



# 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

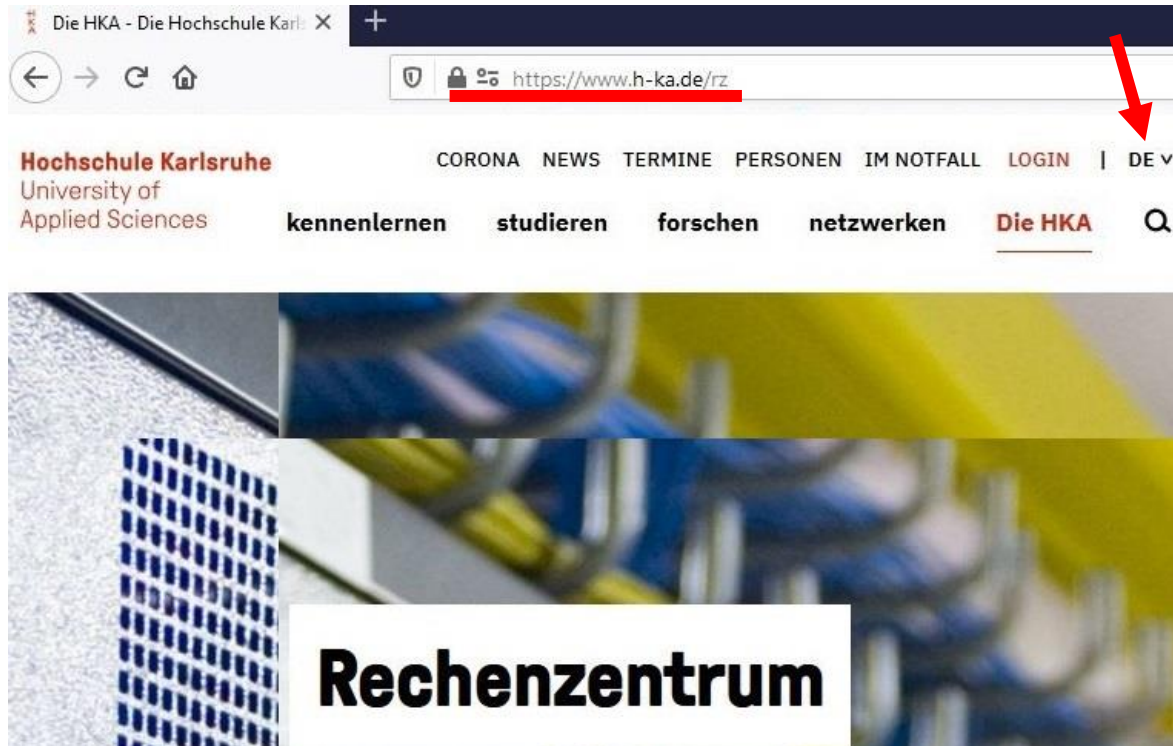
# IT introduction for students



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 'University-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

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



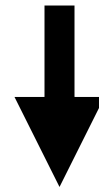
# How does your ‚RZ-login-data‘ look like?

Example student

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

RZ-Username: **mami1053**

RZ-Password: ,some random initial Password‘



**K**  
**A**

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'



Hochschule Karlsruhe  
University of  
Applied Sciences  
Rechenzentrum

**HKA**

RZ-Zugangsdaten

Herr	Micky Maus
Matrikelnummer	67048
RZ-Benutzername	mami1053
Initiales RZ-Passwort	KS1894C

Dieses Dokument enthält Ihre RZ-Zugangsdaten zur IT-Infrastruktur der Hochschule.

Der Dienst zur Passwortänderung sowie der Abruf der verschiedenen Verordnungen setzt einen direkten Login im Intranet der Hochschule oder die Nutzung einer VPN-Verbindung voraus. Bei der Einrichtung unterstützt Sie die RZ-Benutzerberatung gerne.

Es kann bis zu 30 Min. dauern, bis sich die Änderung auf alle nachgelagerten Dienste auswirkt.

