

Process Description

As of 07/2025

Message Management in ELIAS

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1 Sending Messages

ELIAS allows you to send and receive application-related messages. To send a message from an application, click on the desired contact person under the *Summary* tab.

The screenshot displays the 'Zusammenfassung' (Summary) page of an application. The page is divided into several sections:

- Akkreditierung**: Geographie, 02. Programmakkreditierung - Begutachtung im Bündel - Version 2 (gültig von 09.01.2021)
- Antragsteller/-in**: Testhochschule, Universitätsstraße 1, 10011 Berlin. Nutzerverwalter/-in: Test Nutzer/-in.
- Dokumente**: Zuletzt hinzugefügte Dokumente:
 - 7843- absm_mnfak_699_humangeographie_ma_hauptfach.pdf.txt (Selbstbericht der Hochschule, 3.036,99 KB, 26.03.2025) - Datei herunterladen
 - 7841- absm_mnfak_050_geographie_ba_monofach.pdf.txt (Selbstbericht der Hochschule, 3.074,76 KB, 26.03.2025) - Datei herunterladen
 - 7844- absm_mnfak_851_globalchangegeography_msc_hauptfach.pdf.txt (Selbstbericht der Hochschule, 3.020,28 KB, 26.03.2025) - Datei herunterladen
- Ansprechpartner/-innen**: Aktuell verantwortlich: Stiftung Akkreditierungsrat1. Autor/-in: Test2 Nutzer/-in2 (highlighted with a blue box). Antragsteller/-in: Test Nutzer/-in (1. Ansprechperson) @ 1231@example.com +49-228-549597. Antragsbearbeitung: Akkreditierungsrat: Stiftung Akkreditierungsrat1 (Ansprechpartner/in Geschäftsstelle der Stiftung Akkreditierungsrat) @ sekretariat@akkreditierungsrat.de +49-228-471350.

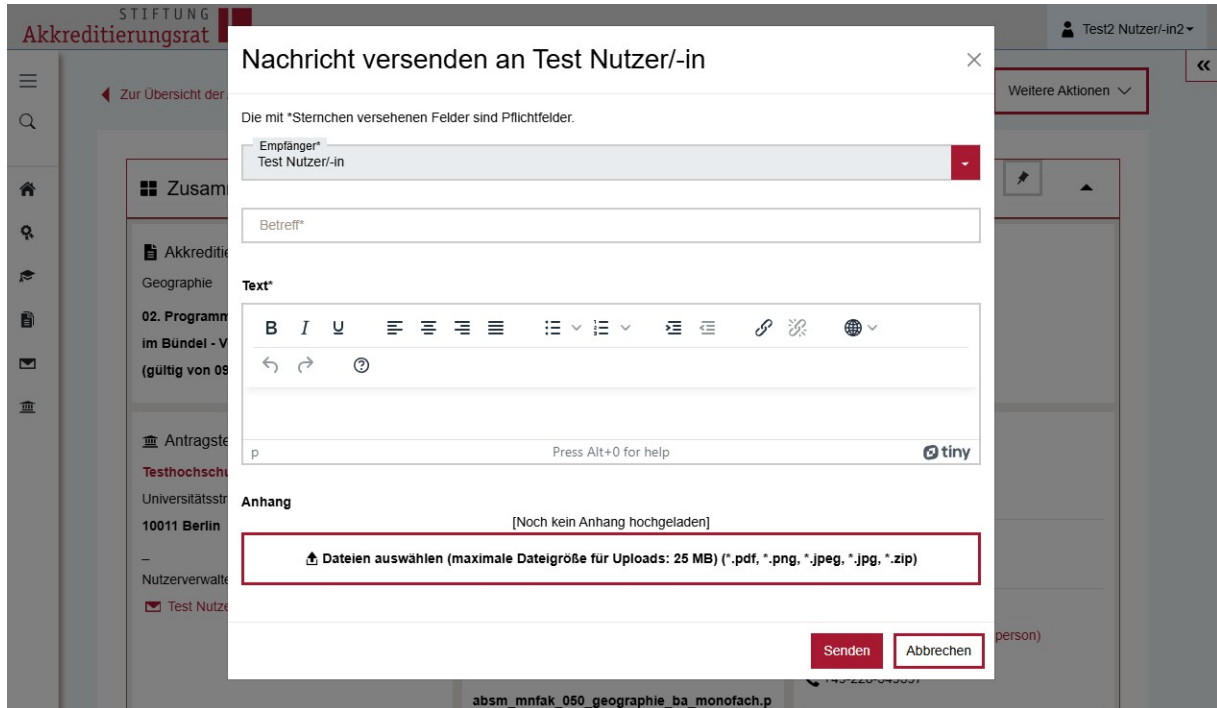
At the bottom, there are two summary rows: '1 Antragstyp' and '2 Antragstellende Hochschule', each with a search icon and a dropdown arrow.


