

E-Learning platform ILIAS

The ILIAS system can be used to manage and provide web-based teaching content (courses, scripts, labs, ...) for you. The ILIAS platform can be found at:

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



You can search for courses/lectures via the ‚Magazine‘ and put them on your personal ‚Dashboard‘ (virtual desk) via „Join“.

Please note:

The ‚Communication‘ function in ILIAS does not provide access to your HKA email inbox! You can only view and manage your HKA emails as described in the flyer ‚Email at the University“.

Timetable system RAUMZEIT

The timetable system RAUMZEIT is available at the link

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

You can view timetables for all faculties/institutions and study programs.

You can also view the plans without logging in.



In case of technical problems:

- Server not available
- Error messages, etc.

please contact the email address service.raumzeit.rz@h-ka.de

Access-protected external services

With your RZ access data, you can also use access-protected services from external providers, e.g.

- BW state services „<https://bwidm.scc.kit.edu/>“ (among others the cloud storage: bwSync&Share, 50 GB)
- MS-Office via ‚Dr. Vis GmbH‘ (bildung365.de, see below)
- Springerlink (Please select the following complete link): „https://wayf.springernature.com/?redirect_uri=https://link.springer.com“ and others.

The identification as a university member and thus the use of the access-protected external services is done via the Shibboleth identity provider.

Log in via Shibboleth as follows:



Enter in the „User name“ field, your RZ-account (4letters4numbers). In the „Password“ field, enter your RZ password.

Microsoft Products - External Services

1. Microsoft Office 365

Enrolled students can obtain MS-Office 365 for PC and Mac for a small provisioning fee through the cooperation partner ‚Dr. Vis GmbH‘. The entry page and contact details can be found at:

<https://bildung365.de>

In case of problems with your Office 365 license or the procedure, please contact ‚Dr. Vis GmbH‘.

Do not forget to renew the Office subscription annually. We recommend to use the reminder function!

Notice:

You will receive a „vname.nname@bwedu.de“ login name. Please use this login name exclusively for the described purpose!

2. Microsoft Azure Dev Tools for Teaching

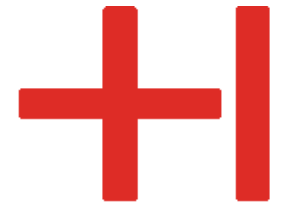
Enrolled students can download selected Microsoft products (Windows, Visio..., but NOT Office) for free via the site

<https://azureforeducation.microsoft.com/devtools>

and also use them for private purposes.

After clicking on „Sign in“, log in with a Microsoft account and follow the instructions to confirm your student status.

Hochschule Karlsruhe
University of
Applied Sciences
Rechenzentrum



IT-Services for students



RZ-User-Helpdesk

Monday - Friday:
10:00am - 01:00pm

Building LI, 2. Floor, Room 135

Buildingplan: www.h-ka.de/standorte

Phone: (0721) 925 -2305

Fax: (0721) 925-2301

E-Mail: bb.RZ@h-ka.de

Web: www.h-ka.de/rz



05/2025

RZ-User-Helpdesk

If students have questions about the university's central IT, they can contact the user advisory service of the computer center (RZ) by email, phone or in person.

RZ access data - initial „RZ Zugangsdaten“ (pdf)

You will find your login data for the university IT systems (RZ access data) in the campus management system „HISinOne“ as soon as your enrollment has been completed by the student office. This process can take **one to three days!**

Many of you have already become familiar with the HISinOne system during your application phase. First, log in to the HISinOne system with your application access data to retrieve your RZ access data: <https://rz.h-ka.de/campusgmt> (HISinOne can alternatively be accessed at <https://rz.h-ka.de/ssv>).

You will find your RZ access data under the menu item „My Studies“ > „Study Services“ > „Certificates“.
The RZ access data consists of:

- RZ user name: (4 letters 4 digits, e.g. mami1037)
- corresponding initial RZ password

Please retrieve the document „RZ-Zugangsdaten“ again in 1-3 days, if no RZ-username and/or no RZ-password is displayed (see note above).

You can find detailed instructions, including help with problems, at:

www.h-ka.de > studieren > Studium organisieren > Einstieg ins Studium > ‚RZ-Zugang einrichten‘ (Setting up access to the RZ)

or via the RZ homepage:

<https://www.h-ka.de/rz> > ‚Login credentials‘

Note

Logging in to the HISinOne system with application access data is only possible before and within your first weeks of lectures. The login with application access data serves to retrieve your RZ access data (see above).

After the first weeks of lectures are over, logging into HISinOne is only possible with the correct RZ-access data.

In addition:

Logging in to the HISinOne system with an initial, i.e. unchanged RZ password, is not possible!

For these reasons you have to change your initial RZ password before or within the first weeks of lectures!

Information on the RZ password change can be found in the flyer „IT Basic services“.

HISinOne - Campus-Management-System

After a successful enrollment, you will find many important functions in HISinOne for managing your studies, including:

- RZ access data (see page 1).
- Re-registration
- Study certificates (matriculation, BAföG, KVV certificates, ...)

Student Exam Administration (SPV)

In the Study Exam Administration (a.k.a. Online-Service 2), students will find all functions related to exam administration and grade viewing. The SPV can be found at:

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

Student Office

In the student office you can get help with:

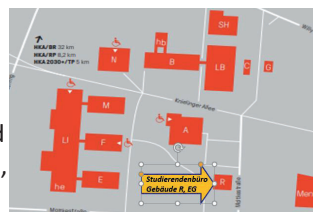
- Questions and problems regarding HISinOne functions, for example:
 - Certificates of study cannot be retrieved
 - Correction of stored personal data
 - Questions/problems with the re-registration process
- Application / admission / change of study program
- Enrollment / de-registration / leave of absence
- Semester fees / tuition fees
- Problems with TANs (see p. 3)



Contact details and contact persons of the student office at: **<https://www.h-ka.de/die-hochschule-karlsruhe/einrichtung/studierendenbuero>**

or to „click through“ at:

www.h-ka.de, The HKA, Facilities > Administration, Student Office. On campus you will find the student office in building R, first floor.



TAN lists for students

For your security requirements, you need a TAN (TAN = Transaction Number) for the transactions of the Study Examination Administration (see page 2). There you can create your own list of TANs. Each TAN can be used once:

In the Online-Service2 (<https://rz.h-ka.de/spv>), call up ‚TAN management‘ under the menu item ‚General administration‘. Please read the instructions described there carefully and completely. Please also pay urgent attention to the example given!

The two initial TANs for the creation and activation of your TAN list will be created for you at the beginning of your studies from your date of birth (according to the information you provided in your application) as follows;

Example: 5.6.1999 (June 5, 1999)

First initial TAN: ddmmyy (e.g. 050699)

Second initial TAN: yymmdd (e.g. 990605)

Generate and activate your TAN list in three (3)! steps:

1. Generate TAN list with first initial TAN



2. Your browser displays the generated PDF file or saves it directly. Open the TAN list you have just created.

3. Activate TAN list with:

- the second initial TAN
- specially marked NEW TAN from the TAN list just created



The list has only been successfully activated if you receive the message: „The new TAN list has been activated“.

Note: If the day and year are the same, then increment the second initial TAN by one digit; e.g., 02.11.2002. The first initial TAN is 021102 and the second initial TAN is 021103.

Don't forget: Save/store the TAN list securely and mark used TANs as „used“.

If you have any problems with the TAN list and its generation, the Student Office can help you. (see p. 2)

Problems with booked services or exam registration?

Please contact your faculty secretary with any questions regarding your posted services. Contact details can be found in your faculty's basic services flyer.