

Adding additional contacts and approving applications for the university

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1 Introduction

In ELIAS, each university has the option to add additional contact persons to an application during the application process. A total of up to three contact persons can be assigned to an application (one application author and two additional contact persons). If you are added as a contact person in an application in ELIAS, you will have access to the application and receive all system messages related to it.

In addition, each university can make an application available to all users of its own university registered in ELIAS. This grants all university members read access to the application, and they can view it at any time via the *“My Applications”* tile.

If additional contact persons need to be added to an application that has already been submitted, please feel free to contact the ELIAS team at the Office at any time.

This also applies in cases where a contact person listed in the application is no longer employed at the university and responsibility for the application must be transferred to a successor.

2 Adding Additional Contact Persons

The fields “*Application Author*” and “*1st Contact Person*” (under the “2. Applying University” tab) are automatically populated with the name of the person creating the application when an application is created.

The screenshot displays a web interface for managing applications. At the top, there is a navigation bar with a back arrow and the text 'Zur Übersicht der Anträge', a red button labeled 'Antrag einreichen', and a dropdown menu 'Weitere Aktionen'. Below this, a sidebar contains five expandable tabs: '1 Antragstyp', '2 Antragstellende Hochschule', '3 Antrag', '4 Bescheide', and '5 Antragsunterlagen'. The '2 Antragstellende Hochschule' tab is expanded, showing a form for '2.1 Antragstellende Organisation'. This form includes fields for 'Antragstellende Organisation' (Testhochschule), 'Anschrift' (Universitätsstraße 1, 10011 Berlin), 'Bundesland' (Berlin), 'Rechtsform' (K.d.ö.R. (ohne Kirchen)), 'Webseite' (-), and 'Agentur / akkreditierende Organisation' (Akkreditierungsrat). At the bottom of this form, there are two fields for contact persons: '1. Ansprechpartner/-in' (Test Nutzer/-in (Autor/in)) and '2. Ansprechpartner/-in' (Keine Ansprechperson ausgewählt). Both fields are highlighted with red boxes. The interface also features several icons for editing and deleting items.

To add additional contact persons to the application, please proceed as follows:

1. Open the relevant application.
2. Click on the “*Applicant University*” tab to expand it.
3. Click on the pencil icon in the upper right corner of the tab to open the edit view.

- In the edit view, you can edit the fields for *the 1st contact person, 2nd contact person*, and the associated *positions for the applicant*.

Note: The "*Position with the applicant*" fields are free-text fields and are required. They must be filled in as soon as a contact person is added.

← Zur Übersicht der Anträge Antrag einreichen Weitere Aktionen ▾

🔍 1 Antragstyp

🏠 2 Antragstellende Hochschule

2.1 Antragstellende Organisation ✕ 🔍 📄

Sofern nicht automatisch vorbelegt: Wählen Sie die Hochschule aus, in deren Namen dieser Antrag erstellt werden soll. ✕

Die mit *Sternchen versehenen Felder sind Pflichtfelder.

Antragstellende Organisation*
Testhochschule (60000012) ▾

Anschritt
Universitätsstraße 1
10011 Berlin

1. Ansprechpartner/-in* Test Nutzer/-in ▾ Position beim Antragsteller* 2. Ansprechperson ✕	2. Ansprechpartner/-in Dr. Peter Antragsteller Muster2256 ▾ Position beim Antragsteller 3. Ansprechperson ✕
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Speichern Abbrechen

🔍 3 Antrag

🔍 4 Bescheide

📁 5 Antragsunterlagen

- Save your entries to apply the changes.

The application can now be viewed by the listed individuals and—depending on the application status—edited. All contact persons receive notifications about new system messages, e.g., when decisions are published.

