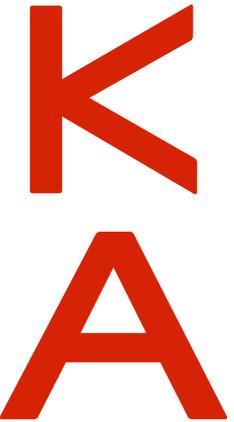


Welcome

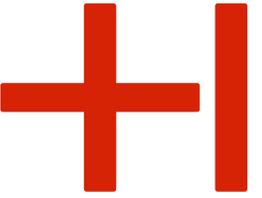
**We will start at 2.30 PM (14.30 Uhr) CEST with our
IT Introduction event for Students
at the University of Applied Sciences in Karlsruhe**



Introduction for Students

Mail: bb.rz@h-ka.de

Web: www.h-ka.de/rz

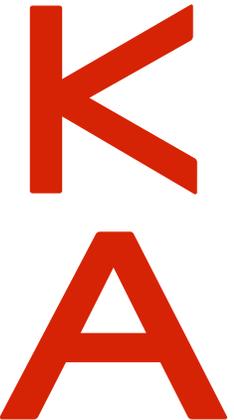
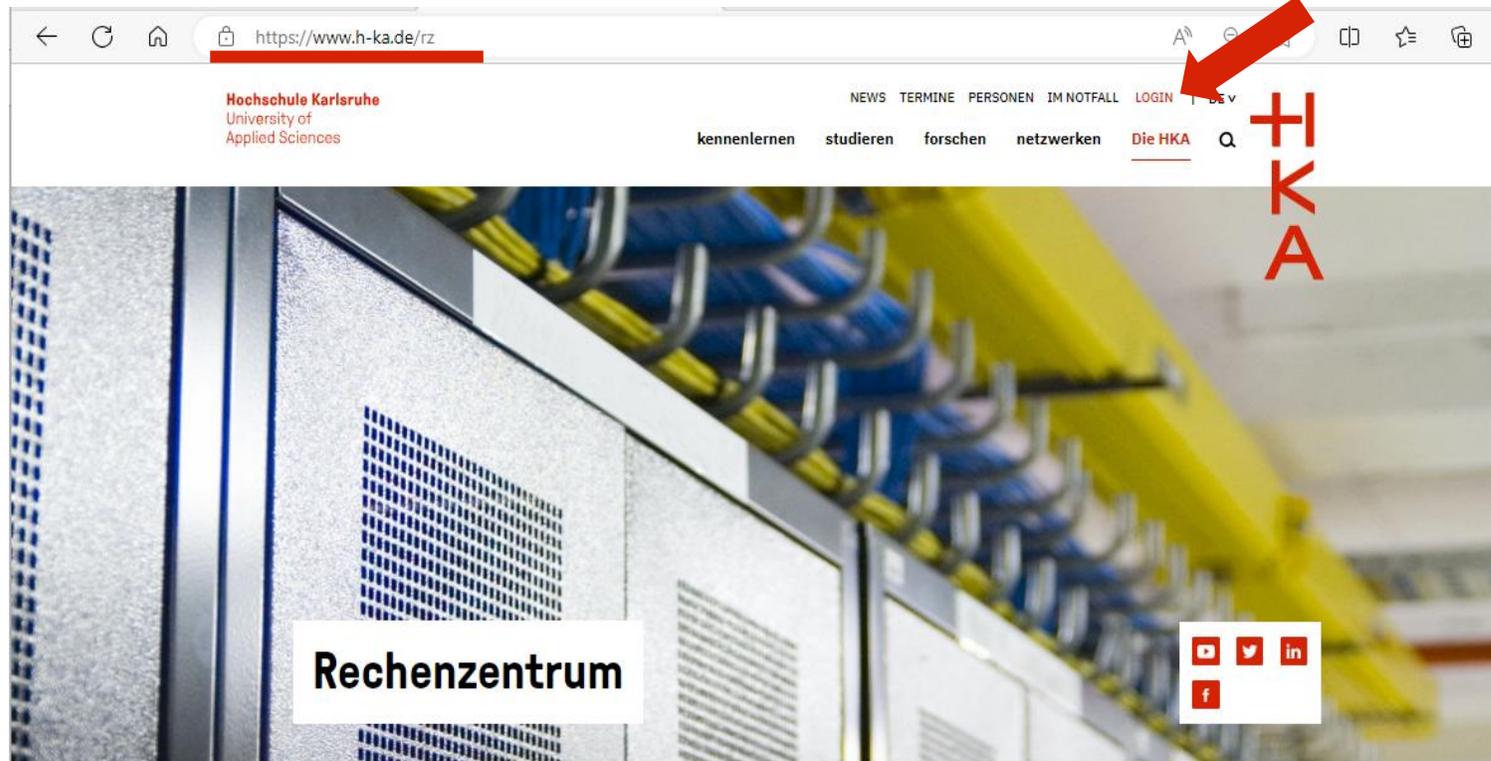


