

# ISP – International Study Program

## IT Guide

Winter Semester 2020/21

Warm welcome to our international students at  
Pforzheim University!



## IT Guide

Summer 2020

# Table of content

1.	ISP Downloads	Slide 4 + 5
2.	How to get connected to the University IT	Slide 6
3.	Service Desk Ticket System	Slide 7
4.	How and where to use student ID card	Slide 8
5.	You student ID	Slide 9
6.	Problems with ID card	Slide 10 + 11
7.	Your user account	Slide 12 – 15
8.	Your email address at Hochschule	Slide 16
9.	Webmail access	Slide 17 – 19
10.	Computer labs	Slide 20
11.	Wireless Internet	Slide 21 – 24
12.	VPN client	Slide 25
13.	Multifunction printer (+ copier)	Slide 26 – 33
14.	E-campus access	Slide 34 + 35
15.	E-Learning	Slide 36 – 39
16.	Library	Slide 40 – 43

# ISP Downloads

Where do I find all presentations and documents from the introduction sessions?

Go to [www.hs-pforzheim.de/isp/downloads](http://www.hs-pforzheim.de/isp/downloads)



Fakultät für Wirtschaft und Recht / International / International Study Program | ISP / Information for incoming BACHELOR EXCHANGE students / [Downloads](#)

## News & Events

Business Courses in ENGLISH  
Business Courses in GERMAN  
Business Courses in FRENCH & SPANISH  
Courses GERMAN as a FOREIGN LANGUAGE  
Our Incoming Students  
Faculty  
Fieldtrips  
> University & Surroundings  
Pforzheim Business School  
Accreditation  
Student Initiatives  
Surroundings  
Academic Year  
Application  
**Downloads**  
Contact

++You will need Adobe [Acrobat Reader](#) to read these documents++

## ISP | INTERNATIONAL STUDY PROGRAM - DOWNLOADS

Information for Winter Semester 2018/2019 incoming exchange students

1	ISP Program Brochure 2018/2019 • <a href="#">small file 1.5 MB for superfast download</a> • <a href="#">6MB file - with better foto quality :)</a>
2	<a href="#">ISP Information Package</a>
3	<a href="#">ISP Course offerings and registration ("yellow pages")</a>
4	<a href="#">ISP Industrial Engineering courses special hints</a> <a href="#">Laboratory Safety Instructions</a>
5	<a href="#">IT Infrastructure guide</a>
6	<a href="#">Learning Agreement</a> • <a href="#">For overseas students</a> • <a href="#">For Erasmus-students pdf-file / .doc-file</a> <a href="#">Guidelines on how to use the Erasmus + Learning Agreement</a>
7	Introduction to Online Lecture Plan: • <a href="#">Short version</a> • <a href="#">Long version</a>
8	<a href="#">Academic Writing Guidelines for Pforzheim University Business School</a>
9	How to find us: <a href="#">Map</a>
10	End of semester to do: <a href="#">confirmation of the library</a>

# How to get connected to the University IT

- How and where do I use my **student ID** card?
- How do I access and work with my **Pforzheim University user account** (and webmail)?
- Where can I find guidelines /software on how to **connect my notebook** to the university wireless internet software (VPN client)?
- How do I **copy, scan and print** at the Multifunctional Copy Machines?
- How do I **connect to Wireless internet**?
- **E-learning (Moodle)** registration

# Service Desk Ticket System

## **What is the Service Desk Ticket System?**

This is where all customer enquiries are recorded and processed. The customer (you all are) is informed about the different status via e-mail. (received, in process, feedback from the processor and of course case solved/closed). In addition, the tickets can also be viewed in the Service Desk Portal. You can find out about updates, upload screenshots or enter a description, for example to specify an error message. The communication can take place directly via the ticket system.

## **Why a ticket system?**

A ticket system is an important cornerstone for professional work with demanding IT, to quickly assign and process your concerns and problems. Reachability by telephone is no longer a problem. Moreover, it gives you the best overview of which problems have already been solved or the status of your request. By the way; in the future, status messages in case of system failures will also be published on this portal. The system is uniform for all processes, the flow of information is automatic and therefore we can communicate directly and clearly with you as a customer.

**To the ticket system this way please:** [https://e-campus.hs-pforzheim.de/services/it\\_helpdesk](https://e-campus.hs-pforzheim.de/services/it_helpdesk)

**Or by direct link:** <https://servicedesk.hs-pforzheim.de/CampusIT>

# How and where to use student ID card?

Student ID card is not only used as an authentication as a student at the Pforzheim University, but:

- Cash free payment at „Mensa“ (cafeteria) and vending machines
- Login at multifunctional copy machines all over campus
- Library ID card
- Door opener: main entrances / computer labs (some labs need specific activation)
- „Studiticket“ for bus and public transport

**Very important: your student ID is only activated and ready to be loaded with money after your user account is activated through initial login at the multifunctional printer!**





# Your student ID



Validity of ID (current semester)



**For students staying two semesters:** needs to be validated every semester at one of the **blue terminals** in W1 building

# Problems with ID card?

**General problems** with ID card (damage, loss) → please go to the student service center (StudiCenter) in W1 building

→ Please handle your ID card with care – in case of loss or damage you will have to pay a replacement fee of 20 €

Problems with **door opener**? → please contact [zutrittskontrolle@hs-pforzheim.de](mailto:zutrittskontrolle@hs-pforzheim.de)



# Problems with ID card?

Problems with **multifunctional printer or money charging** →  
please contact Campus IT Service in room W2.2.17

~~Office hours (please also [check](#) here):~~

~~Monday – Thursday: 01.00pm – 03.00pm~~

**++ no office hours at the moment due to Corona++**



E-Mail: [campusit-service@hs-pforzheim.de](mailto:campusit-service@hs-pforzheim.de)

# Your user account

Why do you **need** a user account?

- to use PC, Internet, VPN (wireless LAN)
- and to activate your student ID

How do you **activate** your user account and your student ID?

- You have to login with your Pforzheim University ID (this ID is the first part of your Pforzheim University email address before the @symbol)

# Your user account

**Default password** for first login is your birthday:

→ combination: **ddmmyyyy**

→ example: 08121990 (December 8, 1990)

**Please change default password!**

→ at the computer lab you can change password or through logging into the university email system and changing it there.

