

Instruction: Create special access in TISS

To register a guest in TISS, the following link should be called up:

<https://tiss.tuwien.ac.at/events/corona/external/coronaBeneficiaryAccessMgmt.xhtml>

After the call, you have to register in the Single-Sign-On (SSO) portal of the TU Wien. You will then receive this view:

Beneficiaries of special access permits

Create new access permit

Name or company	E-Mail
No data found	

After clicking on the field "Create new access permit" the following form appears:

Name or company **

E-Mail **

Phone number

Location AA Karlsplatz 13

Date **

Time of access Forenoon

Subsequent entry

Send e-mail notification

Cancel Save

The name, e-mail address, destination building part, half-day and date of access of the person must be entered here. In addition, the telephone number of a guest can also be entered. The "Send e-mail notification" checkbox is automatically selected. It can also be deactivated to make a subsequent entry.

The guest receives the following notification:

** ENGLISH VERSION **

Dear [REDACTED]

special access permits for TU Vienna have been created for you. Due to the current Corona-pandemic we kindly ask you |

to scan the QR-codes at the entrance whenever you enter a building which is part of TU Vienna. This can be done using the [TU Vienna QR Scanner Web-App](#).

The Web-App works on any fairly recent smartphone. It has been developed towards Firefox and Chrome.

We thank you for your understanding and cooperation.

Mit freundlichen Grüßen / Kind regards,

TU Wien
[TISS Helpdesk](#)

The TU Wien QR Scanner Web-App is integrated in TISS. There the guest receives instructions on how to proceed.

