University IT Services for Students

2018/19
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Dear Students,

This brochure provides students with an overview of Freiburg University Information Technology (IT) systems and pays special attention to new students by providing short explanations and instructions for the IT services available. Use this brochure to inform yourself about how to most effectively manage processes such as communication, organization, and research during your studies through information and learning technologies.

All of the mentioned services are available to you as a student at the University of Freiburg. These services are intended exclusively for study purpose and must not be used commercially.

Throughout the duration of your studies, you will be able to draw on various IT services other than those of the University IT Services, including the University Library (Universitätsbibliothek) or other University institutions. This brochure applies to those services provided by the University IT Services. In case of questions regarding the services of the other institutions, please get in touch with them directly.

The contents of this brochure were finalized in September 2017, and it is possible that some changes have taken place since then. For updates and current information including addresses, contact information and hours of operation, please visit our homepage at https://www.rz.uni-freiburg.de/index.html-en. This is also where you will find announcements about malfunctions, which we can unfortunately not entirely preempt. A small selection of the most important links referenced in this brochure can be found on page 29.

If you have any further questions, we will gladly assist you here at the University IT Services. We wish you the best in your studies!
Checklist: Your Uni-Account

Important Steps at the Beginning of Your Studies

The Uni-Account is the central user account, that you will use for the duration of your studies at the University of Freiburg. You can manage this account under the myAccount platform:

• Following matriculation, activate your Uni-Account at https://myaccount.uni-freiburg.de (see page 6).

• Check and confirm your private e-mail address.

• Set up a University e-mail account (firstname.lastname@domain.uni-freiburg.de) and use it as the preferred address for all University communication (see page 8).

• Set up an eduroam password in myAccount (see page 7), with which you will be able to access the university wireless network and eduroam.
Uni-Account

Your personal user identification

After matriculation, you will receive an e-mail and letter with your username (your initials and a random number) and initial password for your Uni-Account.

By changing your initial password to a personalized password in myAccount (see page 7), your Uni-Account will be activated and you will now have access to the University’s central services, especially those of the University IT Services, e.g. online course catalog, course assignment information, semester registration, exam registration, certificates of study, University e-mail, ILIAS learning platform, literature research, databases and much more. You also now have access to the computer labs, printers and scanners (see page 15ff).

Your Uni-Account is your personal student identification. Please protect yourself from any misuse by keeping this information safe and not sharing it with any third party, especially your password.

https://www.rz.uni-freiburg.de/services-en/uniaccount-en
myAccount

Online Platform for Uni-Account management

You can manage your Uni-Account at the myAccount platform (https://myaccount.uni-freiburg.de), accessible through any computer with internet connection.

Upon initial registration you will have to change your initial password and confirm your e-mail address. You can use myAccount to set up your own University e-mail address as well as to subscribe to various University list serves and newsletters.

Topping up printing accounts:

Printing accounts are topped up via the following link: 
https://rzdruck.intra.uni-freiburg.de

Please note: Once you leave the university, make sure to withdraw the remaining balance from your printing account (at the printing service in the IT Services Building). These payments will be made in cash only.

Contact:
University IT Services User Management: nutzerservice@rz.uni-freiburg.de

https://myaccount.uni-freiburg.de
https://rzdruck.intra.uni-freiburg.de
E-Mail

Your University e-mail address

You can set up a personal University e-mail address through myAccount (see page 7) that has 500 MB available space as well as a pre-set spam filter. Please enter your preferred e-mail address under the menu point “mail & lists / mail accounts.” It should have the following format: firstname.lastname@students.uni-freiburg.de. Alternatively you can choose between four planet names instead of the “students” domain.

You can access this e-mail account anywhere in the world under https://mail.uni-freiburg.de. To log in use your complete email address. Your e-mail account can also be accessed through e-mail clients, such as Mozilla Thunderbird or Microsoft Outlook Express. Instructions for configuration can be found in the IT Services Wiki under “E-Mail”, “Mailclienten” (p. 25) (in German). You can also forward all e-mails to this account to a personal e-mail account.