→ do not use umlauts like äöü or symbols or email address

→ problems with your user account or password → please contact the Campus IT Service (contact p.11)

# Your user account

There are two different operating systems at our computers labs:

## Step 1

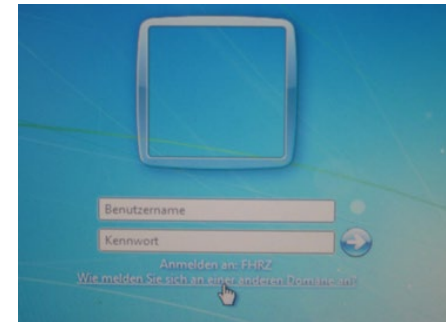


„STRG+ALT+ENTF“  
(ctrl-alt-del)

If you access your account through your private  
computer  
(tablet, laptop or smartphone)  
your username is:

**Username:** userid

## Step 2



**Username:** userid

**Password:** default password

# Your user account

When will my login be blocked?

→ 3x incorrect log in attempts

→ wait 30 min. and try again



Problems? Where do I get support?

→ building W2 Room W2.2.17 Campus IT Service

# Your email address at the Hochschule

To use your Pforzheim University's email account, your address is :

[userID@hs-pforzheim.de](mailto:userID@hs-pforzheim.de)

**URL to access email account via webmail:**

<https://webmail.hs-pforzheim.de>




In order to log in via web and wireless:


You have to use **fh\**userID





# Webmail Access

 EN  SUCHE  LOGIN



[Listenansicht](#)

<b>WERKSCHAU WINTERSEMESTER 2018/2019</b> 08 Feb 2019 - 10 Feb 2019 	<b>VORSTUDIUM KATAPULT</b> technische Vertiefung: Verlängerung Bewerbung bis zum 01. Februar 2019 	<b>FÖRDERPREISE 2019</b> 11 Preise von 10 Unternehmen und Institutionen! Bewerben Sie sich!
<b>HS PF-MAGAZIN VON BADEN TV</b>	<b>DER COUNTDOWN LÄUFT!</b>	<b>CREATIVE AFTER WORK IM EMMA</b>
		<b>W-T-W WOMEN AND FINANCE-TREFF</b>

## Step 1: Log in to e-campus

# Webmail Access

HS PF



Führend durch  
Perspektivenwechsel



FAKULTÄTEN



BEWERBEN



KONTAKT



EN



SUCHE



PERSONENKONTAKT

## E-CAMPUS

SERVICES

STUDIUM

FAQ PRÜFUNGSFRAGEN

DOWNLOADS

QUICK LINKS 

E-Campus



E-MAIL



VORLESUNGS-  
PLAN



MOODLE



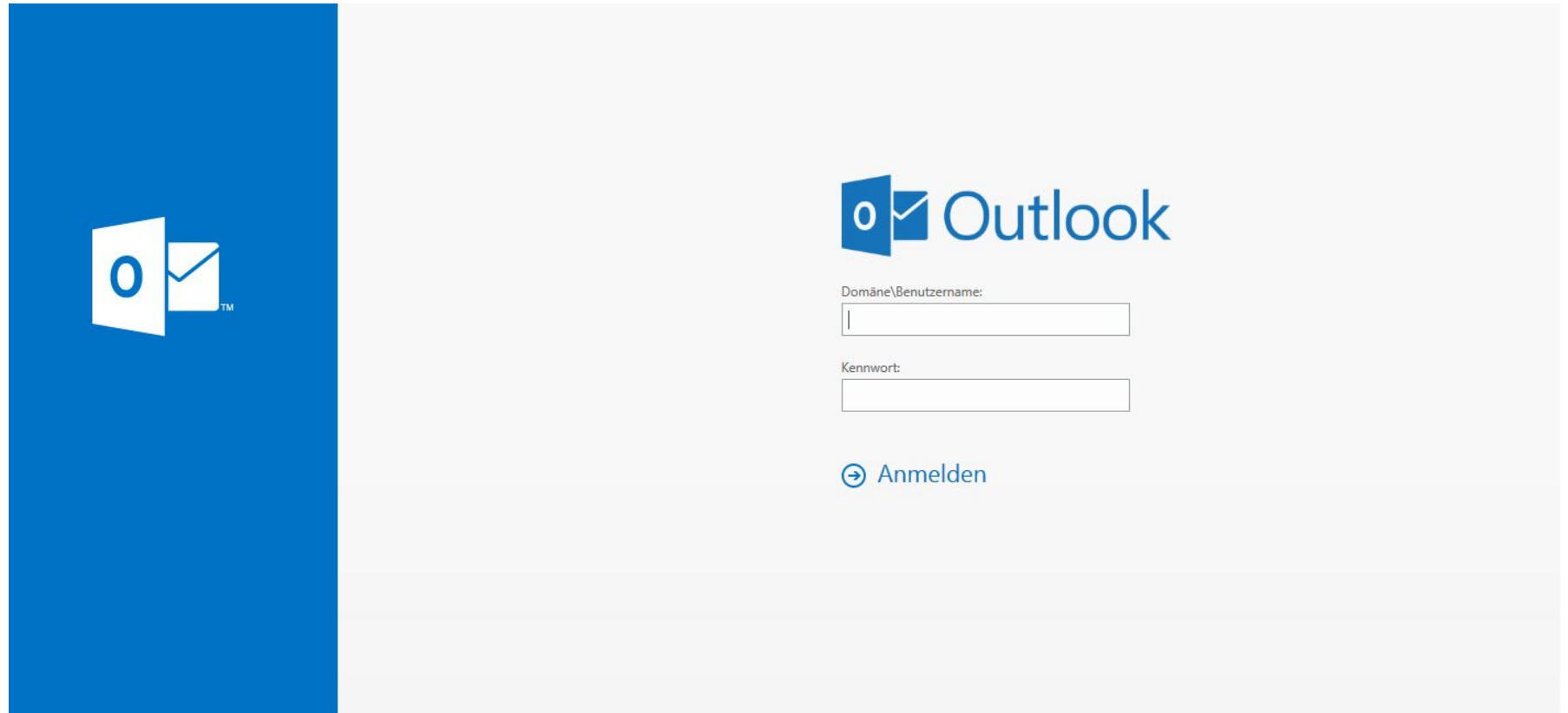
MENSAESSEN



STUDI-COCKPIT

Step 2: Click E-MAIL

# Webmail Access



Step 3: Log in

# Computer Labs

Computer labs accessible **without** special permission  
(student ID card as door opener):

