Hochschule Karlsruhe
University of
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Rechenzentrum

Introduction for new students
at **Karlsruhe University of Applied Sciences**

E-Mail: bb.RZ@h-ka.de
Web: www.h-ka.de/rz

Following this presentation, the Head of the University Library, Mr. Kwasnicki, will introduce the library service and resources

3rd Sept. 2026

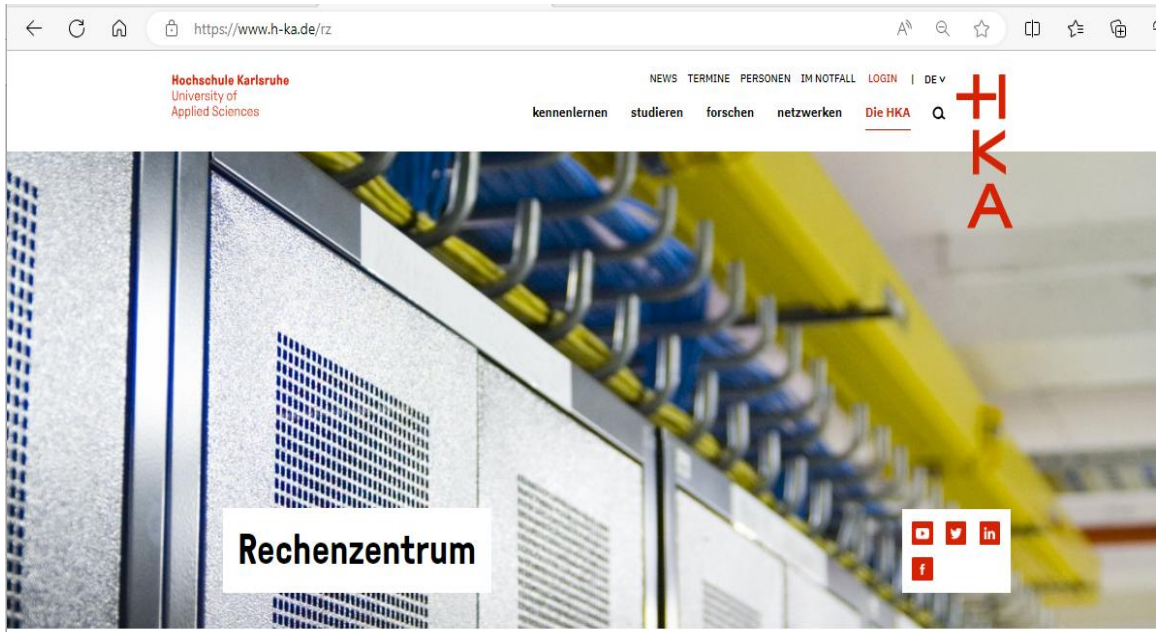
Agenda

- Overview
- RZ Account Credentials
- Email & email communication
- PCs/computer labs
- BYOD (Bring your own devices)
- Online services
- Outlook/Summary

Agenda

- Overview

Website of University's IT data center



website: h-ka.de/rz

This presentation is available on the IT data center (RZ).

Presentation download:
https://www.h-ka.de/rz/veranstaltungen

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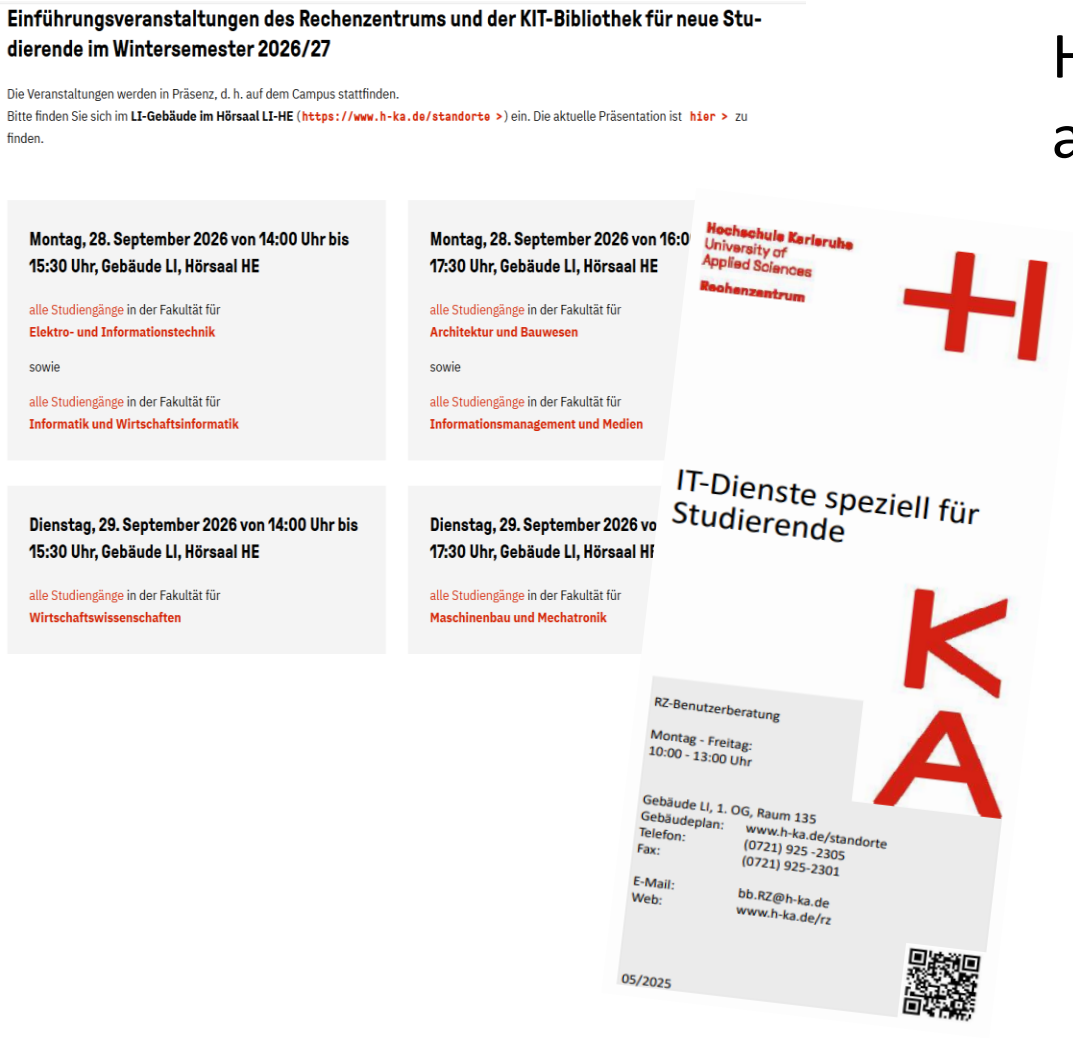
IT data center guides



Helpful IT guides for students are available at:

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

(<faculty>: ab, eit, imm, iwi, mmt, w)

Agenda

- Overview ✓
- RZ Account Credentials

RZ Account Credentials

Your RZ Account Credentials consist of: IT username & password

For example:
First name: **Micky,** last name: **Maus**

RZ account:	**mami1037**
RZ password:	9nMWNJDS

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RZ Account Credentials – "RZ account credentials" (PDF)

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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-Password schnellstmöglich unter https://www.iz.hs-

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:

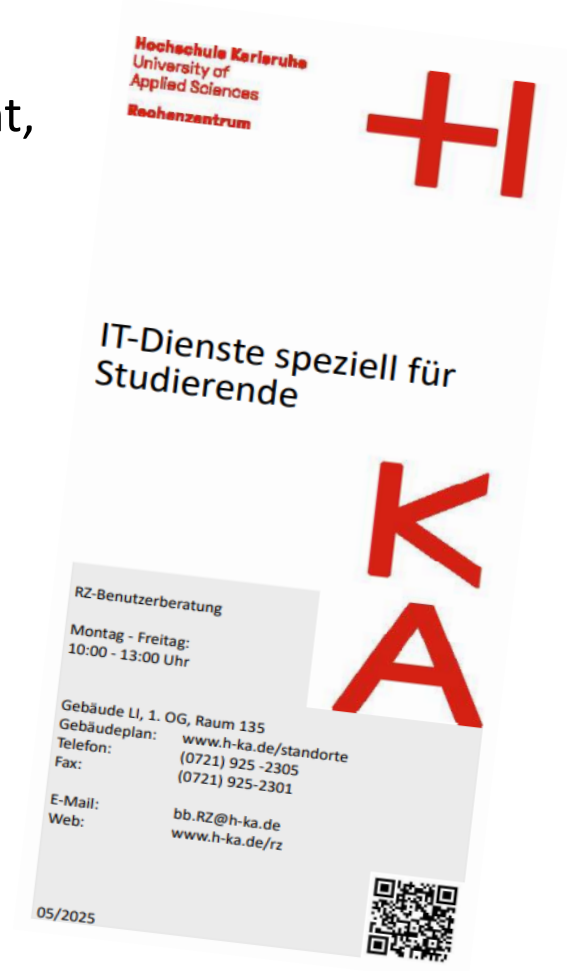
Falls Sie Ihr RZ-Passwort vergessen haben, müssen Sie sich persönlich, gegen Vorlage Ihres Studierendenausweises, bei der RZ-Benutzerberatung ein neues ausstellen lassen.

