



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, 10th March 2025

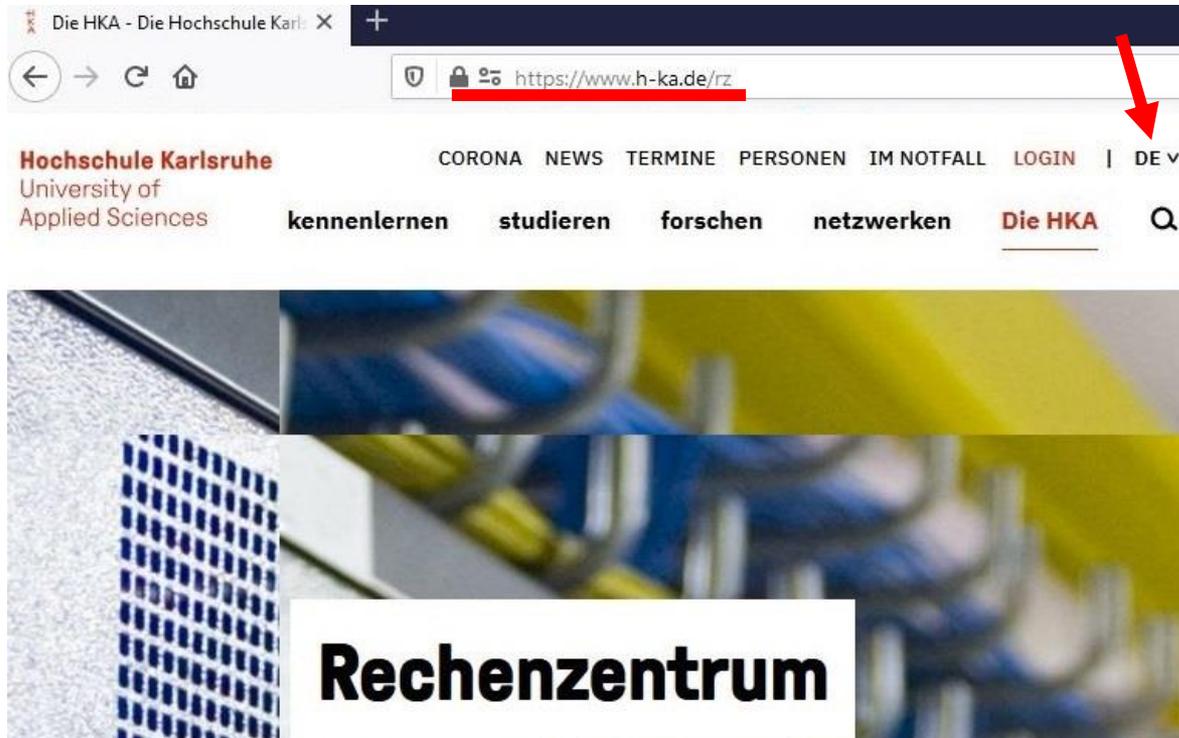
IT introduction for students



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>

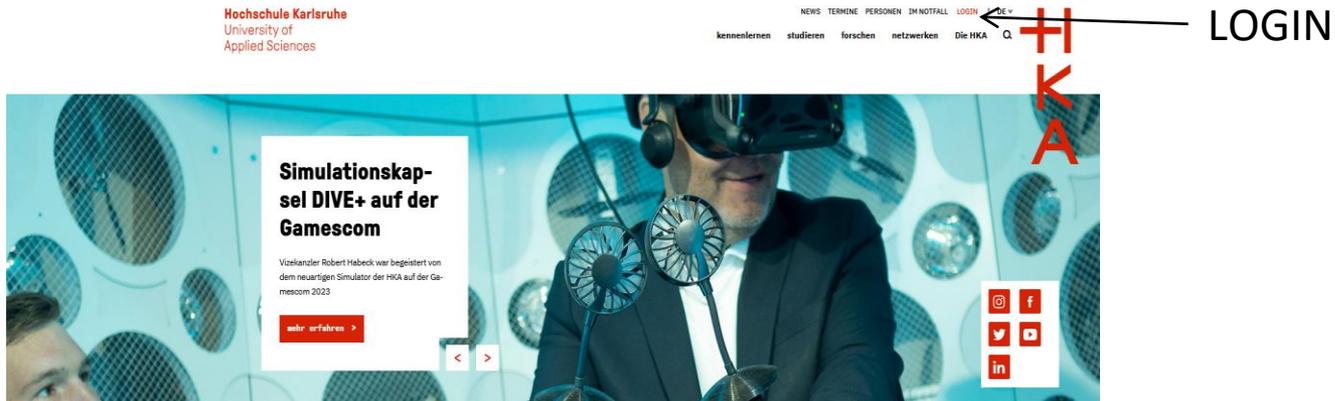
and then switch to the english version (top right)