Lab in room **W2.2.12** (seminar room – check schedule)

Lab in library **Mediathek**



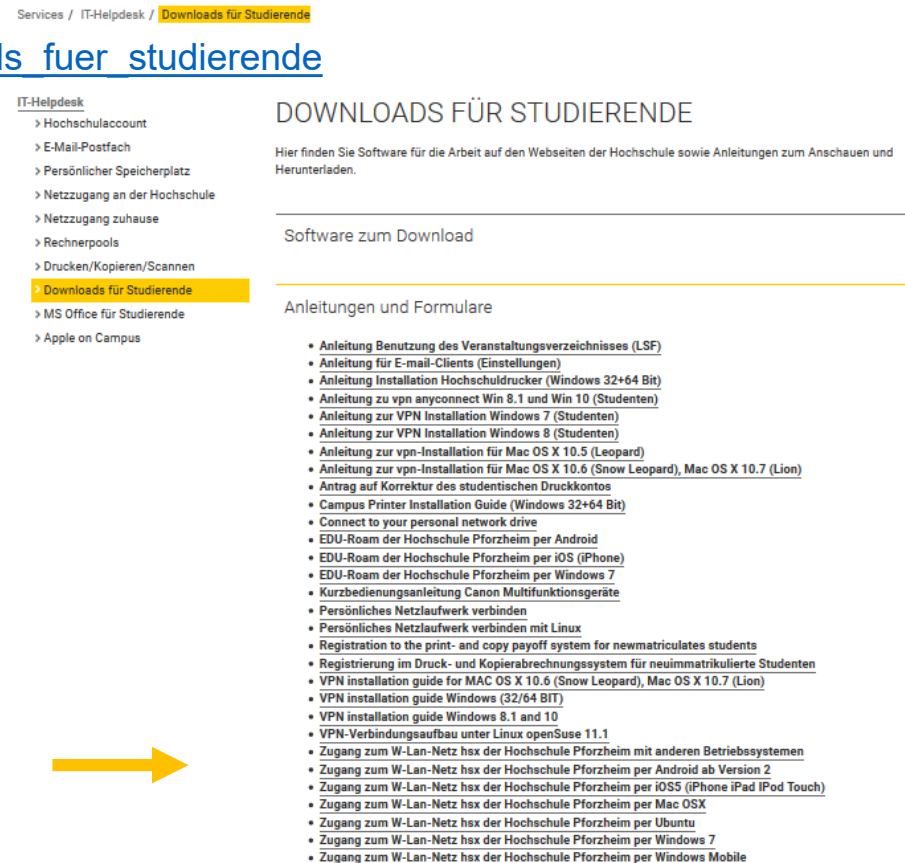
# Wireless Internet

On campus you can access the wireless LAN via „hsx“ cloud

- Unfortunately the installation guide is not available in English

Link : [https://e-campus.hs-pforzheim.de/services/uebersicht/it\\_helpdesk/downloads\\_fuer\\_studierende](https://e-campus.hs-pforzheim.de/services/uebersicht/it_helpdesk/downloads_fuer_studierende)

- Once „hsx“ is installed it will connect automatically
- hsx works with smartphones
- username: fh\userid
- password: default password



Services / IT-Helpdesk / **Downloads für Studierende**

## DOWNLOADS FÜR STUDIERENDE

Hier finden Sie Software für die Arbeit auf den Webseiten der Hochschule sowie Anleitungen zum Anschauen und Herunterladen.

Software zum Download

Anleitungen und Formulare

- Anleitung Benutzung des Veranstaltungsverzeichnisses (LSF)
- Anleitung für E-mail-Clients (Einstellungen)
- Anleitung Installation Hochschuldrucker (Windows 32+64 Bit)
- Anleitung zu vpn anyconnect Win 8.1 und Win 10 (Studenten)
- Anleitung zur VPN Installation Windows 7 (Studenten)
- Anleitung zur VPN Installation Windows 8 (Studenten)
- Anleitung zur vpn-Installation für Mac OS X 10.5 (Leopard)
- Anleitung zur vpn-Installation für Mac OS X 10.6 (Snow Leopard), Mac OS X 10.7 (Lion)
- Antrag auf Korrektur des studentischen Druckkontos
- Campus Printer Installation Guide (Windows 32+64 Bit)
- Connect to your personal network drive
- EDU-Roam der Hochschule Pforzheim per Android
- EDU-Roam der Hochschule Pforzheim per iOS (iPhone)
- EDU-Roam der Hochschule Pforzheim per Windows 7
- Kurzbedienungsanleitung Canon Multifunktionsgeräte
- Persönliches Netzlaufwerk verbinden
- Persönliches Netzlaufwerk verbinden mit Linux
- Registration to the print- and copy payoff system for newmatriculates students
- Registrierung im Druck- und Kopierabrechnungssystem für neuimmatrikulierte Studenten
- VPN installation guide for MAC OS X 10.6 (Snow Leopard), Mac OS X 10.7 (Lion)
- VPN installation guide Windows (32/64 BIT)
- VPN installation guide Windows 8.1 and 10
- VPN-Verbindungsaufbau unter Linux openSuse 11.1
- Zugang zum W-Lan-Netz hsx der Hochschule Pforzheim mit anderen Betriebssystemen
- Zugang zum W-Lan-Netz hsx der Hochschule Pforzheim per Android ab Version 2
- Zugang zum W-Lan-Netz hsx der Hochschule Pforzheim per iOS5 (iPhone iPad iPod Touch)
- Zugang zum W-Lan-Netz hsx der Hochschule Pforzheim per Mac OSX
- Zugang zum W-Lan-Netz hsx der Hochschule Pforzheim per Ubuntu
- Zugang zum W-Lan-Netz hsx der Hochschule Pforzheim per Windows 7
- Zugang zum W-Lan-Netz hsx der Hochschule Pforzheim per Windows Mobile

