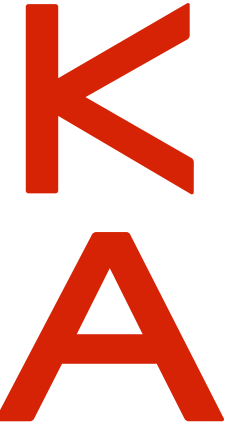


# Welcome

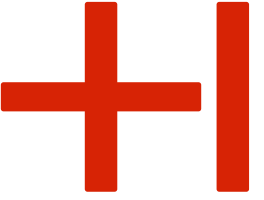
**We will start at 2.30 PM (14.30 Uhr) CEST with our  
IT Introduction event for Students  
at the University of Applied Sciences in Karlsruhe**



Introduction for Students

Mail: [bb.rz@h-ka.de](mailto:bb.rz@h-ka.de)

Web: [www.h-ka.de/rz](http://www.h-ka.de/rz)

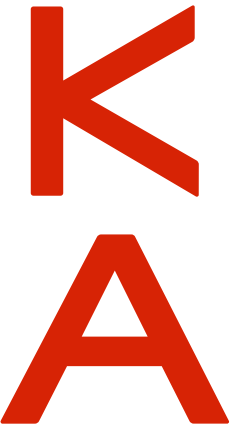
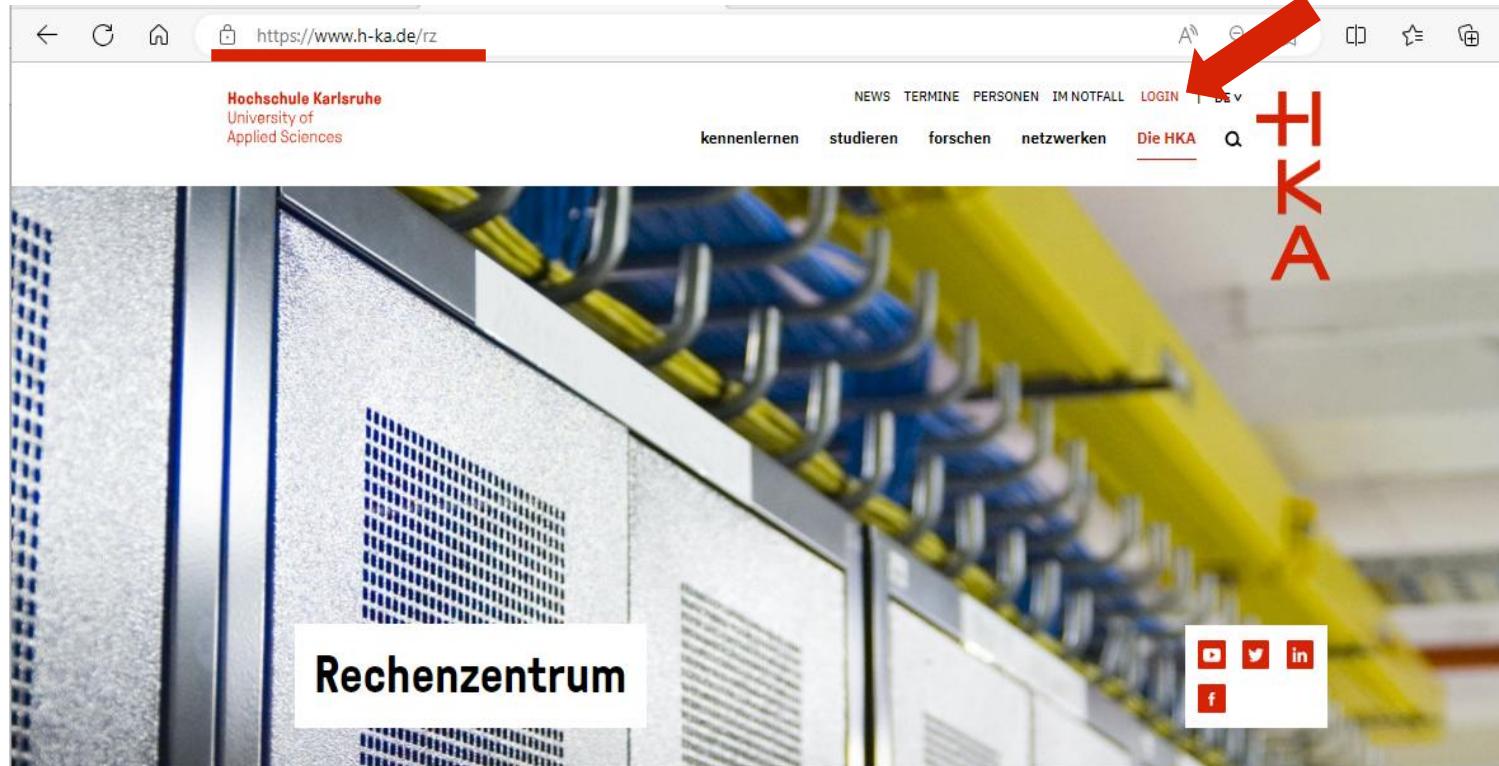


## IT introduction for students

You can download this presentation at our english web-page. The easiest way to 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)

