

# Application for the Use of the ELN@RWTH Service in Teaching (eLabFTW)

Note: The form must be filled out exclusively in digital format.

## Applicant

In my capacity as the head of a course or a similar role at RWTH Aachen University, I hereby apply for the establishment of a new team within the ELN@RWTH services.

Title:	<input type="text"/>	First name:	<input type="text"/>	Last name:	<input type="text"/>
e-mail:	<input type="text"/>				
Institute:	<input type="text"/>				
Department:	<input type="text"/>				
<a href="#">OrgID:</a>	<input type="text"/>				

## Course and Teams

The team is created anew for each semester. The team name is derived from the name of the course and the semester. A staging team will also be created for the team admins to create and test their materials. The creation date will be repeated annually for the respective semester. If both semesters are selected, the new team will be created every 6 months.

If the ELN is used primarily for demo purposes, a single continuous team can be used. To do so, please check the "only one team" box and leave the creation date blank.

Course name:	<input type="text"/>				
Creation Date:	<input type="text"/>	Creation cycle:	<input type="checkbox"/> WiSe	<input type="checkbox"/> SoSe	<input type="checkbox"/> only one team

## Further Team Admins

The applicant is always also the admin of the new team. However, we recommend designating at least one additional team member as a team admin. (This can be changed independently at any time afterwards.)

First Name:	<input type="text"/>	Last name:	<input type="text"/>
e-mail:	<input type="text"/>		

The [Guidelines for Team Admins](#) containing information about their rights and responsibilities can be found on the ITC help pages of the service. By signing, you confirm that you have acknowledged the [terms of use](#) as well as the [privacy notices](#) and that you agree with them."

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Datum, Unterschrift