"RZ-Zugangsdaten" are available in the Campus Management System / Applicant Portal.

Mr/Mrs	Micky Maus
StudentID	42830
RZ account	mami1053
Initial RZ password	**KS1894C**

RZ Account Credentials - Where can you use RZ account?

- **On campus:** login at computer lab, University email account, HKA intranet, Online services, …
- **Off campus:** Campus-Management-System
- **Regional and national services:** Springer-Verlag, bwSync&Share,…
- **Worldwide:** Internet access via eduroam



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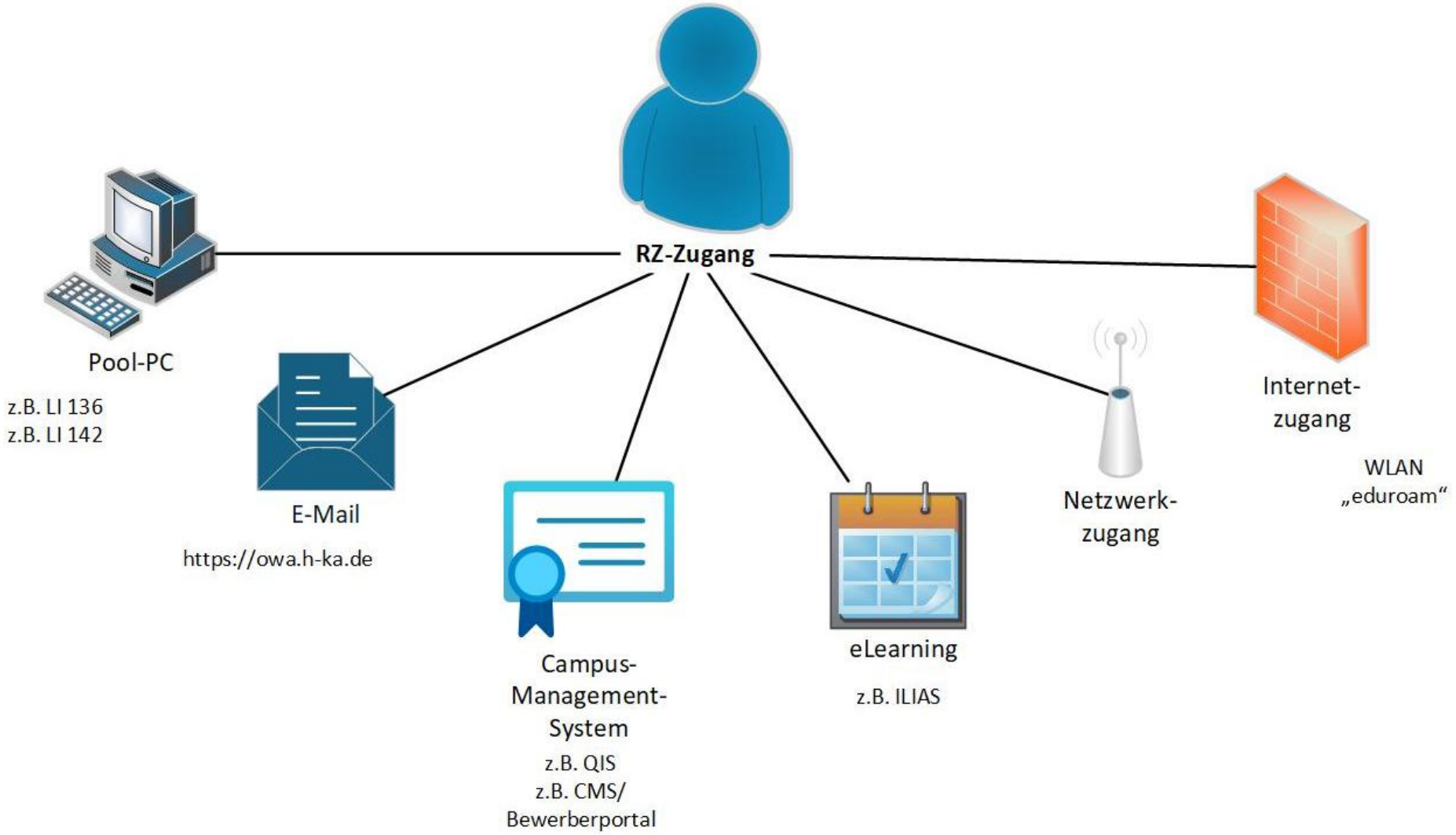
RZ Account Credentials - Changing your password

For security reasons, you can change your IT password **only while connected to the university network.**

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

RZ Account Credentials - Access to University's services



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RZ Account Credentials - Important information

Important information:

Please keep your IT account credentials secure.

- Change your initial password as soon as possible.
- Choose a strong and secure password.
- Never share your username or password with anyone.

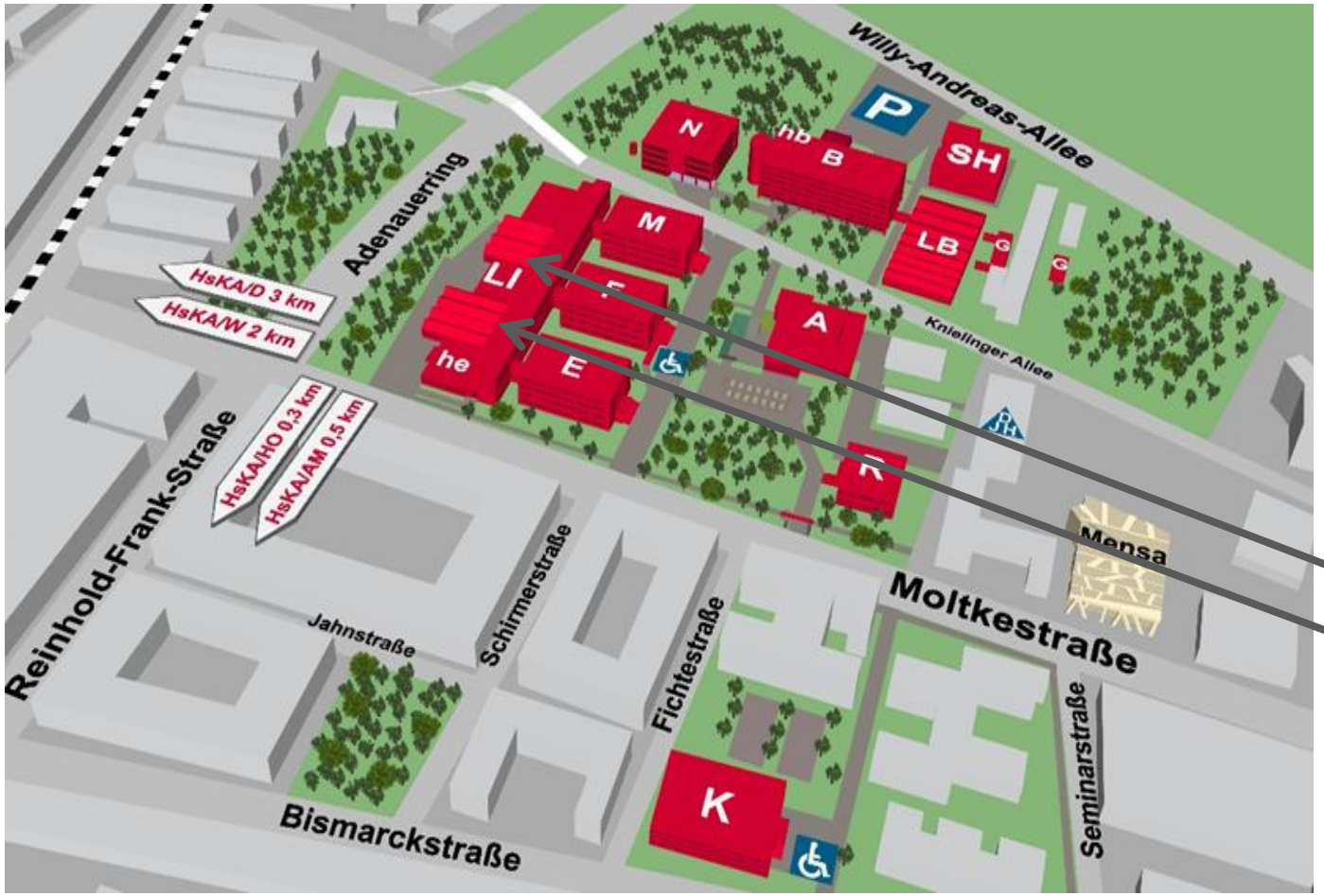
Your IT account remains active for the duration of your studies at HKA.