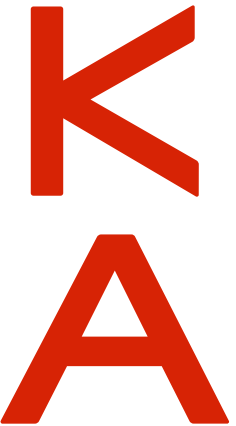
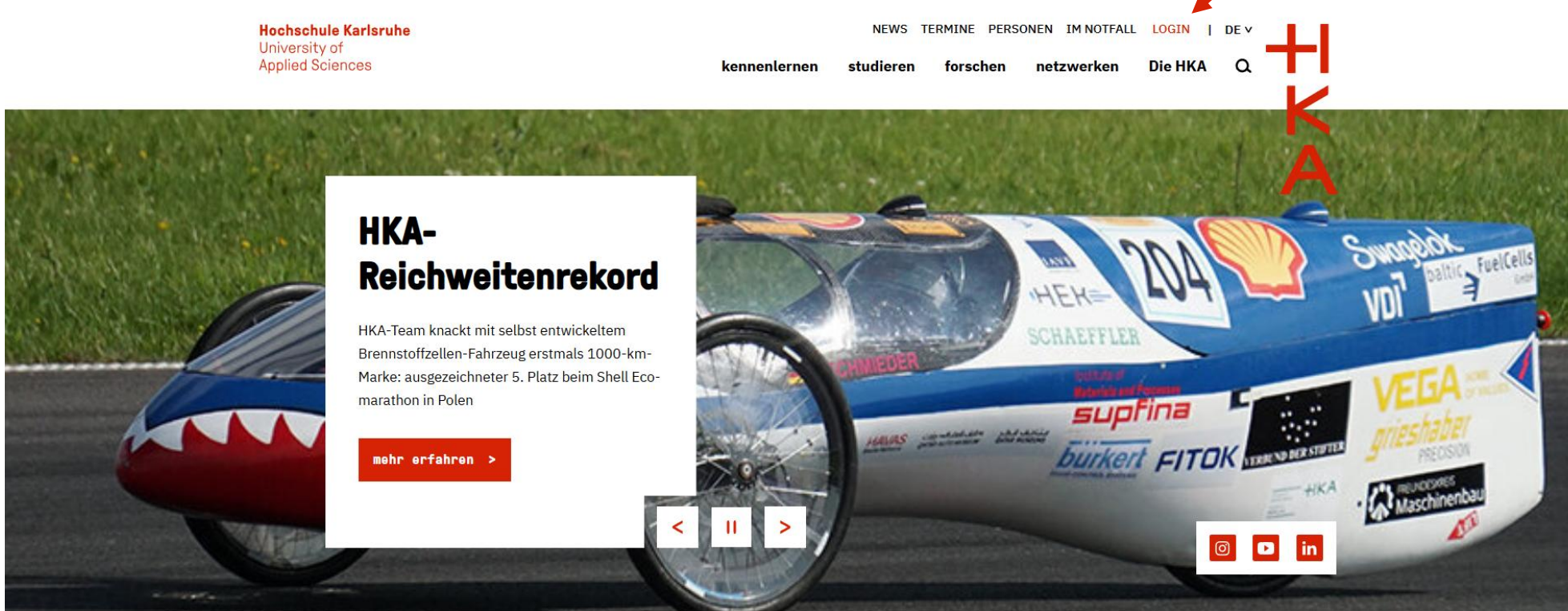