In the dialog box that appears, you can enter the subject and message text. Then, click the *Send* button to send the message.

Under *Attachment* and the *Select Files* field, you can attach files that the recipient can download. Supported formats include **PDF**, **JPEG**, **JPG**, and **ZIP** (maximum file size: **25 MB**).

In the dialog box that opens, you can enter the subject and message text. Then, click the *Send* button to send the message.

Under "*Attachments*" and the "*Select Files*" field, you can attach files to the message that the recipient can download. Supported formats include **PDF, JPEG, JPG, and ZIP (maximum 25 MB)**.



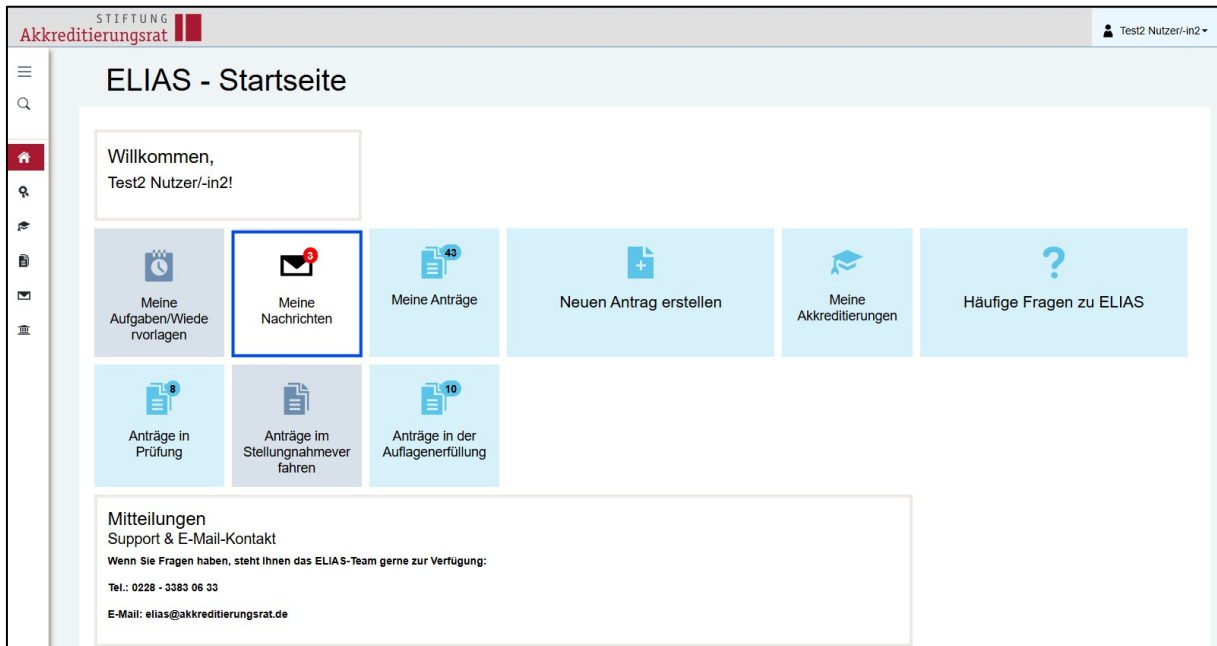
If the recipient has entered an absence, this is indicated by the icon  next to their name. If you hover the cursor over the icon, the duration of the absence will be displayed. If the recipient has set up a substitute, the message will be forwarded to that person.

For information on setting up absences and substitutes, see also [FAQ ELIAS 06](#).