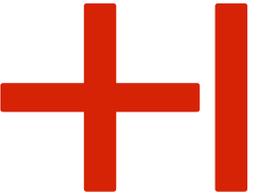
IT introduction for students

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

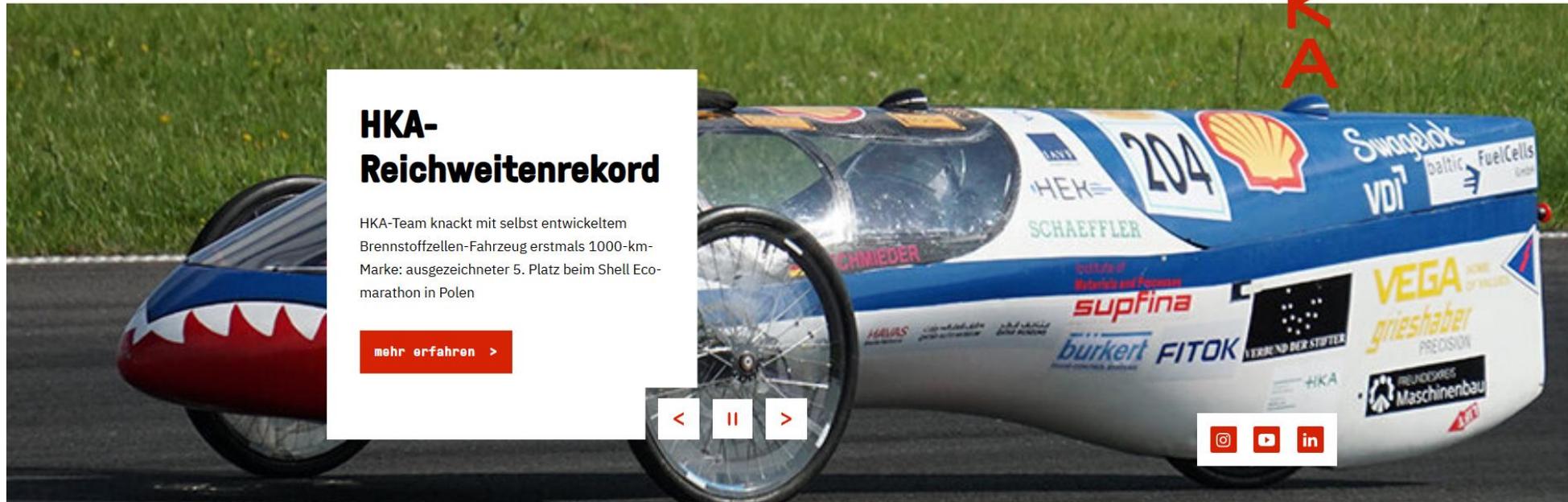
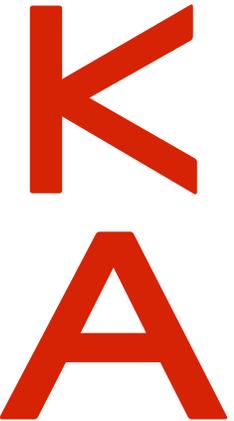
<https://www.h-ka.de>

LOGIN

Hochschule Karlsruhe
University of
Applied Sciences

NEWS TERMINE PERSONEN IM NOTFALL LOGIN | DE v

kennenlernen studieren forschen netzwerken Die HKA Q

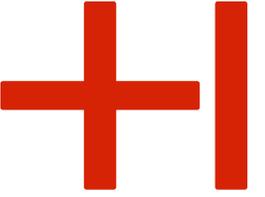


HKA- Reichweitenrekord

HKA-Team knackt mit selbst entwickeltem Brennstoffzellen-Fahrzeug erstmals 1000-km-Marke: ausgezeichnete 5. Platz beim Shell Eco-marathon in Polen

mehr erfahren >





Agenda



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

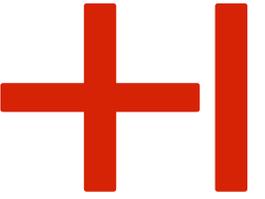
E-mail

Online-
Services
and
Homepage

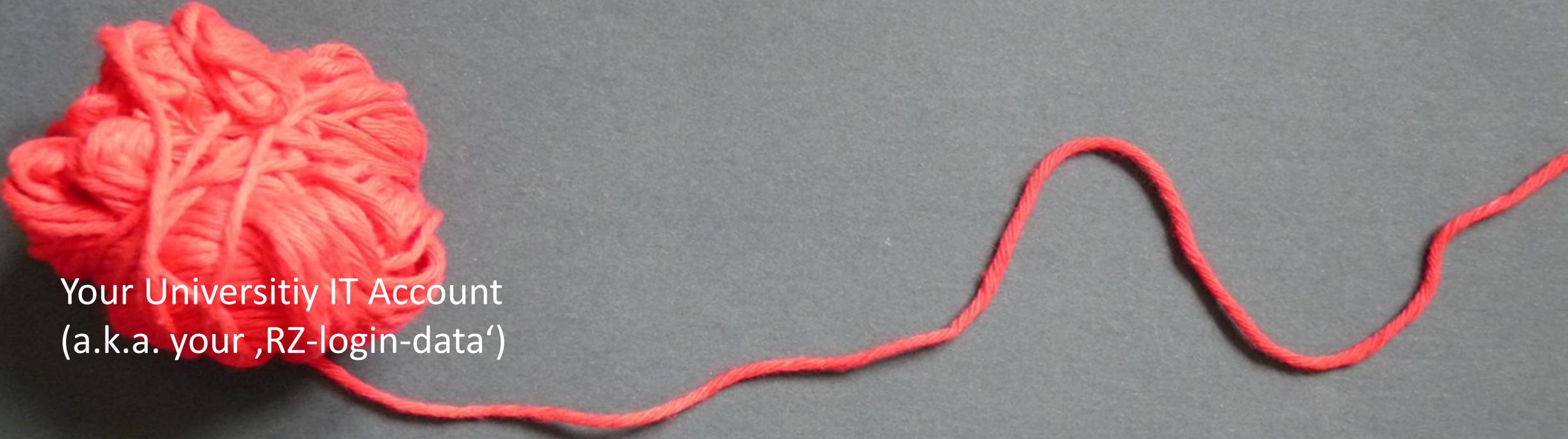
Core IT-Systems
for your studies

PC-Rooms /
PC-Pools

Wifi



Agenda

A ball of red yarn is positioned on the left side of the slide. A long strand of the same red yarn extends from the ball across the slide, forming a wavy pattern that ends on the right side.

