How-to: Add information in Exchange

This guide will help you complete your profile in the Exchange web interface. You can enter additional information such as telephone numbers or other contact details to complete your profile. Please note that some fields cannot be changed by you and changes to certain data are subject to special processes.
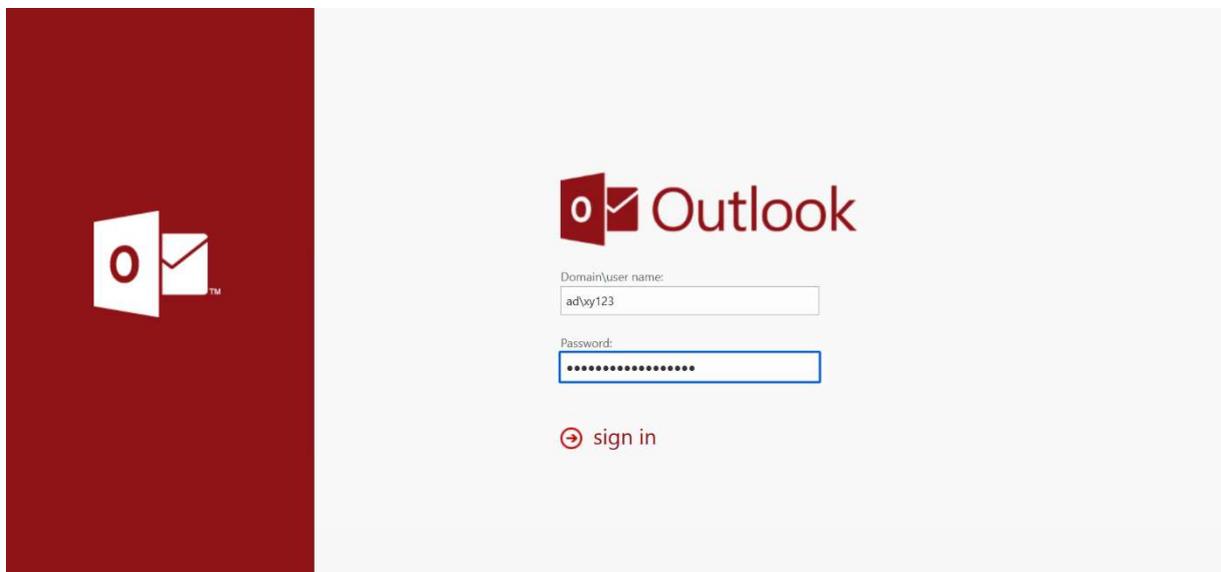
1. **Log in.**

   Open the website https://exchange.uni-heidelberg.de/ in your browser and use your credentials to log in:

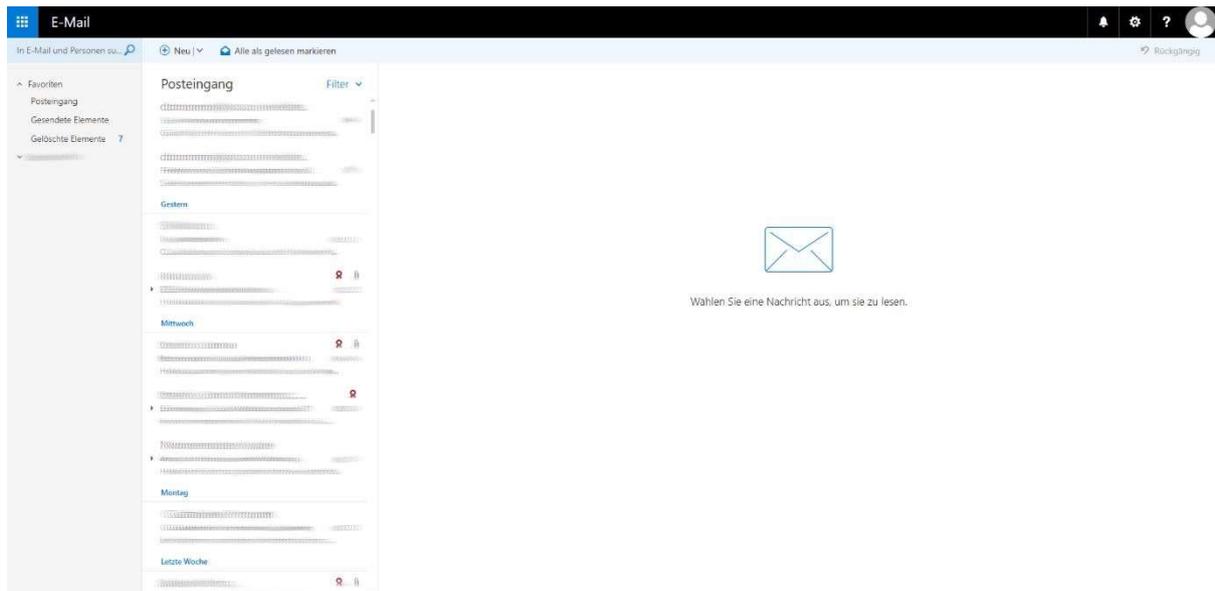   • **ad\\<Uni ID>** or
   • **ad\\<Project number>**
   Depending on the account affiliation (Uni ID or Project number).
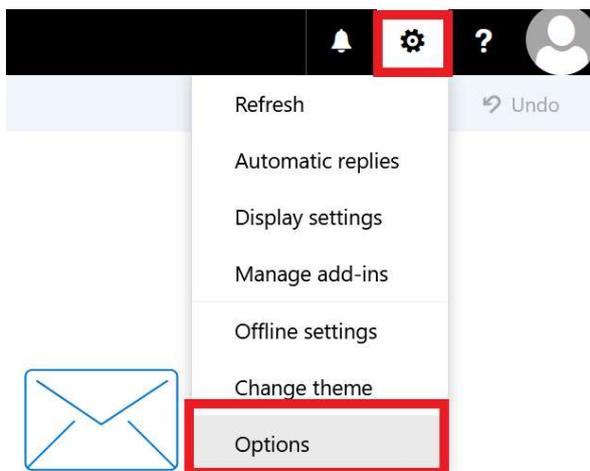   • Enter your password and click on „Log in".

