

Editing your personal profile on the HfMDK website

Updated: 21.04.2022

Log-In

To edit your profile, log in with your HfMDK account (full username).

If you do not remember your account data, you can find help and information on the website under HfMDK-Account (for students, teachers, administration).

HfMDK

Benutzername

[> Passwort vergessen?](#)

Passwort

[> Hilfe benötigt?](#)

Anmeldung nicht speichern

Hier können Sie die an Dienst zu übermittelnden Informationen einsehen, die entweder aufgrund einer von Ihnen erteilten Einwilligung oder einer anderen gesetzlichen Grundlage übermittelt werden. Liegt eine Einwilligung von Ihnen vor, kann sie durch Anklicken der Checkbox für die Zukunft widerrufen werden.

Anmelden

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Data protection notice

In the window that now appears, confirm that you wish to pass on information (either once, or also for future registrations).

HfMDK

Sie sind dabei auf diesen Dienst zuzugreifen:
hfmdk-cs.e-fork.net

An den Dienst zu übermittelnde Informationen	
Anzeigename	Test, Drupal
Zugehörigkeit	faculty
Persönliche ID	druTest@staff.hfmdk-frankfurt.de
E-Mail	druTest@staff.hfmdk-frankfurt.de

Zusätzlich wird eine pseudonyme Kennung (transient oder persistent Id) übertragen.

Wählen Sie die Dauer, für die Ihre Einwilligung zur Informationsweitergabe gültig sein soll:

Ich willige ein, dass diese Informationen einmalig übertragen werden.

Ich willige ein, dass diese Informationen in Zukunft an diesen Dienst übertragen werden. Diese Entscheidung kann jederzeit mit der Checkbox auf der Anmeldeseite geändert werden.

Einwilligungen können für die Zukunft jederzeit widerrufen werden. Durch den Widerruf von Einwilligungen wird die Rechtmäßigkeit der aufgrund der Einwilligung bis zum Widerruf erfolgten Verarbeitung nicht berührt. Für bereits übertragene Informationen entfaltet daher der Widerruf keine Wirkung. Kontaktdaten entnehmen Sie bitte der [Datenschutzerklärung](#).

You are now logged in and see the edit view of your profile.

For teachers and administration, certain fields are already filled in (e.g. with contact details). These were requested by declaration of consent.

Students see an empty profile (if they did not have one before) or a profile with data and information, which have been transferred from the old website.

You can ignore the red "Error" message (if you see it).

Edit Profile **Abmelden**

Ansicht **Edit** Übersetzen

Error synchronizing username: an account with this username already exists.

Allgemein Inhalt

Language

German

Pronomen

Sie können hier angeben, mit welchen Pronomen Sie bevorzugt angesprochen werden möchten. Auf Ihrem Profil erscheint dann der Satz "Vorname Nachname verwendet die Pronomen xxxx." Wenn Sie das Feld leer lassen, erscheint keine Information zu den von Ihnen bevorzugten Pronomen auf Ihrem Profil.

Ich verwende keine Pronomen

BILD

Es sind keine Medienelemente ausgewählt.

Medien hinzufügen

Ein Medieneintrag verbleibend.

Mail

Published

Nicht veröffentlicht
Zuletzt gespeichert: 25.10.2021 - 10:38

Author: simplesamlphp_auth_druTest@staff.hfmdk-frankfurt.de

Personenredaktion benachrichtigen

Personenredaktion benachrichtigen

Folgende Angaben in Ihrem Profil können Sie **nicht** selbst bearbeiten:

- Titel, Vorname und Nachname
- Rolle/Funktion
- Statusgruppe (Lehrende, Studierende, Verwaltung)
- Bei Lehrenden: Fach oder Instrument, Fachbereich
- Bei Studierenden: Studiengang, Hauptfach oder Instrument
- Bei Personen der Verwaltung: Abteilung oder Einrichtung

Wenn Sie diese Angaben ändern möchten, setzen Sie bitte hier den Haken, um die Personenredaktion zu benachrichtigen. Ein/e Redakteur/in wird sich für die Änderung bei Ihnen melden.

Speichern

Central buttons

Under „**Ansicht**“ you can see what your profile looks like. Under "**Edit**" you can edit the profile. The checkbox "**Published**" shows you whether your profile is publicly visible on the website.

Under „**Allgemein (general)**“ you can edit the general information (contact details, desired pronouns, websites and social media channels). Under „**Inhalt (content)**“ you can add further elements to your profile, e.g. a vita in body text, a tabular CV, additional pictures, videos etc.).

The screenshot shows a profile editing interface. At the top, there are two buttons: "Edit Profile" and "Abmelden" (Logout), both circled in yellow. Below them, there are three tabs: "Ansicht" (View), "Edit", and "Übersetzen" (Translate). The "Edit" tab is active and circled in red. The "Übersetzen" tab has a red 'X' over it. A red error message is displayed: "Error synchronizing username: an account with this username already exists." Below the error message, there are two tabs: "Allgemein" (General) and "Inhalt" (Content), both circled in green. The "Allgemein" tab is active. The "Published" checkbox is circled in red. The "Speichern" (Save) button is circled in yellow. The "Abmelden" button is also circled in yellow.

By clicking on „**Speichern**“ you can save your changes at any time (even if your profile is not yet published). By clicking on „**Abmelden**“ you log out of the profile editing.

Note: At the current state you cannot (yet) translate your profile via "Translate" into English. We will inform you when this is possible.

Fields under „Allgemein“

Pronomen / Pronouns

Here you can specify the pronouns with which you want to be addressed. If you activate the checkbox "I do not use pronouns", a corresponding note will appear on your profile. If you leave the field empty, no pronouns will appear on your profile.

Emoji Explosion anzeigen? / Show Emoji explosion

For legal reasons, visitors to your profile must first click to agree before they can see your entire profile. To make it a bit more friendly and entertaining, emojis can be displayed when clicking. You can activate or deactivate this emoji explosion here at any time.

Bild / Picture (see also p. 7-9 of these instructions)

Under Picture you can upload a portrait photo of yourself. Make sure to upload the picture in high resolution. uploaded. You also have to enter an alternative text and a photo credit/ originator information (usually the photographer's name). Make sure you have the permission to publish the image on the website and ask on the website and ask the photographer beforehand if in doubt.