# EDU-Roam Wireless Option

**eduroam** (education roaming) is an international roaming service in higher education. It provides secure network.

- Follow similar step like the “hsx” guide.
- The installation guides are unfortunately not available in English.
- Note: if you use Eduroam on campus there might be restricted access due to safety reasons – better use it outside of campus

Services / IT-Helpdesk / Downloads für Studierende

## IT-Helpdesk

- > Hochschulaccount
- > E-Mail-Postfach
- > Persönlicher Speicherplatz
- > Netzzugang an der Hochschule
- > Netzzugang zuhause
- > Rechnerpools
- > Drucken/Kopieren/Scannen
- > Downloads für Studierende
- > MS Office für Studierende
- > Apple on Campus

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- [Anleitung Installation Hochschuldruker \(Windows 32+64 Bit\)](#)
- [Anleitung zu vpn anyconnect Win 8.1 und Win 10 \(Studenten\)](#)
- [Anleitung zur VPN Installation Windows 7 \(Studenten\)](#)
- [Anleitung zur VPN Installation Windows 8 \(Studenten\)](#)
- [Anleitung zur vpn-Installation für Mac OS X 10.5 \(Leopard\)](#)
- [Anleitung zur vpn-Installation für Mac OS X 10.6 \(Snow Leopard\), Mac OS X 10.7 \(Lion\)](#)
- [Antrag auf Korrektur des studentischen Druckkontos](#)
- [Campus Printer Installation Guide \(Windows 32+64 Bit\)](#)
- [Connect to your personal network drive](#)
- [EDU-Roam der Hochschule Pforzheim per Android](#)
- [EDU-Roam der Hochschule Pforzheim per iOS \(iPhone\)](#)
- [EDU-Roam der Hochschule Pforzheim per Windows 7](#)
- [Kurzbedienungsanleitung Canon Multifunktionsgeräte](#)
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- [Zugang zum W-Lan-Netz hsx der Hochschule Pforzheim per Mac OSX](#)
- [Zugang zum W-Lan-Netz hsx der Hochschule Pforzheim per Ubuntu](#)
- [Zugang zum W-Lan-Netz hsx der Hochschule Pforzheim per Windows 7](#)
- [Zugang zum W-Lan-Netz hsx der Hochschule Pforzheim per Windows Mobile](#)

# Wireless Internet

For access from student dorm you need to download the **software**  
„Cisco VPN client“

Services / IT-Helpdesk / Downloads für Studierende

## IT-Helpdesk

- › Hochschulaccount
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- › Persönlicher Speicherplatz
- › Netzzugang an der Hochschule
- › Netzzugang zuhause
- › Rechnerpools
- › Drucken/Kopieren/Scannen
- › Downloads für Studierende
- › MS Office für Studierende
- › Apple on Campus

## DOWNLOADS FÜR STUDIERENDE

Hier finden Sie Software für die Arbeit auf den Webseiten der Hochschule sowie Anleitungen zum Anschauen und Herunterladen.

### Software zum Download

- [vpn anyconnect für WINDOWS 8.1 und 10](#)
- [vpn für WINDOWS 7 \(64 bit\)](#)
- [vpn für WINDOWS 7 \(32 bit\)](#)
- [vpn für Mac OS X 10.4 und 10.5 \(Intel/PPC\)](#)
- [vpn für Mac OS X 10.3 oder älter](#)
- [vpn für LINUX-Systeme](#)
- SPSS
- Citavi

SCHLIESSEN

Anleitungen und Formulare

# Wireless Internet

Please proceed as advised in the VPN installation guide

Services / IT-Helpdesk / Downloads für Studierende

## IT-Helpdesk

- › Hochschulaccount
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- › Persönlicher Speicherplatz
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- [Anleitung zur vpn-Installation für Mac OS X 10.6 \(Snow Leopard\), Mac OS X 10.7 \(Lion\)](#)
- [Antrag auf Korrektur des studentischen Druckkontos](#)
- [Campus Printer Installation Guide \(Windows 32+64 Bit\)](#)
- [Connect to your personal network drive](#)



# VPN client – login screen

Your login: **userid**

Personal password



## Note:

If you log in with the VPN client outside of campus, you'll be able to use your personal University Pforzheim network drive.

# Multifunction Printer (+ Copier)

## First usage to initialize printing (and your student ID)

- only possible if you have already activated your user account (previous slides) and changed password
- Go to one of the multifunction print/copy machines
- Put your student ID on card reader
- You will see this screen
- Enter your user ID and new personal PW



KARTE REGISTRIEREN

Die Kartennummer ist unbekannt.  
Bitte melden Sie sich mit Benutzernamen und Passwort an,  
um Ihre Karte zu registrieren.

Benutzername:

Antippen um Tastatur zu öffnen

Passwort:

Antippen um Tastatur zu öffnen

Abbrechen

Anmelden

# Multifunction Printer (+ Copier)

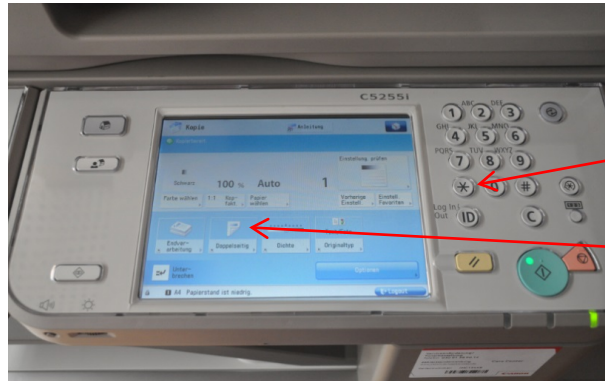
- For the next logins, no identification except the **scan of ID card** is necessary
- Never forget to **log out** (logout button or put ID on card reader again)