Bitte ändern Sie das Initial-Passwort schnellstmöglich unter <https://www.iz.hs-karlsruhe.de/intern/awm/login>.

Ihre RZ-Zugangsdaten dürfen Dritten nicht zugänglich gemacht oder weitergegeben werden.

Sie verpflichten sich, die Verwaltungs- und Benutzerordnung sowie die Betriebsordnung des Rechenzentrums einzuhalten: <https://vw19.hs-karlsruhe.de/iz/ordnung>.

Falls Sie Ihr RZ-Passwort vergessen haben, müssen Sie sich persönlich, gegen Vorlage Ihres Studierendenausweises, bei der RZ-Benutzerberatung ein neues ausstellen lassen.

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 your 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.





[Change Password >>](#)

[Ilias >>](#)

## Change Password

User ID

RZ-Account

Current Password

New Password

Confirm Password

- Rules
- 10-20 chars
  - upper/lower letters
  - digits
  - !@#\$\$%^&\*-\_+.+

Submit

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





Password lost...



# Password-Reset

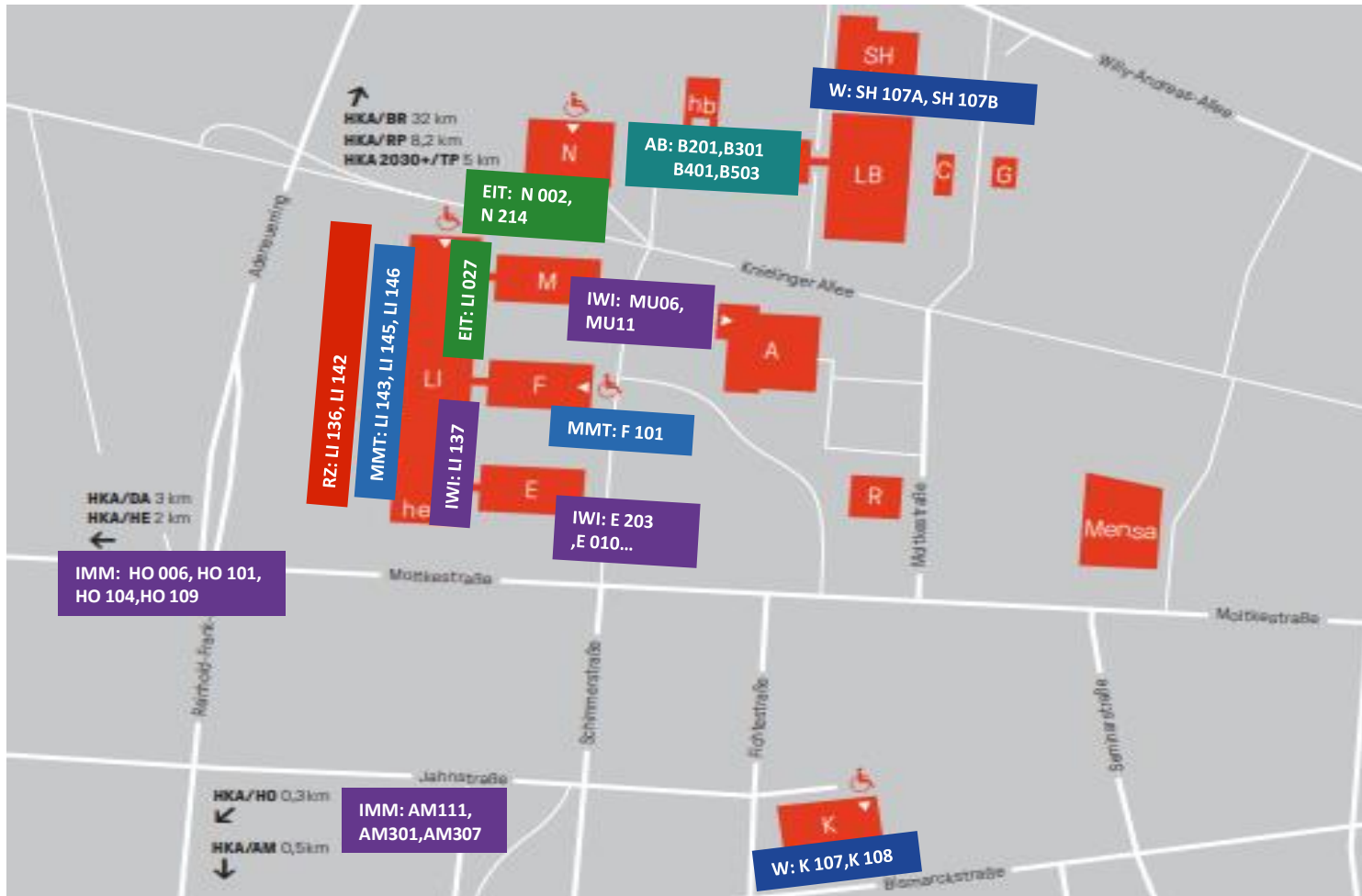
Use Helpdesk in Building LI; Room  
No. 135