Mail

Your e-mail address

Telefon, Mobil, Fax / Phone, Mobile, Fax

Here you can enter the corresponding telephone numbers

Raum / Büro / Room/Office

If you want to enter your room number in the profile, you can enter it here.

Standort / Location

Here you can choose from HfMDK buildings. The address will then automatically be displayed correctly.

Eigene Webseite / Own website/social media (see also p. 10-12 of these instructions).

Here you can enter links to your own website or social media channels.

Upload a picture as a profile picture

Click on „Medien hinzufügen“.

You can upload a photo from your computer via „Datei auswählen“.

If you upload another photo later, you will see all your available photos in the media database. (At the beginning it says "no media available" because you haven't uploaded any photos yet).

The screenshot shows a user profile editing interface. The main content area is titled "Medien hinzufügen oder auswählen". It features a "Datei hinzufügen" section with a "Datei auswählen" button circled in green. Below this is a "Filter" section with a table for filtering media. The table has columns for "Name", "Schlagworte", and "Sort by". The "Sort by" column is set to "Newest first". Below the table is an "Apply filters" button. At the bottom of the modal, it says "No media available." circled in red, and an "Ausgewählte einfügen" button. The background shows the profile editing form with fields for language, pronomen, bild, mail, and telefon.

Language
German
Pronomen
Sie können hier angeben, mit welcher Sprache Sie das Feld leer lassen, erscheint
 Ich verwende keine Pronomen

BILD
Es sind keine Medienelemente vorhanden.
Ein Medieneintrag verbleibend.

Mail
maike.muster@gmail.com

Telefon
Telefonnummern bitte im Format +49 1234 56789
Raum / Büro

Speichern

Author: simplesamiphp_auth_druTest@staff.hfmdk-frankfurt.de

Medien hinzufügen oder auswählen

Datei hinzufügen

Datei auswählen keine ausgewählt

Nur eine Datei möglich.
64 MB Limit.
Erlaubte Dateitypen: png gif jpg jpeg.

Filter

Name	Schlagworte	Sort by
	- Alle -	Newest first

Apply filters

No media available.

Ausgewählte einfügen

Grid Table

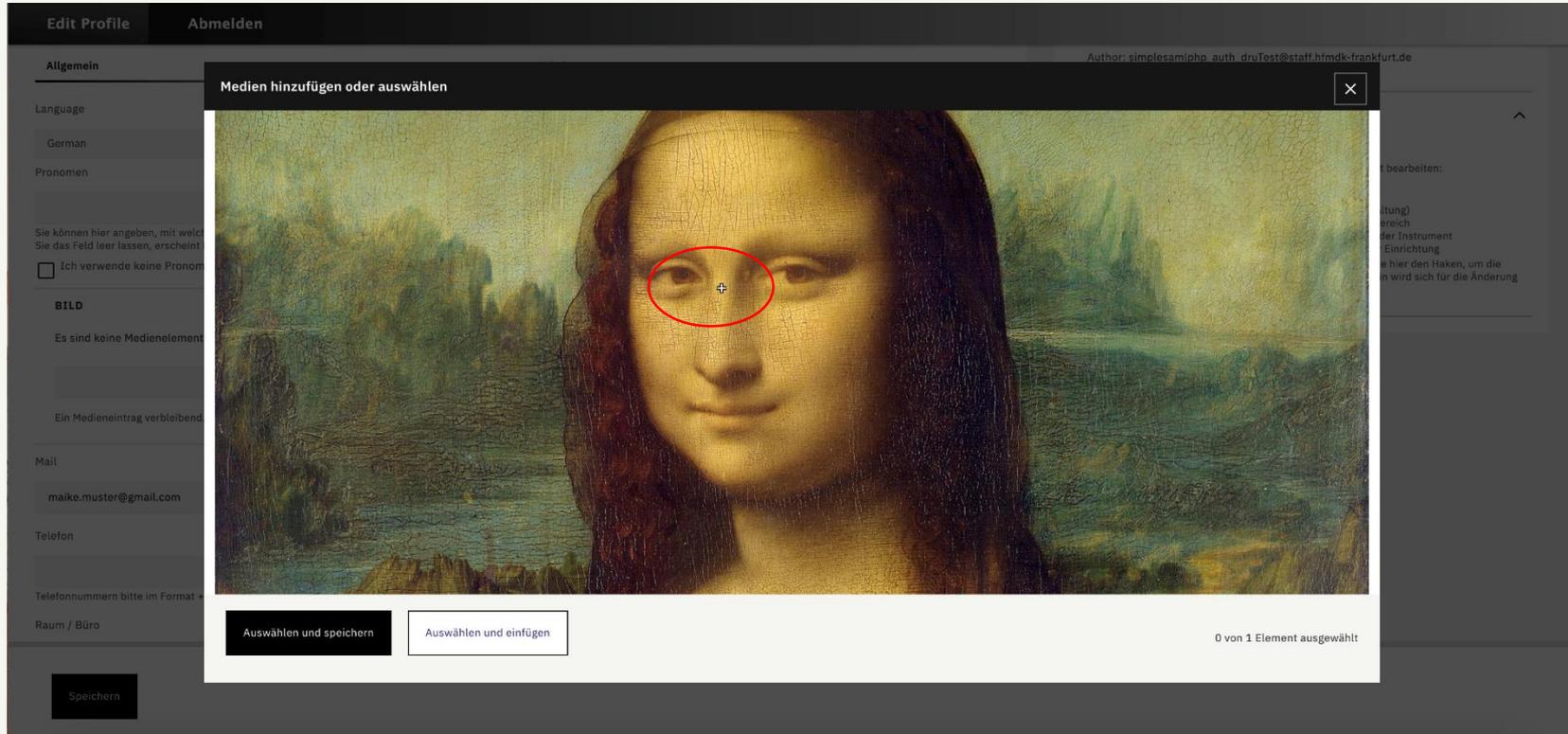
0 von 1 Element ausgewählt

Upload an image: Set focus point

For each image you can set the focus point with the **small cross**.