Before your account is deleted, you will receive a notification via your university email address.

Verwaltungs- und Benutzungsordnung/IT usage policy (VBO):

https://rz.h-ka.de/vbo

RZ Account Credentials - Central computer labs



The IT Service Center provides centrally managed computer labs in:

Building LI, First Floor
LI 142
LI 136

Agenda

- Overview ✓
- RZ Account Credentials ✓
- Email & email communication

Photo: Quirin Leppert

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Your University email address

HKA email address : **RZ-Benutzername@h-ka.de**

Student Micky Maus

RZ account: **mami1037**

HKA address: **mami1037@h-ka.de**

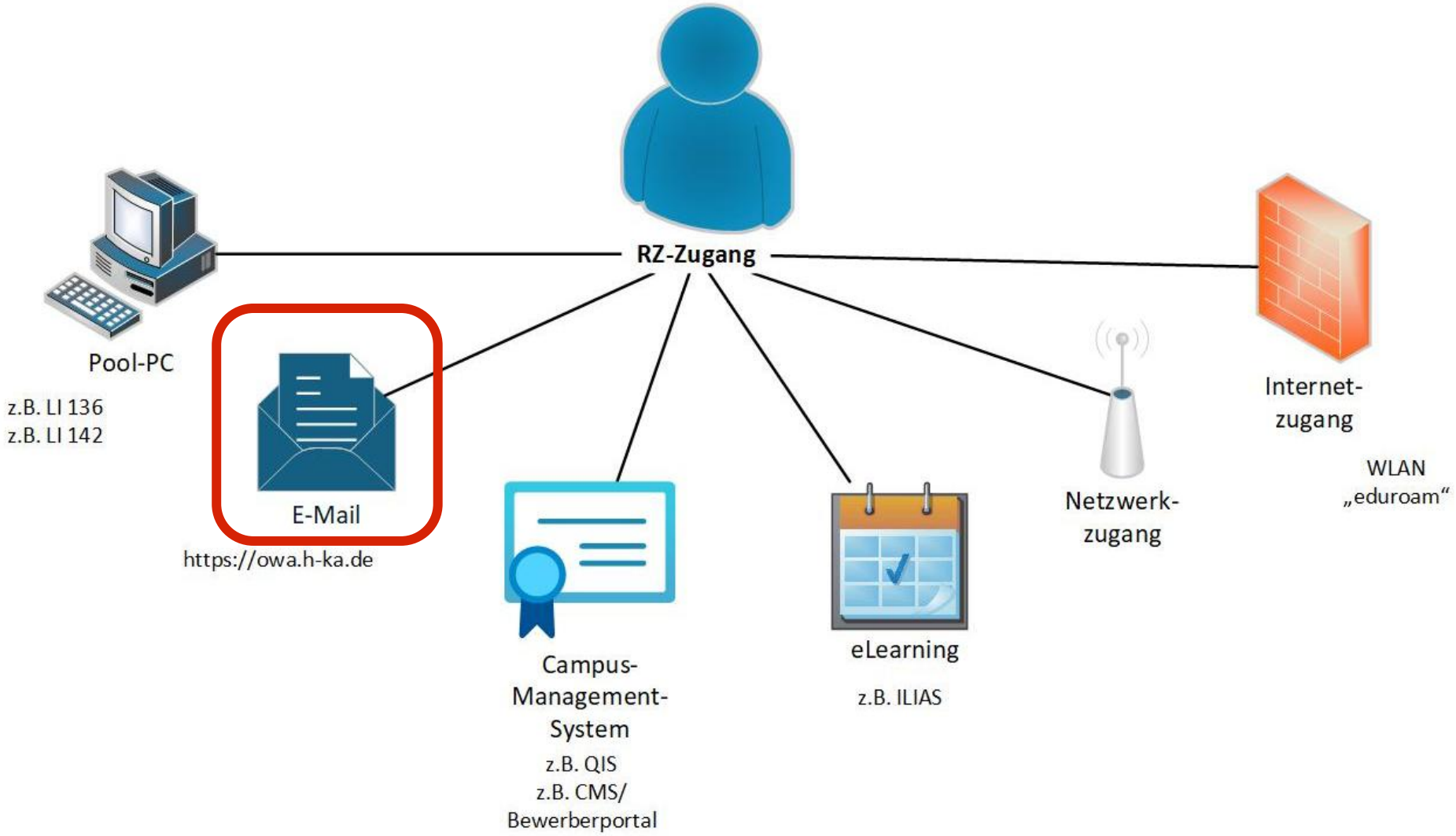
Staff Micky Maus

HKA email address: **micky.maus@h-ka.de**

Important note:

Please use your university email account for all official communication with HKA.

Your University email address



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Your University email address – Why you should regularly check your University email

Your HKA email account is the official communication channel for important information from:

- **IT data center** (e.g. RZ account)
- **Student service office**
  (e.g. exam registration and re-registration deadlines)
- **Faculty and staff**
- **eLearning system ILIAS**
  (e.g. course announcements and learning materials)
- **Administration** (e.g. events and important administrative updates)

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Accessing Your University Email

On campus:

- Microsoft Outlook of lab computer
- Webmail via web browser:
  https://webmail.h-ka.de/

Off campus:

- Outlook web access (OWA) with Multi-Factor Authentication (MFA)
  (*see instructions in ILIAS under* https://ilias.h-ka.de >
  "Mehrfaktorauthentifizierung", or in the Introduction Handout)
- ISEC7 Mail using a personal user certificate
  (see Introduction Handout)

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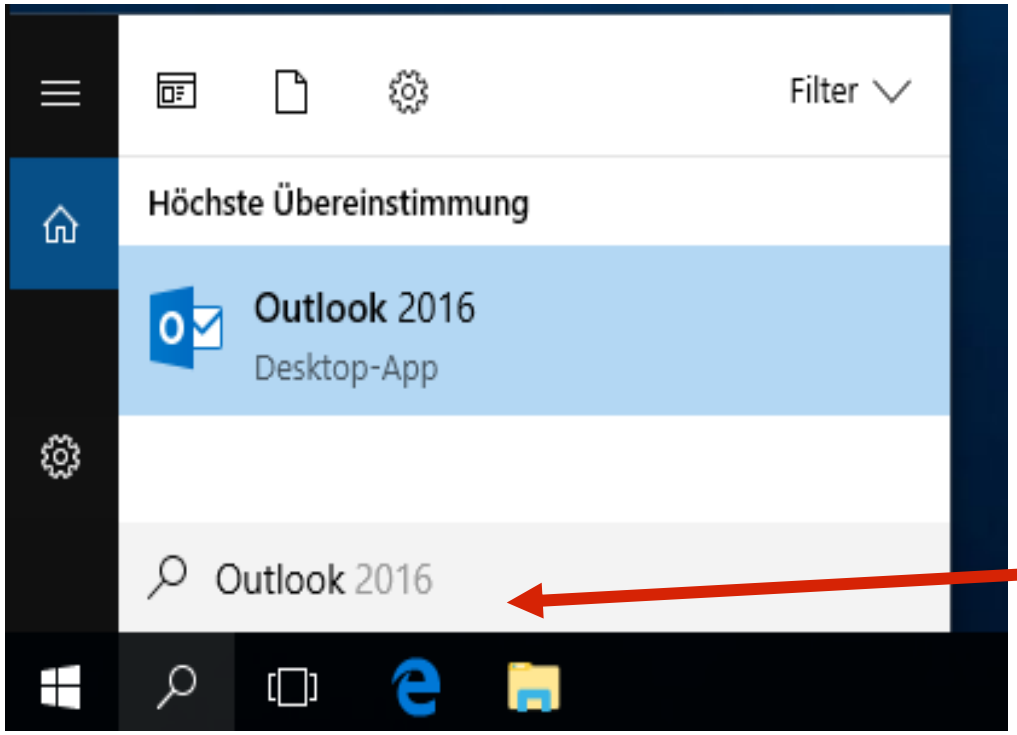
Accessing Your University email

On-Campus Access via Microsoft Outlook



Use Microsoft Outlook on any university lab computer.