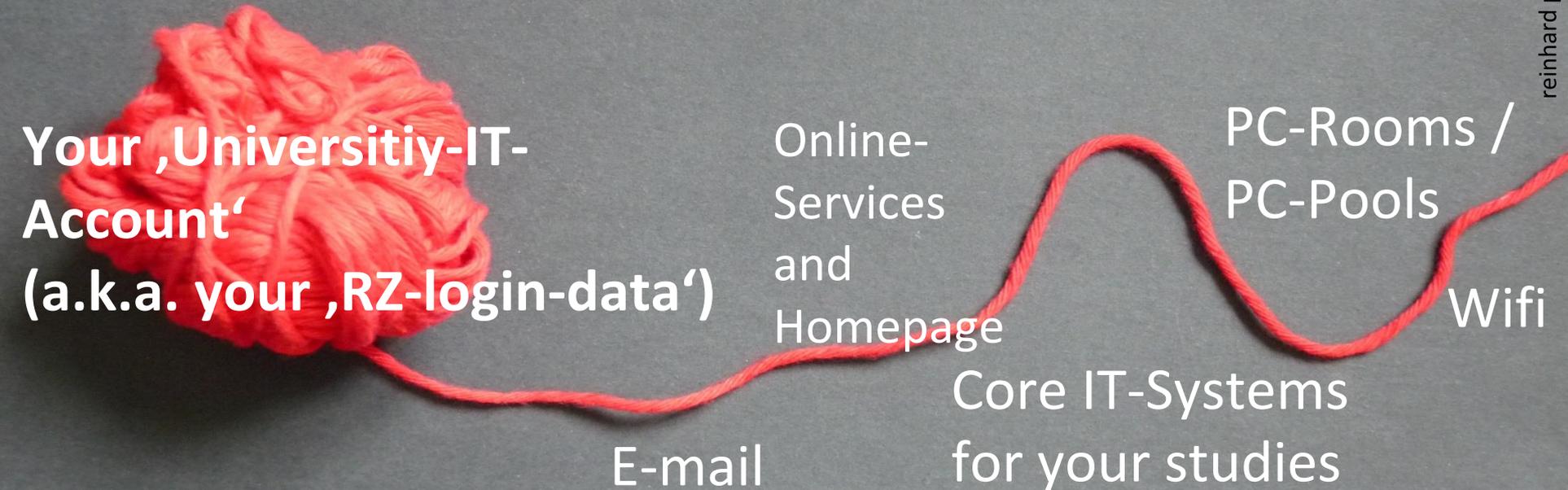


Homepage from the university

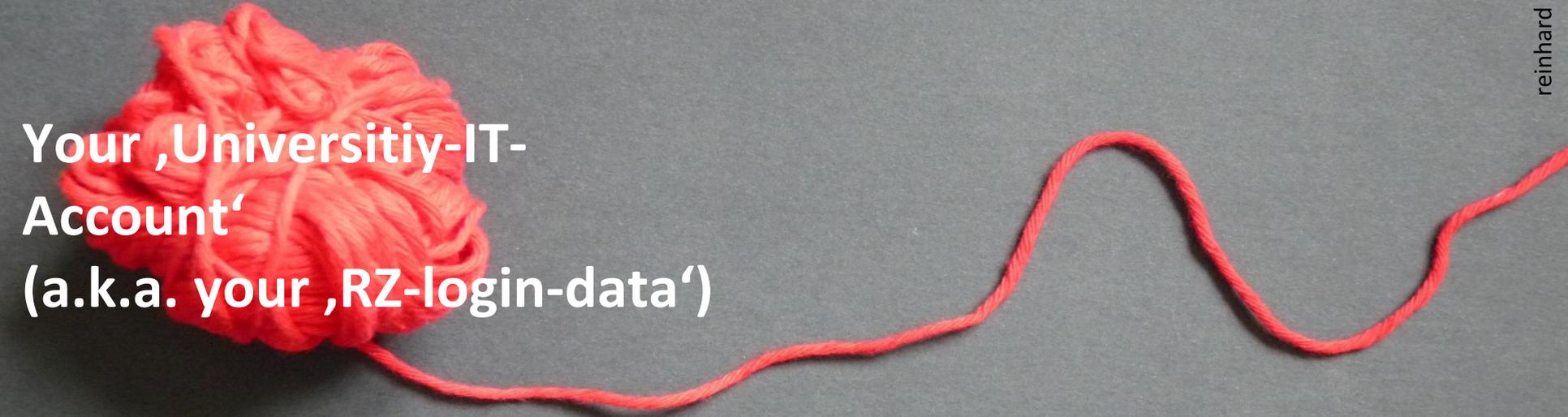
<https://www.h-ka.de>



Agenda



Agenda



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



How to get your ‚RZ-login-data‘?

Example student

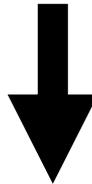
First name: **Micky**, Last name: **Maus**

RZ-Username:

mami1053

RZ-Password:

‚some random initial Password‘



Together they are your ‚RZ-login-data‘ which is necessary to access the systems and services regarding your studies.



Survey:

Who has already got the ‚RZ-login-credentials‘?





How to get your ‚RZ-login-data’?

You can find comprehensive instructions on how to get your login-data at:

<https://www.h-ka.de/en/study/academic-life/getting-started/login-data>

This site is also linked at:

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



➔ Lets have a look together!

The PDF-document 'RZ-Zugangsdaten'



Hochschule Karlsruhe
University of
Applied Sciences
Rechenzentrum

+IKA

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.

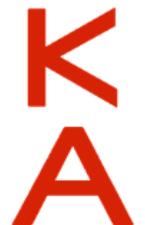
Sie verpflichten sich, die Verwaltungs- und Benutzerordnung sowie die Betriebsordnung des Rechenzentrums einzuhalten: <https://vw19.hs-karlsruhe.de/iz/ordnung>.

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
- The ‚I forgot my password function´ does not work.