This is important so that the image section is set sensibly (otherwise you might only see half a face in certain places on the website).

For portraits, you usually set the focus point on the person's face.

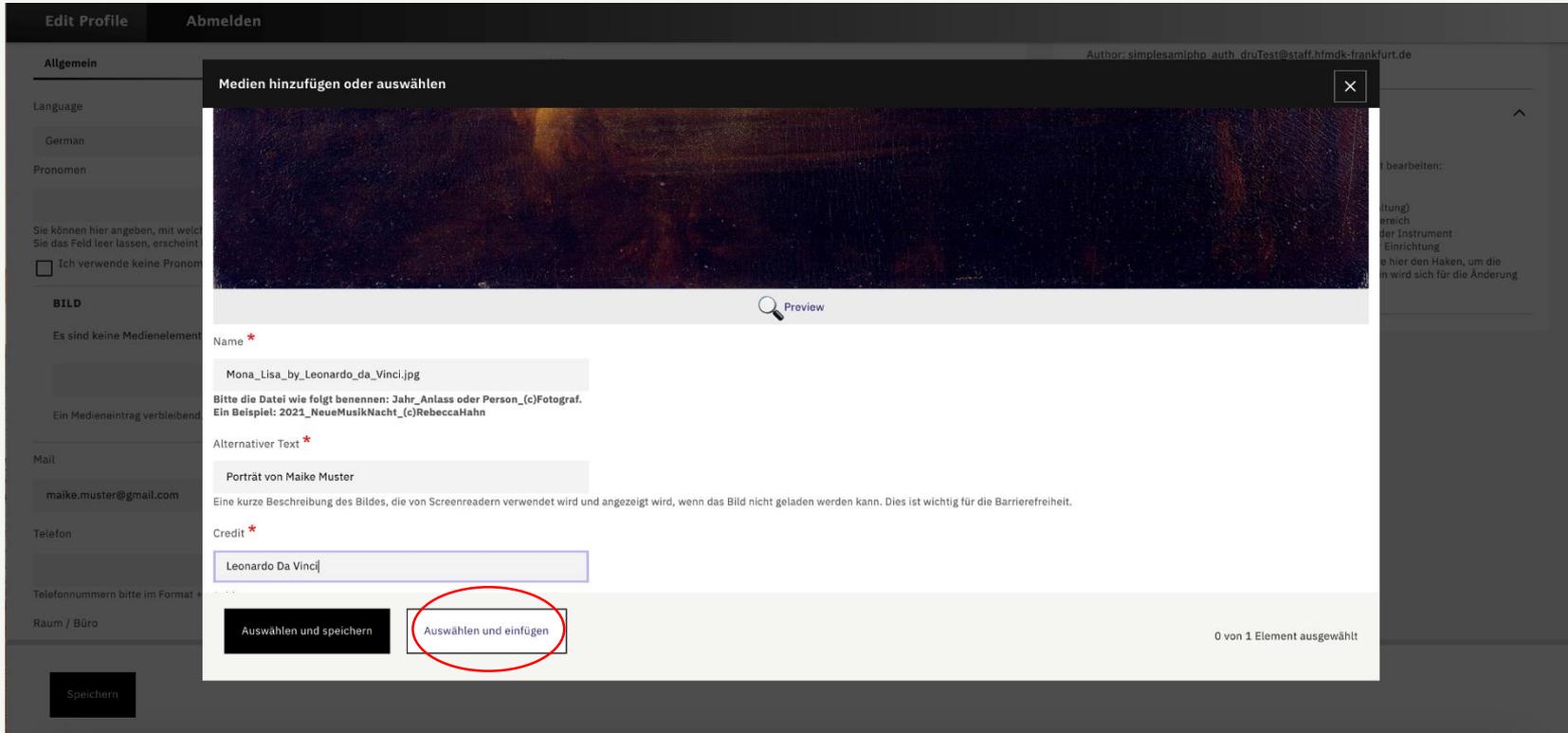


The screenshot shows a web interface for editing a profile. A modal window titled "Medien hinzufügen oder auswählen" is open, displaying a large image of the Mona Lisa. A red circle highlights the nose area, with a small white crosshair indicating the selected focus point. Below the image are two buttons: "Auswählen und speichern" and "Auswählen und einfügen". The status bar at the bottom right of the modal indicates "0 von 1 Element ausgewählt". The background interface includes navigation links like "Edit Profile" and "Abmelden", and a sidebar with profile settings such as "Allgemein", "Language", "German", "Pronomen", "Bild", "Mail", "Telefon", and "Raum / Büro".

Upload an image: Alternative text and credit

The alternative text describes what can be seen on the image. This is important e.g. for screen readers that read pages aloud.

In the Credit field, you usually enter the name of the photographer. The photo credit will then automatically appear wherever your photo is used on the website.



The screenshot shows a user profile editing interface. A modal dialog box titled "Medien hinzufügen oder auswählen" is open. It features a large image preview area at the top. Below the preview, there are several input fields and buttons:

- Name ***: A text input field containing "Mona_Lisa_by_Leonardo_da_Vinci.jpg".
- Alternativer Text ***: A text input field containing "Porträt von Maike Muster".
- Credit ***: A text input field containing "Leonardo Da Vinci".
- At the bottom, there are two buttons: "Auswählen und speichern" and "Auswählen und einfügen". The "Auswählen und einfügen" button is circled in red.