To print you need to **charge your card with money** at the **white terminals** in W1 building – 1st floor (opposite to student initiative) → Prices for A4: 3 cent b/w and 10 cent color per copy

# Instructions



card reader for  
student ID



input field

touchscreen



# Instructions



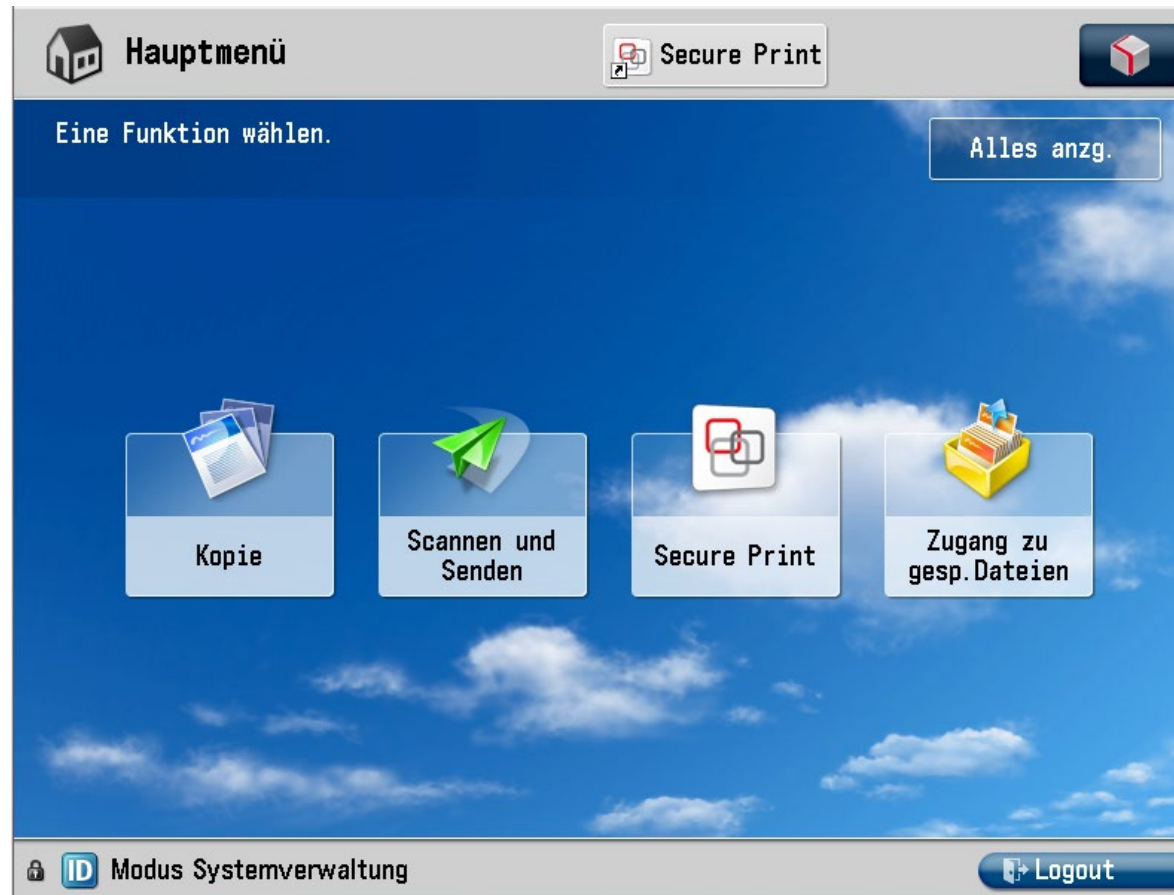
Here you can select the main functions:

„Kopie“ means **copy** (default function)

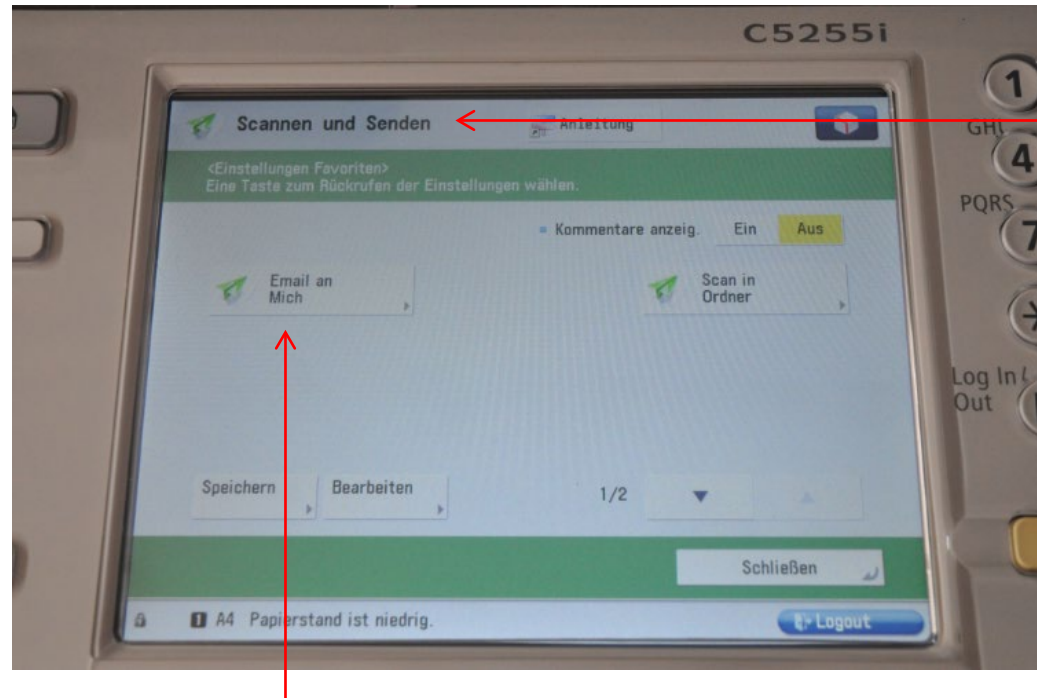
„Senden“ means **scanning** and sending to your webmail account

„→“ and the arrow opens printing (from account or USB flash drive)

