Welcome

We will start 2.30 PM (14.30 Uhr) CEST
with our IT Introduction event for Students at the University of Applied Sciences in Karlsruhe
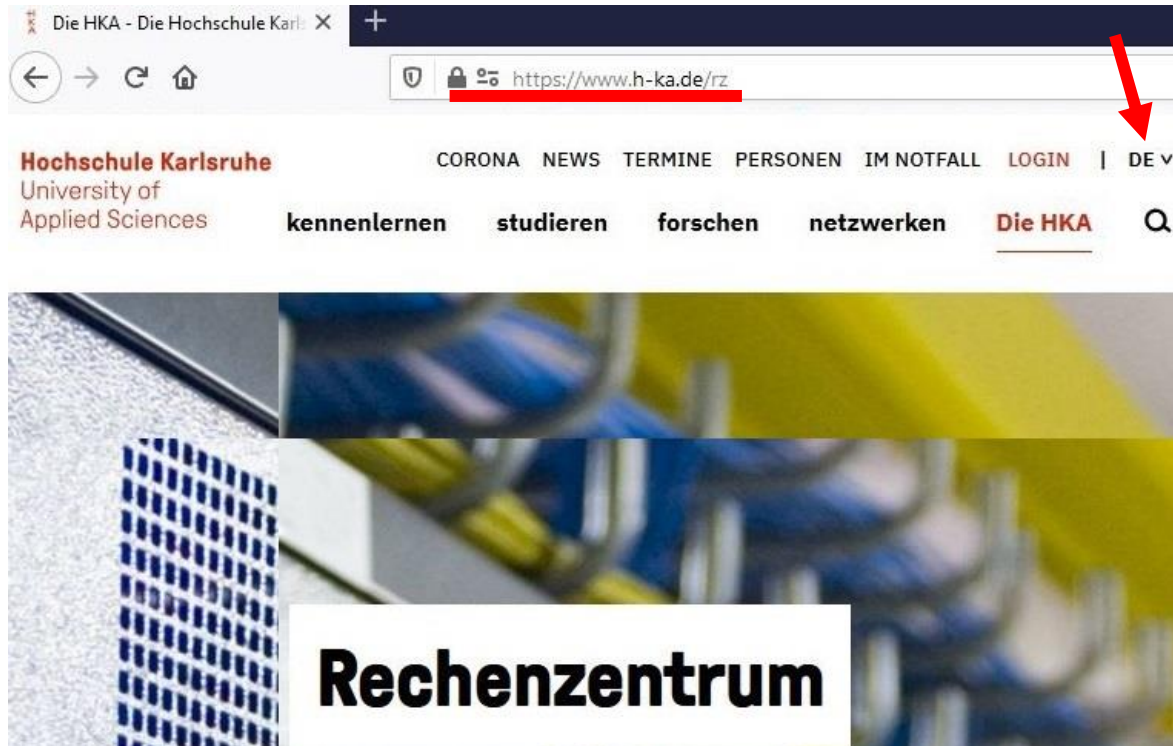
Introduction for Students

Monday, 11th March 2024

IT introduction for students

You can download this presentation at our english web-page. The easiest way the access the english web-page is to first access the german RZ-starting-page at:

https://www.h-ka.de/rz

and then switch to the english version (top right)

Agenda

reinhard philippi / pixelio.de

**Your 'Universitiy-IT-Account'
(a.k.a. your 'RZ-login-data')**

Online-
Services
and
Homepage

PC-Rooms /
PC-Pools

Wifi

E-mail

Core IT-Systems
for your studies

Agenda

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**Your ‚Universitiy-IT-Account'
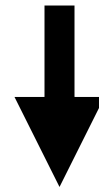(a.k.a. your ‚RZ-login-data')**

How does your ‚RZ-login-data' look like?

Example student

First name: **Micky**, Last name: **Maus**

RZ-Username: **mami1053**

RZ-Password: ‚some random initial Password'

Together they are your ‚RZ-login-data' which you are going to need to access the systems and services regarding your studies.