In case of malfunctions, please note:
Malfunctions are possible, and notifications about malfunctions are to be found on http://www.rz.uni-freiburg.de. Should the mailing server be down, there is no use in sending an email to the postmaster, since this email would not reach them.

Contact: postmaster@rz.uni-freiburg.de

https://www.rz.uni-freiburg.de/go/email
https://wiki.uni-freiburg.de/rz/doku.php?id=spamfilter
https://www.wiki.uni-freiburg.de/rz
https://www.rz.uni-freiburg.de
UniCard

The UniCard is your student identification as well as a multi-functional chip card

Use your UniCard
to pay cash-free:
  • in the cafeterias (Mensa)
  • at copy machines and printers in the University IT Services, University Library (UB), and various faculty computer labs
  • fees for various services

in the University Library to:
  • borrow books, equipment and other media
  • access lockers and coat check

to open doors:
  • entrance to buildings and rooms after granted access (e.g. library)

to use Freiburg’s regional public transportation system:
  • use the ‘SemesterTicket’ (more information at https://www.vag-freiburg.de) with your UniCard plus enrolment certificate plus an official identity document
  • use the public transportation free of charge after 19.00 with your UniCard plus enrolment certificate plus an official identity document
  • Tip: if you get your ‘SemesterTicket’ or the free ‘19-Uhr-Nachweis’ online at VAG/RVF (registration required) you only need an official identity document to travel with the regional public transport

The UniCard office is located in Sedanstraße 6. Contact and office hours:
https://www.studium.uni-freiburg.de/en/student-services/unicard

E-Mail: unicard@uni-freiburg.de, Tel: 0761 - 203 8893
(available during UniCard office hours)
Campus Management

Your online service regarding studies
Getting familiar with HISinOne!

On your computer or on your mobile device, everywhere where there is Internet, you can access the Campus Management System HISinOne, 22 hours a day*. Courses of study whose exam administration has not yet been moved to HISinOne are managed through LSF. Log-in/authentication is done using your Uni-Account (see page 5).

- HISinOne  https://campus.uni-freiburg.de
- LSF   http://www.uni-freiburg.de/go/qis

On HISinOne, as a student, you can

- see all your modules, lectures, exams and course work** in one place (in the Planner Of Studies).
- put together your timetable and follow event changes so that you are at the right place at the right time.
- enroll for courses, register for exams and register course work as well as access an overview of your completed work and exams.

** Warning:** Examination administration of courses of study that have not yet been moved to HISinOne is done through LSF.

* maintenance window every night 3-5 a.m.

** if exams are administered through HISinOne
Campus Management

- print certificates (registration, certificate of studies/BAföG, periods of study), register for the upcoming semester (through SEPA direct debit mandate) and much more!

**Online application** for study courses already moved to HISinOne
- one-subject courses of studies with connection to the dialogue orientated service procedure
- international students (without German Abitur, without EWR)
- many master’s courses

**Help, news, feedback**
- There are extensive guides and documentations available in the HIS-inOne Wiki. The link can be found directly in HISinOne under the menu item ‘Help’ → ‘Guide for students’.
- News and important information will be displayed on the HISinOne homepage.

**Who should I contact for help?**
- For all organizational questions, e.g. deadlines for course enrollment, please contact your faculty or institution.
- For technical questions, the Campus Management Team can help you through cm@rz.uni-freiburg.de
WLAN “eduroam”

WLAN at the University of Freiburg

The University IT Services offers WLAN in almost all university buildings. The WLAN infrastructure includes access via eduroam. eduroam is an international initiative that aims at facilitating a simple and standardized internet access for academic institutions. All members of Freiburg University are able to access the WLAN of participating universities and research institutes worldwide on their laptops or smartphones. Internet access through eduroam also provides access to journals available through the university library.

1) Set up an eduroam password in myAccount (see page 7). Please choose “pass-/keyword” in the menu bar. Please note the instruction on generating the password.