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

How to get your ‚RZ-login-data‘?

Example student:

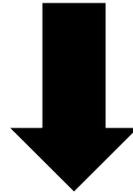
First name: **Micky**, Last name: **Maus**

RZ-Username:

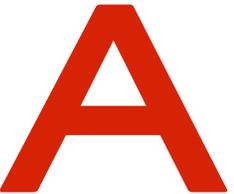
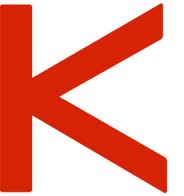
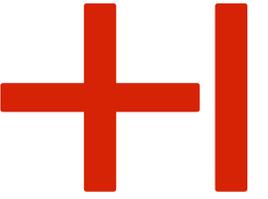
mami1053

RZ-Password:

‚some random initial password‘

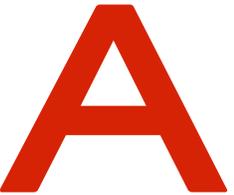
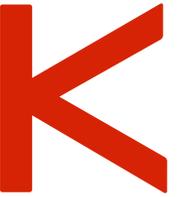


Together they are your ‚RZ-login-data‘ which is necessary to access the systems and services regarding your studies.



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:

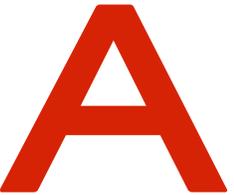
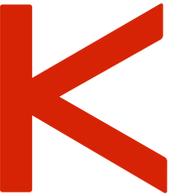
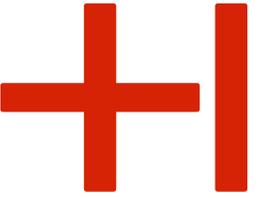
<https://www.h-ka.de/en/study/academic-life/getting-started/login-data>

This site is also linked at:

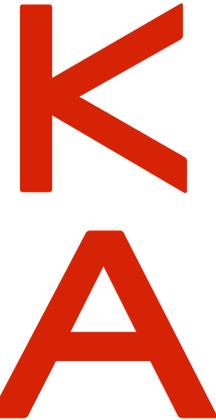
<https://www.h-ka.de/rz/veranstaltungen>



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/>

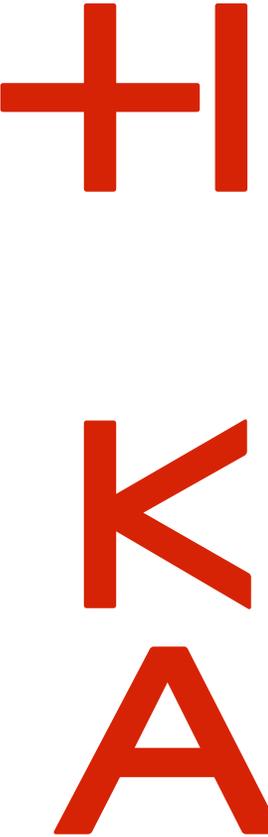
From now on always use your RZ-login-data (“RZ-Zugangsdaten”) to access the various IT-systems and services provided by the university.

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>



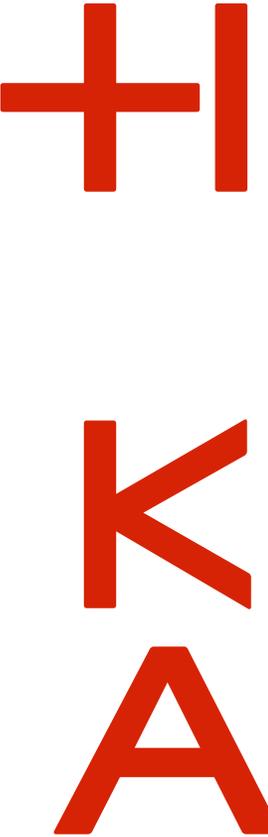
You will need to change your initial RZ-password

(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



[Change Password >>](#)
[Ilias >>](#)
[MFA-Setup >>](#)

Change Password

User ID

Current Password

New Password

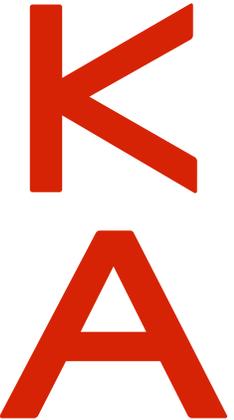
Confirm Password

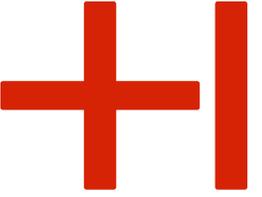
Rules

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

RZ-Account

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





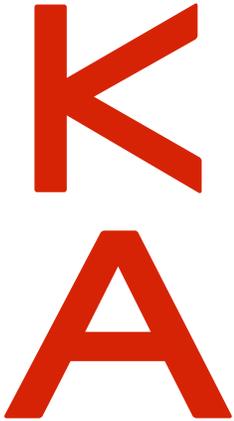
Password lost...