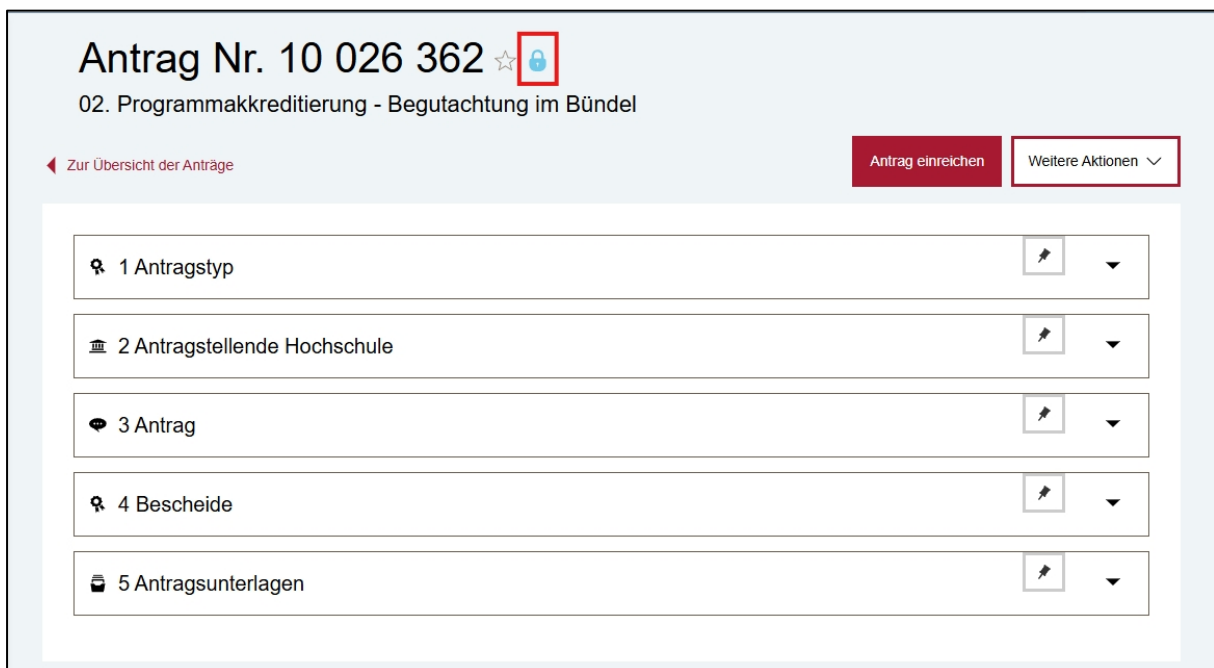
These settings can be configured by the user until the application is submitted. After submission, changes can only be made by the Accreditation Council's office.

3 Visibility for all users at the university

Additionally, you have the option to make the application visible university-wide. This grants all users of the respective university registered in ELIAS read access to the application.

Here's how to proceed:

1. Open the relevant application.
2. At the top of the page, you will find the *application number* as well as a *star* and a *lock icon*.



The screenshot shows a web interface for managing an application. At the top, it displays "Antrag Nr. 10 026 362" followed by a star icon and a lock icon. Below this is the text "02. Programmakkreditierung - Begutachtung im Bündel". There are two buttons: "Antrag einreichen" (red) and "Weitere Aktionen" (white with a dropdown arrow). A link "Zur Übersicht der Anträge" is also visible. Below these elements is a list of application components, each with an icon, a label, and a star icon in a box:

- 1 Antragstyp
- 2 Antragstellende Hochschule
- 3 Antrag
- 4 Bescheide
- 5 Antragsunterlagen

3. Click on the *lock icon*. A security prompt will open with the following message: "After clicking the 'Make application visible' button, the application will be made available to all university-affiliated users."

STIFTUNG editierungsrat

Test Nutzer/-in

Antrag Nr. 10

02. Programmakkreditierung

Zur Übersicht der Anträge

Privateinstellung ändern

Der Antrag ist nur für die Autorin bzw. den Autor und die im Antrag hinterlegten Ansprechpartner/-innen sichtbar. Mit dem Öffnen des Schlosses am Antrag können alle Nutzer/-innen der antragstellenden Hochschule diesen Antrag einsehen.

Antrag einreichen Weitere Aktionen ▾

1 Antragstyp		▾
2 Antragstellende Hochschule		▾
3 Antrag		▾
4 Bescheide		▾
5 Antragsunterlagen		▾

- After approval, the lock icon “opens.” Clicking it again restricts visibility back to the contact persons listed in the application—the lock “closes” accordingly.

Antrag Nr. 10 026 362

02. Programmakkreditierung - Begutachtung im Bündel

Zur Übersicht der Anträge

Antrag einreichen Weitere Aktionen ▾

1 Antragstyp		▾
2 Antragstellende Hochschule		▾
3 Antrag		▾
4 Bescheide		▾
5 Antragsunterlagen		▾