2) To set up eduroam access, the following three components are required:
   • SSID (WLAN-Name): eduroam
   • Username: Uni-Account@uni-freiburg.de
   • Password: Your personal eduroam password

SSID: is identical for all participating institutions. Whether you are accessing the network at Heidelberg University or at the University of California Los Angeles, you will be able to use the same settings!

Username: is a combination of the UserID of your University Account and @uni-freiburg.de. This is not your e-mail address, although it looks similar.

Password: Please note that the password for your University Account cannot be used for accessing WLAN “eduroam.” You will have to set up an eduroam password.

https://wiki.uni-freiburg.de/rz/doku.php?id=wlan-eduroam (in German)
Other options for accessing the university network

Connecting to the Freiburg University Network (FUN) with a Freiburg University IP Address is necessary, for example, to access certain online journals or licensed databases.

- The computers in the University IT Services computer labs or in KG II, fourth floor (former law library) are automatically in the FUN network. The same holds for access through eduroam.

- If you would like to access the University Network from home or outside of the University campus, you will need to log in via https://mylogin.uni-freiburg.de or via VPN by downloading the VPN-Client (https://www.rz.uni-freiburg.de/services/netztel/vpn/vpn-clients_per_ua).

https://www.rz.uni-freiburg.de/services/netztel/vpn/vpn-clients_per_ua
https://mylogin.ub.uni-freiburg.de/info/news?locale=en
Student Helpdesk

Here you can find support for IT-related problems

If you can not enter the University’s wireless network on your laptop, if you have questions regarding the Uni-Account or if you simply need some guidance from IT student ‘experts’ …

… come to our student helpdesk in the University IT Services or in KG II (fourth floor, former law library). Bring your laptop with you in order to receive guidance in setting up the WLAN or VPN. We will make sure to explain how the IT services work to help you manage in the future.

The helpdesk team is available Monday to Friday and is happy to answer questions relating to the usage of computer labs and IT systems of the University of Freiburg. If you experience problems with your laptop (such as defects or viruses), we recommend that you directly contact the respective computer company or a professional computer service center.

Helpdesk in the University IT Services (Hermann-Herder-Str. 10) in Room 002 (ground level)

Helpdesk in KG II, fourth floor (former law library)

Phone: 0761/203-4666
Computers, Printing, Scanning

The University offers various PC Workstations, Printers and Scanner

As part of the university PC pool concept, the University of Freiburg is currently providing approximately 300 computers as workspaces in pool rooms and teaching pools. There, you can use modern Office applications and many other programs, do research in databases and on the Internet, burn files onto CDs and DVDs as well as print and scan materials.

The University IT Services offers four computer course rooms, located in the basement, each with 12-15 work stations as well as another open computer lab. All of these computers are available to University members during normal opening hours. Please also consult posted bookings for courses. There are more computer labs located in the University IT Services branch KG II, fourth floor (former law library). In other University Institutes and Faculties you may find computer labs which offer different computer programs specific to the respective study purposes. Please clarify any questions directly with the institute or faculty.

All of the computer work stations in the University IT Services are connected to a printer. For larger printing jobs, such as final projects and papers, a color laser printer is available. The only requirement for printing is enough credit on your printing account (see page 6).

Computer labs:
The computer-lab system

The computer lab system allows you to choose amongst multiple operation systems.

Should your course specify a specific environment with its own software configuration, please choose this environment; otherwise you can select one of the default environments under Windows 7, Windows 10, as well as up-to-date versions of openSuse and bw-computer-lab: menu of machines
Computers, Printing, Scanning (Continued)

Ubuntu. These and further environments contain a broader selection of (specialist) software. The teaching staff can create own environments within the bwLehrpool system; notify your teachers if you need unavailable software. Please also take note of the help and notices surface.

During courses in the computer labs, you might be asked by the teaching staff to share your screen for the management through the Pool Video Switch System. This will be automatically reset during logout and can also be reset during the session. More information can be found on the posters in the computer labs.

Printing in computer labs
As of now, the new bwComputer-Lab-printing system allows printing via virtual windows machines in all computer labs. The only difference in the printing process compared to the previous system is that only one printer (“Pool_Drucker”) should be selected.