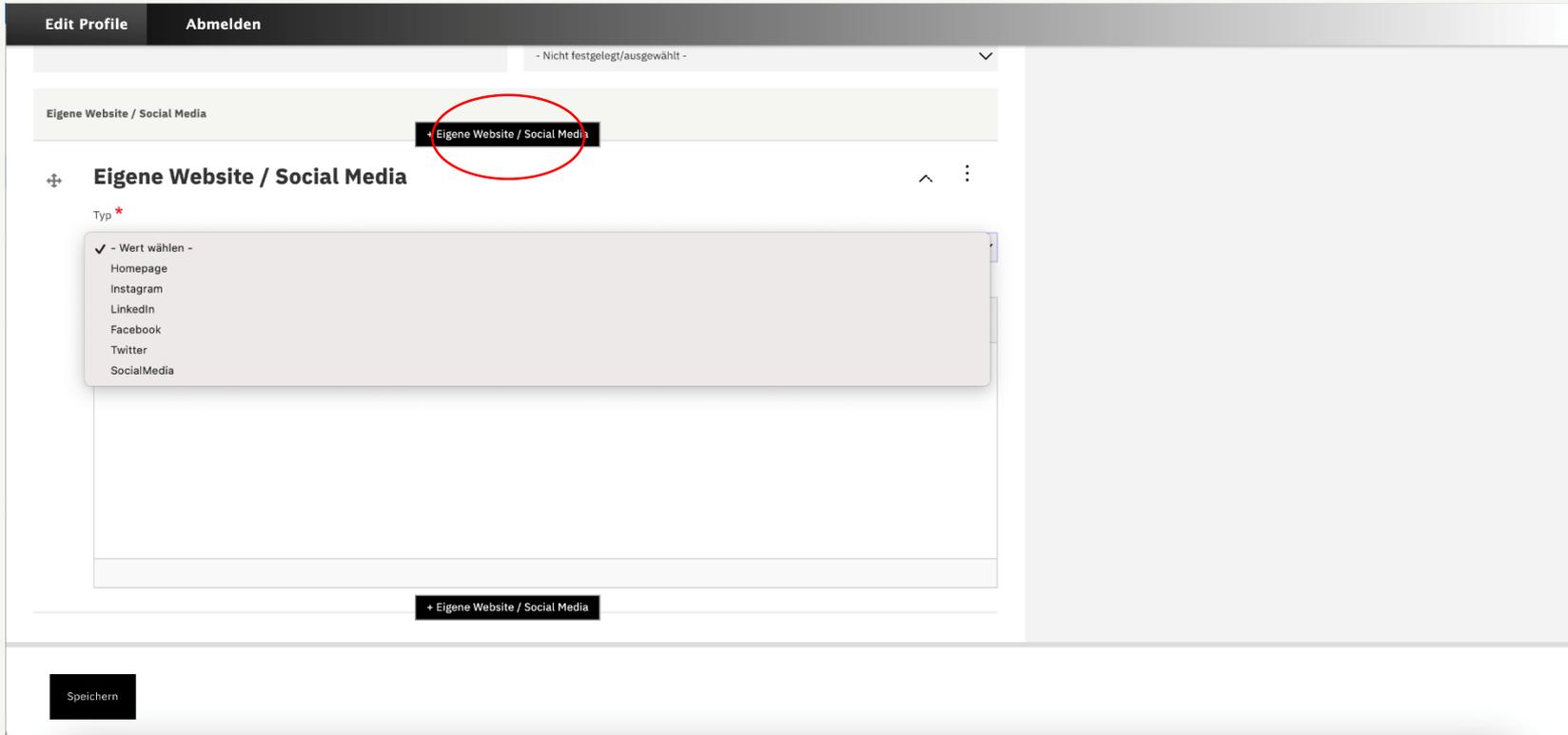
Additional text in the dialog includes: "Bitte die Datei wie folgt benennen: Jahr_Anlass oder Person_(c)Fotograf. Ein Beispiel: 2021_NeueMusikNacht_(c)RebeccaHahn" and "Eine kurze Beschreibung des Bildes, die von Screenreadern verwendet wird und angezeigt wird, wenn das Bild nicht geladen werden kann. Dies ist wichtig für die Barrierefreiheit." The background shows a profile editing form with fields for "Allgemein", "Language", "German", "Pronomen", "BILD", "Mail", "Telefon", and "Raum / Büro".

With „Auswählen und einfügen" you set the picture as profile picture.

Add your own website or social media channel

Click on the black field "+ Eigene Website / Social Media".

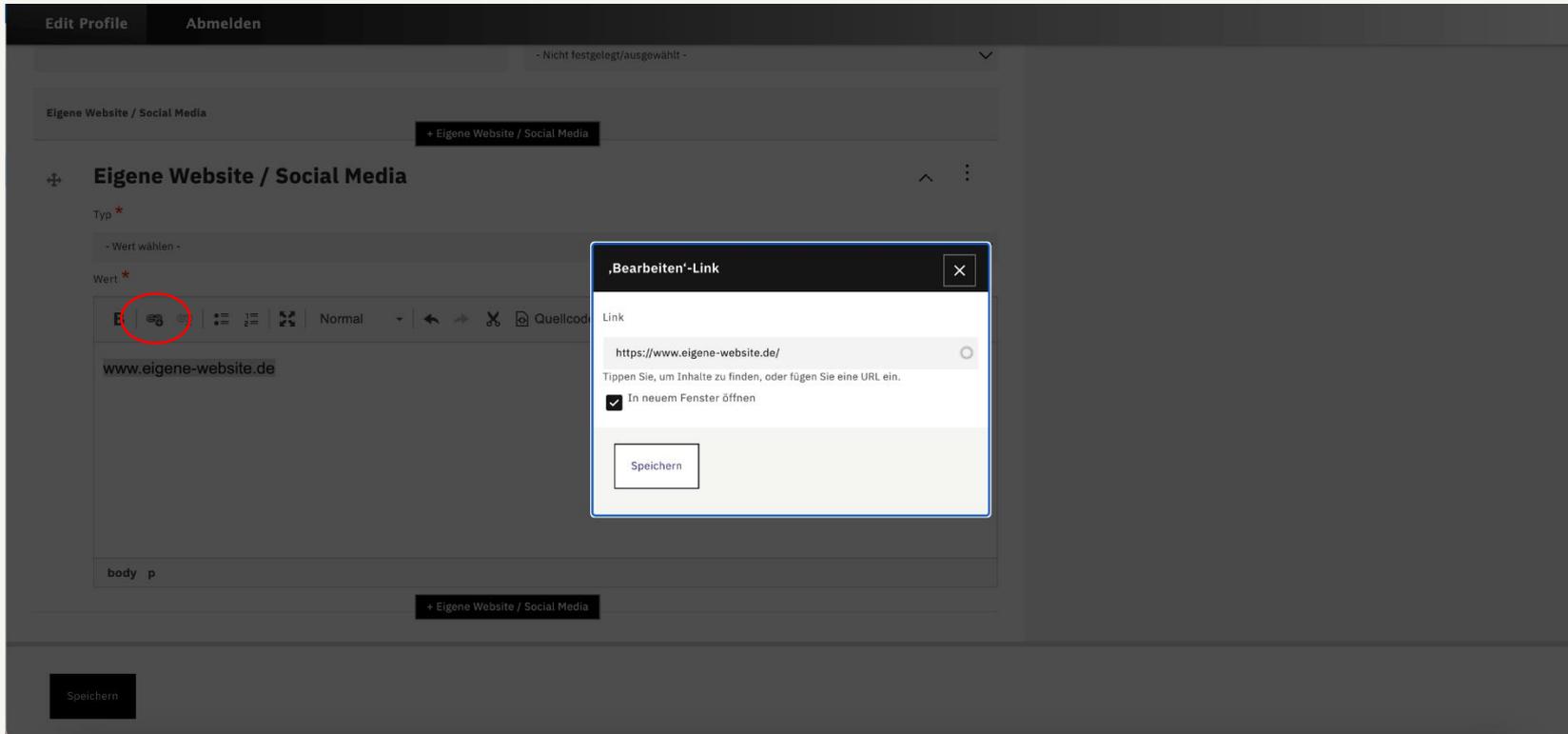
Select which type you want to link.