# Homepage of the university

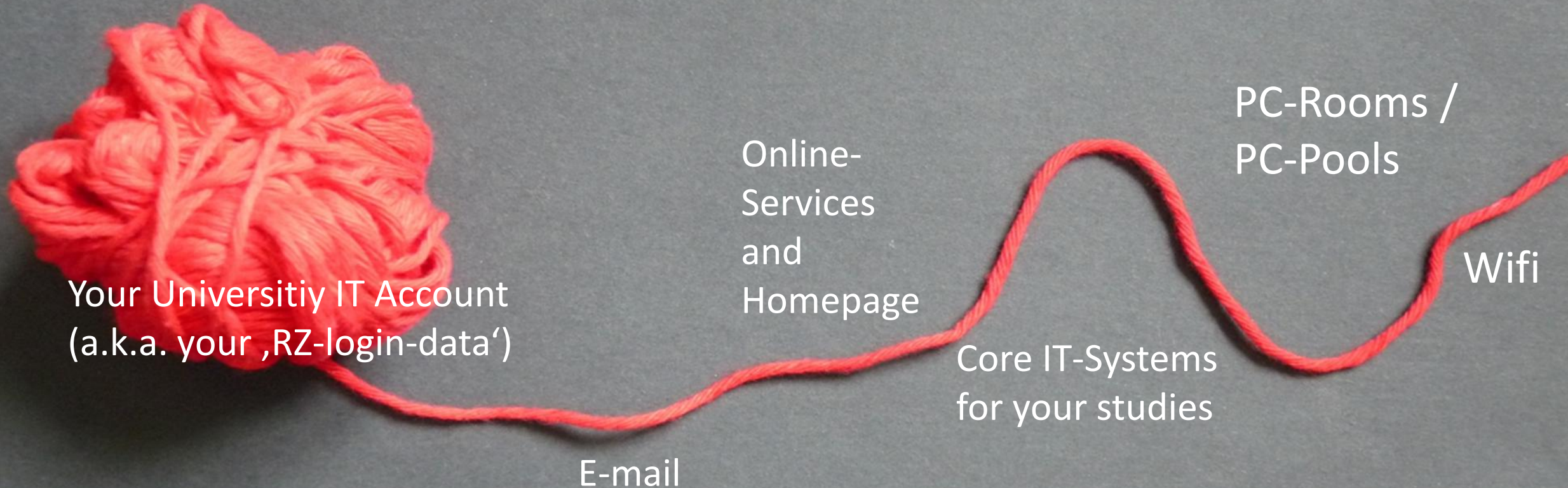
<https://www.h-ka.de>

LOGIN





# Agenda

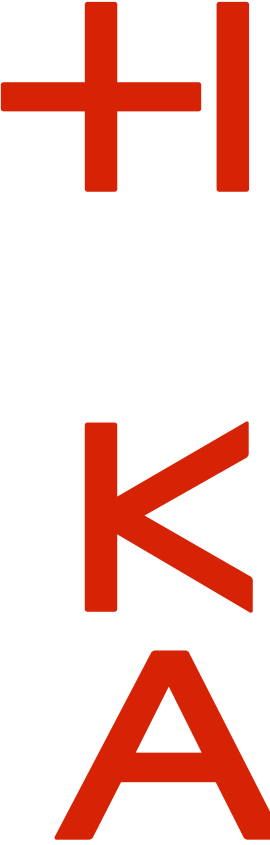




# Agenda



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



## How to get your ,RZ-login-data‘?

Example student:

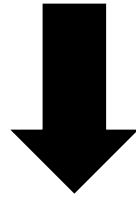
First name: **Micky**, Last name: **Maus**

RZ-Username:

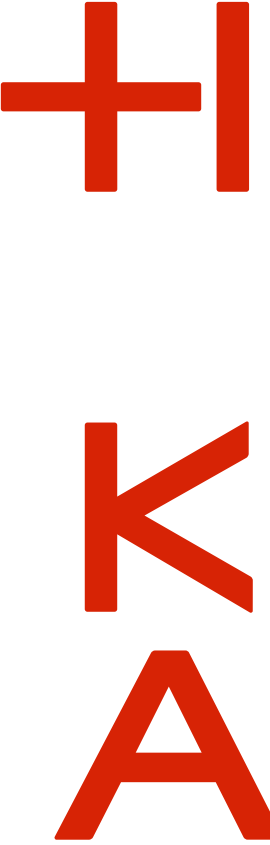
**mami1053**

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:

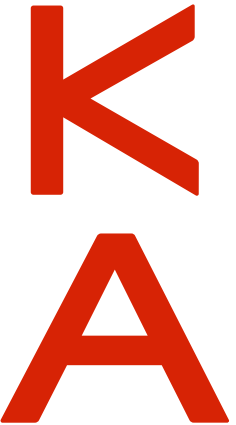
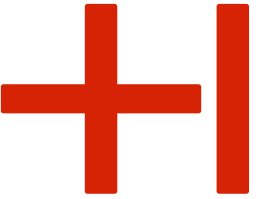
<https://www.h-ka.de/rz/veranstaltungen>



Let's 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://rz.h-ka.de/ulm>

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

Sie verpflichten sich, die Verwaltungs- und Benutzerordnung sowie die Betriebsordnung des Rechenzentrums einzuhalten.

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

Campus-Management-System:  
<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.**

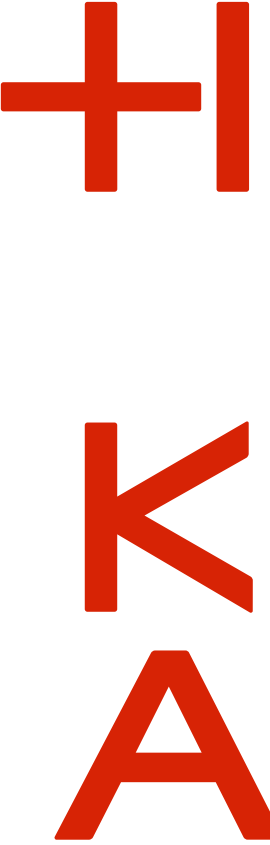


## Any problems in getting your RZ-credentials?

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

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

Hochschule Karlsruhe  
University of  
Applied Sciences

+

H

K

A

Change Password >>

Ilias >>

MFA-Setup >>

Change Password

User ID

abcd1010

Current Password

your current password as used in webmail or ilias

New Password

10-20 chars - must contain upper/lower letters, digits and one or more of !@#\$%

Confirm Password

10-20 chars - must contain upper/lower letters, digits and one or more of !@#\$%

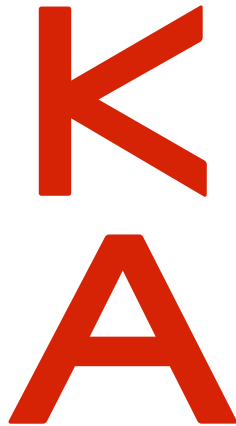
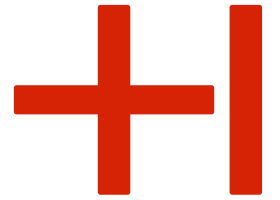
Rules

- 10-20 chars
- upper/lower letters
- digits
- !@#\$%^&\*~\_+.+
- no other special characters or "Umlaute"

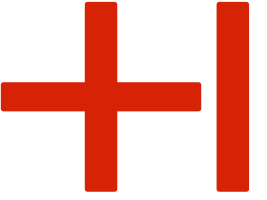
Submit

RZ-Account

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







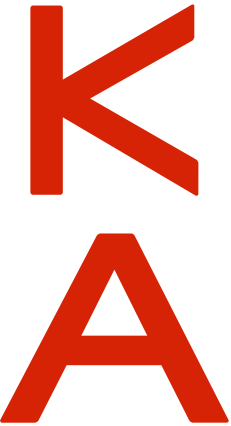
# Password lost...