Specific printing settings can be adjusted already in the options of the printer “Pool_Drucker.” Printing on one
Computers, Printing, Scanning (Continued)

side vs. on both sides of each sheet of paper can be adjusted in a menu window that appears at a later stage of the process. After selecting “Drucken/Print” in respective programs, the printing window of the bw system appears. The available printers will be listed according to location. Depending on the printers further choices can be made; primarily this concerns printing on one side vs. on two sides of each sheet (simplex/duplex). If username and password are required for the printing service, this information will be asked for in a consecutive window. Printing jobs in the IT Services Building will, as before, have to be cleared in the printing-release-station in the basement.

Printing Service

In specific cases you can also print special formats, such as DIN A0 posters. If you require such services, please contact the IT Services printing service. You can find the printing service in room 17a (ground floor). The printers are located in room -111 (basement).

Printing Service, Scanning

Both the IT Services branch in Hermann-Herder-Str. 10, Lower Level, and computer lab KG II, fourth floor (former law library) offer scanners for A3 and A4 formats.

Printing Services in the University IT Services, ground floor, room 17, phone: 0761/203-4618

https://www.rz.uni-freiburg.de/services-en/pc-en/dru...
“Central” Data Storage

Your personal data storage space

All enrolled students receive a personal storage space (homedirectory) with 10 GB of space connected to the respective Uni-Account. This allows you to store data and access it from all over the world. This data is stored on a fileserver in the University IT Services and undergoes regular backups, making it an ideal way to store copies of important document such as theses and final dissertations.

How to access your personal directory:

1) The computer lab system offers various operation modes. In the Linux environment the home directory is shown below the directory “PERSISTENT”. Various virtual work environments can be chosen alternatively (i.e. Windows 7 to 10). There, the home directory is provided automatically. It is integrated and displayed as a network resource. If you want to save content out of an application, it is important to make sure that the data is correctly saved into this directory. Data which is not saved there will be deleted after the end of your session for security reasons.

2) If you would like to access this fileserver while working from your computer at home, you must first be connected to the Freiburg University Network through a secure VPN client (see page 13). This requires the following settings:
   - Windows 7: Right mouse click in the Windows Explorer on “Computer” and then “Connect to Network.” Then choose “Connect with another network drive” and choose a letter for the network. Provide the following information:
     Ordner/Folder \userid.files.uni-freiburg.de\home\userid (userid = Your University Account). Enter public\userid as well as your personal password.
“Central” Data Storage

Your personal data storage space (Continued)

- Mac OS X (10.5 and above): You need to start the finder, open the menu “go to,” select “connect to server” and enter smb://userid.files.uni-freiburg.de/home/userid. Thereafter, enter your user id and password.

- Linux: Use the smbclient address:
  smbclient//userid.files.uni-freiburg.de/home/userid –U userid. Thereafter enter your password.

https://www.rz.uni-freiburg.de/services-en/serverdienste_en/fileserver-en
E-Learning

E-Learning Service Center: Services for digitally supported learning and teaching

The E-Learning Service Center is the main point of contact for any questions or suggestions regarding the set-up and use of digital media in teaching. The center manages the learning platform ILIAS and offers numerous e-learning services, such as:

- E-Learning guidance for teaching
- Mobile sets for lecture recording
- Wikis
- Online seminars, meetings, office hours or presentations with Adobe Connect

If you have any ideas or concerns regarding the e-learning tools being offered at Freiburg University, please do not hesitate to contact us directly. Also, if you feel that your course may be significantly enhanced with a digital tool, e.g. ILIAS, feel free to approach your professor or lecturer and let them know about our services. Alternatively, feel free to contact us, and we will offer our advice to your professor.

servicestelle@elearning.uni-freiburg.de

https://www.rz.uni-freiburg.de/services-en/elearning-en/sel-en
ILIAS

The University’s central E-Learning Platform

ILIAS is Freiburg University’s online learning platform, where professors and lecturers can upload any course material (e.g. exercises, tests), making it virtually available to students. This platform features various communication and collaboration tools such as forums, wikis, virtual classrooms, surveys, self assessment and feedback.