Password-Reset

Use Helpdesk in Building LI, Room No. 135

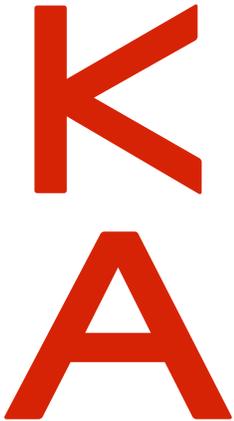
Your ID card is required.



Where to use your RZ-login-data:



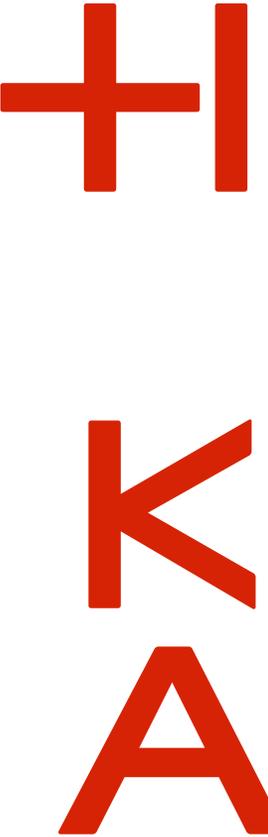
1. With the university
 - PC-login
 - E-Mail
 - Online-Services (HISinOne,...)
2. External services
 - Cloud Storage
<https://bwsyncandshare.kit.edu/>
 - Springer online library



„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 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

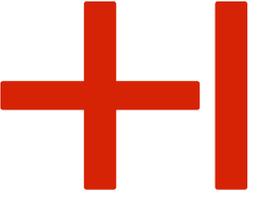
HKA E-mails

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

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

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

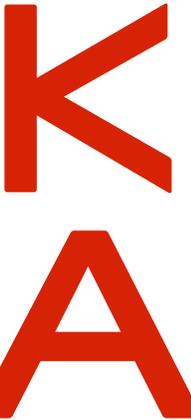
Do not use your ‚private‘ e-mail addresses (like @gmail.com, @yahoo.com, ...).

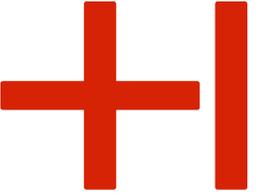


How do you access your E-mails?

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)



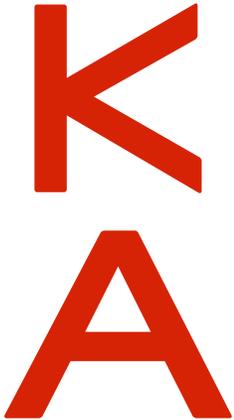


Multi-Factor-Authentication to access your email from outside the university

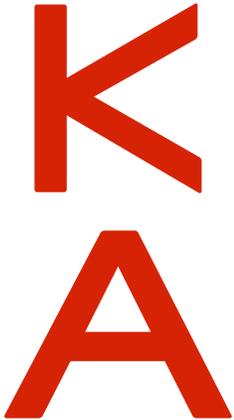
1. Install an authenticator APP (e.g. PrivacyIDEA)
2. Log in to the university network.
3. Log in to <https://mfa.h-ka.de> with your RZ user account and your RZ password and select “Token ausrollen”/ ”Enroll Token”.

The screenshot shows the 'Neuen Token ausrollen' (Enroll New Token) page. It features a sidebar on the left with 'Token ausrollen' selected. The main content area has a form with several sections: 'TOTP: Zeitbasiertes Einmalpasswort.' (highlighted with a red arrow and 'Please select TOTP.'), 'TAN: TANs printed on a sheet of paper.', 'Yubikey AES Mode: Einmalpasswort mit dem Yubikey.', and two QR codes (with instructions to download the Authenticator App for Android and iOS). Below the QR codes is a 'Tokendaten' section with a description and a 'Beschreibung' field. At the bottom, there is a 'PIN/Passwort' section with a 'Geben Sie eine PIN/kein Passwort ein' field (highlighted with a red arrow and 'Please do not choose a password.') and a 'PIN/Passwort wiederholen' field. A blue 'Token ausrollen' button is at the bottom right, also highlighted with a red arrow.

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:

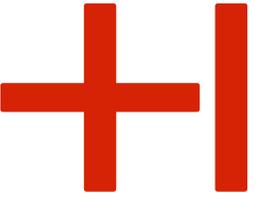
Log On

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

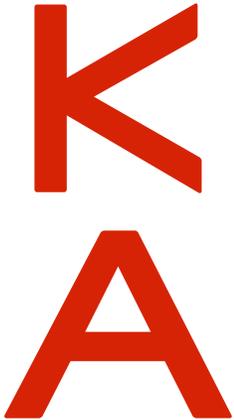
kemp

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, there is a navigation bar with the title 'E-Mail' and a search icon. Below this, a secondary bar contains action buttons: 'Neu', 'Löschen', 'Archivieren', 'Junk-E-Mail', 'Aufräumen', 'Verschieben', 'Kategorien', and a menu icon. On the left side, a sidebar lists navigation options: 'Favoriten', 'Micky Maus', 'Posteingang' (selected), 'Entwürfe', 'Gesendete Elemente', 'Gelöschte Elemente', 'Junk-E-Mail', 'Notizen', and 'RSS-Abonnements'. The main content area is divided into two sections. The left section, titled 'Posteingang', shows a list of emails with one selected: 'jobd@hs-karlsruhe.de' with the subject '! Herzlich Willkommen!' and the date '27.07.2020'. The right section displays the details of the selected email, including the sender's name 'Micky Maus', the subject, and the body text: 'Sehr geehrte Benutzerin, sehr geehrter Benutzer, das Informationszentrum begrüsst Sie hier... das Informationszentrum begrüsst Sie hiermit recht herzlich an der Hochschule Karlsruhe - Technik und Wirtschaft. Diese E-Mail liefert Ihnen einige wichtige Betriebshinweise:'.



