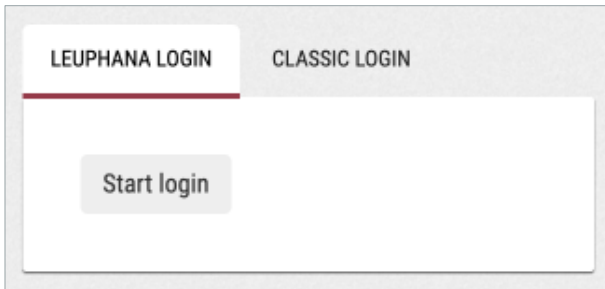
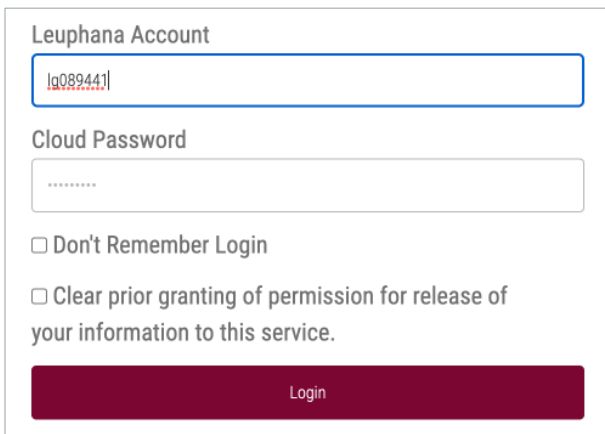


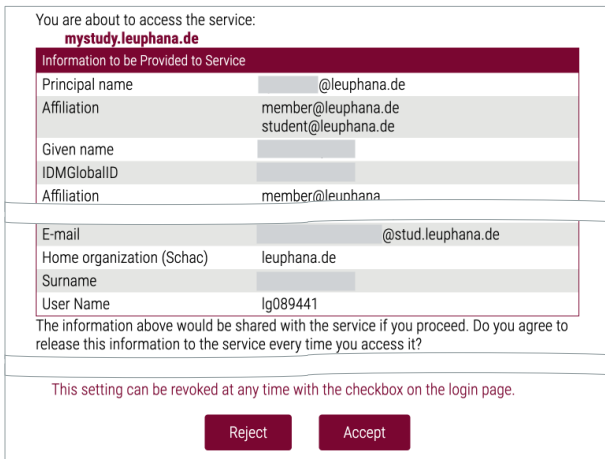
LINKING YOUR MYSTUDY ACCOUNT WITH YOUR LEUPHANA ACCOUNT (LECTURERS & STAFF)



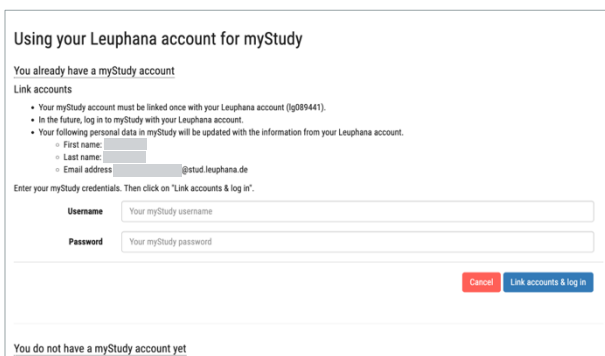
- Go to mystudy.leuphana.de and click on “Start login” under the tab “Leuphana login”.



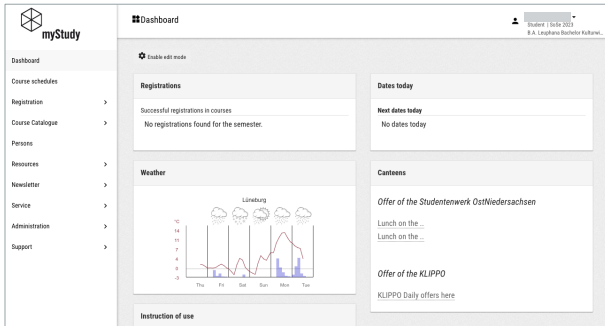
- Enter the credentials of your **Leuphana account**.
If you have set a separate cloud password on myaccount.leuphana.de, you must use this. Click on “Login”.



- Now the data to be transmitted from your Leuphana account to myStudy will be displayed. Check whether your name and email address are correct. If so, click on “Accept”.
- If your name or email address is incorrect, click on “Reject” and contact the **Info-Portal** (see next page) to have the data corrected.



- In the next step, select the option “You already have a myStudy account”.
- Enter your **myStudy username** and **password**.
- Click on “Link accounts & log in”.



- **Your myStudy account and your Leuphana account are now linked!**
- From now on, please only log into myStudy with your Leuphana account. This is done via the button “Start Login” under the tab “Leuphana login” on the myStudy homepage.

ARE THERE ANY PROBLEMS WITH THE NAME DISPLAYED IN MYSTUDY?

With the account link, the name in your myStudy profile is overwritten with your official name as stored in Leuphana’s personnel database.

If you use a different name in everyday life or if your name retrieved from the personnel database is incorrect, please inform your contact person at

Personnel Services ([see here for an overview in German](#)).

DO YOU NEED HELP?

If you have problems logging into your Leuphana account, please contact the **IT Service** (it-service@leuphana.de).

If you cannot link your accounts despite logging in correctly to your Leuphana account or if you encounter other technical problems while using myStudy, please contact **myStudy Support** (mystudy@leuphana.de).

IMPRINT

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