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“*“

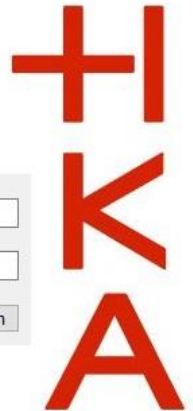
DFN  
Deutsches  
Forschungsnetz

Hochschule Karlsruhe  
University of  
Applied Sciences

Benutzername **mami1038**

Passwort **RZ-Password**

Anmeldung nicht speichern





## **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!**



# Agenda



Your 'University-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 to access your university e-mails:

1. Microsoft Outlook (PC-Pool)
2. Webmail ([webmail.h-ka.de](https://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”.

The screenshot shows a web interface for managing tokens. On the left, there is a sidebar with 'Alle Token' and 'Token ausrollen' (highlighted in blue). The main content area is titled 'Neuen Token ausrollen' and contains a dropdown menu for 'TOTP: Zeitbasiertes Einmalpasswort'. Below this, there is a paragraph of text explaining TOTP tokens. The form includes fields for 'Beschreibung' (with a placeholder 'Ein paar nette Worte...'), 'PIN/Passwort' (with a placeholder 'Geben Sie eine PIN/ein Passwort ein'), and a 'PIN/Passwort wiederholen' field. A blue button labeled 'Token ausrollen' is at the bottom right, with a red arrow pointing to it from the right.



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:

Secured by Kemp LoadMaster  
© 2023 Hochschule Karlsruhe. All rights reserved.