2 Receiving Messages

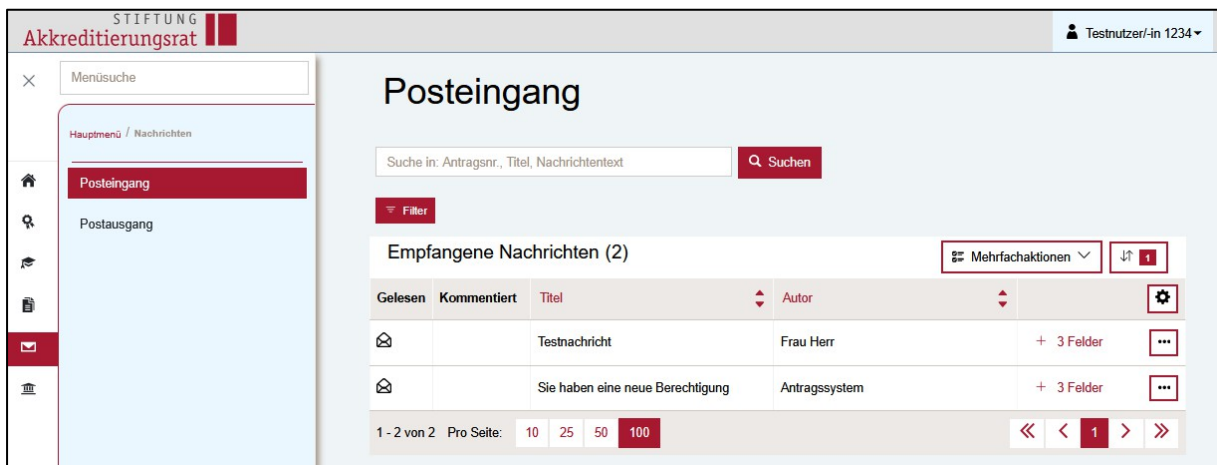
As the recipient of a message, you will receive an automated system message in your email account notifying you that new messages are available for retrieval in ELIAS.

After logging in, new messages are displayed on the home page. Clicking the *My Messages* tile takes you directly to your inbox.



Note: If all messages are marked as read, this button on the home page can no longer be clicked.

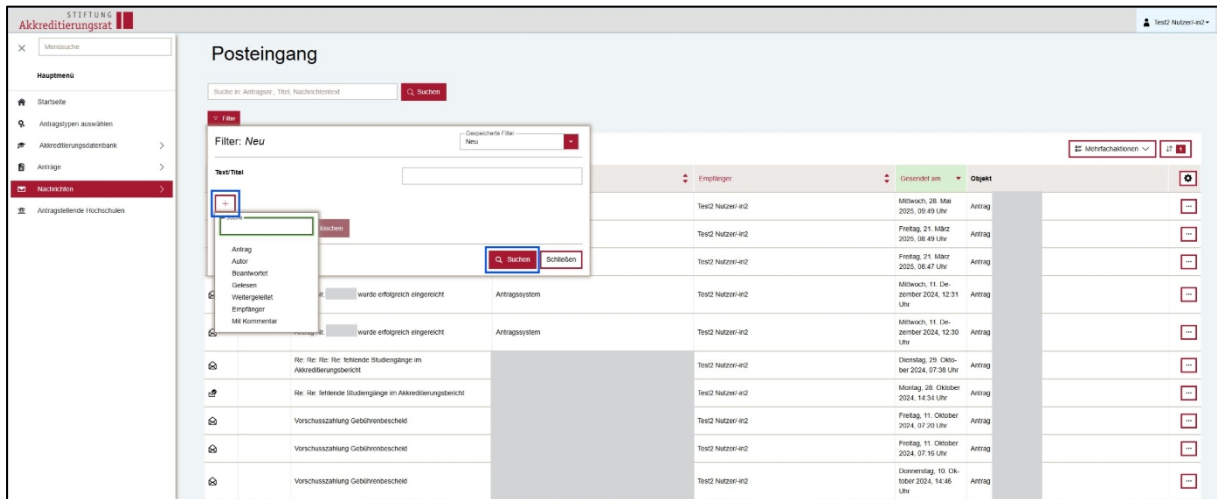
All messages—including those already read—can be viewed by selecting *Messages* in the menu under *Inbox* and *Outbox*. These can be accessed from the main menu via the left-hand sidebar by clicking the envelope icon:



3 Functions in the Inbox and Outbox:

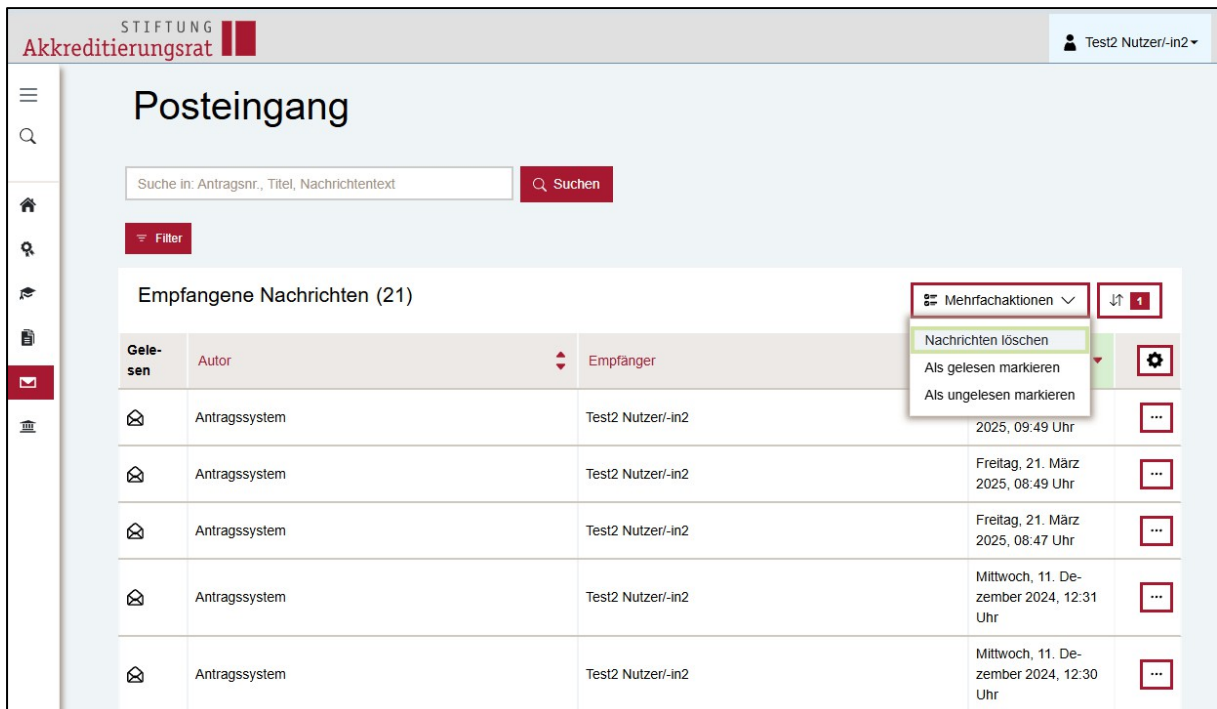
Filtering Messages

Using the + and *Search* fields, messages can be filtered by various criteria (message author, request number, etc.):



Deleting Messages

Using the "Bulk Actions" field in the upper right corner, you can delete messages or mark them as read or unread. The messages to be deleted can be selected individually by checking the boxes.



4 Application-related system messages

Messages regarding the processing status of an application are automatically sent by the system. These include, among others:

- Confirmation of receipt of an application
- Sending of the fee notice for the flat-rate fee (see also [FAQ 11.3](#))
- Request for a statement in the event of deviating decisions by the Accreditation Council
- Notification of the Accreditation Council's accreditation decision
- Decisions regarding the fulfillment of conditions (including revocation of accreditation)
- Decisions by the Accreditation Council regarding:
 - the accreditation of degree programs
 - Extensions of deadlines
 - Bundled approvals
 - Approvals of substantial changes
- Reminder regarding the expiration of deadlines for fulfilling requirements (30 days before the deadline)
- For system-accredited institutions: Notification regarding the activation of entries in ELIAS for internally accredited degree programs, deadline extensions for internal accreditations, and significant changes.

These messages will be sent exclusively to the contact persons listed under “**Summary**” in the application, as well as to the author—for a maximum of three people.