You can quickly find Outlook using the Windows Search.

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Accessing Your University email

On-Campus Access via Webmail

Access your university email from any web browser while connected to the university network:

https://webmail.h-ka.de

Available features include:

- Email,
- Calendar,
- Contacts,
- Tasks,
- Automatic replies (Out of Office)

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Off-Campus Email Access – Setting Up Multi-Factor Authentication (MFA)

To access your university email from outside the campus network, you must first set up Multi-Factor Authentication (MFA).

Setup steps

1. Install an authenticator app (e.g. privacyIDEA Authenticator).
2. While connected to the university network, visit: **https://mfa.h-ka.de**
3. Select "Enroll Token".
4. Scan the displayed QR code using the authenticator app.
5. The app will generate a new six-digit verification code every 30 seconds.

Alternative: a printed TOTP TAN list can be issued instead of using an authenticator app.

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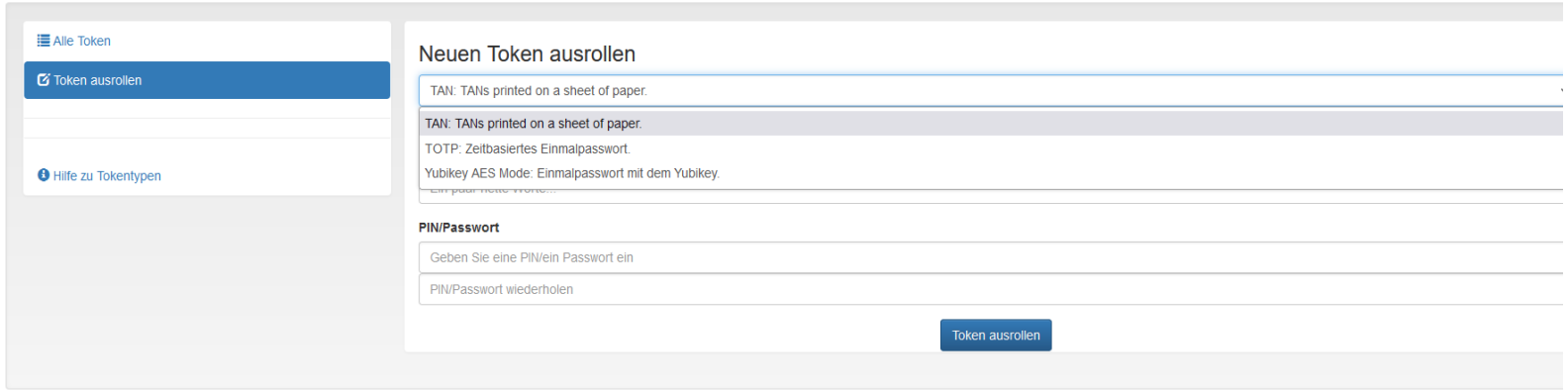
Off-Campus Email Access – Setting Up Multi-Factor Authentication (MFA)



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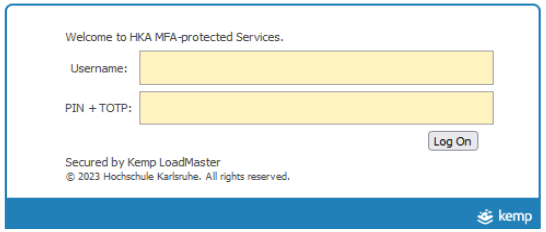
Off-Campus Email Access – Setting Up Multi-Factor Authentication (MFA)

To access your University email from outside the campus network:

1. Connect to the internet.
2. Open https://owa.h-ka.de.
3. Sign in using your IT username and the current 6-digit MFA code
4. You will then be redirected to the Outlook sign-in page.
   Sign in again using:
   - IT username
   - Password



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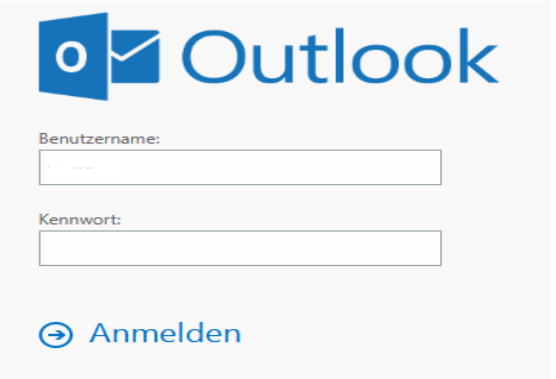
Off-Campus Email Access: ISEC7 Mail – Creating a user certificate

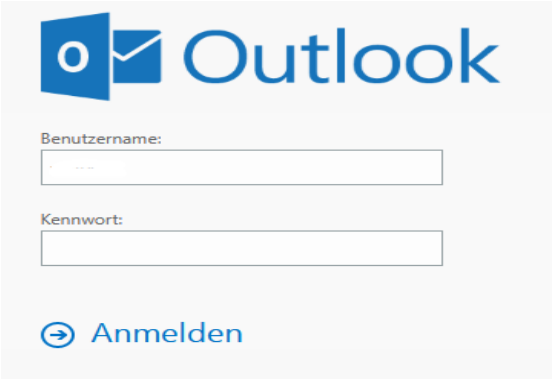
To use ISEC7 Mail, you first need to create a personal user certificate.

1. Go to: https://cm.harica.gr/Login
2. Sign in using **Academic Login.**
3. Select **Email.**
4. Under ***Select the type of your certificate***, choose **"For Enterprises or Organization (IV + OV)".**
5. Verify your email address.
6. Open the confirmation email from HARICA and confirm your email address.



Off-Campus Email Access: Enrolling your certificate

1. In HARICA Dashboard, click **Enroll your Certificate**.
2. Use the following settings:
   - **Algorithm**: RSA
   - **Key Size**: 4096 bit
   - **Certificate Password**: Create a password without special characters and keep it in a safe place.
     →**<u>Important</u>**: Do **not** use your IT account password
3. Complete the enrollment process.



Result: Your user certificate is now ready and can be used to configure **ISEC7 Mail.**

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Off-Campus Email Access: ISEC7 Mail & User certificate

Setting Up ISEC7 Mail – Importing Your User Certificate

1. Download the **ISEC7 Mail** app from your device's app store.
2. Transfer your user certificate to your smartphone (e.g. by email).
3. Open **ISEC7 Mail**, go to **Settings**, scroll down to **Certificates**, and select **Certificate-Based Authentication**.
4. Import your user certificate.
5. Enter your **certificate password** to complete the import.

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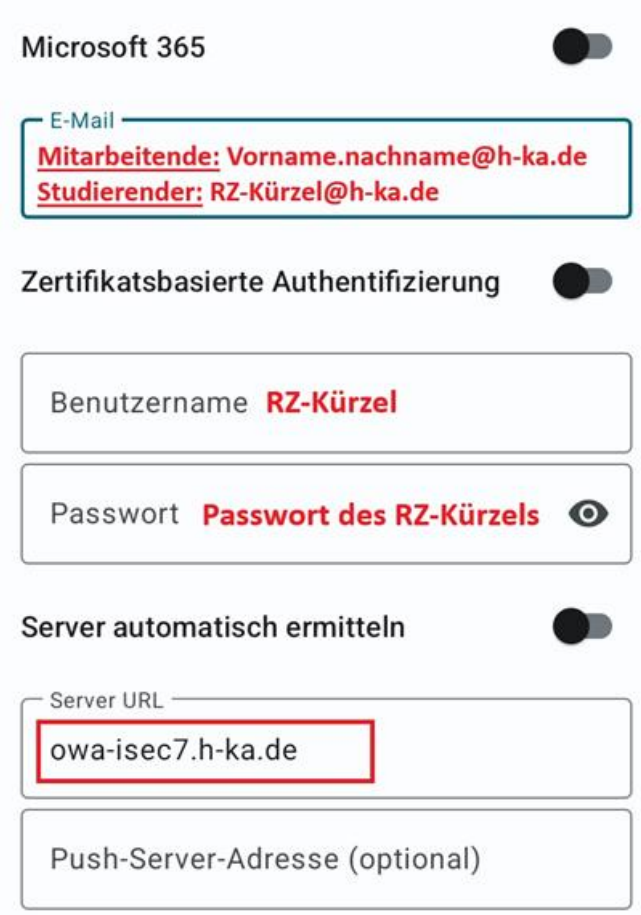
Off-Campus Email Access: ISEC7 Mail & User certificate