2. **Viewing the website.**

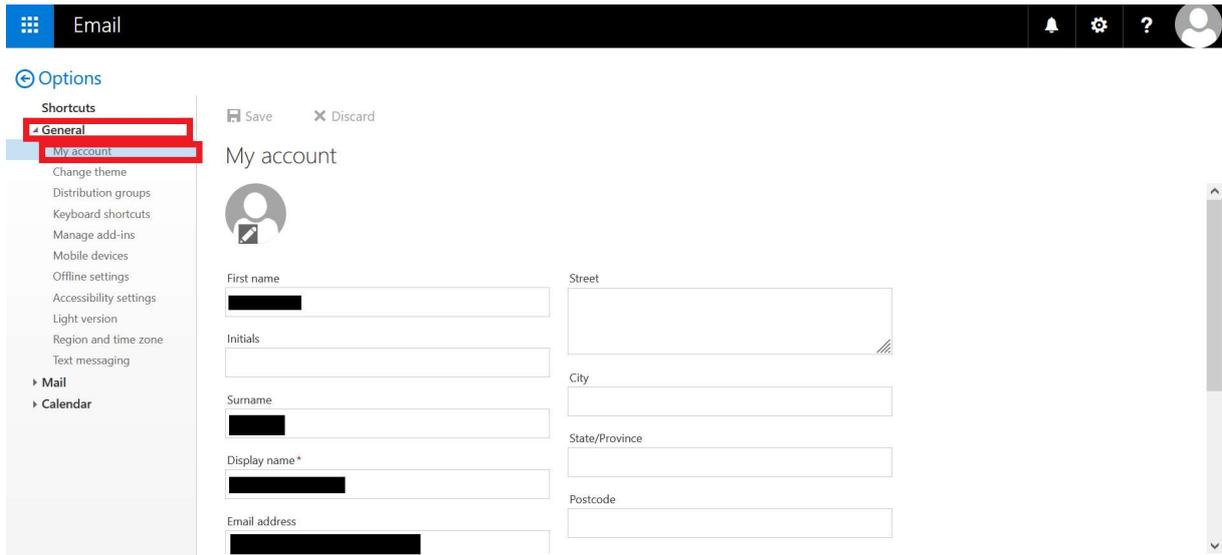After a successful log in, you will see the Exchange web interface.

3. **Entering the settings.**

- Click on the settings icon on the top right.
- Choose „Options".

4. **Editing your profile.**

- On the left, select „General" and then „My account".
- You can now add information to your profile and edit it.

Important note:

- **Non-editable fields:**
  Initials as well as the country/region cannot be changed, as they are filled out automatically from the system.

- **Changes through the administrator:**
  First and last name, display name and the email address cannot be edited by you. Changes are dependent on the account type:

  - **Uni ID:** Changes are made via the ZUV central administration (personnel database).
  - **Project number:** Changes can be made through the IT Service.
    If a name change is required, please contact the relevant service.

If you need further support, please contact Heidelberg University's IT Service.