Example: Add your own website

Write the desired text in the text field, e.g. www.eigene-website.de and mark the text.

Then click on the "Link" icon and paste the complete URL. Since this is a link to external pages, you should check the box „In neuem Fenster öffnen (Open in new window)".

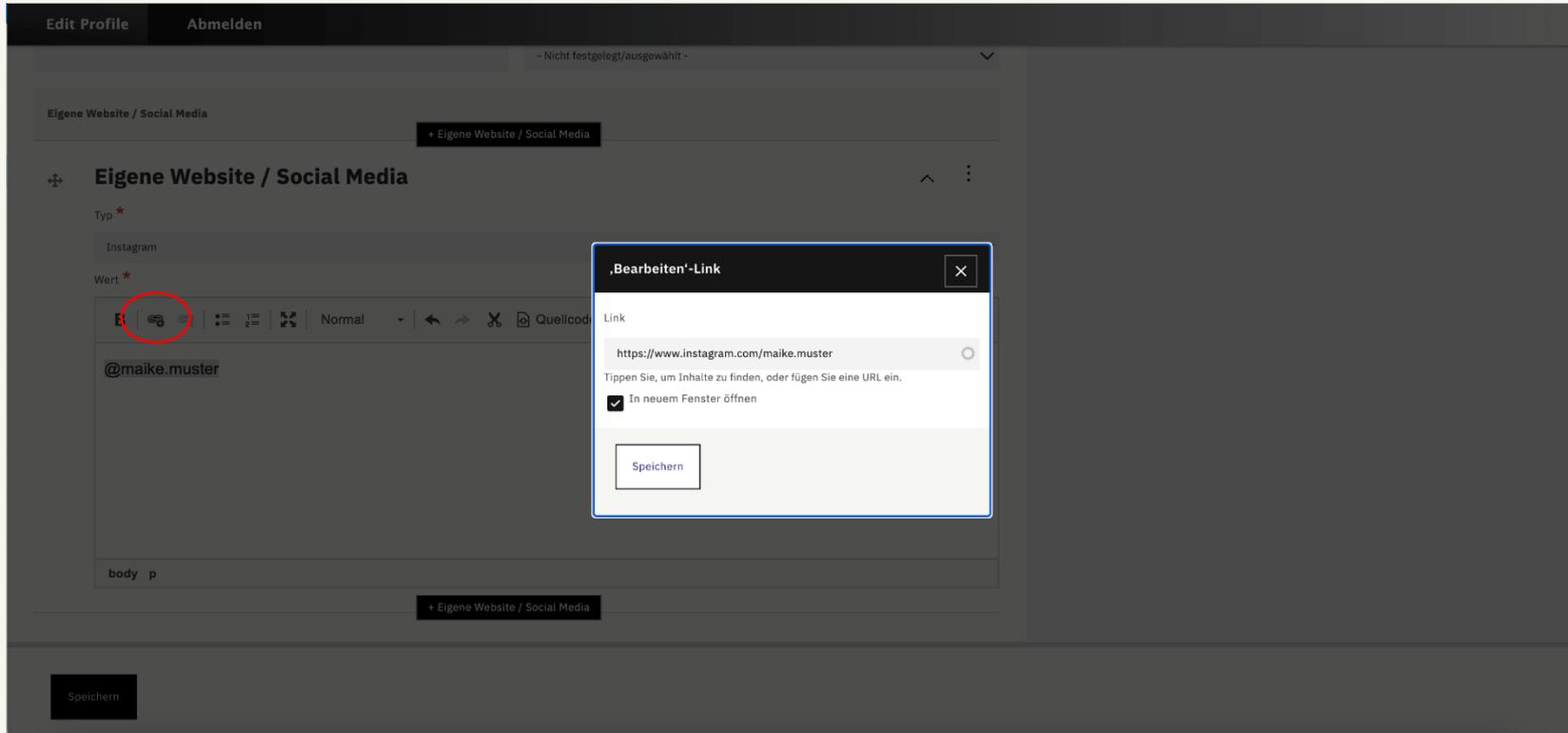


The screenshot shows a dark-themed user interface for editing a profile. At the top, there are buttons for "Edit Profile" and "Abmelden". Below this, the section "Eigene Website / Social Media" is visible. A text field contains the URL "www.eigene-website.de". A red circle highlights the "Link" icon in the rich text editor toolbar. A modal dialog box titled "„Bearbeiten“-Link" is open, showing the URL "https://www.eigene-website.de/" in a text input field. Below the input field, there is a checkbox labeled "In neuem Fenster öffnen" which is checked. At the bottom of the dialog is a "Speichern" button. The background interface also shows a "Speichern" button at the bottom left.

Example: Add Instagram channel

Write the desired text in the text field, e.g. your Instagram name @maike.muster and mark the text.

Then click on the "link" icon and paste the full URL to your Instagram account. Since this is a link to external pages, you should check the „In neuem Fenster öffnen“ (Open in new window) box.