Setting Up ISEC7 Mail – Configuring Your Primary Account

1. Open **Settings** and select Set Up Primary Account.
2. Enter the following account information:
   - University email address
   - Certificate-Based Authentication: Off (toggle disabled)
   - RZ Username
   - Password
   - Server: owa-isec7.h-ka.de
   - If necessary, disable Automatically Detect Server
3. Click **Next**, then select **Save** to complete the setup



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University Emails: Protection Against Spam & Phishing

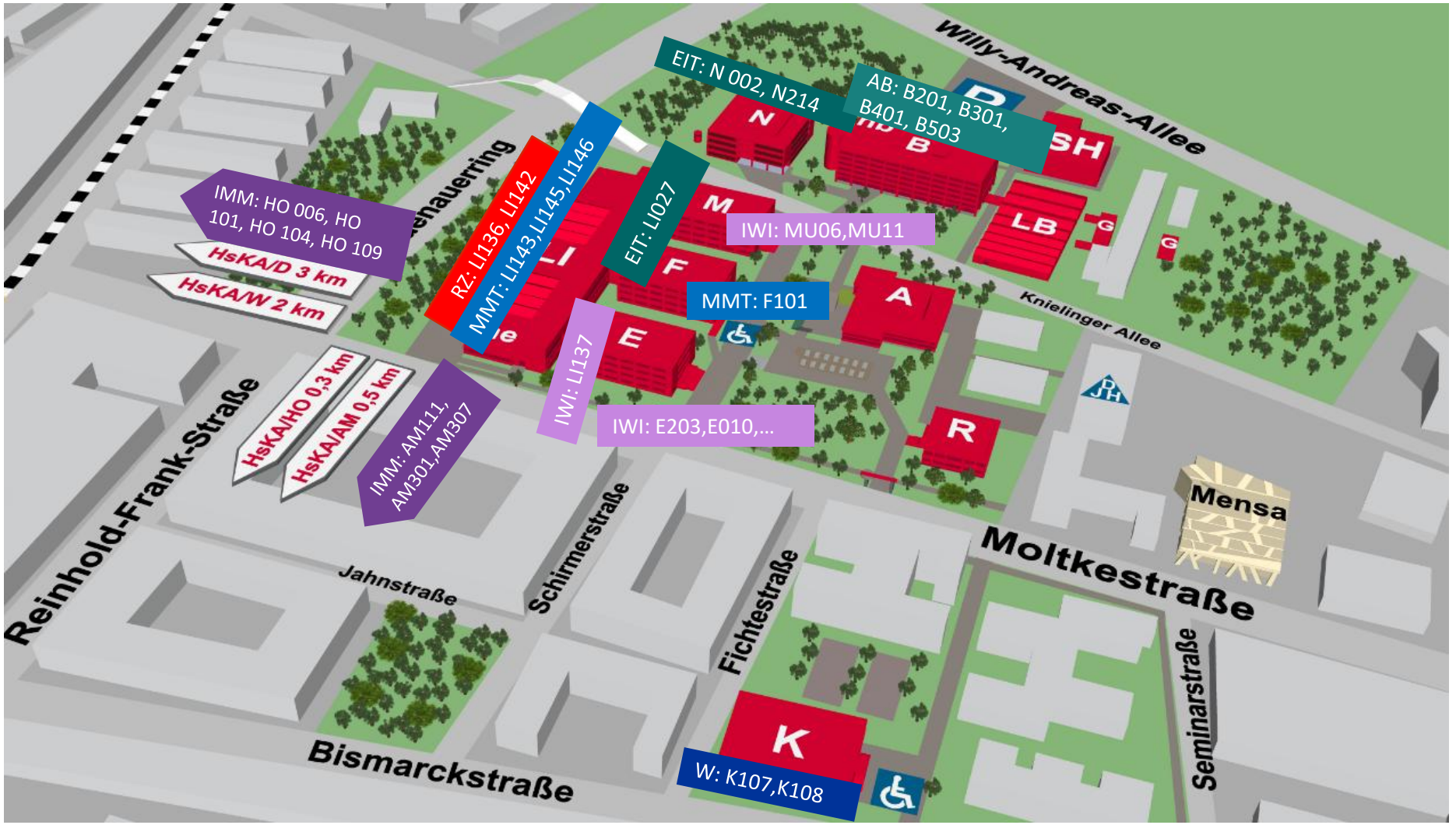
Mindful user behavior:

- Check emails carefully: legitimate messages usually have a correct salutation and few spelling errors
- When in doubt: don't click links, **but instead** type the URL directly into your browser.
- **Never** enter your login credentials on websites that don't belong to the university

Agenda

- Overview ✓
- RZ Account Credentials ✓
- Email & email communication ✓
- PCs/computer labs

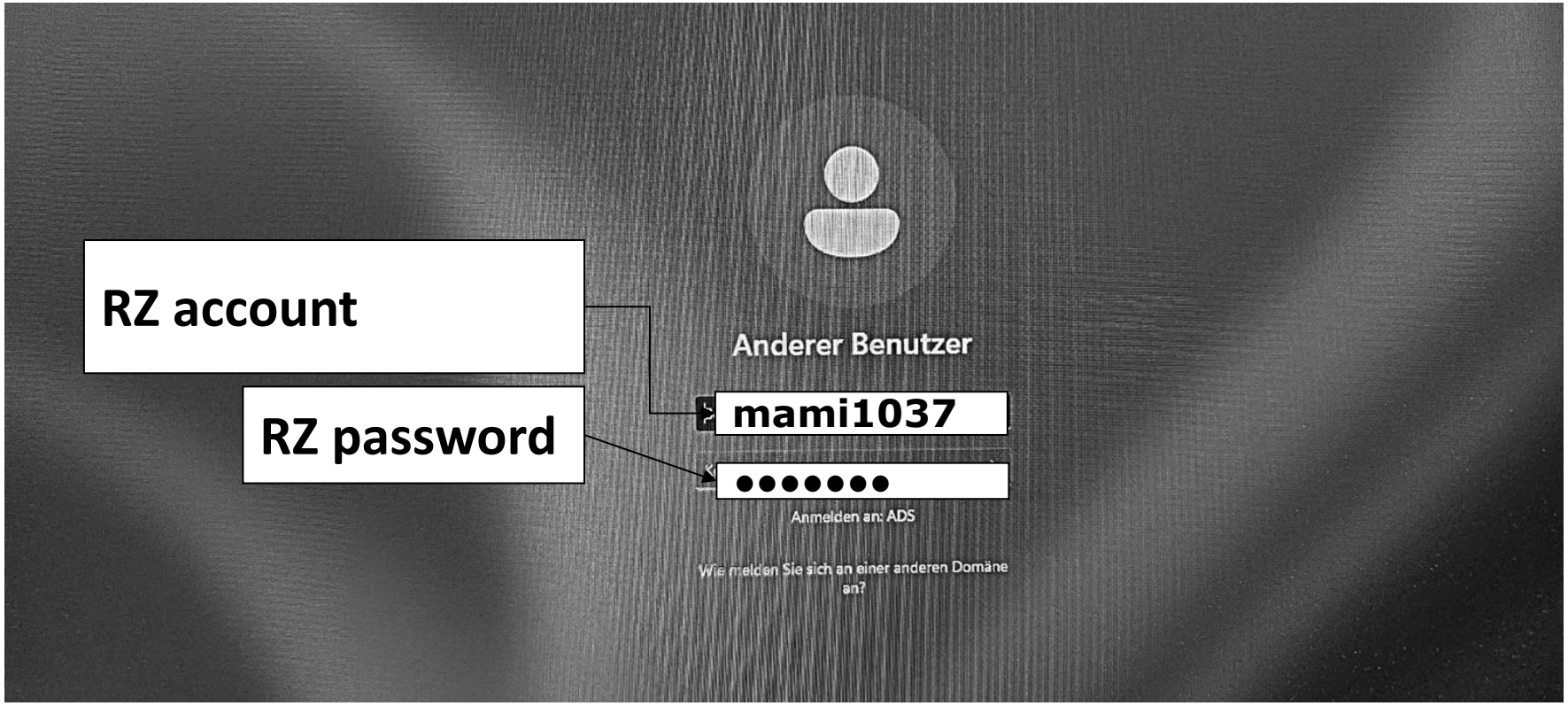
Public computer lab on campus



Public computer lab on campus: General information

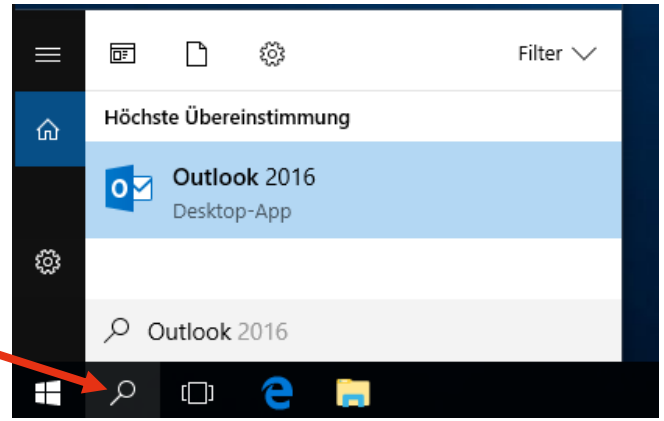
- Lab computers are integrated into the university-wide Identity Management System.
- **Storage:** Access to your personal network drive as well as shared storage provided by your faculty.
- **RZ-computer labs:** Equipped with a standardized software environment.
- **Faculty computer labs:** Include the standard software package plus faculty-specific applications (e.g. CAD software).