(The function is only for the application account).
- ...

Please contact the student registry.
Contact details:



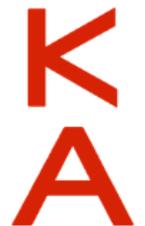
<https://www.h-ka.de/en/about-hka/institutions/student-registry>



You will need to change your initial RZ-password (A password change is necessary).



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



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



Hochschule Karlsruhe
University of
Applied Sciences



[Change Password >>](#)

[Ilias >>](#)

Change Password

User ID

Current Password

New Password

Confirm Password

Rules

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

RZ-Account



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



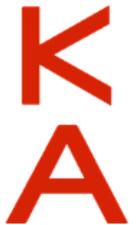
Password lost...



Password-Reset

Use Helpdesk in Building LI; Room
No. 135

Your ID card is required.





Where to use your RZ-login-data:

1. Within the university

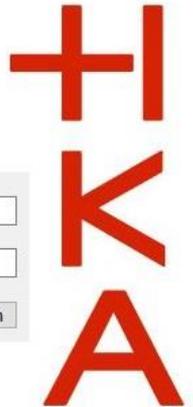
- *PC-login*
- *E-Mail*
- *Online-Services (HISinOne, ...)*

2. External services

- *Cloud Storage*
<https://bwsyncandshare.kit.edu>
- *Springer online library*



Benutzername	mami1038	<input type="text"/>
Passwort	RZ-Password	<input type="password"/>
<input checked="" type="checkbox"/>	Anmeldung nicht speichern	<input type="button" value="Anmelden"/>