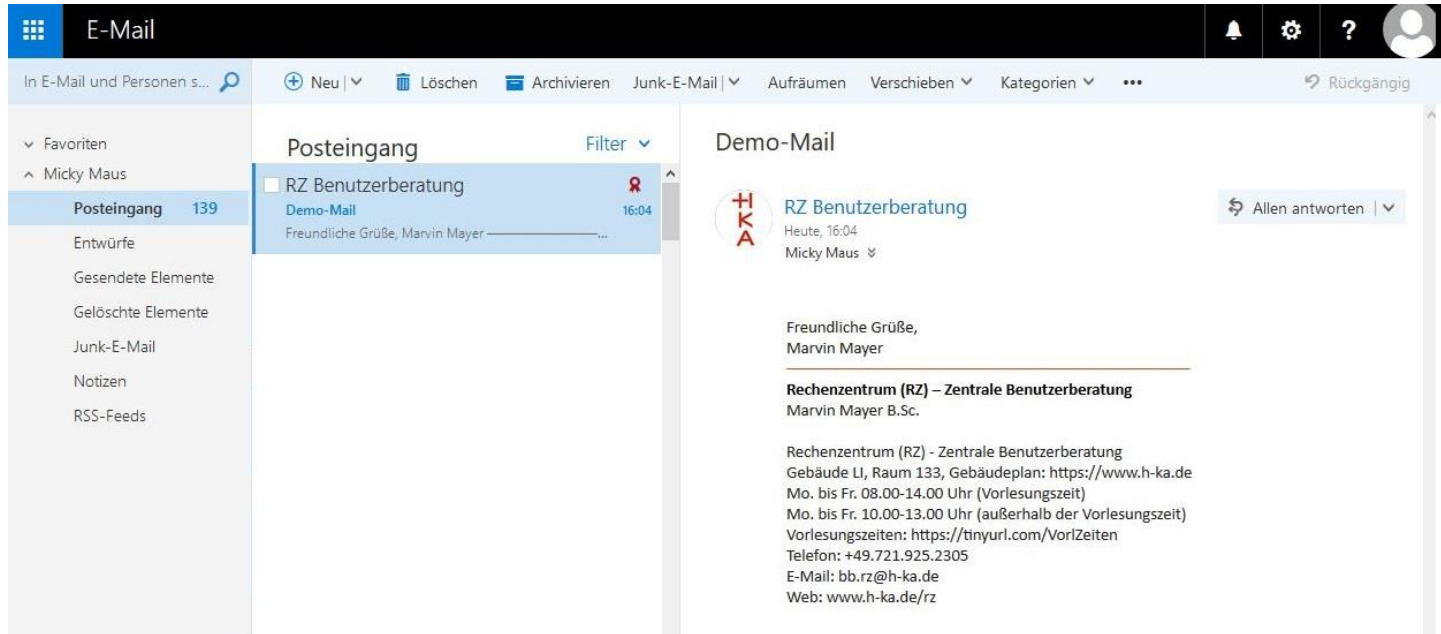


5. You will be redirected to an Microsoft-Outlook interface.  
Enter your RZ user account and your RZ password.





# Outlook Web App



# Agenda

Your ,University-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**



**initial RZ-login-data**



## 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**.

HIS: Sitem:

[Startseite](#) | [Abmelden](#) | Herr Micky Maus | Sie sind angemeldet als: mami0003 | in der Rolle: Pruefer |

**Meine Funktionen**

Sie sind hier: [Startseite](#) > [TAN-Verwaltung](#)

- TAN-Verwaltung
- Notenansicht
- Notenverbuchung
- Abmelden
- Navigation ausblenden

### TAN-Verwaltung

**Hinweise zur Erzeugung und Freischaltung von TAN-Listen:**

- Für die Erzeugung einer TAN-Liste benötigen Sie eine alte TAN.
- Für die Freischaltung einer TAN-Liste benötigen Sie eine alte und eine neue TAN.
- Sie haben noch keine TAN-Liste:**  
Für Sie wurden zwei Initial-TANs erstellt, die aus Ihrem Geburtsdatum nach folgendem Schema erzeugt wurden:  
TTMMJJ und JJMMTT (TT=Tag, MM=Monat, JJ=Jahr)  
Beispiel: Ihr Geburtsdatum ist der 03.05.1980. Ihre Initial-TANs sind dann: 030580 und 800503
- Sie haben bereits eine TAN-Liste:**  
Benutzen Sie zwei TANs dieser Liste.
- Schritt 1:** Mit der 1. Initial-TAN bzw. 1. alten TAN **erzeugen** Sie eine neue TAN-Liste. Zum Öffnen der TAN-Liste benutzen Sie den angezeigten Link. Drucken Sie nun die Liste aus.  
**Schritt 2:** Mit der 2. Initial-TAN bzw. 2. alten TAN und einer TAN der neuen Liste müssen Sie Ihre neuen TANs **aktivieren**. Verbleibende TANs der alten Liste, falls vorhanden, sind nun nicht mehr einsetzbar.
- Wichtig!** Beachten Sie, dass Sie für jede neue TAN-Liste, die Sie erzeugen wollen, zwei TANs der alten Liste benötigen.