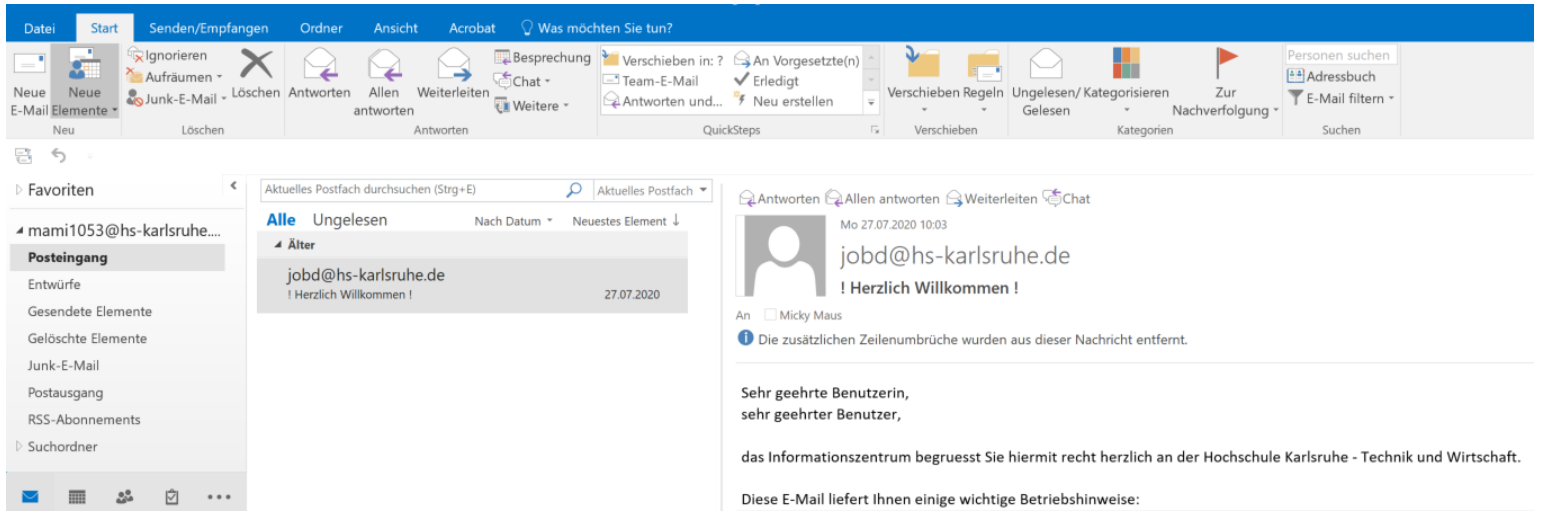
PC Pool Login on Windows:



Computer lab: email communication via Outlook

Open Microsoft Outlook using the Windows Search.





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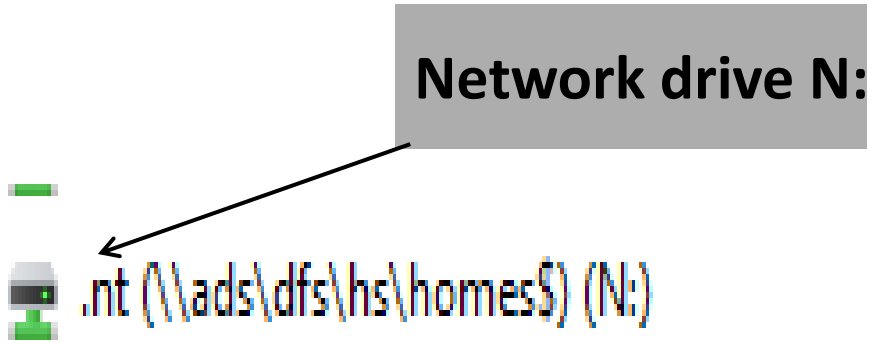
Computer lab: Personal network storage

Your personal 5GB Storage:

Access to your personal network drive at:
\\ads\dfs\hs\homes$



Feature:

- Accessible from all university lab computers on campus
- Regularly backed up by the IT Service Center

Agenda

- Overview ✓
- RZ Account Credentials ✓
- Email & email communication ✓
- PCs/computer labs ✓
- BYOD

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Bring-Your-Own-Device (BYOD)

Using your personal devices on campus

Campus Wi-Fi

The following Wi-Fi networks are available on campus:
(SSIDs):

- KA-WLAN
- eduroam
- HsKA-8021X
- HsKA-VPN
  (available temporarily)

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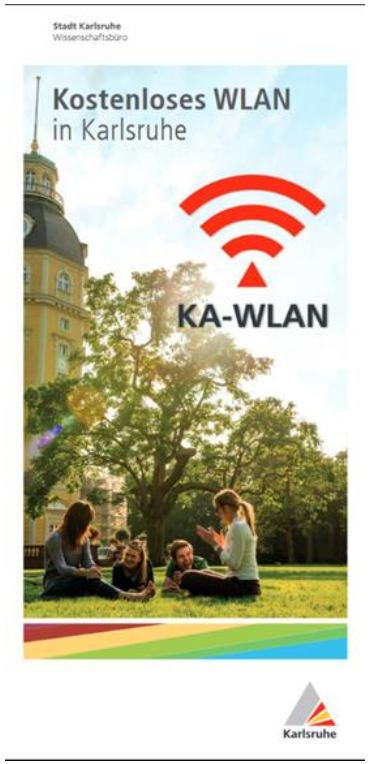
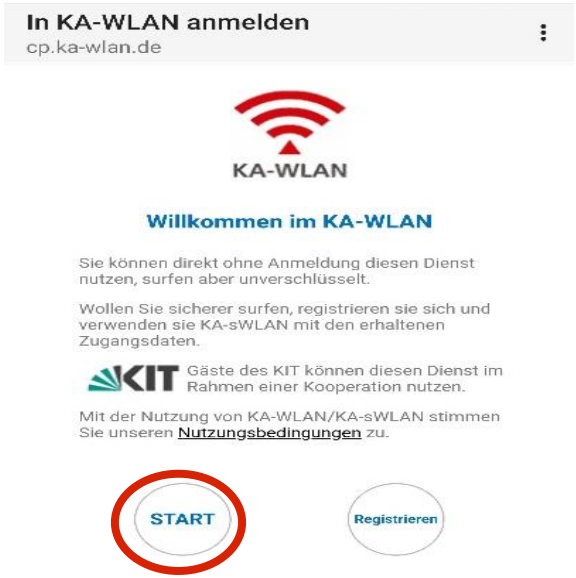
Internet access via KA-WLAN





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

1) Connect your device to "KA-WLAN"
2) Open your browser (go to: **cp.ka-wlan.de**) click on START

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

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Network connection via "*eduroam*"

What is eduroam?

- "eduroam" is a secure international Wi-Fi service available at HKA, KIT, and thousands of universities and research institutions worldwide

Setting up "eduroam"

- Download the configuration profile using the QR code, run the installer and accept the recommended settings.

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Internet access via "*eduroam*"

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

Important for Android Smartphone/Tablet:

Install the app **"geteduroam"** before starting the setup.