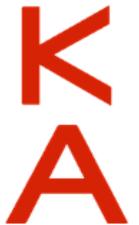


***„Every time an IT-system or service , related to
your studies, asks for a username and password“***

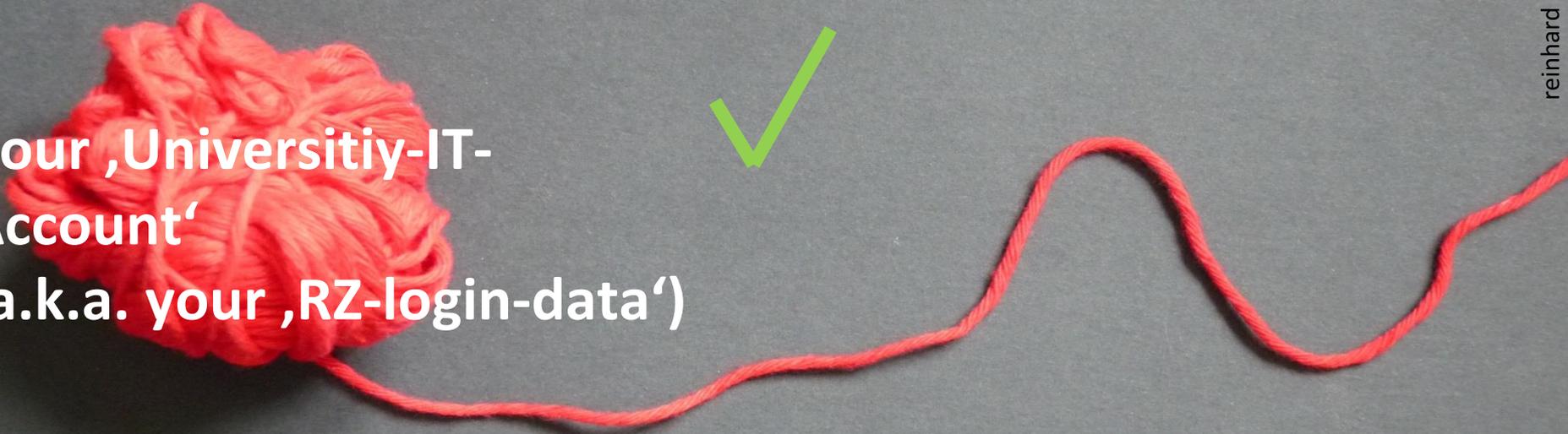


Mind your privacy and be careful with your RZ-login-data!

- **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!**



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; **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. PrivacyIDEA)
2. Log in to the university network.
3. Log in to <https://mfa.h-ka.de> with your RZ user account and your RZ password and select “Token ausrollen”.

Alle Token

Token ausrollen

Hilfe zu Tokentypen

Neuen Token ausrollen

TOTP: Zeitbasiertes Einmalpasswort

Der TOTP-Token ist ein zeit-basierter Token. Diesen können Sie in Ihre Smartphone-App (z.B. dem privacyIDEA-Authenticator) importieren, indem Sie den QR-Code scannen. Beachten Sie, dass andere Authenticator-Apps möglicherweise nicht alle Parameter unterstützen.

Tokendaten

Der Server erzeugt den geheimen Schlüssel und es wird ein QR-Code angezeigt, den Sie mit einer Smartphone-App scannen können.

Beschreibung

Ein paar nette Worte...

PIN/Passwort

Geben Sie eine PIN/ein Passwort ein

PIN/Passwort wiederholen

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

1. 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.

kemp

2. You will be redirected to an Microsoft-Outlook interface.
Enter your RZ user account and your RZ password.
3. Please check your error counter regularly at the link <https://mfa.h-ka.de>. You must be in the university network.





Outlook Web App

The screenshot displays the Outlook Web App interface. The top navigation bar includes the 'E-Mail' title, a search icon, and various action buttons like 'Neu', 'Löschen', 'Archivieren', 'Junk-E-Mail', 'Aufräumen', 'Verschieben', 'Kategorien', and 'Rückgängig'. The left sidebar shows the 'Posteingang' (Inbox) with 139 items, along with other folders like 'Entwürfe', 'Gesendete Elemente', 'Gelöschte Elemente', 'Junk-E-Mail', 'Notizen', and 'RSS-Feeds'. The main content area shows a selected email titled 'RZ Benutzerberatung' with a 'Demo-Mail' subject and a timestamp of 16:04. The email body contains a friendly greeting from Marvin Mayer and contact information for the Rechenzentrum (RZ) – Zentrale Benutzerberatung, including address, hours, and contact details.