The PDF-document ,RZ-Zugangsdaten'

HISinOne:

https://hisinone.extern-hs-karlsruhe.de/

From now on always use your RZ-login-data (RZ-Zugangsdaten) to access the various IT-systems and services provided by the university.

Any problems in getting your RZ-credentials?

- You are not sure about your enrollment status
- You do not know you application username

Please contact the student registry.

Contact details:

https://www.h-ka.de/en/about-hka/institutions/student-registry

You will need to change your initial RZ-password
(A password change is not necessary immediately, but a password change should occur in the next few weeks).

(**https://www.h-ka.de/ulm**)

Just use a PC on the campus to change your password.

After changing the password, please click on "Ilias" and log in to see that the password change worked.

Password lost…

Password-Reset

Use Helpdesk in Building LI; Room No. 135

Your ID card is required.

PC-Pools and Workplaces
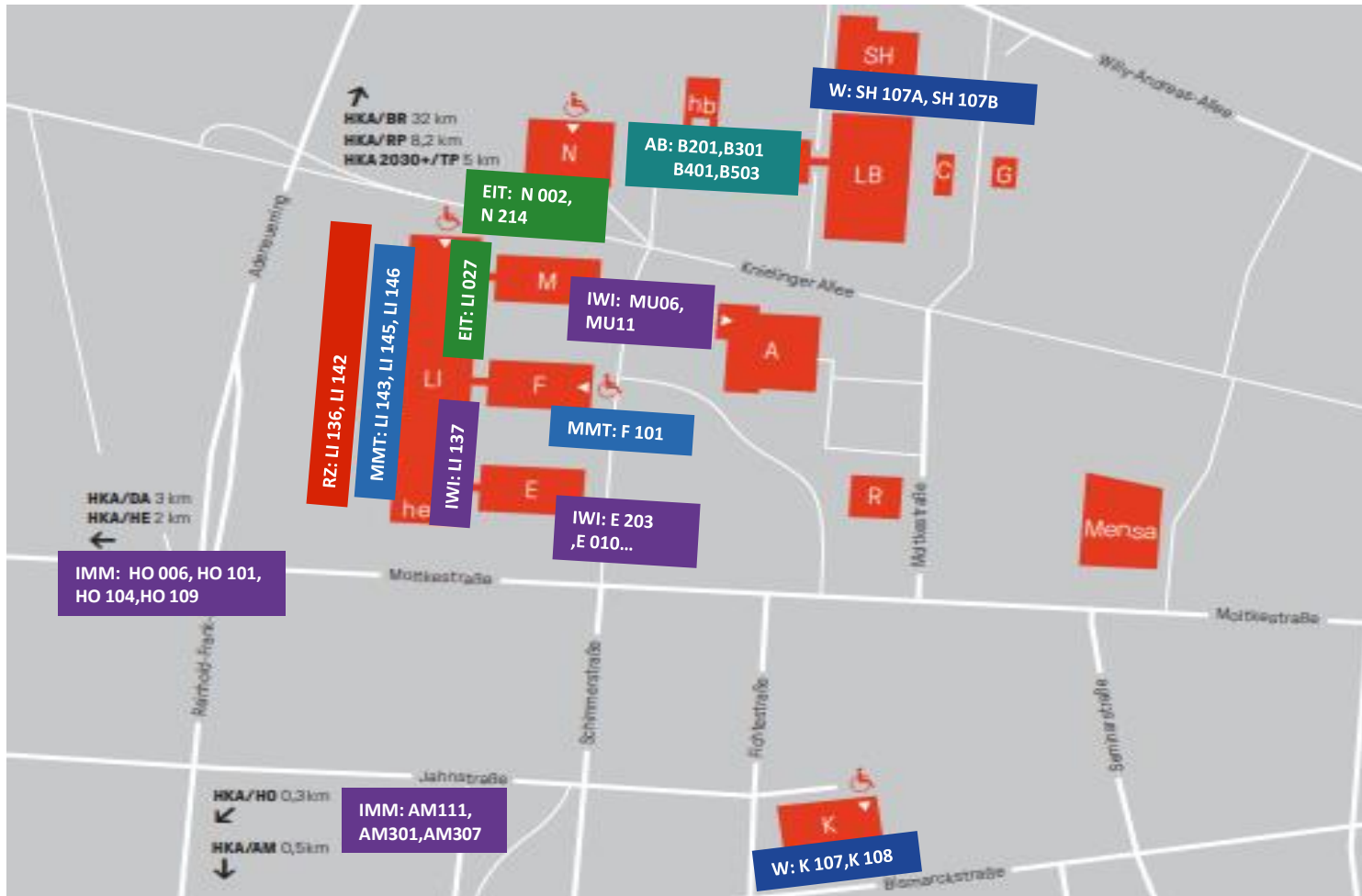
Where to use your RZ-login-data:

1. Within the university

   ➢ *PC-login*

   ➢ *E-Mail*

   ➢ *Online-Services (HISinOne, …)*

2. External services

   ➢ *Cloud Storage*
      https://bwsyncandshare.kit.edu

   ➢ *Springer online library*

   ➔ *„Every time an IT-system or service , related to*
      your studies, asks for a username and password"
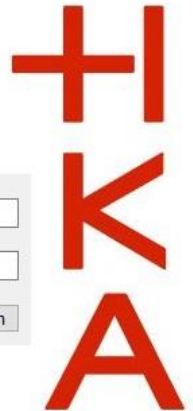
Mind your privacy and be careful with your RZ-login-data!

➢ **Be careful with your RZ-credentials**

➢ **Change your RZ-password and choose a complex new password**

➢ **Don't give the data to your friends, family or other people!**

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Your ‚Universitiy-IT-Account' ✓
(a.k.a. your ‚RZ-login-data')

E-mail

University (HKA) E-mail address

HKA E-mail address :   **RZ-username@h-ka.de**

Student Micky Maus

RZ-Username: **mami1053**

-> HKA E-mail address: **mami1053@h-ka.de**

HKA E-mails

Why it is important to read your HKA E-mails:

- **Messages from lecturers regarding your studies / courses**!

- Messages from the ‚Student Registry'

  (Change in enrolment status, Information about exam registrations, …)

- Messages from the University Management

  (events, …)

Use your HKA-Mail-Address to communicate via Mail.

Do not use your ‚private' Mail-addresses (like @gmail.com, @yahoo.com, …).

How do you access your E-mails?

There are more ways o access you university e-mails:

1. Microsoft Outlook (PC-Pool)

2. Webmail (webmail.h-ka.de; **only within** the university network)

3. Webmail (https://owa.h-ka.de; **outside** the university network with a multi-factor authentication)

Multi-Factor-Authentication to access your email from outside the university

1. Install an authenticator APP (e.g. MS Authenticator)
2. Log in to the eduroam network. To do this you must be at the university.
3. Log in to **https://mfa.h-ka.de** with your RZ user account and your RZ password and select "Token ausrollen".

Scan the QR code with the QR code scanner from the authenticator app. You will receive a 6-digit number.

Multi-Factor-Authentication to access your email from outside the university

4. Change the network (e.g. KA-WLAN) and go to the page
https://owa.h-ka.de.
Enter the RZ user account and use at "PIN+TOTP" the
6-digit number.

Welcome to HKA MFA-protected Services.

Username:

PIN + TOTP:

Log On

Secured by Kemp LoadMaster
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kemp