Sign in data:

- Username: RZ account + **@h-ka.de**
- Password: RZ account password

Agenda

- Overview ✓
- RZ Account Credentials ✓
- Email & email communication ✓
- PCs/computer labs ✓
- BYOD ✓
- Online services

Online services at HKA

- ✓ Campus-Management-System
  (online application & student administration)
- ✓ Identity Management
- ✓ Webmail

- ❖ HKA Web site (internal Area)
  URL: https://www.h-ka.de
- ❖ ILIAS – Learning management system
  URL: https://ilias.h-ka.de
- ❖ RaumZeit – Course timetable system
  URL: https://rz.h-ka.de/raumzeit
- ❖ Student examination management system (SPV)
  URL: https://rz.h-ka.de/spv

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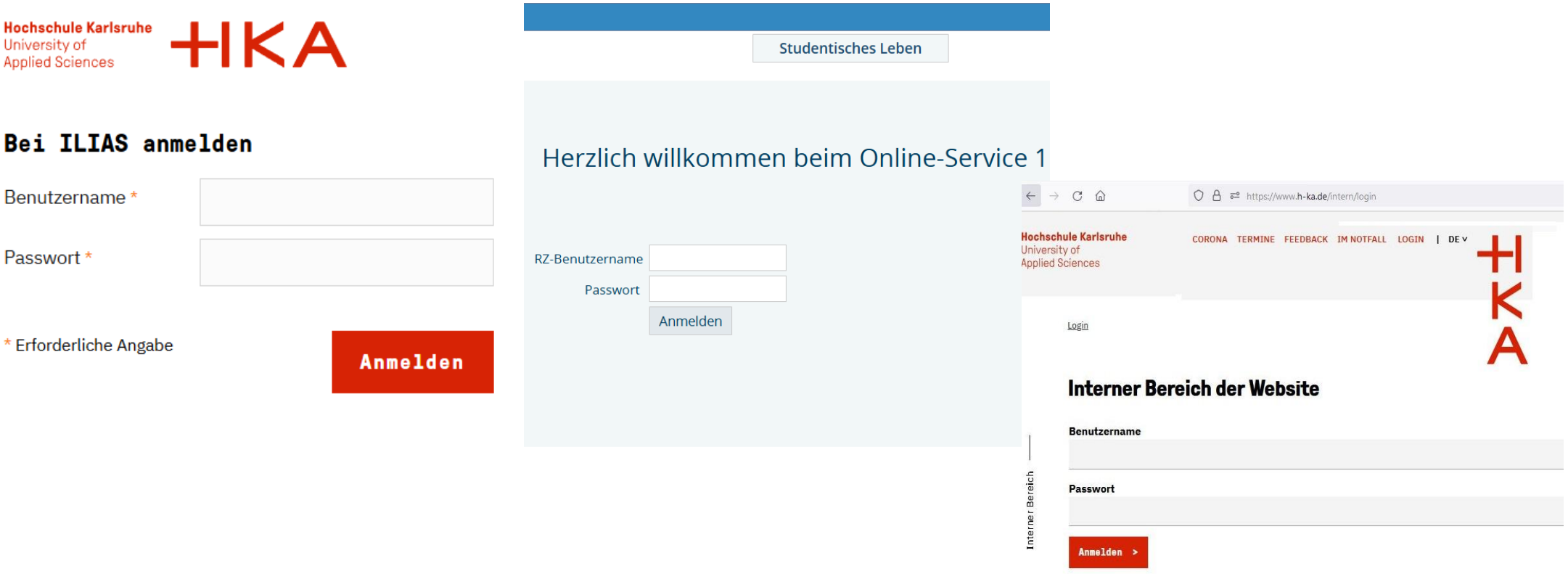
Online services: What these services have in common

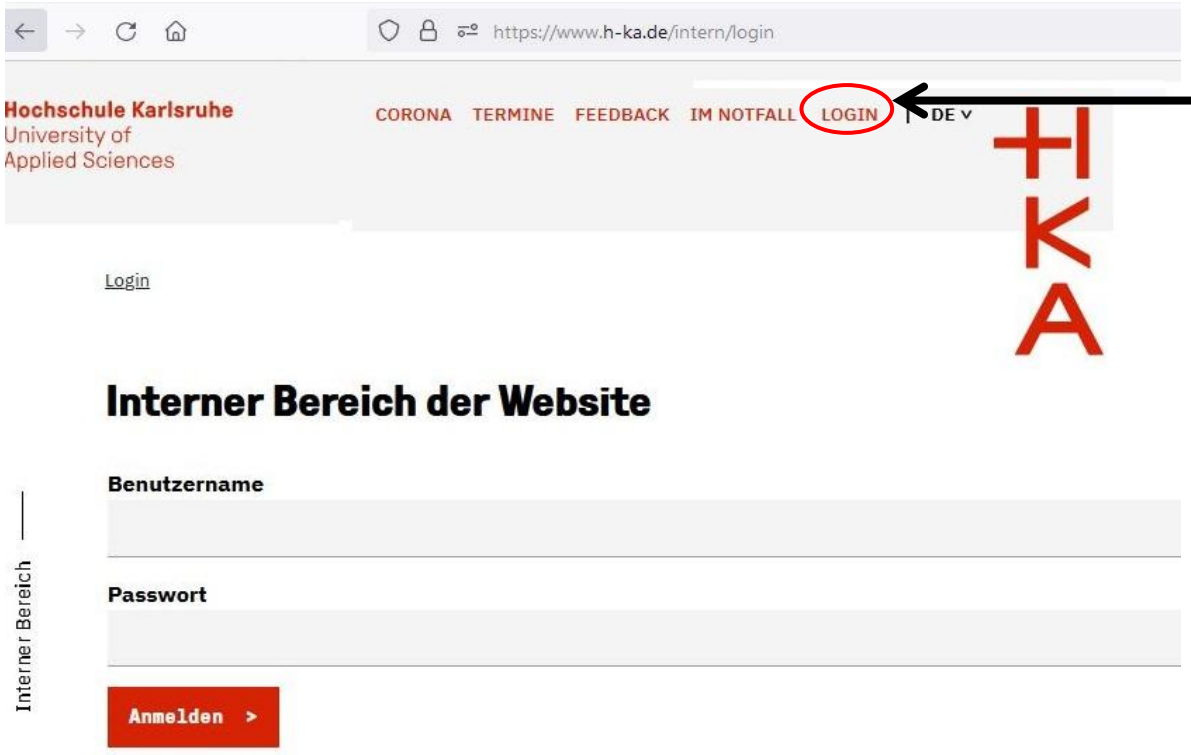
Services like ILIAS, SPV and the HKA internal area all use the same login credentials: **RZ account and password**



Online services: Website (internal area)

URL: https://www.h-ka.de

Sign in using your RZ account and password.

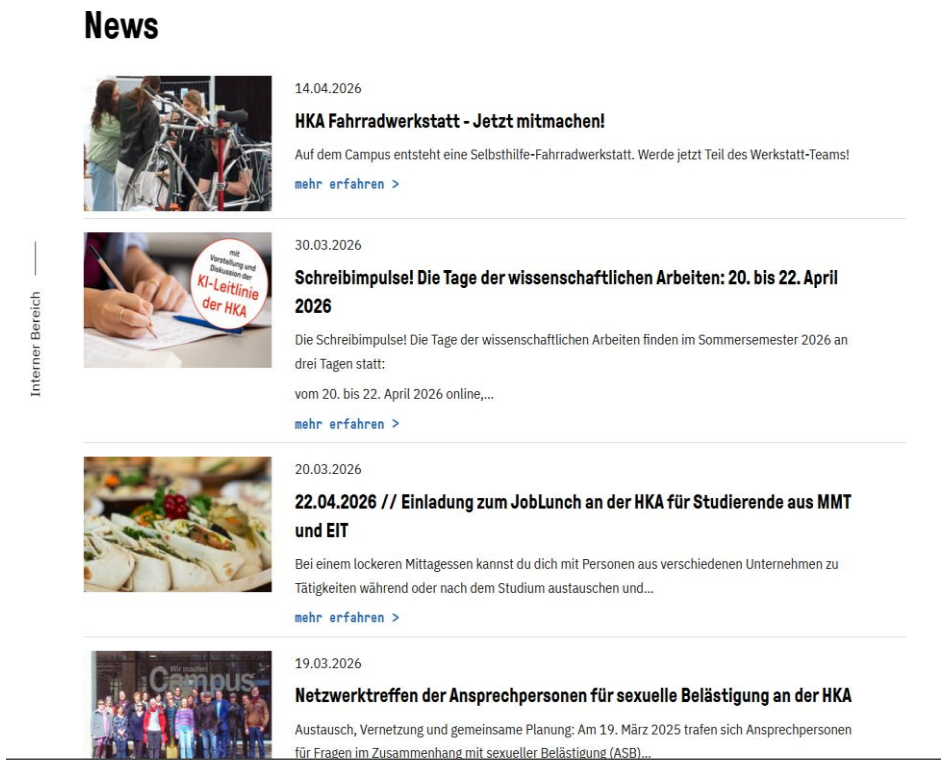


Click "LOGIN" to access the internal area of the HKA website

Online services: Website (internal area)

Further information is available in the:
https://www.h-ka.de/intern > your faculty!

