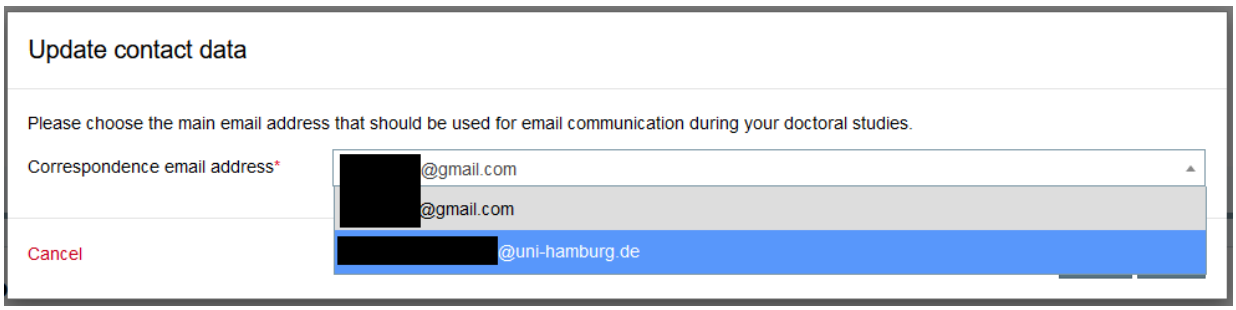


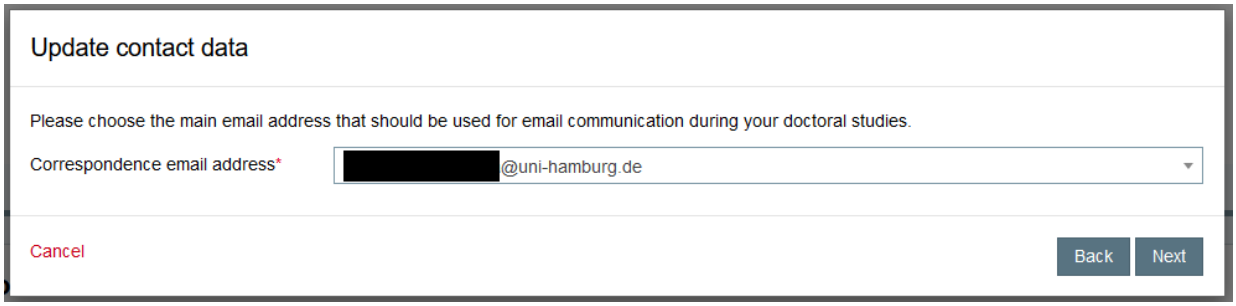
You can close the above page and return to the browser page where the wizard is still open. Here you then click *Next*:



Step 5

After clicking *Next* in the upper window you will get to the section where you can now select a new correspondence email address:



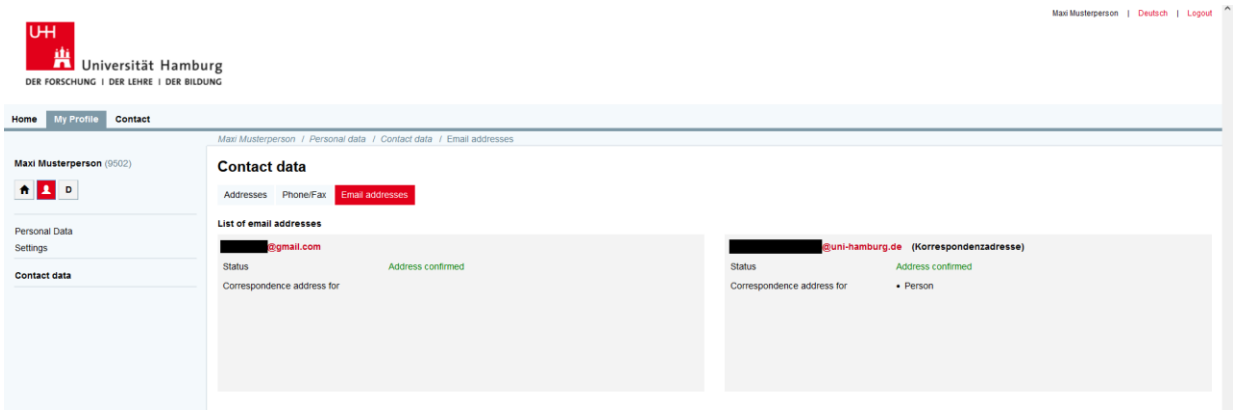


Step 6

After clicking *Next* in the upper window, you will get to the last section where you have to save the changes made in the Docata MIN IT system. To do this, click *Finish*:

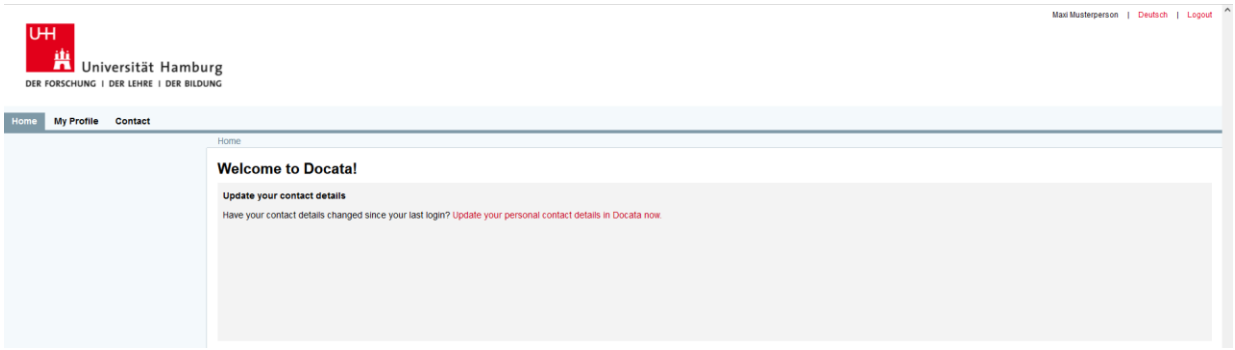
And then you will get the confirmation of saving the changes:

After clicking *Close*, you can view the newly entered email address confirmed as a correspondence email address under *My Profile > Personal data > Contact data > Email addresses*:



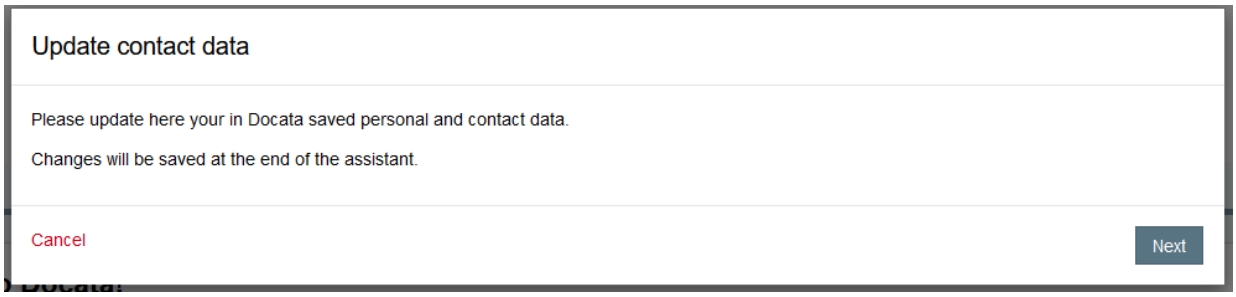
Step 7

After you have set a new correspondence email address, you can delete the old one by opening the wizard again