5. You will be redirected to an Microsoft-Outlook interface.
Enter your RZ user account and your RZ password.

Outlook Web App

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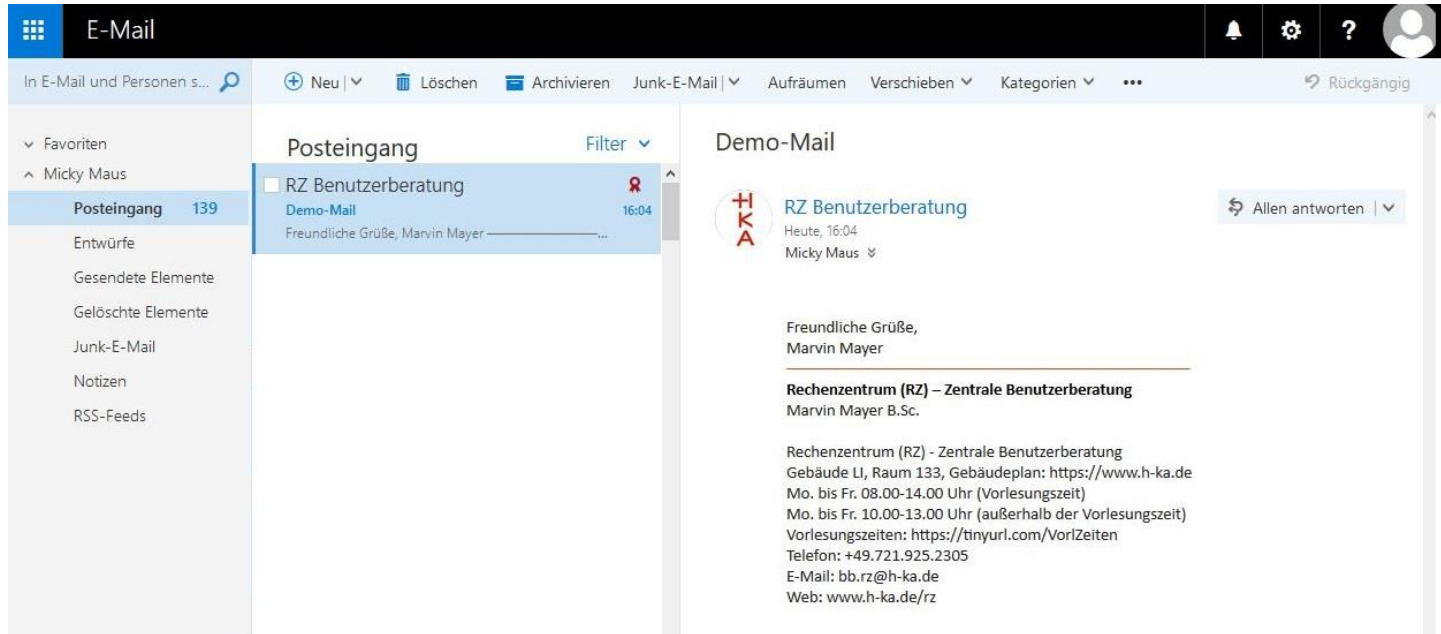
Your ‚Universitiy-IT-Account'
(a.k.a. your ‚RZ-login-data')

Online-
Services
and
Homepage

E-mail ✔

Online-Services for Students

1.   HISinOne (Reports e.g.)
https://rz.h-ka.de/ssv

2.   Prüfungsmanagement / Exam. management
        (a.k.a Online Service)
https://rz.h-ka.de/slv

From 02.10.2023 the university had a cyber attack from a professional group of hackers. Therefore the Exam´ management system is not available in the meantime but it´s going to be available in the near future.

1. HISinOne

Reports: Allgemein

Term

Requesttime	report type
07.09.2022 16:00:13	Bescheinigung nach §9 BAföG HKA
07.09.2022 16:00:13	Studienverlaufsbescheinigung HKA
07.09.2022 16:00:13	Confirmation Of Registration HKA
07.09.2022 16:00:13	Immatrikulationsbescheinigung HKA
07.09.2022 16:00:13	KVV Bescheinigung
30.08.2022 14:47:51	Exmatrikulationsbescheinigung
30.08.2022 14:34:53	Beurlaubungsbescheid
07.09.2022 16:00:58	Bescheinigung nach §9 BAföG HKA

At the HISinOne-System you can get your initial RZ-login-data, but you can also access other important documents as well as student-services, e.g.:

Student status : Check your enrollment status

Contact data: Change your address

Bills and payments: Re-enroll for the next semester

Confirmation of registration

Public transport certificate

Hochschule Karlsruhe
University of
Applied Sciences
HKA   🔍 search menu

Home

My Studies

You are here: Home ▶ My Studies ▶ Student Service

Student Service

| Student status | Contact data | Bills and payments | **Requested Reports !/ Reports** |

Requested Reports

📋 Allgemein (19)
There are reports available for you.