# Screen at new multifunction printer (Canon)



# How to SCAN and send document to email or folder

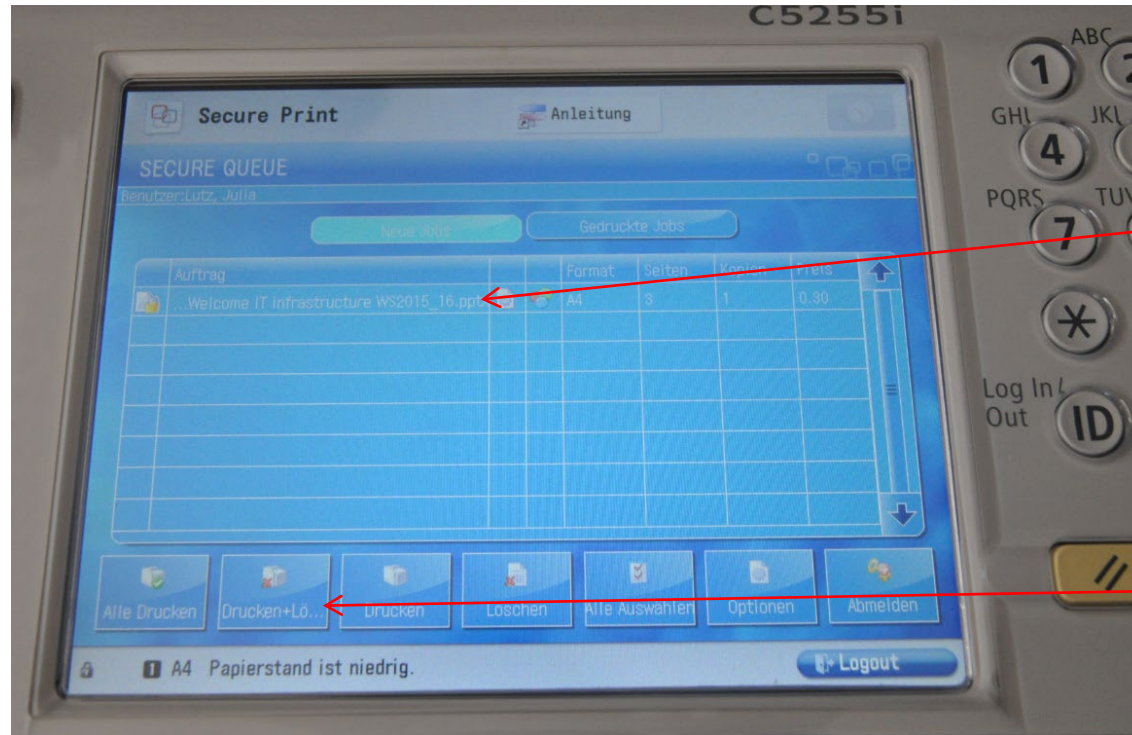


Select „Scannen und Senden“

Scan and Send to your email adress (Email an mich)  
([xxxyyyzz@hs-pforzheim.de](mailto:xxxyyyzz@hs-pforzheim.de) )

Only to hs-pforzheim webmail account possible!

# How to print a document



Here you can choose the printing job (you can select all / Alle Drucken)

Here you start printing

## Info:

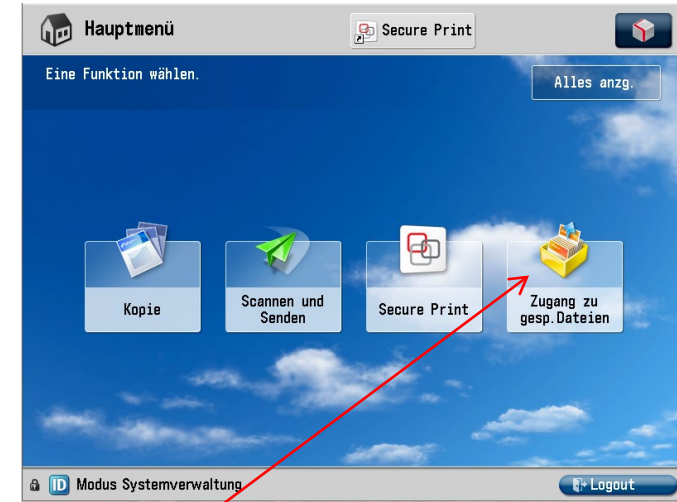
To print from your personal computer you need to install the Pforzheim university printer – installation guide you'll find on the IT service internet page (slide 18)



# How to print a document



**Step 1**



**Step 2**



Using your flash drive at the multifunction devices - you can only print pdf-files!

# E-campus Access

A login form is highlighted with a red border. It contains a 'Benutzername' field, a 'Passwort' field, and a 'LOGIN' button. There are also icons for 'EN' (language), 'SUCHE' (search), and 'LOGIN' (user profile).

STUDIUM FORSCHUNG WEITERBILDUNG INTERNATIONAL UNTERNEHMEN HOCHSCHULE

[Listenansicht](#)

<b>WERKSCHAU WINTERSEMESTER 2018/2019</b> 08 Feb 2019 - 10 Feb 2019 	<b>VORSTUDIUM KATAPULT</b> technische Vertiefung: Verlängerung Bewerbung bis zum 01. Februar 2019 	<b>FÖRDERPREISE 2019</b> 11 Preise von 10 Unternehmen und Institutionen! Bewerben Sie sich!
<b>HS PF-MAGAZIN VON BADEN TV</b>	<b>DER COUNTDOWN LÄUFT!</b>	<b>CREATIVE AFTER WORK IM EMMA</b>
<b>W-T-W WOMEN AND FINANCE-TREFF</b>		