Posteingang Filter

RZ Benutzerberatung
Demo-Mail 16:04
Freundliche Grüße, Marvin Mayer

Demo-Mail

 RZ Benutzerberatung
Heute, 16:04
Micky Maus

Allen antworten

Freundliche Grüße,
Marvin Mayer

Rechenzentrum (RZ) – Zentrale Benutzerberatung
Marvin Mayer B.Sc.

Rechenzentrum (RZ) - Zentrale Benutzerberatung
Gebäude LI, Raum 133, Gebäudeplan: <https://www.h-ka.de>
Mo. bis Fr. 08.00-14.00 Uhr (Vorlesungszeit)
Mo. bis Fr. 10.00-13.00 Uhr (außerhalb der Vorlesungszeit)
Vorlesungszeiten: <https://tinyurl.com/VorlZeiten>
Telefon: +49.721.925.2305
E-Mail: bb.rz@h-ka.de
Web: www.h-ka.de/rz





Agenda

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

**Online-
Services
and
Homepage**

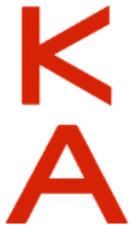
E-mail





Online-Services for Students

1. CampusManagementSystem HISinOne (Reports e.g.)
<https://hisinone.extern-hs-karlsruhe.de>
2. Prüfungsmanagement / Exam. management
(a.k.a Online Service)
<https://rz.h-ka.de/spv>





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



Requested Reports

Allgemein (19)
There are reports available for you.

Reports

Datenkontrollblätter:

- Datenkontrollblatt (Deutsch) (PDF)
- data check list (english)

Bescheinigungen:

- Bescheinigung der Studienverlaufsbescheinigung HKA (PDF)
- RZ Zugangsdaten (PDF)**



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

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)





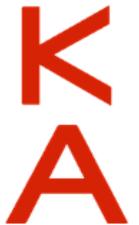
Please keep your list of TANs in a safe place!

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

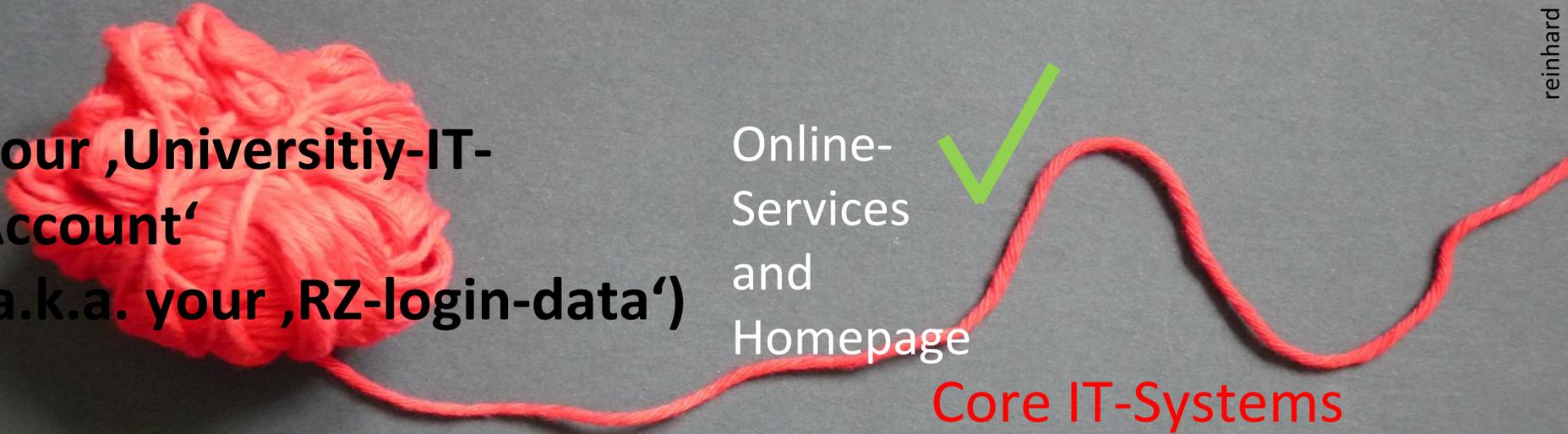
Please contact the Student Registry.

<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).