Reports

Datenkontrollblätter:
📄 Datenkontrollblatt (Deutsch) [PDF]
📄 data check list (english)

Bescheinigungen:
📄 Bescheinigung der Gebühren HKA [PDF]
📄 RZ Zugangsdaten [PDF] ⬅ initial RZ-login-data

Introduction for Students

2. Prüfungsmanagement / Exam management (a.k.a Online Service)

With the help of the exam-management (Online Service) you can access all the services and documents regarding **exams and grades**. This includes:

- Register for exams
- De-register for exams
- Check grades of individual courses/exams
- Get and print an official record of all your grades
  (ECTS-Transcript of records)

These services/transactions and documents are highly sensitiv/critical. That's why you need a new personal **TransActionNumber (TAN)** everytime you want to access them:

TAN-Verwaltung / TAN management

The ‚TAN management' can be found within the exam-management (Online Service 2) itself. With the help of the TAN management you can create yourself a **list of valid and personalized TANs**.

Important: Please read the instructions on how to create and activate your personal list of TANs

How to create your personal list of TANs

Everybody has two initial TANs, which are derived from the date of your birth.
For example: Date of birth 5.6.82 → 1. Initial-TAN = 050682, 2. Initial-TAN = 820605

1. Create a list with your first initial TAN

Neue TAN-Liste erzeugen	
1. Initial-TAN bzw. 1. alte TAN:	**050682**
Anzahl	50 ▼
Erzeugen	

„Click"

TAN-Liste aktivieren	
2. Initial-TAN bzw. 2. alte TAN:	**820605**
Neue TAN:	**543911**
Aktivieren	

2. Save/Print your new list of TANs (PDF-File)!

3. Activate your new list of TANs with the 2. Initial-TAN (year and day swapped, i.e. 820605) and the specifically marked activation TAN printed on your newly created list (Neue TAN)

Please keep your list of TANs in a safe place!

Problems creating your list or with an existing list of TANs
(e.g. lost TAN-list)?

Please contact the Student Registry.

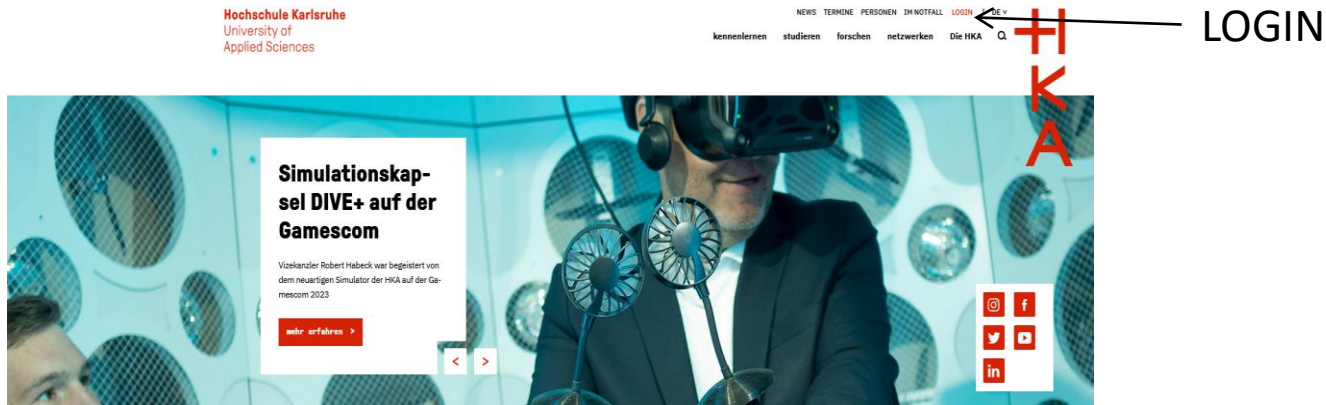**https://www.h-ka.de/en/about-hka/institutions/student-registry**

(The Student Registry can check if your birthday in the students-data-base
is correct. They can also reset your two initial TANs so you can create
yourself a new TAN-List if needed).