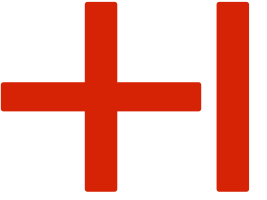


## Password-Reset

Use Helpdesk in Building LI, Room No. 135

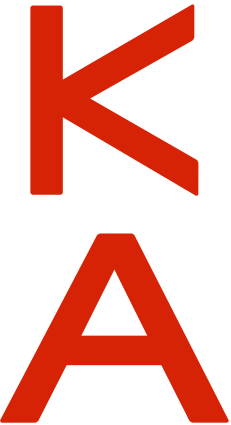
Your ID card is required.



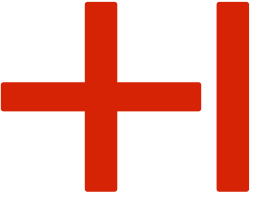


## Where to use your RZ-login-data:

1. With 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!**



# Agenda

Your ,University-ITAccount'  
(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

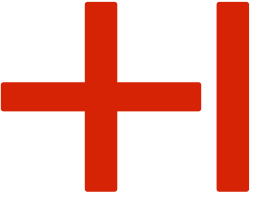
# HKA E-mails

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

- **Messages from lecturers regarding your studies / courses!**
- Messages from the ‚Student Registry‘  
(Change in enrollment status, Information about exam registrations, ...)
- Messages from the University Management  
(events, ...)

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

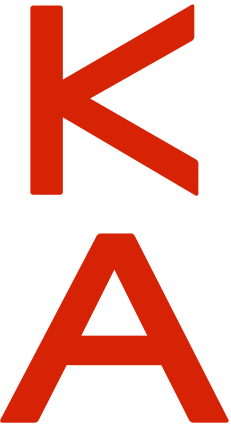
Do not use your ‚private‘ e-mail addresses (like @gmail.com, @yahoo.com, ...).

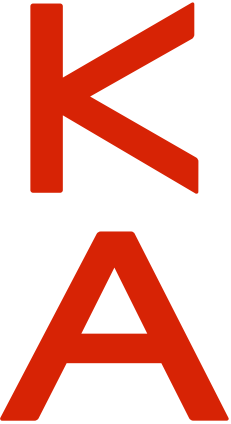
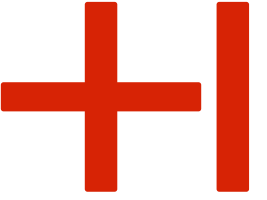


# How do you access your E-mails?

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”/ ”Enroll Token”.

Neuen Token ausrollen

TOTP: Zeitbasiertes Einmalpasswort.

TAN: TANs printed on a sheet of paper.

TOTP: Zeitbasiertes Einmalpasswort.

Yubikey AES Mode: Einmalpasswort mit dem Yubikey.

Laden Sie die Authenticator App für Android.

Laden Sie die Authenticator App für iOS.

Token Daten

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

Beschreibung

löschen

PIN/Passwort

Geben Sie eine PIN/ein Passwort ein

PIN/Passwort wiederholen

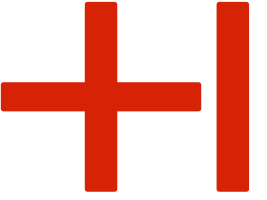
Token ausrollen

Please select TOTP.

Please do not choose a password.

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

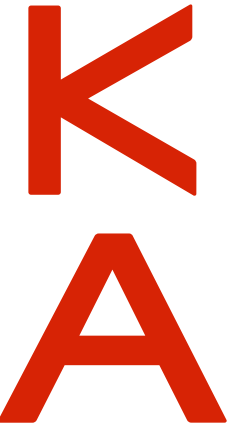




# Multi-Factor-Authentication to access your email from outside the university

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.

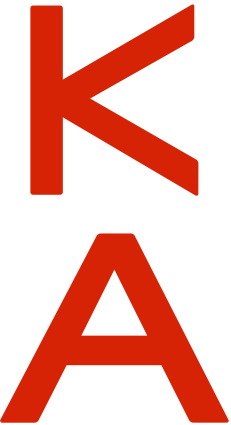
2. You will be redirected to a Microsoft-Outlook interface. Enter your RZ user account and your RZ password.
3. Please check your error counter regularly at the link <https://mfa.h-ka.de>. You must be in the university network.



# Outlook Web App



The screenshot displays the Outlook Web App interface. At the top, a black header bar contains the 'E-Mail' title and a grid icon. Below this, a light blue navigation bar includes a search field 'In E-Mail und Personen s...' and action buttons: 'Neu', 'Löschen', 'Archivieren', 'Junk-E-Mail', 'Aufräumen', 'Verschieben', 'Kategorien', and a menu icon. The left sidebar shows a list of folders: 'Favoriten', 'Micky Maus', 'Posteingang' (selected), 'Entwürfe', 'Gesendete Elemente', 'Gelöschte Elemente', 'Junk-E-Mail', 'Notizen', and 'RSS-Abonnements'. The main content area shows an email from 'jobd@hs-karlsruhe.de' with the subject '! Herzlich Willkommen !' and the date '27.07.2020'. The email body contains a welcome message from the 'Informationszentrum' and a note about important operating instructions. On the right, a detailed view of the email shows the sender's profile, name, and email address, followed by the same welcome message and instructions.