Step 1: Log in to e-campus from the university homepage

# E-campus

HS PF



Business  
Design  
Engineering



FAKULTÄTEN



BEWERBEN



KONTAKT



EN



SUCHE



ANMELDE

## E-CAMPUS

SERVICES

STUDIUM

FAQ PRÜFUNGSFRAGEN

DOWNLOADS

QUICK LINKS →

E-Campus



E-MAIL



VORLESUNGS-  
PLAN



MOODLE



MENSAESSEN



STUDI-COCKPIT

Termine, Fristen, Ankündigungen

ALLE NEWS >

28. Januar 2019

Mathematik-vorbereitungskurs für  
Maschinenbauer

16. Januar 2019

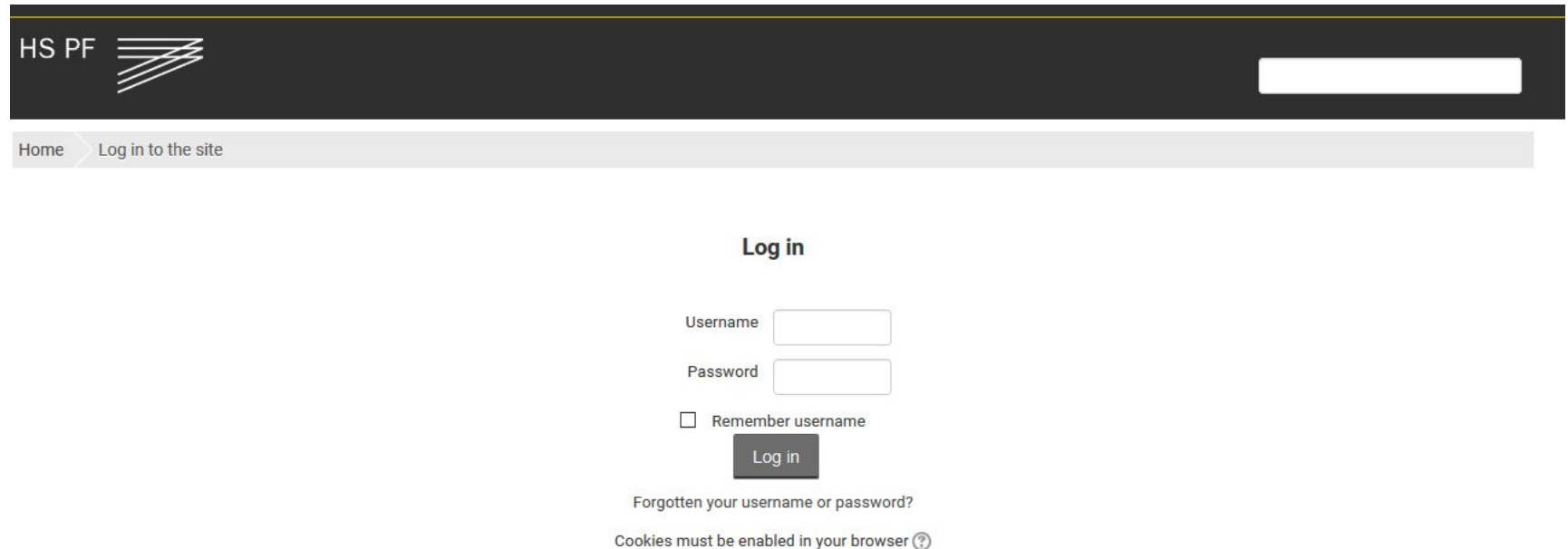
Meet Master 2019

MEHR ERFAHREN >

Direct access to E-Mail, Lecture plan, Moodle, Cafeteria plan, and much more.

# E-learning - How to find your course in “Moodle”

## Exemplary illustration / course registration



The screenshot shows the login interface of the HS PF website. At the top, there is a dark header bar with the HS PF logo on the left and a white search bar on the right. Below the header, a light gray navigation bar contains the links 'Home' and 'Log in to the site'. The main content area is white and features a 'Log in' heading. Underneath, there are input fields for 'Username' and 'Password'. A checkbox labeled 'Remember username' is positioned below the password field. A dark gray 'Log in' button is centered below the checkbox. At the bottom of the login section, there are two links: 'Forgotten your username or password?' and 'Cookies must be enabled in your browser ?'.

HS PF

Home Log in to the site

**Log in**

Username

Password

☐ Remember username

**Log in**

[Forgotten your username or password?](#)

[Cookies must be enabled in your browser ?](#)

- Go to [www.hs-pforzheim.de](http://www.hs-pforzheim.de)
- Log in to e-campus (see previous slides)
- Click “Moodle” and log in

# E-learning: How to find your course in Moodle (2)

HS PF

English (en) Deutsch (de) English (en)

Navigation

- Home
  - Dashboard
  - Site pages
  - My courses

Ansprechpartner

Das LMS wird betreut vom HIZ.  
Sie erreichen uns per Email:  
elearning@hs-pforzheim.de

Moodle-Pattform der Hochschule Pforzheim

Willkommen auf der E-Learning Plattform der Hochschule Pforzheim.

Moodle Anleitungen

Kurs beantragen (Professoren)

Die NETIQUETTE GILT AUCH AUF DIESER PLATTFORM!

Course categories

- LEHRANGEBOT DER FAKULTÄT GESTALTUNG
- LEHRANGEBOT DER FAKULTÄT TECHNIK (52)
- LEHRANGEBOT DER FAKULTÄT WIRTSCHAFT UND RECHT (11)
- FAKULTÄTSÜBERGREIFENDE LEHRANGEBOTE (15)
- E-LEARNING KOMPETENZ CENTER (5)
- ARCHIV (60)

Search courses:  Go

1. Choose language (“Sprache”)

2. (a) Enter course ID in “search courses” field - OR:

(b) Choose school: e.g. Business School = “Lehrangebot der Fakultät Wirtschaft und Recht”

3. ... see next page

# E-learning: How to find your course in Moodle (3)

HS PF

Home Courses Lehrangebot der Fakultät Wirtschaft und Recht

Navigation

- Home
- Dashboard
- Site pages
- My courses
- Courses
  - Lehrangebot der Fakultät Gestaltung
  - Lehrangebot der Fakultät Technik
  - Lehrangebot der Fakultät Wirtschaft und Recht**
    - BCR | Bachelor in Controlling, Finanz- und Rechnun...
    - BEL | Bachelor in Einkauf und Logistik
    - BIB | Bachelor in International Business
    - BIM | Bachelor in International Marketing**
    - BMA | Bachelor in Marketing
    - BMFKP | Bachelor in Marktforschung und Konsumenten...
    - BMMWP Bachelor in Media Management und