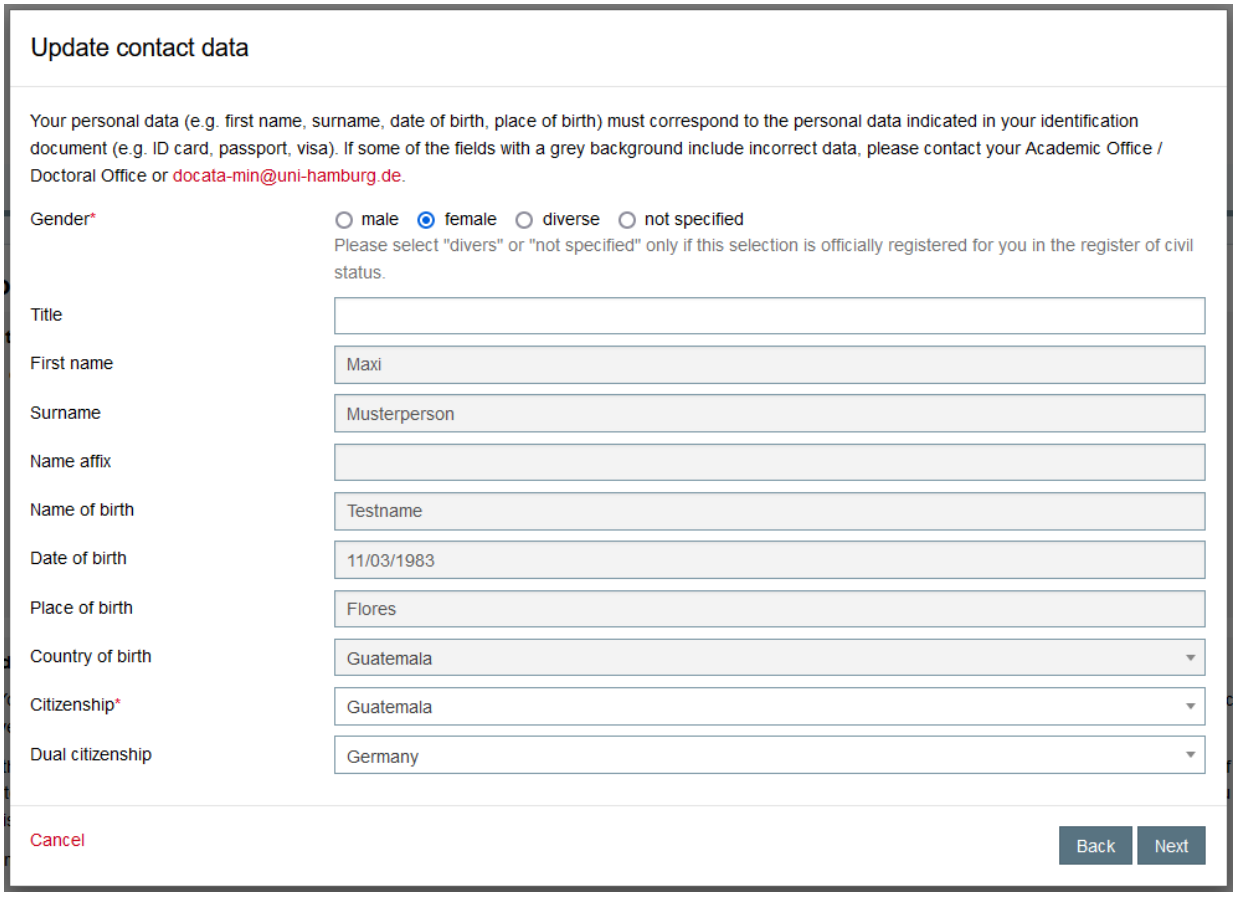


and go through the following steps below.

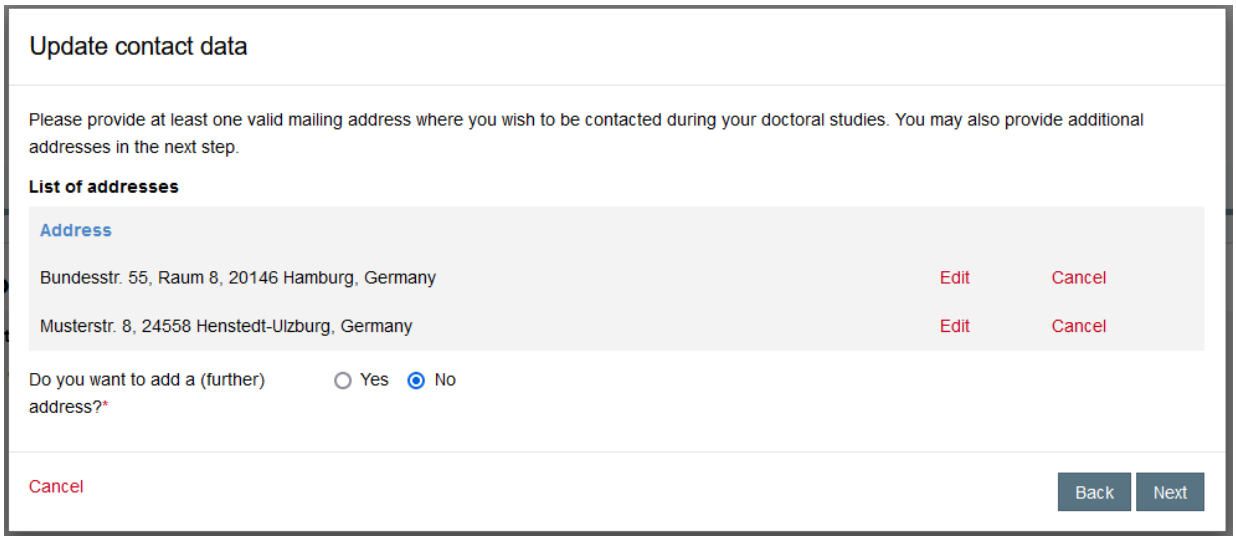
Click on *Next* here:



Click on *Next* here:

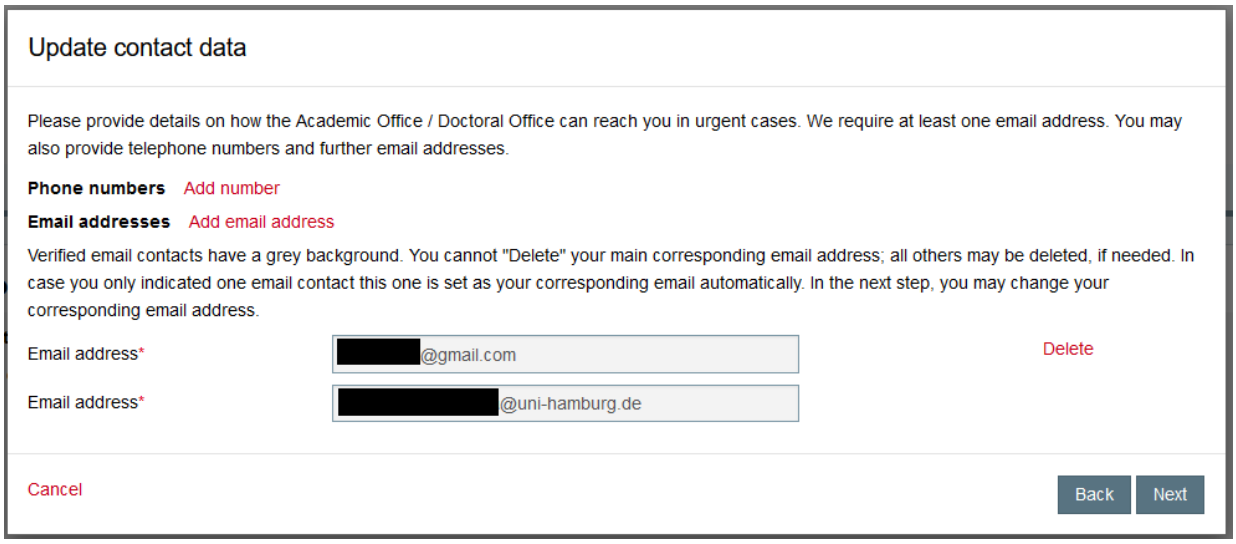


Click on *Next* here:

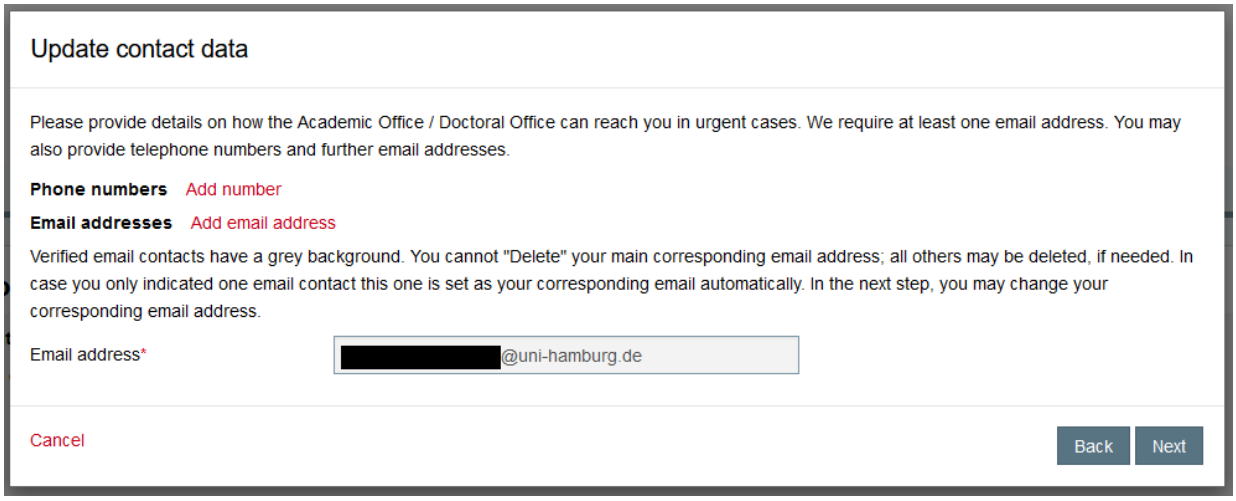


Click on *Next* here:

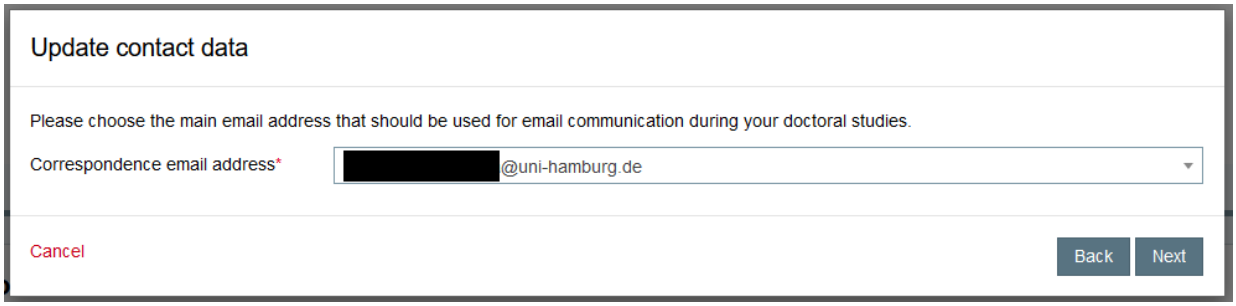
Here you will then need to click on the *Delete* link:



The result of the deletion can then be seen directly in the screen after clicking on *Delete*. You must now click *Next* so that you save the deletion at the end of the wizard and submit it to the Docata-MIN IT system:



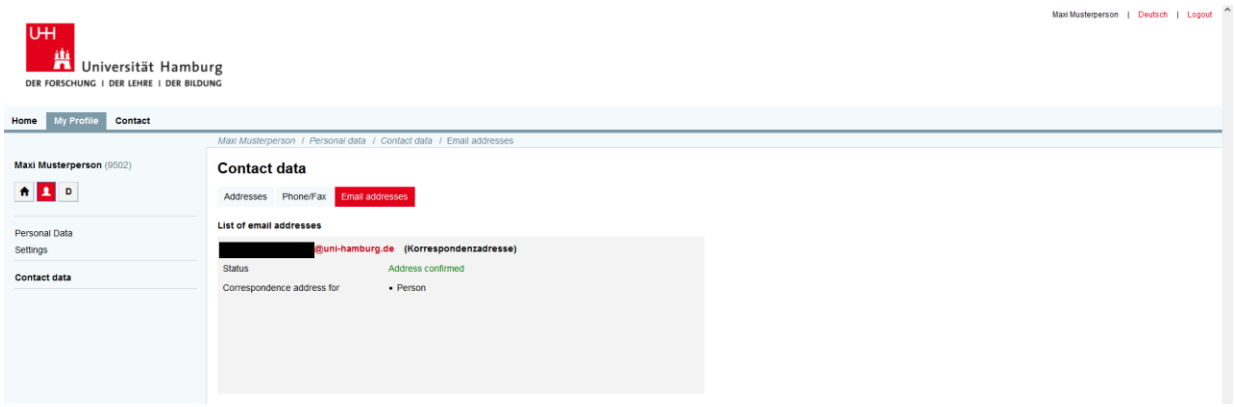
Here, the email address you just deleted is not selectable. Click *Next*:

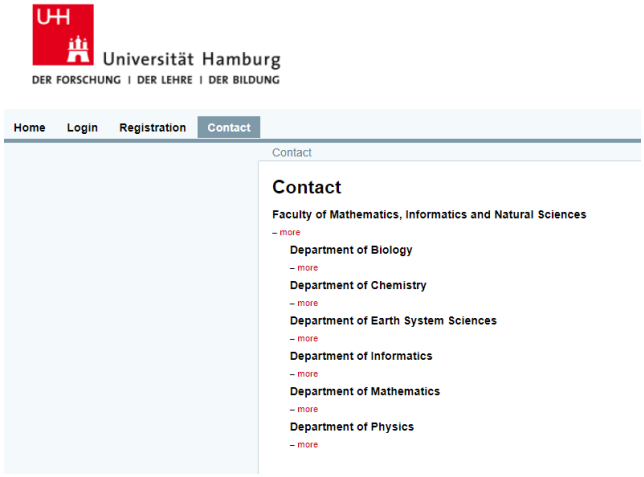


After clicking *Next* in the upper window you will get to the last section where you have to save your changes in the Docata MIN IT system. To do this, click *Finish*:

And then you will get the confirmation of saving the changes:

After you click *Close*, you can check the deletion of the email address under *My Profile > Personal data > Contact data > Email addresses*:



3. Contact

You can find the contact details for the responsible Academic Offices or the Doctoral Office here under 'Contact' in Docata-MIN or on the websites of your department.