Agenda



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

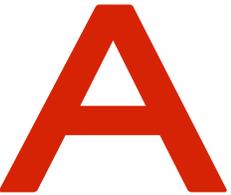
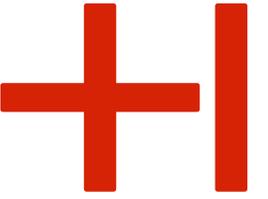
**Online-
Services
and
Homepage**

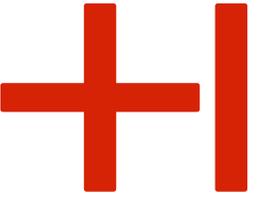
E-mail



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

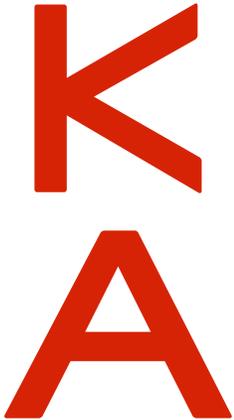
Term

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:
- Contact data:
- Bills and payments:

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



Confirmation of registration

Public transport certificate

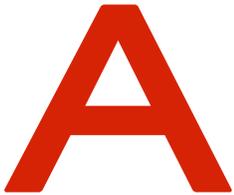
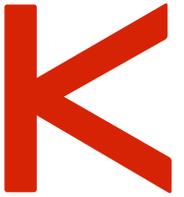
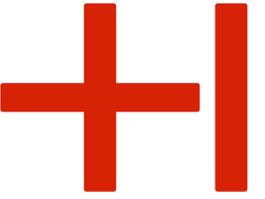
initial RZ-login-data

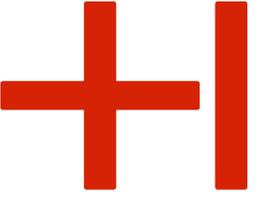
2. Prüfungsmanagement / Exam management (a.k.a Online Service)

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 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:

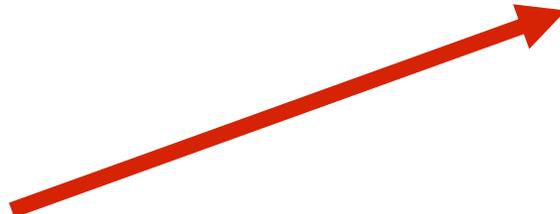




TAN-Verwaltung / TAN management

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](#)

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. Drücken 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

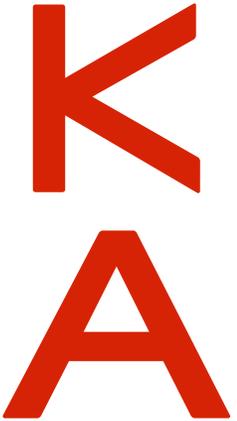
1. Initial-TAN bzw. 1. alte TAN:

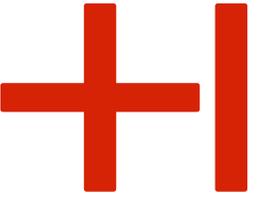
Anzahl

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:

Anzahl

„Erzeugen“

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

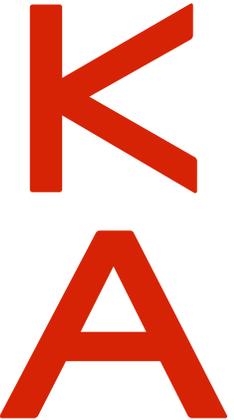
2. Save/Print your new list of TANs (PDF-File)!

TAN-Liste aktivieren

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

Neue TAN:

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:)

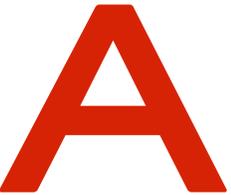
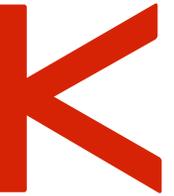
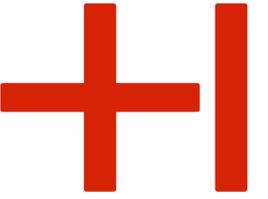


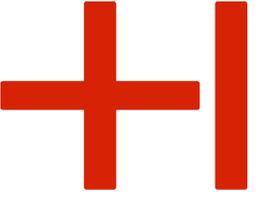
Please keep your list of TANs in a safe place!

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

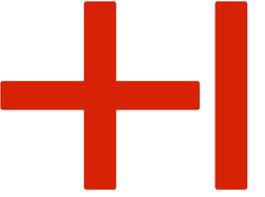
**Your University IT Account
(a.k.a. your ‚RZ-login-data‘)**

**Online-
Services
and
Homepage**



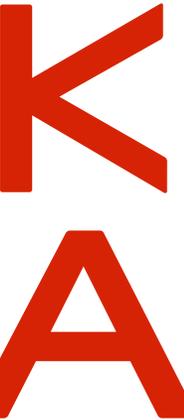
**Core IT-Systems
for your studies**

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, ...