# Agenda

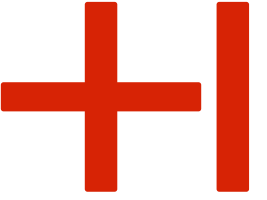


**Your ,University-  
ITAccount'  
(a.k.a. your ,RZ-login-data')**

**Online-  
Services  
and  
Homepage**

**E-mail**



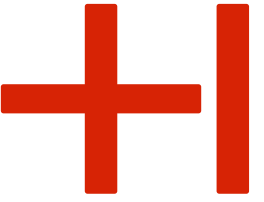


# Online-Services for Students

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







# 1. Campus-Management-System/HISinOne

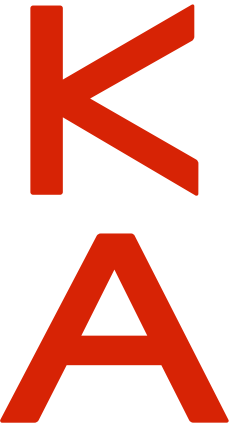
Reports: Allgemein

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:
- Contact data:
- Bills and payments:

Check your enrollment status  
Change your address  
Re-enroll for the next semester



Requested Reports

Allgemein (19)  
There are reports available for you.

Reports

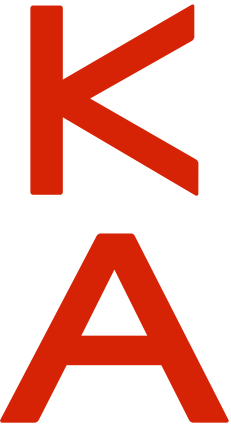
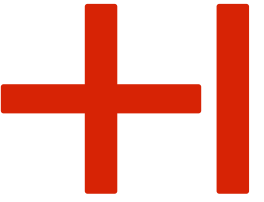
Datenkontrollblätter:  
Datenkontrollblatt (Deutsch) (PDF)  
data check list (english)

Bescheinigungen:  
Bescheinigung der Gebühren HKA (PDF)  
RZ Zugangsdaten (PDF)

Confirmation of registration

Public transport certificate

initial RZ-login-data

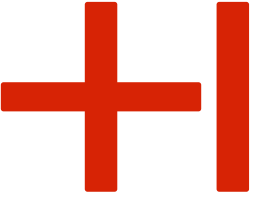


## 2. Prüfungsmanagement / Exam management (a.k.a Online Service)

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

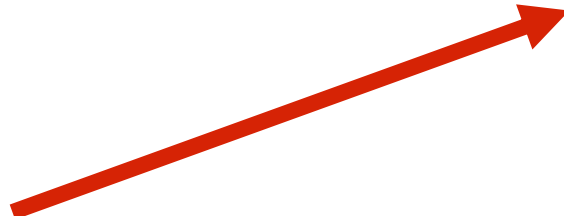
These services/transactions and documents are highly sensitive/critical. That's why you need a new personal **TransActionNumber (TAN)** everytime you want to access them:



# 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



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

[Allgemeine Verwaltung](#)  
[Prüfungsverwaltung](#)  
[Navigation ausblenden](#)

[Meine Funktionen](#) [Studentisches Leben](#)

## 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**  
**Wichtig:** Sollten bei ihnen der Tag und das Jahr gleich sein, z.B. beide 01, dann wird die 2. Initial-TAN um 1 erhöht  
**Beispiel:** Ihr Geburtsdatum ist der **01.05.2001**. Ihre Initial-TANs sind dann: **010501** und **010502**
- 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**

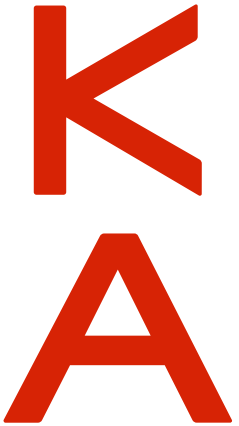
1. Initial-TAN bzw. 1. alte TAN:

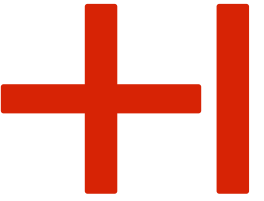
Anzahl

**Schritt2: TAN-Liste aktivieren**

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

Neue TAN:





# 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 5.6.99 → 1. Initial-TAN = 050699, 2. Initial-TAN = 990605

## **1. Create** a list with your first Initial-TAN

Neue TAN-Liste erzeugen

1. Initial-TAN bzw. 1. alte TAN: **050699**

Anzahl **50**

**Erzeugen** „Erzeugen“

[Ihre TAN-Liste als PDF-Dokument](#)

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

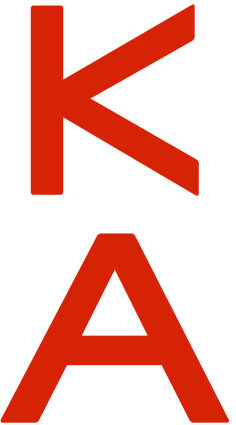
TAN-Liste aktivieren

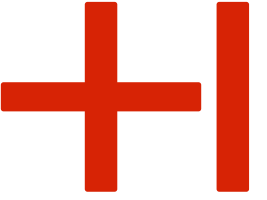
2. Initial-TAN bzw. 2. alte TAN: **990605**