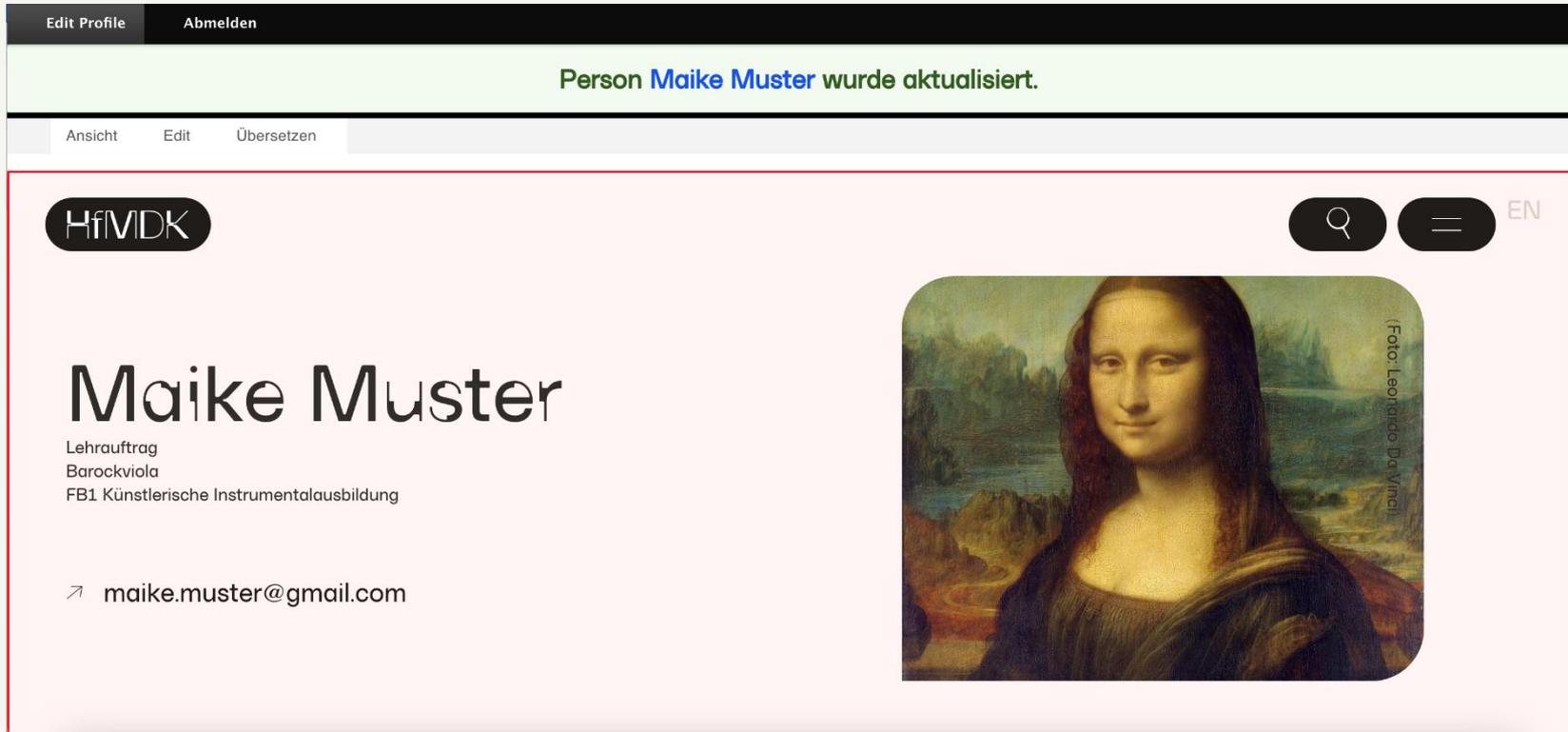
The screenshot displays a CMS interface for editing a profile. At the top, there are buttons for 'Edit Profile' and 'Abmelden'. Below this, a section titled 'Eigene Website / Social Media' contains a '+ Eigene Website / Social Media' button. The main editing area shows a text field with the text '@maike.muster'. A red circle highlights the link icon in the toolbar above the text field. A modal window titled '„Bearbeiten“-Link' is open, showing the URL 'https://www.instagram.com/maike.muster' and a checked checkbox for 'In neuem Fenster öffnen'. A 'Speichern' button is visible at the bottom of the modal. At the bottom of the main editing area, there is another '+ Eigene Website / Social Media' button and a 'Speichern' button.

In between: It's always a good idea to save and check how your profile looks

You can save the current changes at any time during editing.

Under „Ansicht" you can also check how your profile looks before you publish it. You will then see a red frame and a red background of your profile. This disappears as soon as you publish your profile.

Your profile in view mode (unpublished):



The screenshot shows a web application interface for editing a profile. At the top, there is a dark navigation bar with "Edit Profile" and "Abmelden" buttons. Below this is a green notification banner that reads "Person **Maike Muster** wurde aktualisiert." A secondary navigation bar contains "Ansicht", "Edit", and "Übersetzen" buttons. The main content area is framed in red and contains the profile information for "Maïke Muster". The profile includes the HfMDK logo, the name "Maïke Muster", the title "Lehrauftrag Barockviola", the institution "FB1 Künstlerische Instrumental Ausbildung", and the email address "maïke.muster@gmail.com". To the right of the text is a large image of the Mona Lisa painting, with a vertical credit "(Foto: Leonardo Da Vinci)" on the right side. In the top right corner of the profile view, there are search and menu icons and the language code "EN".

Add more content

To add more content (e.g. a CV or more pictures), switch from „Allgemein (general)“ to „Inhalt (content)“.

There you can add modules. The modules will be displayed one below the other in your profile. The module at the top is always the module „Personeninformationen“ (this is the data that was entered under "General"). Below this you can open the module library by clicking on the three dots [...] in the black box.

Important: If you place a module above the "Person information" and try to save it, an error message will appear! You have to drag the "Person information" back to the top before you can save.