Agenda



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

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



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:

- Header: Hochschule Karlsruhe (HKA) ILIAS - Hochschule Karlsruhe (HKA)
- Dashboard: Favorites, IT Informationsaustausch, Foliensätze der Treffen, Meine Kurse und Gruppen
- Left sidebar: Dashboard, Magazin, Persönlicher Arbeitsraum, Lernerfolge, Kommunikation
- Right sidebar: To-Do, Kalender

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

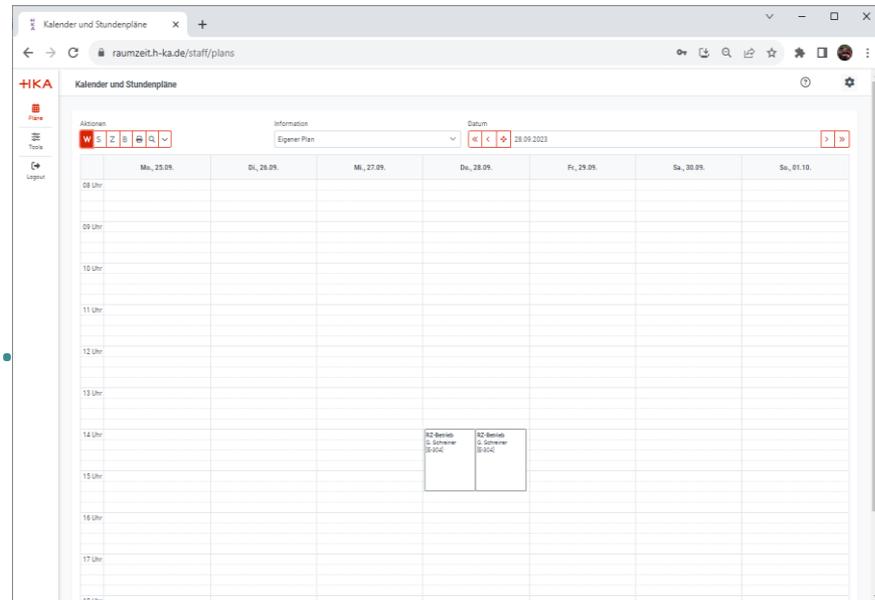


2. Timetables (Raumzeit)

Time table is reachable under this link

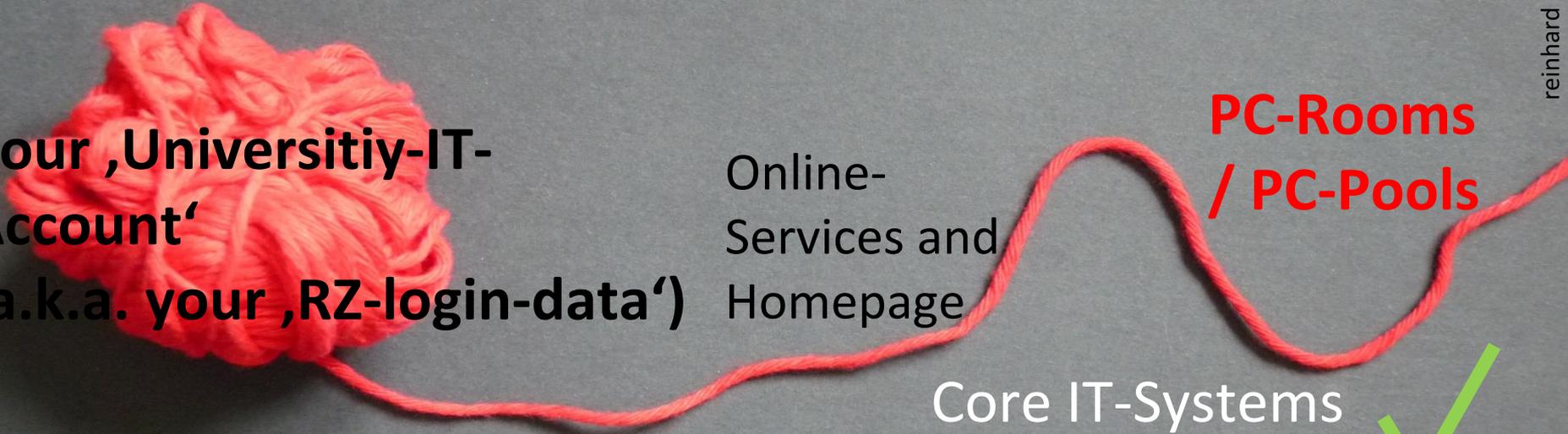
<https://rz.h-ka.de/raumzeit>

Technical problems
service.raumzeit.rz@h-ka.de.