Neue TAN: **543911**

**Aktivieren**

## **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 student database is correct. They can also reset your two initial TANs so you can create yourself a new TAN-List if needed)



# Agenda



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

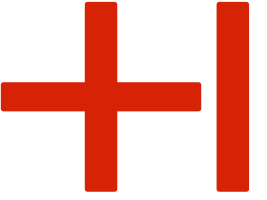
**Online-  
Services  
and  
Homepage**



**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

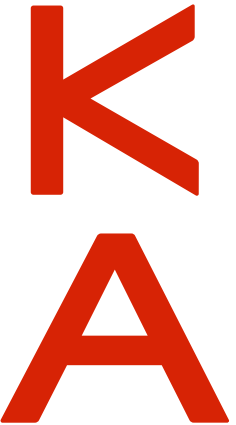
for scripts, presentations, online exams, links to online-courses, ...

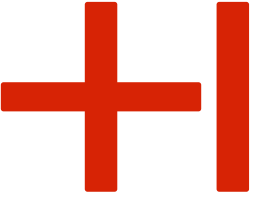


1. Search &  
join courses

2. After you've joined a course, it  
will pop up on your virtual  
desktop (in german called  
„Schreibtisch“)

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





## 2. Timetables (Raumzeit)

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

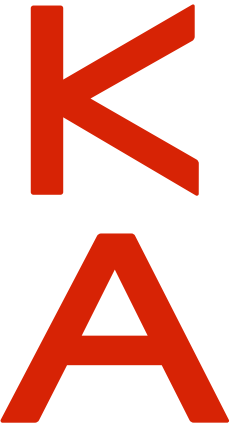
Time table is reachable at this link

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

Technical problems

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

The screenshot shows the HKA Raumzeit interface in a web browser. The URL is <https://raumzeit.hka-ka.de/timetables>. The interface includes a sidebar with 'Login', 'Pläne', and 'API-Doku'. The main area displays a weekly timetable for the dates Mo., 18.03. to Fr., 22.03. The timetable is organized by time slots (08 Uhr to 18 Uhr) and days. Courses are listed in boxes with their names and room numbers. For example, on Monday (18.03.), there is a 'Wirtschaftsmathematik I Tutorium' at 18 Uhr in room BWL.B11.1,7,8. On Tuesday (19.03.), there are courses like 'Mikroökonomik' and 'Grundlagen der Steuerlehre'. On Wednesday (20.03.), there is 'Produktentwicklung und Konstruktion'. On Thursday (21.03.), there is 'Wirtschaftsmathematik I'. On Friday (22.03.), there is 'Informatik'.



# Agenda



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

Online-  
Services  
and  
Homepage

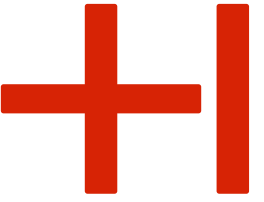
PC-Rooms  
/  
PC-Pools

Core IT-Systems  
for your studies



E-mail





## Public computer rooms (PC-pools) on campus

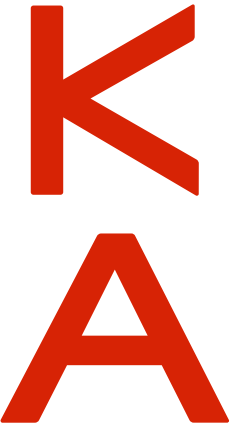


Public PCs  
provided by the IT center (RZ):

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.