The screenshot shows a user profile editing interface. At the top, there are tabs for "Edit Profile" and "Abmelden". Below this, the user's name "Person bearbeiten Maïke Muster" is displayed. The interface is divided into two main sections: "Allgemein" (General) and "Inhalt" (Content). The "Allgemein" section is currently selected and highlighted with a red circle. A red error message is displayed at the top of the "Allgemein" section: "Error synchronizing username: an account with this username already exists." The "Inhalt" section is highlighted with a green circle. Below the "Inhalt" section, there is a "Module" section with a "Show all Module" button. The "Personeninformationen" (Person Information) module is highlighted with a blue circle. At the bottom left, there is a "Speichern" (Save) button. On the right side, there is a "Published" checkbox, a "Nicht veröffentlicht" (Not published) status, and a "Personenredaktion benachrichtigen" (Notify profile editor) section with a checked checkbox and a list of fields that cannot be edited by the user.

Person bearbeiten Maïke Muster

Ansicht Edit Übersetzen

Error synchronizing username: an account with this username already exists.

Allgemein Inhalt

Module

+ Bild / Bild Slider + Klickvorschläge ...

+ Bild / Bild Slider + Klickvorschläge

Show all Module

Speichern

Published

Nicht veröffentlicht
Zuletzt gespeichert: 25.10.2021 - 10:38
Author: simplesamphp_auth_druTest@staff.hfmdk-frankfurt.de

Personenredaktion benachrichtigen

Personenredaktion benachrichtigen

Folgende Angaben in Ihrem Profil können Sie **nicht** selbst bearbeiten:

- Titel, Vorname und Nachname
- Rolle/Funktion
- Statusgruppe (Lernende, Studierende, Verwaltung)
- Bei Lehrenden: Fach oder Instrument, Fachbereich
- Bei Studierenden: Studiengang, Hauptfach oder Instrument
- Bei Personen der Verwaltung: Abteilung oder Einrichtung

Wenn Sie diese Angaben ändern möchten, setzen Sie bitte hier den Haken, um die Personenredaktion zu benachrichtigen. Ein/e Redakteur/in wird sich für die Änderung bei Ihnen melden.

Module library

The module library opens on the right side. You can select different modules there, all of them have a short explanation what they are suitable for (only available in German right now, sorry)

By clicking on the "+" you add a module and can then fill it with content.

The screenshot shows a user profile page for 'Maike Muster' with tabs for 'Ansicht', 'Edit', and 'Übersetzen'. A red error message states: 'Error synchronizing username: an account with this username already exists.' The profile is divided into 'Allgemein' and 'Inhalt' sections. The 'Inhalt' section shows a 'Module' list with '+ Bild / Bild Slider' and '+ Klickvorschläge' buttons. Below this is the 'Personeninformationen' section, also with similar buttons. A 'Speichern' button is at the bottom left.

An 'Add Modul' overlay is open on the right, showing a search bar 'Schlagwort oder manuell.' and a grid of module options:

- Text**: A large heading for the module library.
- Klickvorschläge**: Eine Liste mit Links, Überschrift und Link-Texte sind frei definierbar.
- Gliederungsüberschrift**: Abschnittsüberschrift, die als Ankerpunkt für die In-Page-Navigation gesetzt werden.
- Text**: Für alle Fließtexte. Kann mit Absätzen und Zwischenüberschriften weiter.
- Text Akkordion**: Aufklappbare Text-Elemente zum übersichtlichen Strukturieren von längeren.

The 'Add Modul' overlay also shows a preview of a document with a blue circle and a white plus sign over a section header.

Available modules under „Inhalt (content)" (Part 1)

Note: This manual does not deal with each module individually, but introduces the central functions of the modules. Many modules contain help on how to complete them. If there are frequently asked questions about some modules, we will update the manual.

News Karussell / News carousel

Shows selected news articles (by keyword or manually). You can add existing news articles of the HfMDK in your profile, which concern you or which you want to recommend. You cannot create your own create new news articles.

Event-Liste / Event list

Shows selected events of the HfMDK (by keyword or manually). You can link existing public events of the HfMDK in your profile, which you want to participate in or recommend. want to recommend. You cannot create new events of your own.

Klickvorschläge / Click suggestions

A list of links, either to other pages on the HfMDK website or to external sites.

Gliederungsüberschrift / Section heading

A Section heading.

Text

For all continuous texts, e.g. a vita.

Text Akkordion / expandable Text

Expandable text elements for clear structuring of longer texts.

Available modules under "Content" (Part 2)

Lebenslauf / Resume

To create a tabular curriculum vitae.

Zitat / Quote

A quote has a field for the text and a field for the source. Quotation marks are set automatically.

Bild / Image / Image slider

You upload one or more images here, similar to your profile picture. You have to set the "single image format" and select with several pictures whether a gallery or a picture stack is to be indicated.

If you upload several pictures into the module, a gallery will be created automatically. You can give each image an own image caption.

Video

Here you can embed videos from YouTube or Vimeo. You can also upload shorter videos directly. But embedding is the recommended variant!

Audio

You can publish audio contributions (podcasts, audio samples) in your profile with this module.

Download

You can make a (PDF) file available for download, e.g. a vita or sedcard. Similar to the profile picture, you first upload the file and can then edit the title and description text.

Caution:

For all content that you place in your profile, make sure that you have the necessary rights to the use and publication!

Add news or events

To add a news item or an event from the database of the HfMDK website, select the module "News Carousel" or

In both modules you can choose whether to display articles by keyword or by manual input.

If you want to display individual articles, we recommend **manual selection**.

Start entering the title of the news or the event in the **corresponding field** and suggestions will be made.

The screenshot displays the configuration interface for the 'News-Karussell' module. The 'Automatisch oder manuell?' dropdown is set to 'Manuell' (circled in red). The 'Beiträge' field contains 'Vortragsabend Viola (2163)'. Below this, another 'Automatisch oder manuell?' dropdown is set to 'Manuell' (circled in green). The 'Beiträge' field below it contains 'for', which has triggered a search dropdown menu with suggestions: 'Forschungsförderung für Lehrende', 'Walter H. Krämer-Förderpreis 2021 für Nora Solcher', and 'Forschung an der Kunsthochschule: Symposien im Sommersemester'. A 'Speichern' button is visible at the bottom left. On the right, a 'Add Modul' panel shows a search bar with 'Find Module', a checkbox for 'Include description when searching', and two preview cards: 'News' and 'Kalender'.