Hochschule Karlsruhe
University of Applied Sciences

HKA

ILIAS - Hochschule Karlsruhe (HKA)

Magazin

Dashboard

Magazin

Dozentenbereich

Fakultät für Architektur und Bauwesen
Lehrveranstaltungen der Fakultät für Architektur und Bauwesen

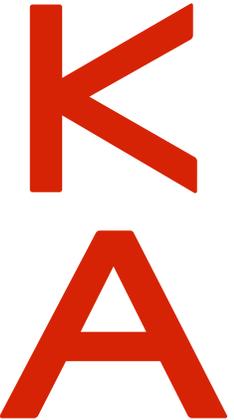
EIT Fakultät für Elektro- und Informationstechnik
Lehrveranstaltungen der Fakultät für Elektro- und Informationstechnik

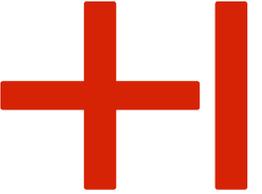
iwi Fakultät für Informatik und Wirtschaftsinformatik
Lehrveranstaltungen der Fakultät für Informatik und Wirtschaftsinformatik

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.

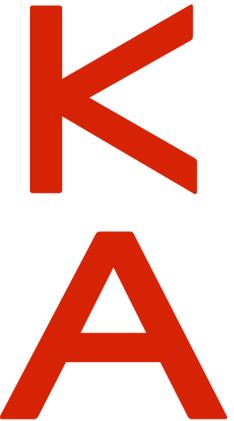
Time table is reachable at this link

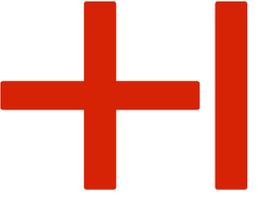
<https://rz.h-ka.de/raumzeit>

Technical problems

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

	Mo., 18.03.	Di., 19.03.	Mi., 20.03.	Do., 21.03.	Fr., 22.03.
08 Uhr					Informatik [BWL.B1.6] [J+H]
09 Uhr					
10 Uhr		Mikroökonomik [BWL.B1.6] [K-208]		Wirtschaftsmathematik I [BWL.B1.6] [B+H]	Wirtschaftsmathematik I [BWL.B1.6] [B+H]
11 Uhr					
12 Uhr		Grundlagen der Steuerlehre [BWL.B1.6] [K-208]		Mikroökonomik [BWL.B1.6] [K-208]	
13 Uhr					
14 Uhr			Informatik Übung [BWL.B1.6] [K-107, K-108]	Produktentwicklung und Konstruktion [BWL.B1.6] [K-207]	Recht A [BWL.B1.6] [AMA-001]
15 Uhr					Recht A [BWL.B1.6] [AMA-001]
16 Uhr		Allgemeine Betriebswirtschaftslehre [BWL.B1.6] [K-208]	Produktion [BWL.B1.6] [K-207]		
17 Uhr	Wirtschaftsmathematik I Tutorium [BWL.B1.6] [B+H]				
18 Uhr					





Agenda

Your University IT Account
(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

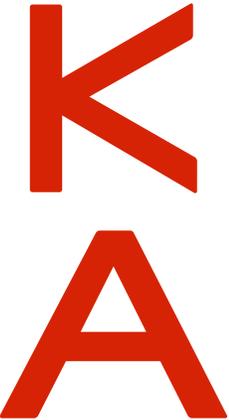


Public PCs
provided by the IT center (RZ):

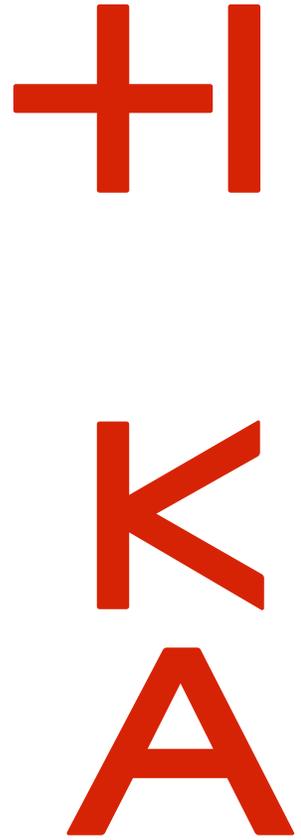
Building LI, 1. Floor
LI 136
LI 142

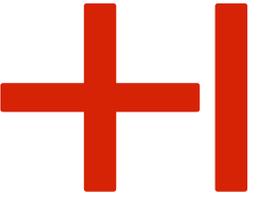
Additional PC-pools
(PC-rooms) are provided by
each faculty, specifically for
its members.

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')

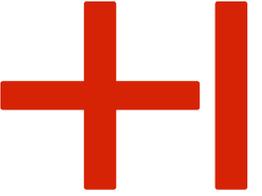
Online-Services
and
Homepage

Core IT-Systems
for your studies

PC-Rooms /
PC-Pools ✓

Wifi

E-mail



Wifi – KA-WLAN Network

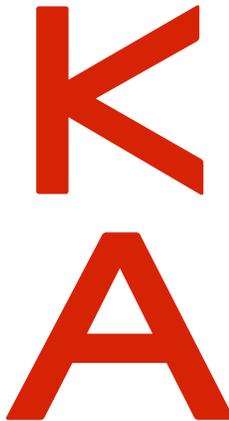


The HKA provides access to the regional free-of-charge network "KA-WLAN".