In order to access ILIAS you will need a valid Uni-Account (see page 6) and a valid E-Mail address (deposited in myAccount, see page 7).

Courses
Students join courses themselves in most cases. Most courses are protected through a password, however. These are administered by the respective professor.

Study groups
Students can create study groups in a section entitled “Studentische Lerngruppen/Angebote der Fachschaften”. In this areas offers by the student councils of individual faculties can be found.

Please note: Courses of the SLI (Language Teaching Centre) are to be found on the server for continuing education: https://wb-ilias.uni-freiburg.de

Contact in case of technical questions and problems (login, download of materials, etc.):

ilias@rz.uni-freiburg.de
https://ilias.uni-freiburg.de
The ILIAS Pegasus app

Making learning material mobile

With the ILIAS Pegasus app, the learning platform “ILIAS” (see page 21) can also be easily accessed on mobile devices.

The app can be downloaded through the AppStore on your smartphone or tablet. The learning material uploaded to ILIAS by teachers can then be accessed through the app. This can include PDFs, as well as learning modules, e-tests, videos and PowerPoint slides.

The interface of the app is similar to the desktop version and is just as easy to use. On your Personal Desktop you can find previously booked courses and groups. Unfortunately, looking for and booking new courses is not possible through the app. Only content that was previously booked through the web version can be accessed.

With the ILIAS Pegasus app, you can carry all available learning material of the University Freiburg with you at all time and therefore have half of your studies in your pocket.

https://www.ilias-pegasus.de/

https://ilias-pegasus.de
Software & Hardware

Special offers for students

You can acquire software licenses for your private computer at a reduced price/for free through the University IT Services. Available to students are campus or state licenses for Citavi, MATLAB & Simulink, Mathematica, ArcGIS, MaxQDA (limited number), Sophos, LabView and Chemdraw, all free of charge.

You may make use of external offers for Microsoft products as well:
All students can subscribe to Office 365 as well as to a Windows 10 Education upgrade license free of charge (limited amount, afterwards approx. 4 €/year). Additionally, upgrade licenses for Microsoft operating systems and development tools are available free of charge to students of so-called MINT courses (mathematics, computer science, natural sciences and technical studies).

For further information and instructions regarding the software, please visit the University IT Services website:

https://www.rz.uni-freiburg.de/go/software

Additionally, you can order discounted software such as SPSS at a reduced price through the online software store ASKnet, which is operated on behalf of the University IT Services. A product overview can be found here:

https://ruf.asknet.de

The University of Freiburg is taking part in the „Apple on Campus“ program, through which you may obtain products such as Apple hardware, software and accessories at a reduced price. For this, you must provide your Uni-Account information for identification:

https://www.rz.uni-freiburg.de/go/apple

Special offers for other hardware are currently not available.
Literature research with the e-resources of the university library (UB)

**Doing literature research online**

With the licensed e-resources of the UB, you can search for literature in numerous online data bases. To start, go to:

https://www.ub.uni-freiburg.de/recherche/

The selection and provision of the data bases (bibliographical, fact and full-text data bases) as well as the content-related and technical support of the online literature research are all the responsibility of the university library. Should any questions arise, please contact the UB’s central support.
RZ-Wiki

Collaborative Wiki Development

In the University IT Services Wiki, you will find useful material regarding our services as well as tips on how to use the University’s IT infrastructure, e.g. how to set up the University’s e-mail account through diverse e-mail clients or for a detailed description of the services available in the computer labs.

The best part of the RZ wiki is: students of Freiburg University can take part. We encourage you to add insights, advice, complete or correct entries, as well as add your own article. For example, have you found a way to access your e-mails through your mobile phone? Share it with other students in the IT Services Wiki.

It’s easy to contribute: sign up using your Uni-Account and read the guidelines under “Mitmachen,” and off you go. Until now, this Wiki has only been written in German, but we encourage you to add any comments in English.

https://www.wiki.uni-freiburg.de/rz
Network Security

Safe Internet Use

Computers that are connected to the internet are constantly subjected to many forms of danger.