Add texts (copy from Word)

In the modules "Text", „expandable Text", "Resume" and "Quote" you can copy and paste content e.g. from a Word document.

If you do this, the program will ask you if you want to clean up the text. **You must agree to this** - otherwise you will transfer incorrect formatting from Word and the text will not look good in your profile.

Der Text, den Sie einfügen möchten, scheint aus MS-Word kopiert zu sein. Möchten Sie ihn zuvor bereinigen lassen?

Abbrechen

Ok

Subheadings and links in the text

In the modules "Text", „expandable Text", "Resume" and „Quote" you can format subheadings and set links.

Mark the desired text. To add a link, click on the "Link" symbol and then insert the link to an external page - or select a subpage of the HfMDK website by typing in a page title.

To set the marked text as a subheading, select "Heading 4" under Format.

The image shows a screenshot of a web editor interface. On the left, there is a sidebar with a menu containing "Edit Profile", "Abmelden", and "Module". Below the menu, there are buttons for "+ Bild / Bild Slider", "+ Klickvorschläge", and "Edit all". The main content area shows a "Text" module with a text editor. The text editor has a toolbar with various icons, including a link icon (a chain link) which is circled in red. Below the toolbar, there is a dropdown menu for "Absatzformat" (Paragraph Format) with options for "Normal" and "Überschrift 4". The text in the editor is "Maike Muster wurde in Mü amet, consetetur sadipscit invidunt ut labore et dolore. At vero eos et accusam et kasd gubergren, no sea ta amet. Lorem ipsum dolor sit amet. consetetur sadipscing elit, sed diam nonumy eimod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet." Below the text editor, there is a "Speichern" (Save) button and a small code snippet "iavascript:void('h4')". On the right, there is a modal window titled "Add Modul" with a close button. The modal window has a search bar "Schlagwort oder manuell." and a list of modules. The "Text" module is highlighted. Below the "Text" module, there are two columns of "Klickvorschläge" (Click suggestions). The left column has a title "Text" and a description "Für alle Fließtexte. Kann mit Absätzen und Zwischenüberschriften weiter". The right column has a title "Text Akkordion" and a description "Aufklappbare Text-Elemente zum übersichtlichen Strukturieren von längeren".

Delete a module

Click on the dots at the top right of a module and then on „Entfernen (Remove)". You will then be asked whether you really want to remove the module and must confirm this again.

The screenshot shows a web editor interface. On the left, a text module is being edited. The top right corner of the module has a three-dot menu icon circled in red. A dropdown menu is open, showing the options "Entfernen" (Remove) and "Duplizieren" (Duplicate). The main editor area contains a text field with a rich text toolbar. Below the editor, there are buttons for "+ Bild / Bild Slider", "+ Klickvorschläge", and "...". At the bottom left, there is a "Speichern" (Save) button.

On the right, an "Add Modul" (Add Module) panel is open, displaying various module options:

- Vorlesungsverzeichnis**: Eine Liste mit Links, Überschrift und Link-Texte sind frei definierbar.
- Klickvorschläge**: Eine Liste mit Links, Überschrift und Link-Texte sind frei definierbar.
- Gliederungsüberschrift**: Abschnittsüberschrift, die als Ankerpunkt für die In-Page-Navigation gesetzt werden
- Text**: Für alle Fließtexte. Kann mit Absätzen und Zwischenüberschriften weiter
- Text Akkordion**: Aufklappbare Text-Elemente zum übersichtlichen Strukturieren von längeren
- Lebenslauf**: Zum Anlegen eines tabellarischen Lebenslaufs bzw. einer Vita.
- Zitat**: Zitate beleben einen Text und vermitteln persönliche Meinungen und Haltungen.

Publish profile

Save your last change and check again via "View" if you are satisfied with your profile.

If yes: Then activate the checkbox "published" and save again.

Your profile is now published on the HfMDK website.

The screenshot shows the 'Edit Profile' interface for 'Maika Muster'. At the top, there are buttons for 'Edit Profile' and 'Abmelden'. Below this, the user's name 'Person bearbeiten Maika Muster' is displayed. A navigation bar contains 'Ansicht', 'Edit', and 'Übersetzen', with 'Edit' highlighted. The main content area is divided into 'Allgemein' and 'Inhalt' sections. Under 'Allgemein', there are fields for 'Language' (set to German), 'Pronomen', and a checkbox for 'Ich verwende keine Pronomen'. A 'BILD' section shows a placeholder for a profile picture, with a small image of the Mona Lisa. On the right side, there is a 'Published' checkbox, which is circled in red. Below it, the status is 'Nicht veröffentlicht' with a timestamp 'Zuletzt gespeichert: 25.10.2021 - 11:29' and the author 'Author: simplesamphp_auth_druTest@staff.hfmdk-frankfurt.de'. There is also a section for 'Personenredaktion benachrichtigen' with a checkbox and a list of fields that cannot be edited by the user. At the bottom left, a 'Speichern' button is circled in green.

Information that you cannot change yourself

You are not allowed to change some of the data in your profile yourself.

If you wish to make changes to the data that is maintained in the central administration, please tick the box marked „Personenredaktion benachrichtigen (Notify person editors)" - we will then contact you.

Please understand that such a change cannot always be implemented immediately. However, we process all change requests in the order in which they are received.

Personenredaktion benachrichtigen 

Personenredaktion benachrichtigen

Folgende Angaben in Ihrem Profil können Sie **nicht** selbst bearbeiten:

- Titel, Vorname und Nachname
- Rolle/Funktion
- Statusgruppe (Lehrende, Studierende, Verwaltung)
- Bei Lehrenden: Fach oder Instrument, Fachbereich
- Bei Studierenden: Studiengang, Hauptfach oder Instrument
- Bei Personen der Verwaltung: Abteilung oder Einrichtung

Wenn Sie diese Angaben ändern möchten, setzen Sie bitte hier den Haken, um die Personenredaktion zu benachrichtigen. Ein/e Redakteur/in wird sich für die Änderung bei Ihnen melden.
