Warm welcome to our international students at Pforzheim University!

IT Guide
Summer 2020
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)
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
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
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

Phone: 07231 – 28 – 6633

E-Mail: 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 need to log in to one of the **computers at Pforzheim University**
➔ **first login**: you will receive your user-ID from International Programs Office together with your student ID
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 go to Campus IT Service room (W2.2.17) → office hours see p. 8
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

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

Step 1: Log in to e-campus
Webmail Access

E-CAMPUS

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

- Once „hsx“ is installed it will connect automatically

- hsx works with smartphones

  - username: fh\userid

  - password: default password
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
Wireless Internet

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

Please proceed as advised in the VPN installation guide

DOWNLOADS FÜR STUDIERENTE

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
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
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

Scan and Send to your email adress (Email an mich)
(www.your-email-address.de)

Only to hs-pforzheim webmail account possible!
How to print a document

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)

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

Here you start printing
How to print a document

Step 1

Step 2

Using your flash drive at the multifunction devices - you can only print pdf-files!
Step 1: Log in to e-campus from the university homepage
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

- 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)

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)

(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 Library – Getting Started
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
• 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
University Pforzheim
Library
Getting started

Sabine Stalf
Januar 2020
University Library – Getting Started

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

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

Quick guide

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