Here are some basic tips for securing your computer and data from abuse:

• Keep your personal information secret (e.g. Uni-Account login).

• Your personal password should fulfill the following criteria: Use at least 10 digits, combining letters, numbers and symbols. Never choose a password that can be found in a dictionary or that is connected to your personal surroundings (such as names of friends or relatives, birthdates, etc.).

• Set up your operating systems and tools in such a way as to minimize any unnecessary programs or services: only install the programs that are necessary and make sure these programs are up-to-date. Make sure that Microsoft updates are installed on a regular basis, it is often best to set-up automatic updates.

• Protect your computer from viruses, worms and Trojans with an anti-virus program and make sure this is updated daily. You can use the University’s recommended software Sophos, that is available free of charge for all University members at:

https://www.rz.uni-freiburg.de/services-en/sicherheit-en/virenschutz-en
Network Security

(Continued)

• The University’s mail server filters all known viruses from its mail system. If you use another mail server, make sure it has such a filter.

• Be aware of e-mails that ask for any personal information (such as passwords, account numbers, etc.). This may be phishing e-mails and may be falsified. Delete such e-mails immediately and do not respond to them.

• Use a Firewall for your operating system in order to ensure basic security.

• Not all websites are serious and some browser features may lead to security problems, e.g. JavaScript, Java, and ActiveX. With a safe configuration of your internet browser you can protect yourself against such risk. For more information, please visit https://www.bsi.bund.de search word “browser configuration.”

• Secure your data on a regular basis, especially important assignments and papers, on your homedirectory (see page 18-20). Here you will be able to restore the data in case of an emergency.

These tips only account for basic protection of your computer and data. Please see the following websites for more detailed information regarding such matters.

https://www.rz.uni-freiburg.de/services-en/sicherheit-en/virenschutz-en
https://www.bsi.bund.de
https://www.wiki.uni-freiburg.de/rz
University IT Services Hours of Operation

Hermann-Herder-Str. 10, Lower Level, computer lab
Mo – Fr: 07.00 – 20.00
Sa: 09.00 – 13.00

Helpdesk, Ground Floor, Room 002
First Helpdesk for problems with IT or computer lab tools
Mo – Fr: 18:00 – 20:00

User Helpdesk, Ground Floor, Room 001/002
Questions regarding:
• Uni-Account, -Passwords: nutzerservice@rz.uni-freiburg.de
  Di – Do: 09.00 – 12.00
• E-Mail: postmaster@rz.uni-freiburg.de
  Mo, Mi, Do: 09.00 – 12.00
  Mi, Fr: 14.00 – 16.00

Printing Service
Printing Services in IT Services, Tel.: 0761/203-4618
Mo – Do 08.00 – 12.00 and 13.00 – 18.00
Fr 08.00 – 12.00 and 13.00 – 15.30

KG II, fourth floor (former law library)
Computer Work Stations
Mo – Fr: 09.00 – 20.00
Sa: 09.00 – 12.30

General support: KG II, fourth floor
First point of contact in case of problems with using computer labs

For up to date hours of operation please see:
https://www.rz.uni-freiburg.de/helpcenter-en/ansprechstellen-en
Important URLs

Uni-Account

MyAccount
https://myaccount.uni-freiburg.de/

UniCard
https://www.studium.uni-freiburg.de/en/student-services/unicard

Campus Management (Online Course Schedule)

HISinOne: https://campus.uni-freiburg.de
LSF: http://www.uni-freiburg.de/go/qis

Information regarding e-mail
https://www.rz.uni-freiburg.de/go/email

ILIAS
https://ilias.uni-freiburg.de

Topping up printing accounts
https://rzdruck.intra.uni-freiburg.de

RZ-Wiki
https://www.wiki.uni-freiburg.de/rz

IT Services Contacts
https://www.rz.uni-freiburg.de/helpcenter-en/ansprechstellen-en
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https://www.rz.uni-freiburg.de/rz/rz/publikationen/pocket