For example:



Online services: ILIAS – learning management system

URL: https://ilias.h-ka.de/

Sign in using your RZ account and password.

ILIAS is HKA's web-based learning management system, where you can access your course and groups.

Your dashboard displays all the courses and groups you are enrolled in.

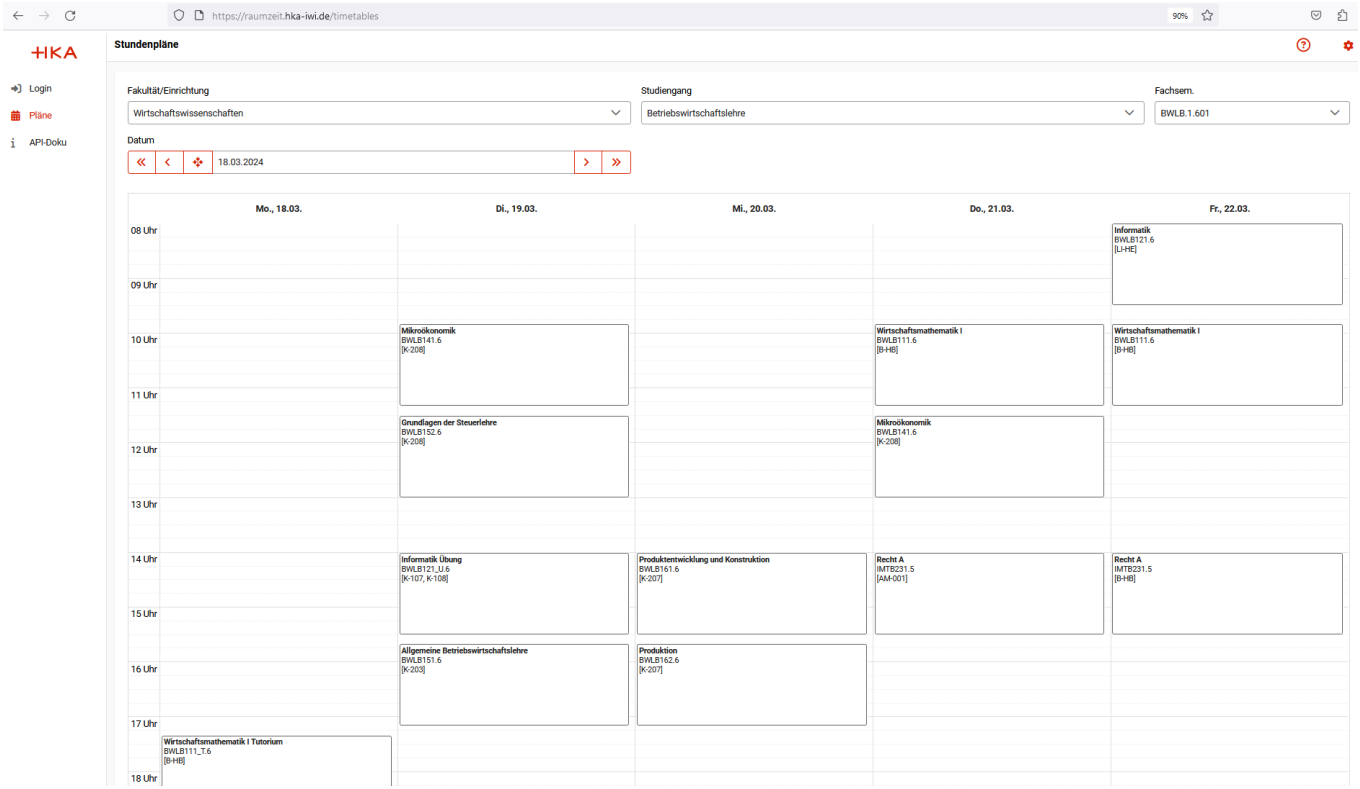
Online services: RaumZeit – Course timetable system

URL: https://rz.h-ka.de/raumzeit

RaumZeit is HKA's web-based course timetable system

It allows you to view:

- Course timetables
- Room schedules



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Online services: Student examination management system (**SPV**)

URL: **https://rz.h-ka.de/spv**

The Student examination management system (SPV) is used to manage examination-related processes.

Some functions require Transaction Authentication Numbers (TANs), similar to online banking.

Online services: Student examination management system (**SPV**)

URL: https://rz.h-ka.de/spv

Online services: **SPV – TAN Management**

- A TAN (**T**ransaction **A**uthentication **N**umber) is required for each transaction.
- A TAN works similar to online banking

Important:
Generate your TAN list and keep it safe!

Online services: **SPV –** Generate TAN list

1. Step: Generate TAN list

Birthday: 05.06.99 → 1. Initial-TAN = 050699

1. Type in Initial-TAN
2. Click on "Erzeugen"
3. Save or print TAN list

543911
294015
831753
848888
544337
924843
941160
247178
664190

Activate TAN list

2. Initial-TAN (Birth year and birthday switched, e.g. 990605)
+ one TAN number of the generated TAN list

"Die neue TAN-Liste wurde freigeschaltet"

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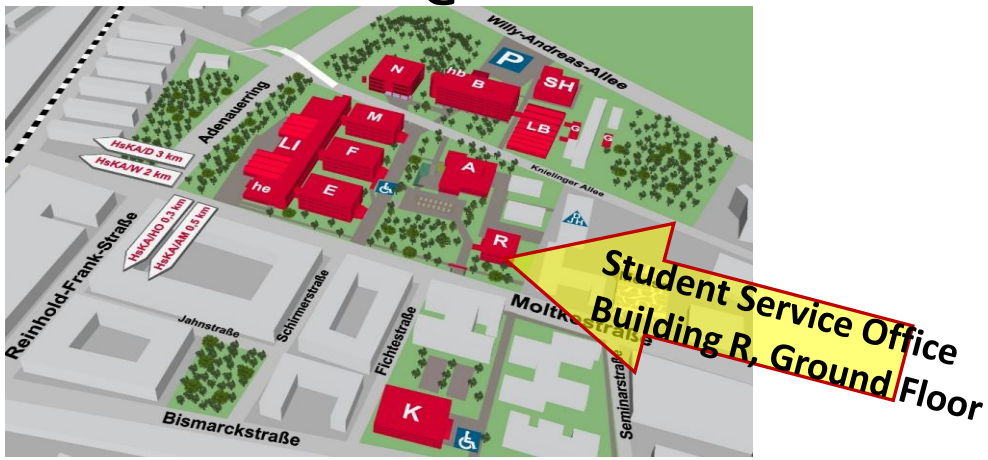
Online services: TAN list (Student Service Office)

The Student Service Office can help you with the following questions and issues:

- Problems signing in to HisInOne
- Issues with the Forgot Password function
- Question about your enrollment status
- Problems with your Initial-TANs

URL: https://www.h-ka.de/die-hochschule-karlsruhe/einrichtungen/studierendenbuero

Email: **studieninfo@h-ka.de**



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Online services: Online teaching & video conferencing tools

HKA provides several tools for online teaching and virtual meetings.
Students can generally participate in online classes without creating their own accounts.
Access and invitation links are provided by the respective lecturers.

Available tools:

- BigBlueButton (BBB, hosted on German servers)
- Zoom (commercial video conferencing platform)

Further information:

https://www.h-ka.de/studieren/studium-organisieren/lernen/online-lernen

Agenda

- Overview ✓
- RZ Account Credentials ✓
- Email & email communication ✓
- PCs/computer labs ✓
- BYOD ✓
- Online services ✓
- Summary

Do you have any questions?

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Where to get help

1. RZ-Flyer (HKA IT Service Guides): **https://rz.h-ka.de/<faculty>**
   (<faculty>: ab, eit, imm, iwi, mmt, w)
2. RZ-Benutzerberatung
3. IT administrator of your faculty

RZ-Benutzerberatung: Building SH, Room 203

Opening hours: Mon–Fri: 10:00 – 13:00

Email: bb.RZ@h-ka.de
Phone: 0721 / 925 – 2305

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Building SH, 2nd Floor

Photo: Quirin Leppert

A little reminder:

This presentation is available at:
https://www.h-ka.de/rz/veranstaltungen

The RZ guides of HKA IT Service Center are available at:

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

(<faculty codes>: *ab, eit, imm, iwi, mmt, w)*

Photo: Quirin Leppert

Thank you for your attention.
We wish you a successful start to your studies at HKA!

Photo: Quirin Leppert

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3rd Sept. 2026