- 1) Connect your device to „KA-WLAN“
- 2) Open your browser
- 3) (Go to: cp.ka-wlan.de)
Press START



For information about additional available networks (on campus) please see the brochure „Das Hochschulnetzwerk“ at: <https://rz.h-ka.de/doc>



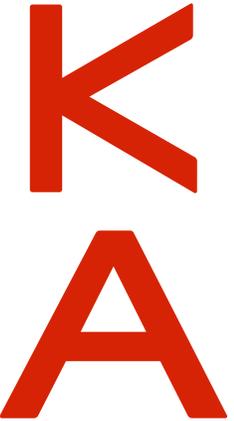
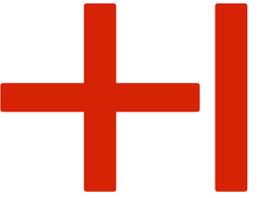
Connect with eduroam



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

- Download config file
- Configure the connection

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



Connect with eduroam



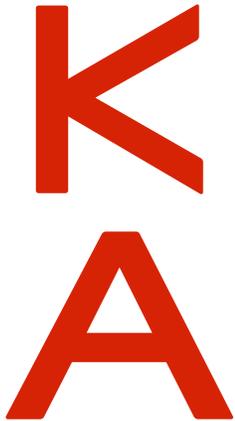
<https://rz.h-ka.de/eduroam>

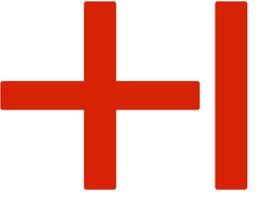
Login data für eduroam:

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

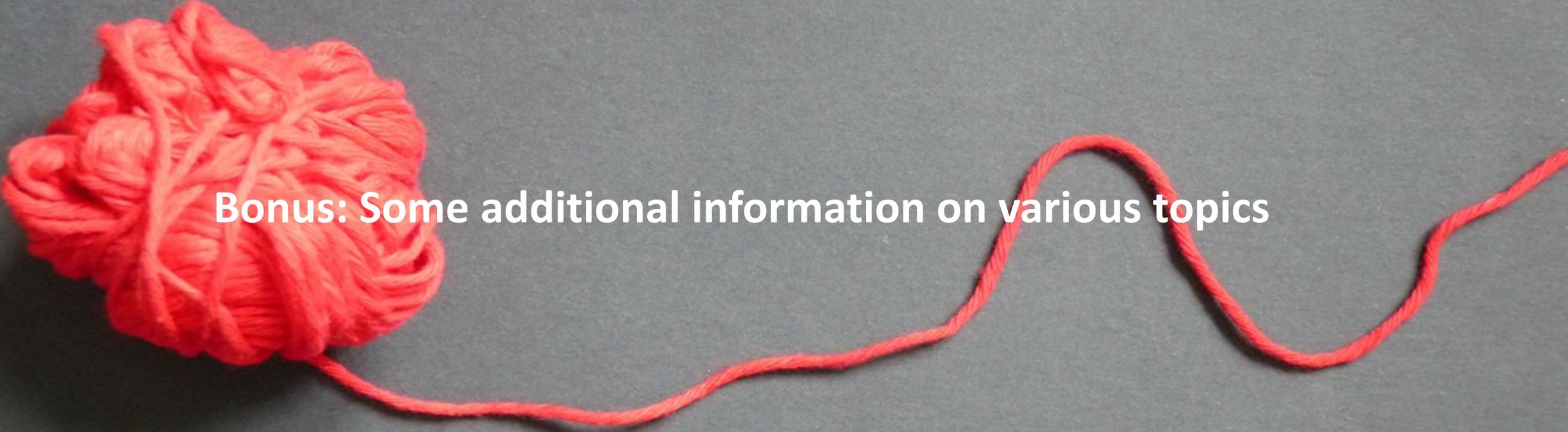
For information about additional available networks (on campus) please see the brochure „eduroam“ at:

<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 across the middle of the slide, ending on the right side. The background is a dark, textured grey.

Bonus: Some additional information on various topics

Microsoft Office 365 Pro Plus

<https://bildung365.de>



Outlook



OneDrive



Word



Excel



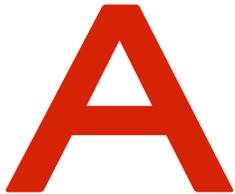
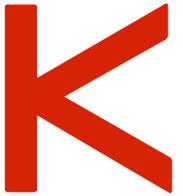
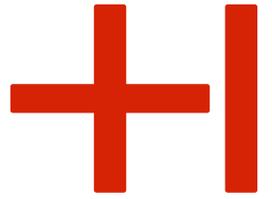
PowerPoint



Publisher (nur
PC)

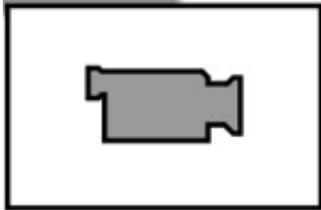


Access (nur PC)



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

Online conference/lecture tools

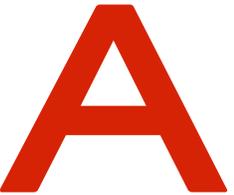
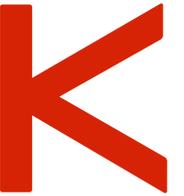