It is a lesson planning system and a room occupancy system. Here you can create your timetable.

Agenda



**Your ,University-IT-
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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):

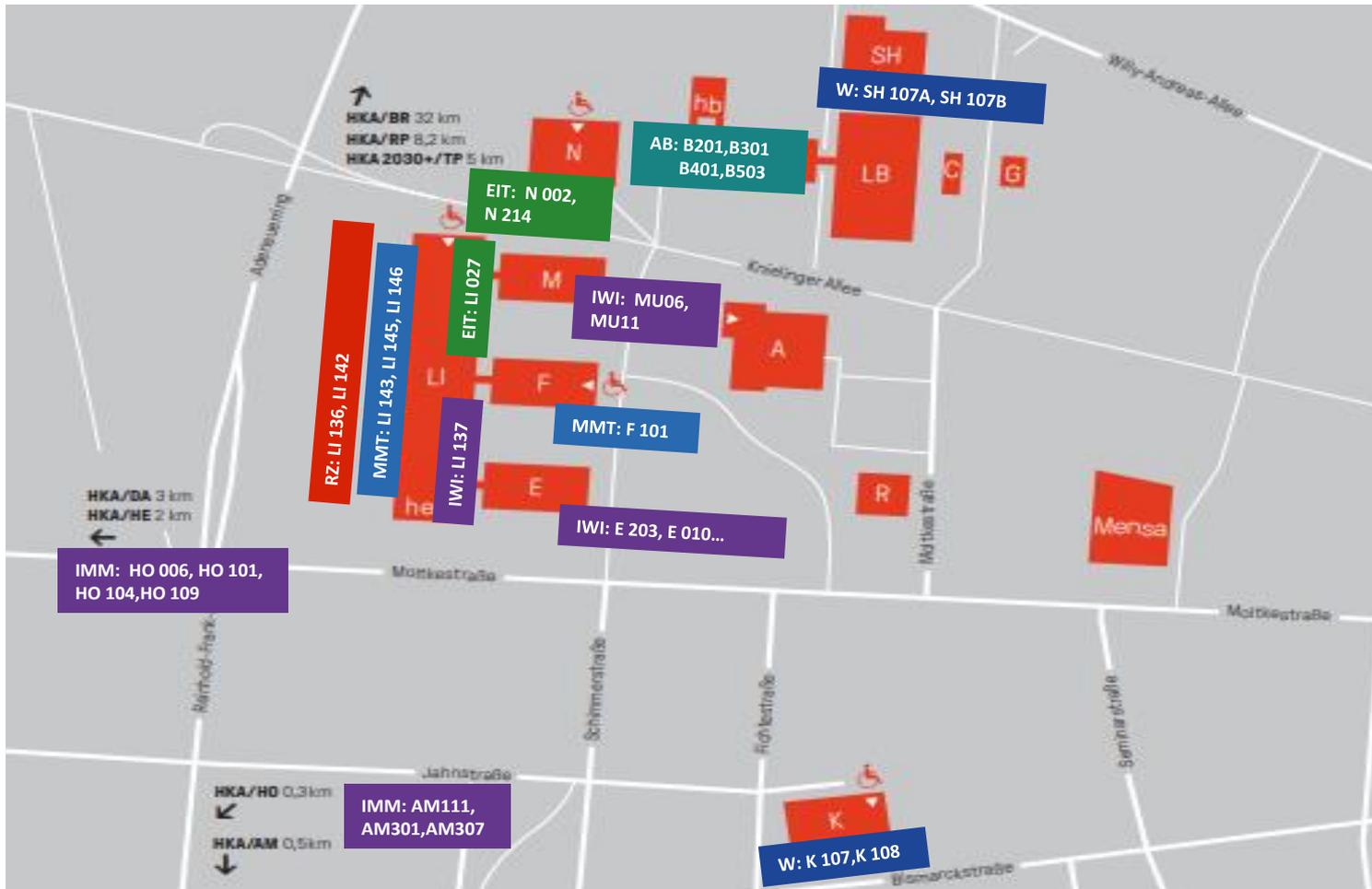
Building LI, 1. Floor
LI 136
LI 142

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.