Homepage from the university
https://www.h-ka.de

LOGIN

Because of the cyber attack from 02.10.2023 the login through University homepage is not possible in the moment, but will be in the near future.
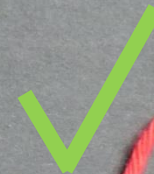
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**Your 'Universitiy-IT-Account'
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Online-
Services
and
Homepage

✓

Core IT-Systems
for your studies

E-mail

Core IT-Systems
you most likely need for studies

1.   Ilias (an eLearning platform): **https://ilias.h-ka.de/**

2.   Raumzeit (Time Table): **https://raumzeit.hka-iwi.de/**

1. ILIAS eLearning platform

for scripts, presentations, online exams, links to online-courses, …

1. Search & join courses

You can NOT send and/or receive any university-mails with the internal ILIAS messaging system.

2. After you've joined a course, it will pop up on your virtual desk (in german so called "Schreibtisch")

2. Time Table (Raumzeit)

Time table is reachable under this link

https://raumzeit.hka-iwi.de/.

The desired person is

reachable from this link

service.raumzeit.rz@h-ka.de.
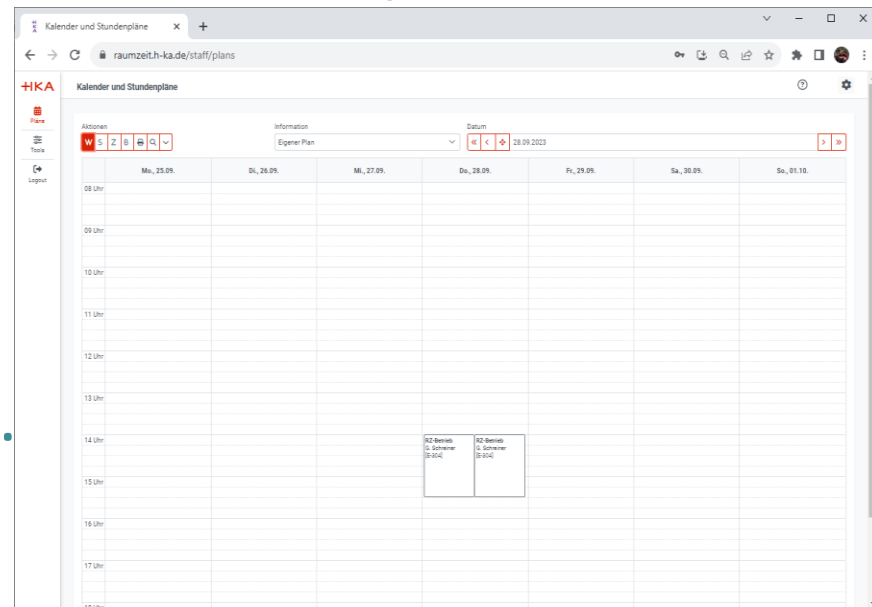
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**Your ‚Universitiy-IT-Account'
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Online-Services and Homepage

PC-Rooms / PC-Pools

E-mail

Core IT-Systems for your studies

Public computer rooms (PC-pools) on campus

Public PCs
(run by the IT center (RZ):
    Building LI, 1. Floor
    LI 136
    LI 142

Additional PC-pools
(PC-rooms) are provided by
each faculty, specifically for
its members.
Please ask your faculty about
the details regarding the
availability of these specific
pool rooms.