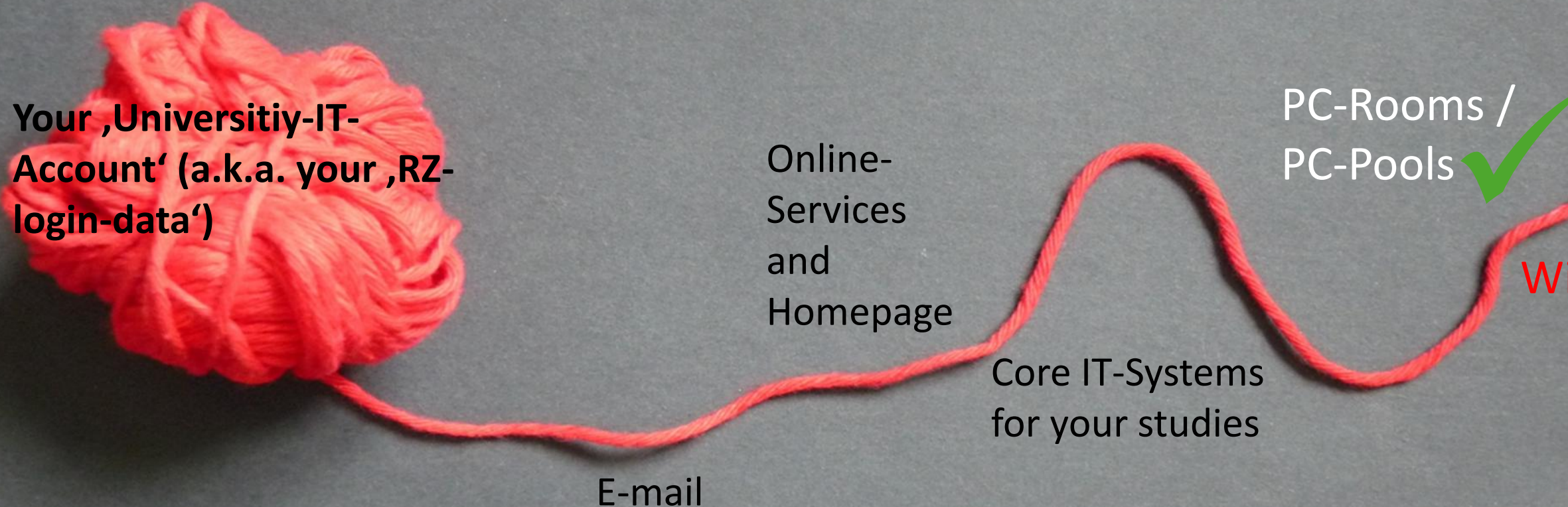


## PC-Pools and workplaces





# Agenda



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

Online-Services  
and  
Homepage

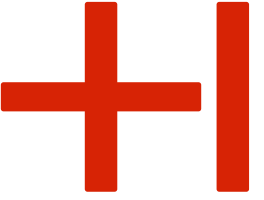
Core IT-Systems  
for your studies

E-mail

PC-Rooms /  
PC-Pools



Wifi



# Wifi – KA-WLAN Network

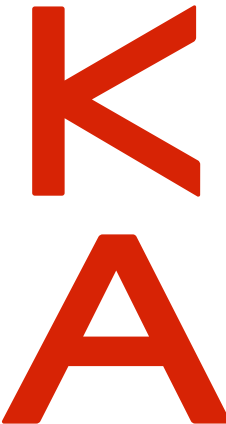


The HKA provides access to the regional free-of-charge network "KA-WLAN".

- 1) Connect your device to „KA-WLAN“
- 2) Open your browser
- 3) (Go to: [cp.ka-wlan.de](https://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>



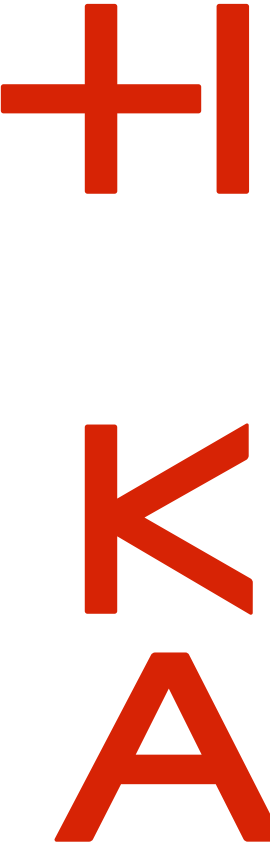
## Connect with eduroam



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

- Download config file
- Configure the connection

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



Connect with eduroam



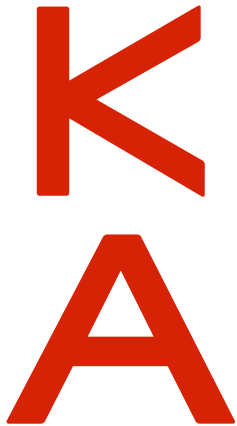
<https://rz.h-ka.de/eduroam>

Login data für eduroam:

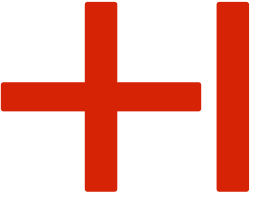
- **abcd1234@h-ka.de**  
(example: mami1036@h-ka.de)
- **RZ-Password**

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

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



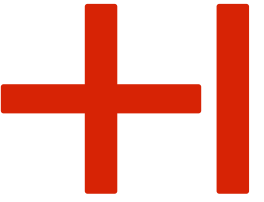




# Agenda

A ball of red yarn is positioned on the left side of the slide. A long, thin strand of the same red yarn extends from the ball, trailing across the dark grey background towards the right edge of the frame.

Bonus: Some additional information on various topics



# Microsoft Office 365 Pro Plus

<https://bildung365.de>



Outlook



OneDrive



Word



Excel



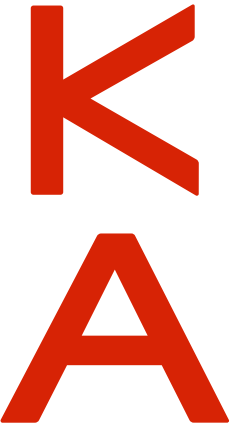
PowerPoint



Publisher (nur  
PC)



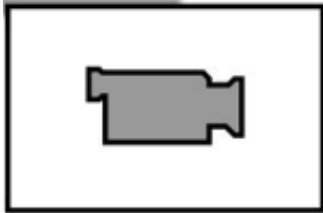
Access (nur PC)



- Rental personal license for 365 days: 4,39€ per year



# Online conference/lecture tools

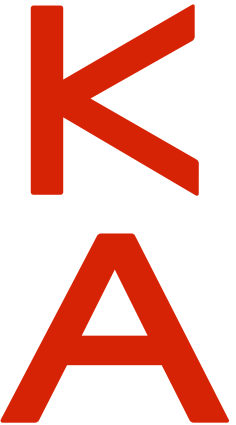


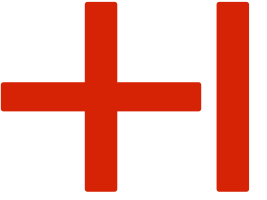
Two main tools:

- 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).