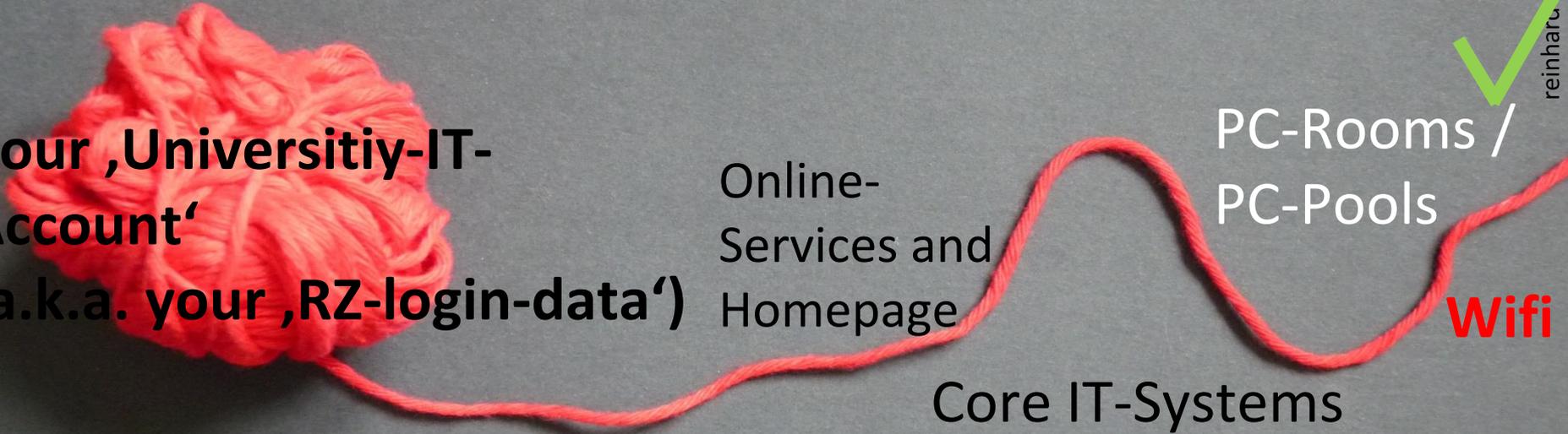
PC-Pools and Workplaces





Agenda

reinhardphilippi / pixelio.de



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

Online-
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Homepage

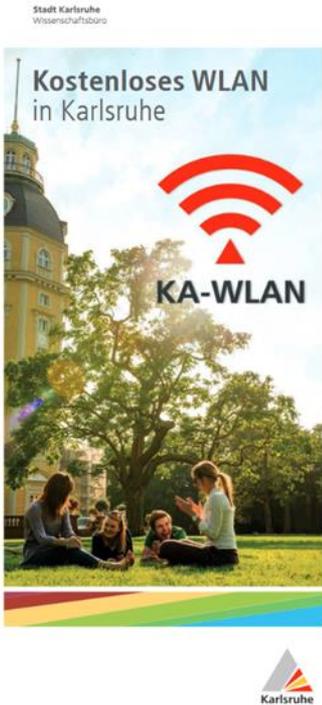
E-mail

Core IT-Systems
for your studies

PC-Rooms /
PC-Pools

Wifi





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>



Agenda

Bonus: Some additional information on various topics



Microsoft Office 365 Pro Plus

<https://bildung365.de>



Outlook



OneDrive



Word



Excel



PowerPoint

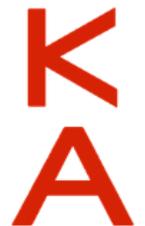


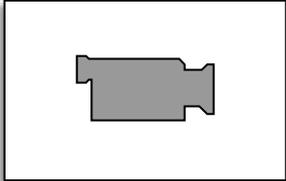
Publisher (nur
PC)



Access (nur PC)

- Rental personal license for 365 days
- 4,39€ per year (From December 2024)





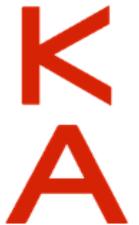
Online conference/lecture tools

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).





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





Questions?

Thank you for your attention!