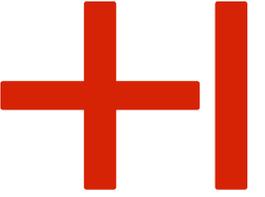
Two main tools:

- 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:

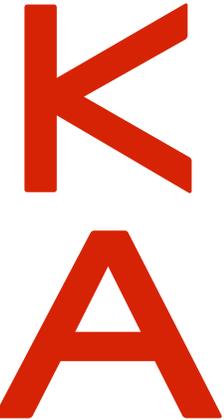
Building LI , Room No. 135

Hours: Mo–Fr: 10am – 1pm

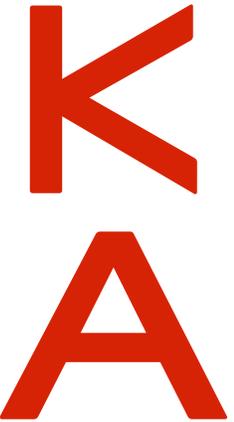
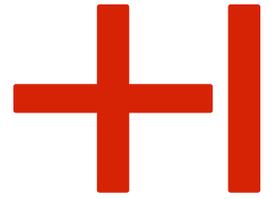
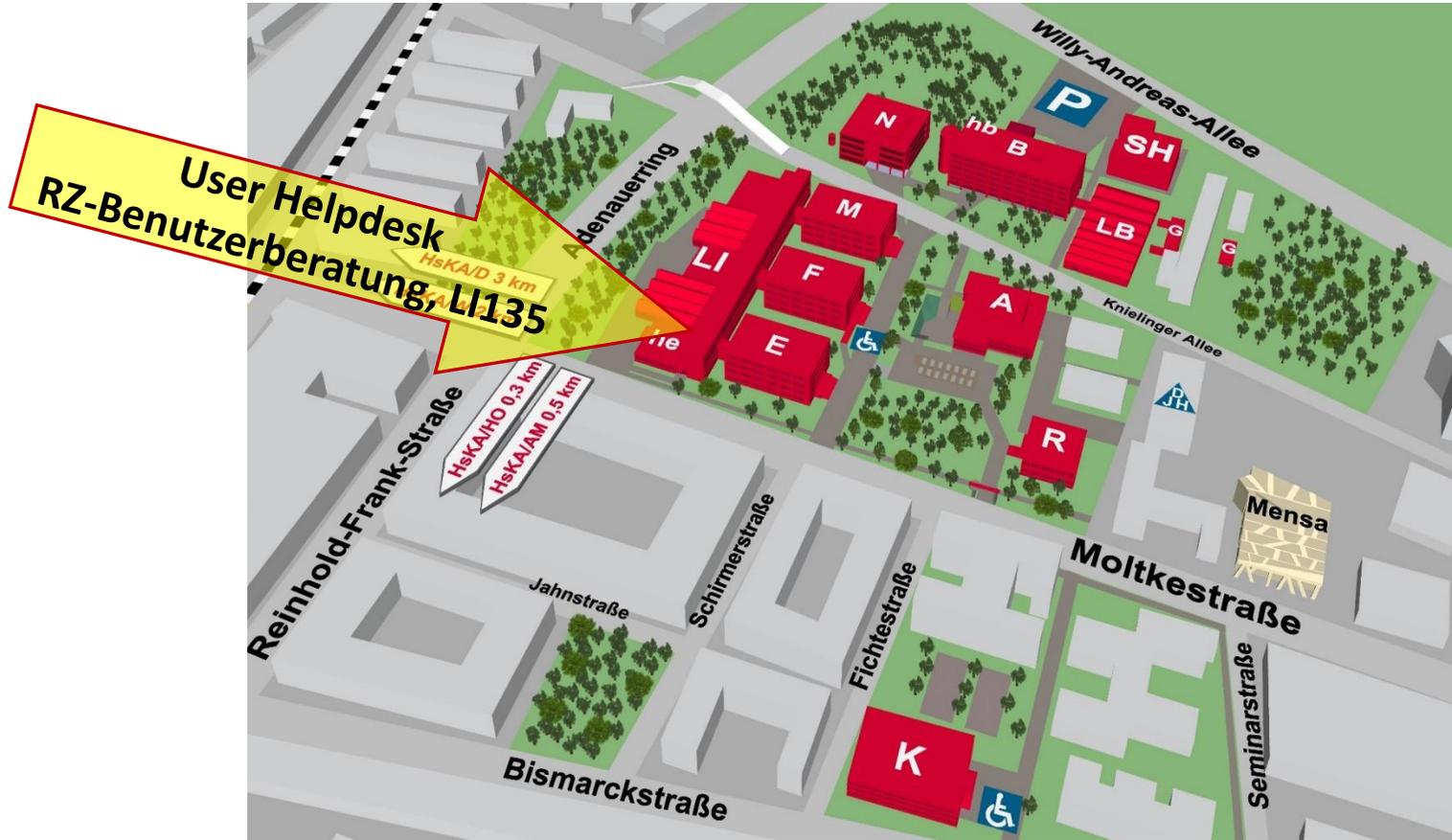
Mail: bb.rz@h-ka.de

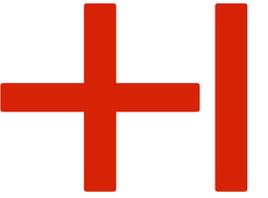
Phone: 0721/925 – 2305

FAX: 0721/925 – 2301



User Helpdesk – Location





Questions?

Thank you for your attention!