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**Your ‚Universitiy-IT-Account'
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Online-
Services and
Homepage

PC-Rooms /
PC-Pools

Wifi

E-mail

Core IT-Systems
for your studies

Wifi – KA-WLAN Network

1) Connect your device to KA-WLAN

2) Open your browser

3) (Go to: cp.ka-wlan.de) Press START

For information about additional available networks (on campus) please see the brochure „Das Hochschulnetzwerk" at:

https://rz.h-ka.de/doc

Connect with eduroam

https://rz.h-ka.de/eduroam

- **Download config file**

- **Configure the connection**

Android:
download app e.g. over KA-WLAN

Connect with eduroam

https://rz.h-ka.de/eduroam

Login data for eduroam:

- **abcd1234@h-ka.de**
  (Beispiel: mami1036@h-ka.de)
- **RZ-Passwort**

For information about additional
available networks (on campus) please
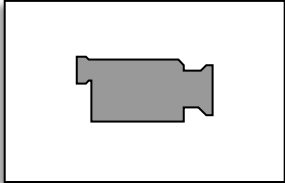see the brochure „eduroam" at:

https://rz.h-ka.de/doc

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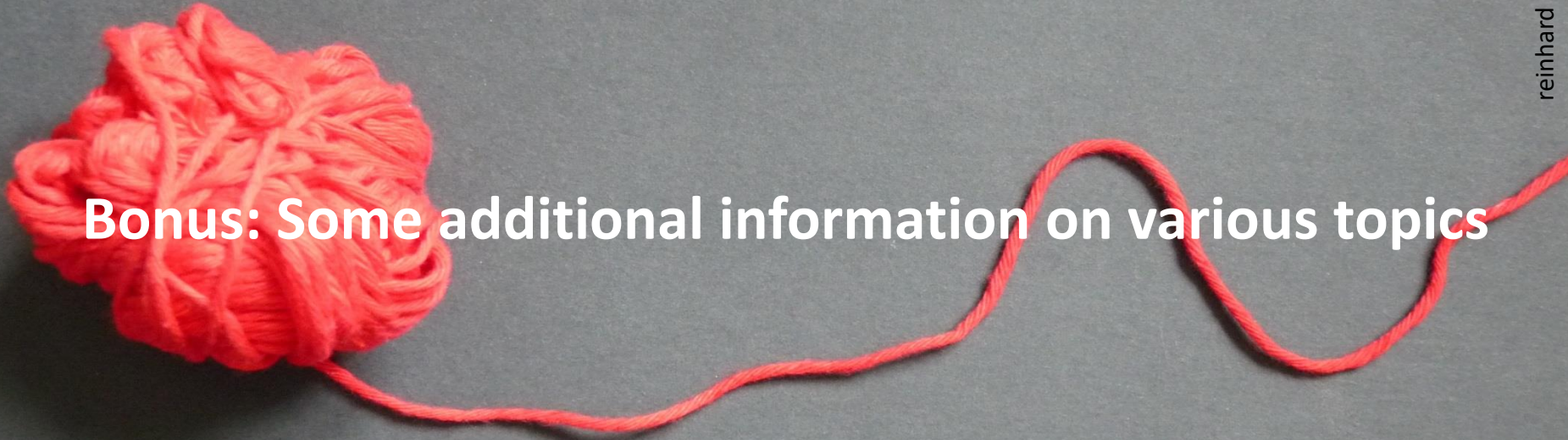
Bonus: Some additional information on various topics

Online conference/lecture tools

Two main tools:
- BigBlueButton (BBB)
- ZOOM

As a participant **you do NOT need** to register as lecturer's licence / account.

Just enter by following the link provided by your course administrator and join the lecture, either by browser (BigBlueButton, ZOOM) or via the corresponding app (ZOOM).

Microsoft Office 365 Pro Plus
https://bildung365.de

Outlook OneDrive Word Excel PowerPoint Publisher (nur PC) Access (nur PC)

- Rental personal license for 365 days
- 4,99€ per year (From December 2023)

User Helpdesk (RZ-Benutzerberatung)

Troubleshooting:

1. Read our brochures https://rz.h-ka.de/doc

2. Contact the User Helpdesk:

Building LI , Room No. 135
Campus-Plan: https://www.h-ka.de/en/locations

Hours: **Mo–Fr: 10am – 1pm**

E-Mail: bb.rz@h-ka.de
Phone: 0721 / 925 – 2305
Fax: 0721 / 925 – 2301

User Helpdesk – Location

Building LI
1st floor

User Helpdesk / RZ-Benutzerberatung,
Room LI135

Questions?

Thank you for your attention!