**Schritt1: Neue TAN-Liste erzeugen**

1. Initial-TAN bzw. 1. alte TAN:

Anzahl

**Schritt2: TAN-Liste aktivieren**

2. Initial-TAN bzw. 2. alte TAN:

Neue TAN:

**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:

Anzahl

← „Click“

TAN-Liste aktivieren

2. Initial-TAN bzw. 2. alte TAN:

Neue TAN:

## 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>

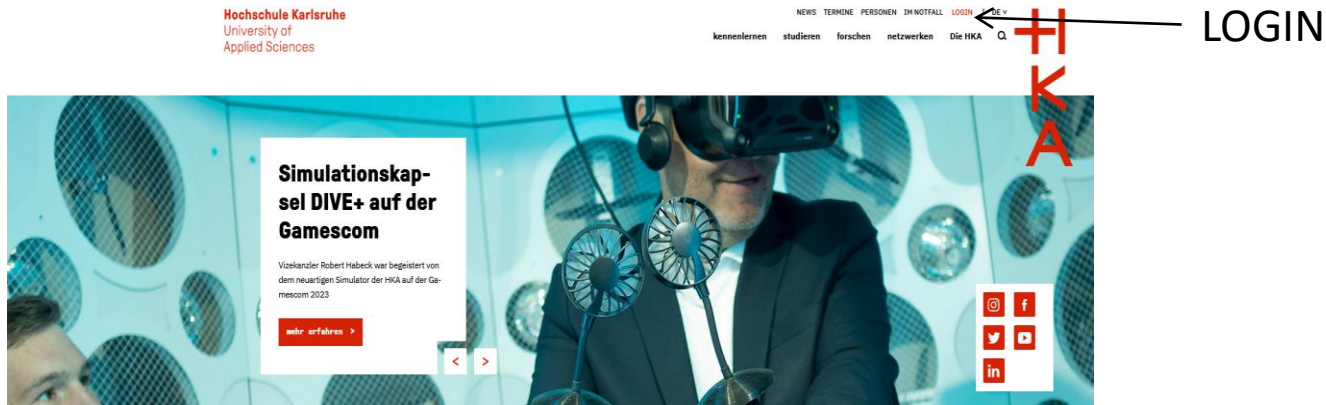


(The Student Registry can check if your birthday in the students-data-base is correct. They can also reset your two initial TANs so you can create yourself a new TAN-List if needed).



# Homepage from the university

<https://www.h-ka.de>



*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.*

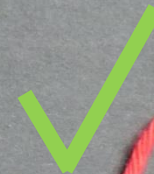


# Agenda



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

Online-  
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E-mail

**Core IT-Systems  
for your studies**



## 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.**

The screenshot shows the ILIAS dashboard with the following sections:

- Dashboard** (top left)
- Favoriten** (top middle)
- IT Informationsaustausch** (middle left)
- Meine Kurse und Gruppen** (middle right)
- To-Do** (top right)
- Kalender** (bottom right)

The left sidebar contains icons for: Dashboard, Magazin, Persönlicher Arbeitsraum, Lernerfolge, and Kommunikation.