Course categories: Lehrangebot der Fakultät Wirtschaft und Recht

Search courses:  Go

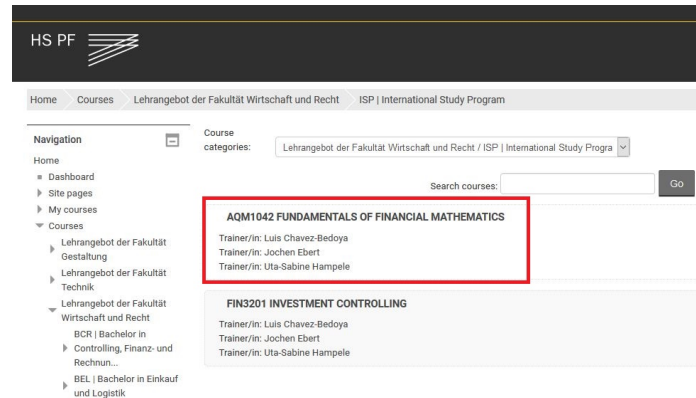
- ▶ BCR | BACHELOR IN CONTROLLING, FINANZ- UND RECHNUNGSWESEN
- ▶ BEL | BACHELOR IN EINKAUF UND LOGISTIK
- ▶ BIB | BACHELOR IN INTERNATIONAL BUSINESS
- ▶ BIM | BACHELOR IN INTERNATIONAL MARKETING**
- ▶ BMA | BACHELOR IN MARKETING
- ▶ BMFKP | BACHELOR IN MARKTFORSCHUNG UND KONSUMENTENPSYCHOLOGIE
- ▶ BMMWP BACHELOR IN MEDIA MANAGEMENT UND WERBEPYCHOLOGIE
- ▶ BPM | BACHELOR IN PERSONALMANAGEMENT
- ▶ BREM | BACHELOR IN RESSOURCENEFFIZIENZ-MANAGEMENT
- ▶ BSBA/DEM | BACHELOR BUSINESS ADMINISTRATION/DIGITAL ENTERPRISE MANAGEMENT (B. SC.)
- ▶ BSWP | BACHELOR IN STEUERN UND WIRTSCHAFTSPRÜFUNG
- ▶ BMKWE | BETRIEBSWIRTSCHAFT/MARKETINGKOMMUNIKATION UND WERBUNG
- ▶ BWMI | BACHELOR IN WIRTSCHAFTSINFORMATIK- MANAGEMENT & IT
- ▶ BWR | BACHELOR IN WIRTSCHAFTSRECHT

**(a) (Double) Degree Students** → choose your Bachelor e.g. “BIM”

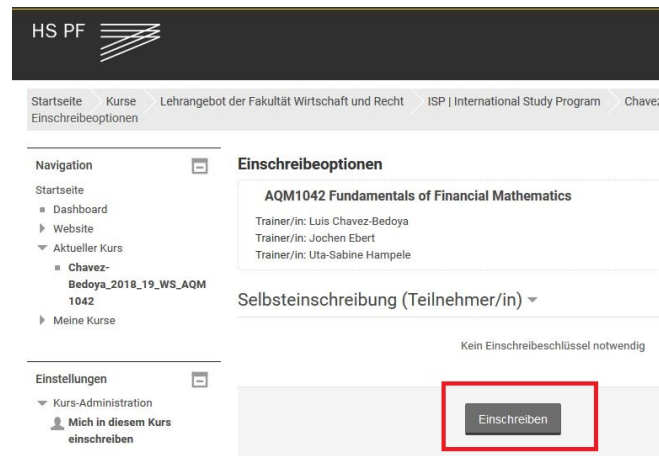
**(b) Exchange Students** → choose International Study Program

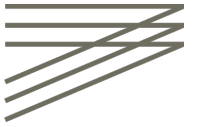
# Moodle (4) -> course registration

## 1. choose your course



## 2. Enroll (“Einschreiben”) for the course + enter the password if applicable





University Pforzheim  
Library  
Getting started

Sabine Stalf

Januar 2020



# University Library – Getting Started

Home > University > Organisation > University Library

## University Library

Standorte & Öffnungszeiten

Literaturrecherche

Ausleihe

Fernleihe

Citavi

## University Library

### Search in library collection

#### Katalog

- Library collection **without** articles
- Reservation of borrowed books
- User account
- Interlibrary loan

### Search in library collection and some databases

#### Katalog plus

- Library collection **plus** articles
- Electronic full text only with university licence available!

## Account

#### Benutzerkonto

- Borrowed books
- Renewal of books
- Cancelling of reservations
- Change password

## Search in databases

#### Datenbanken

- Articles, books (print and electronic)
- Reference works
- Standards, statistics, pictures etc.

## Help



Please note: On sundays is the library closed. Opening hours are announced at website "Öffnungszeiten"

# University Library – Getting Started

There are two **branches** (→ **Standorte**)

- Design in Holzgartenstrasse
- Business, law and technics in Tiefenbronnerstrasse

**Opening hours** (→ **Öffnungszeiten**)

- see homepage

Your student ID card is used as **library card**

Access to your **account** (→ **Benutzerkonto**)

- Login card number
- Password date of birth (dd.mm.yyyy)

## **Rules**

- Store your bags and jackets in the lockers
- No food, no drinks allowed (except water in bottles)
- Please be quiet (switch mobile phone to silent)

# University Library – Getting Started

## Loan

- only books, no journals
- period: 4 weeks, renewal possible

## Equipment

- Computer for searching in library catalogues and scientific databases, download e-books on usb flash drive
- Box for book returns (only during closing hours)
- Printer, scanner

## Homepage (access also from student dorm over „Cisco VPN client“)

- Catalogues (→ **Katalog**) for search in library collections (books, e-books, journals)  
(→ **Katalog plus**) for search in library collections and some databases (books, e-books, articles, full-text articles)
- Databases (→ **Literaturrecherche/Datenbanken**) for search in scientific databases, full-text articles)

Our friendly staff at loan desk will answer all your further **questions**