# Helpdesk (RZ-Benutzerberatung)



## *Troubleshooting:*

1. Read our brochures in Intranet <https://rz.h-ka.de/doc>

2. Contact the User Helpdesk:

**Building LI , Room No. 135**

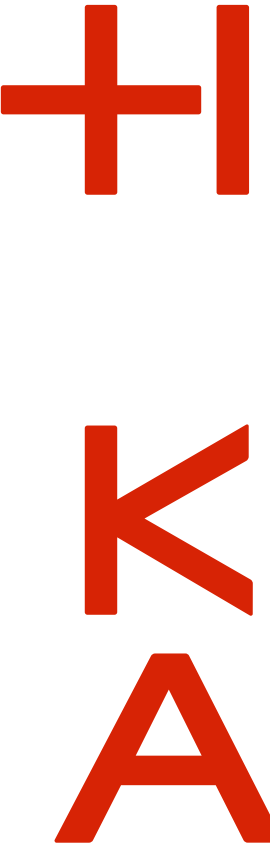
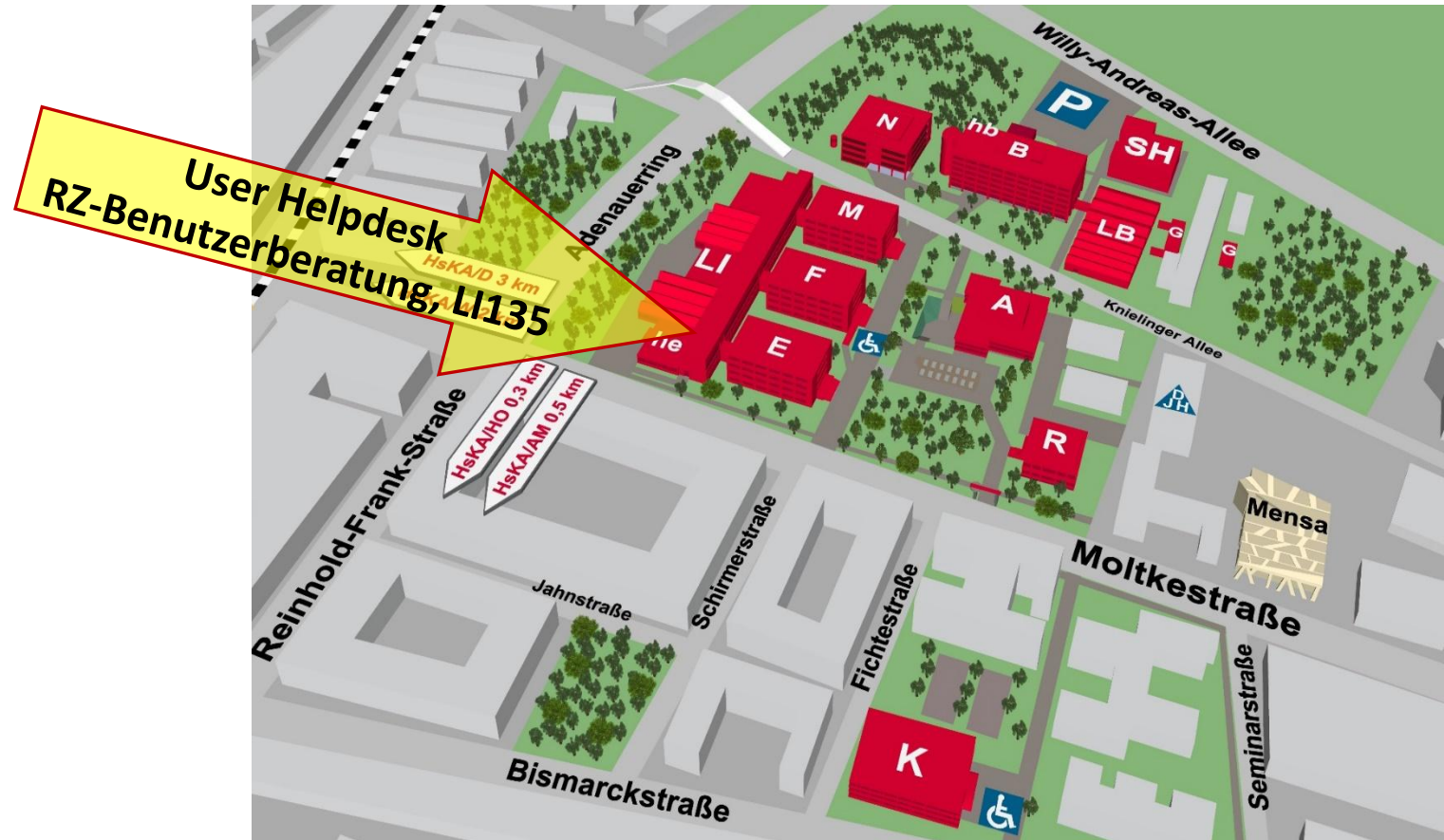
**Hours:** Mo–Fr: 10am – 1pm

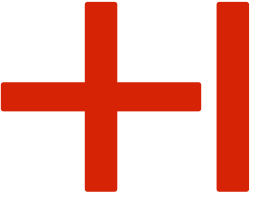
**Mail:** [bb.rz@h-ka.de](mailto:bb.rz@h-ka.de)

**Phone:** 0721/925 – 2305

**FAX:** 0721/925 – 2301

## User Helpdesk – Location





# Questions?

**Thank you for your attention!**

