

- If you would like to be able to enter the library at all hours, you will need to activate access control for your **UniCard** in your myAccount.

www.unicard.uni-freiburg.de

- The TSM back-up service allows you to set up a periodical or one-time archival of your PC or workstation.

<http://www.rz.uni-freiburg.de/go-en/backup>

- Further University Links and resources for target groups:

www.uni-freiburg.de/zielgruppen

Contact

General Helpdesk

First Point of Contact for questions regarding IT services:

beratung@rz.uni-freiburg.de

Service desks can be found in Hermann-Herderstraße 10 as well as the IT Services Branch Office located in KG II in Platz der Alten Synagoge 1.

Tel.: 203 – 4666

Office hours:

Mo - Do 9.00 - 12.00 und
 13.00 - 15.00 Uhr

Fr 9.00 - 13.00 Uhr

User services

Questions regarding Uni-Account:

nutzerservice@rz.uni-freiburg.de

Please see:

www.rz.uni-freiburg.de/

[go-en/contacts](http://www.rz.uni-freiburg.de/go-en/contacts)

[... go -en/hours](http://www.rz.uni-freiburg.de/go-en/hours)



Uni-Account for University Employees

The Uni-Account is your personal online account for Freiburg University's IT Services. You are eligible for a Uni-Account as long as you are employed by Freiburg University or the University Clinic. This info flyer informs you how to set up a Uni-Account as well as what its uses are.

You can request a personal Uni-Account by registering online at myAccount. This is possible for all University or University Clinic employees registered in the employee management system, as well as for student employees ("HiWis"). After online registration, you will receive your username (made up of your first and last name initials and a number) and initial password sent to your faculty via internal University post. Activate your Uni-Account first by logging in to myAccount. Further details and individual steps are explained on the next page.

<https://myaccount.uni-freiburg.de>

www.rz.uni-freiburg.de/services-en/uniaccount-en/uabeantrag-en



First Steps: Managing your Uni-Account in myAccount

- Change your **initial password**. Any password change can take up to 15 minutes to become functional because the new password must be re-distributed to various servers.

Please do not give your password to any third parties nor save it on your PC. The University also requests that you do not send your log-in information via e-mail.

- You can personally set up a University e-mail address in myAccount, (also available in English). Log in and click on "Mail&lists → Mail accounts" in the drop-down menu. All Freiburg University e-mail addresses follow the format: *firstname.lastname@domain.uni-freiburg.de*.

The *domain* name depends on your faculty or institute, for example *max.muster@jura.uni-freiburg.de*. After the termination of your University's contract, your e-mail account remains active for 2 months. Thereafter, you can set up automatic forwarding for 4 months.

<http://www.rz.uni-freiburg.de/go-en/email>

- Please fill in and confirm an **external/private e-mail address** in myAccount. You will receive a con-

firmation e-mail where you are asked to verify this external e-mail address. This is important in the case that you **forget your password**, because if this case arises, a new initial password will be sent to that private e-mail account.

<http://www.rz.uni-freiburg.de/go-en/password-forgotten>

- You can subscribe to various mailing lists in myAccount, e.g. the Employee Newsletter.

- If you would like to use the University's IT services from the **internet at home** or would like to access the **University's wireless network**, you must set up Remote Access Services (RAS) password. Thereafter, you must install a VPN client on your laptop or home PC in order to access the University network. Please find a more detailed explanation at:

<http://www.rz.uni-freiburg.de/go-en/wlan>

- If your faculty or institute changes within the University or the University Clinic, you will receive a notice via e-mail to confirm this change under myAccount.

Uses for your Uni-Account

You can find a more comprehensive overview of all IT Services offered on the IT Services website at:

www.rz.uni-freiburg.de/index.html-en

An overview of the most important services:

- The University Library has a wide array of databases for **online literature research** as well as many newspapers with full-text access (DBIS, ReDI). You have access through your Uni-Account.

www.ub.uni-freiburg.de/dbis
www.redi.uni-freiburg.de

- **Ilias** is the e-learning, where Professors can upload study and reading material as well as set up forums or other e-learning tools for their students, all in a password-protected platform.

<https://ilias.uni-freiburg.de>

- You may need the **Campus Management System HISinOne** with the **online course schedule** if you would like to offer or register for courses, reserve rooms or manage exams. You are required to complete an application form

which gives you access to the desired task.

<https://campus.uni-freiburg.de/>

- Your personal fileserver is an automatically backed-up personal data storage space, also accessible from home. You have 2 GB to store any documents. You also have the option to set up a personal homepage through the University.

www.rz.uni-freiburg.de/go-en/omnibus.../go-en/homedirectory

- In the University IT Services, the University Library, or in numerous faculties, you can find **PC work stations** (with both Windows and Linux installed), available for your work and research. You can also reserve a **computer room** in the IT Services building for your courses.

www.rz.uni-freiburg.de/go-en/pc-labs.../go-en/windowspools.../go-en/netpoint

Along with the printers available at your faculty, you can use the printers at the University IT Services. Printing at the University IT Services or using the plotter will be charged to your Faculty or Institute.

www.rz.uni-freiburg.de/go-en/printer.../go/antrag-uniaccount