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

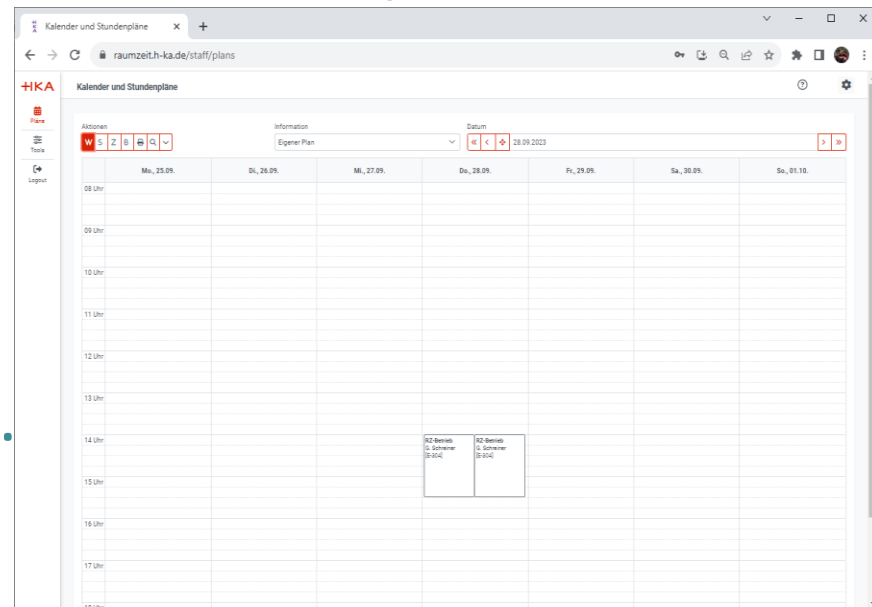


## 2. Time Table (Raumzeit)

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](mailto:service.raumzeit.rz@h-ka.de).







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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 'University-IT-Account'  
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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](http://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**

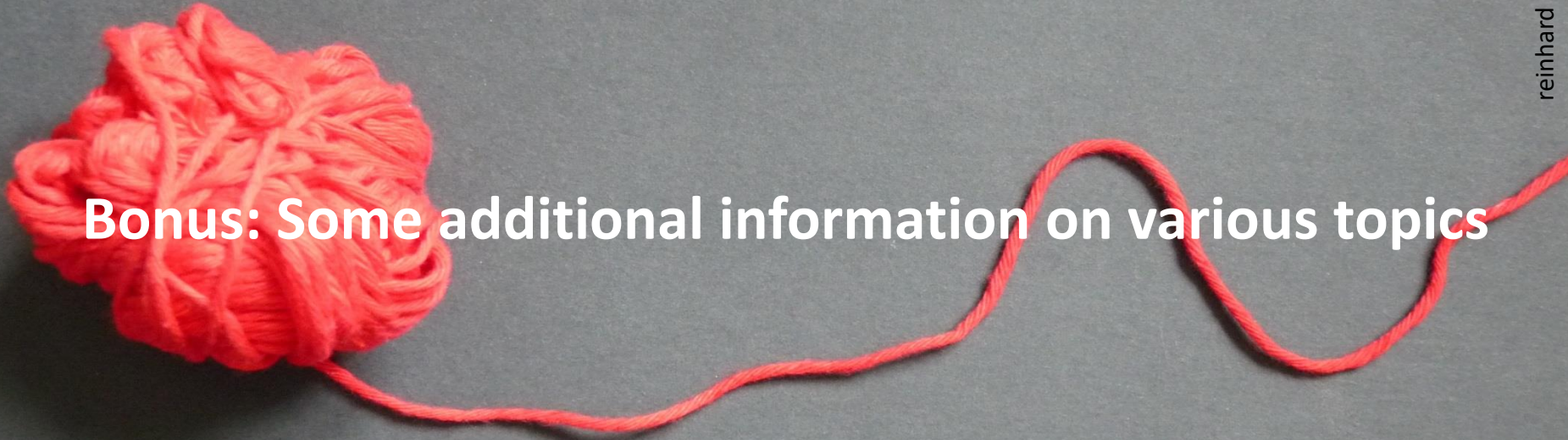
For information about additional available networks (on campus) please see the brochure „eduroam“ at:

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

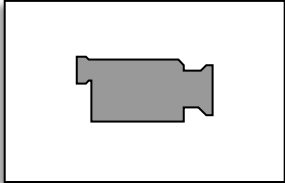




# Agenda



**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](mailto:bb.rz@h-ka.de)**  
**Phone: 0721 / 925 – 2305**  
**Fax: 0721 / 925 – 2301**





# User Helpdesk – Location





# Questions?

**Thank you for your attention!**

