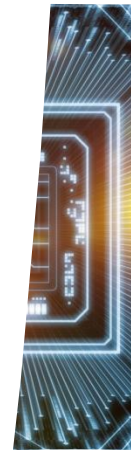




Zentrum für
Informationstechnologie
und Medienmanagement



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Zentrum für Informationstechnologie und Medienmanagement

ZIM is the digital centre of the University of Passau. We will help you with many technical questions related to your studies.



Digital Campus

- Stud.IP
- Campusportal
- ILIAS
- Zoom
- Online exams



Working spaces

- PC-Pools
- Campus printer
- LRZ Sync+Share
- Data storage



Stay connected

- WLAN
- OpenVPN
- E-Mail
- IT-courses

www.zim.uni-passau.de/en/services/services-for-students

1. Support & Help

Benutzer- und Kontaktdaten
Ihr Name*

Ihre Benutzerkennung*

Ihre E-Mail-Adresse*

Ihre Telefonnummer (für Rückfragen)*

Ihre Supportanfrage
Falls der Standort des Geräts nicht bekannt ist oder Sie ein Anfrage ohne Bezug zu einem bestimmten Gerät melden möchten, vermerken Sie dies bitte entsprechend im nachfolgenden Feld. Für Fragen zu Web-Themen oder dem Personen- und Telefonverzeichnis, tragen Sie bitte diese Schlagwörter als Standort ein.
Ort/Standort des Geräts*

Bitte Gebäude und Raum angeben

Gerätenummer

Kurze Beschreibung*

Bitte geben Sie die gesamte Information an, die zur Bearbeitung Ihrer Anfrage oder zur Problemfindung/-lösung beitragen könnte: Welches Anliegen haben Sie? Wann hatten Sie ein Problem? Wo? Reproduzierbar? Genaue Fehlermeldung?
Ausführliche Beschreibung*

Formular absenden

<https://www.zim.uni-passau.de/support/supportanfrage>

Hilfe-Portal


HILFE-PORTAL

IN UNSEREM HILFE-PORTAL FINDEN SIE
ALLE RELEVANTEN THEMEN
RUND UM IT & MEDIENMANAGEMENT

Schlagwortverzeichnis

Sie suchen ein bestimmtes Thema/Wort aber wissen nicht in welchem Bereich Sie suchen sollen?
Nutzen Sie doch ganz einfach unser alphabetisches [Schlagwortverzeichnis](#).

Infopoint  Aktuelle Projekte Video-Anleitungen Flyer & Plakate Übersicht über Projekte Zur Onlinehilfe	Online Lehre mit Zoom  Erste Schritte Zoom-Formate Veranstaltung aufzeichnen Zur Onlinehilfe	Digital Workspace/Citrix  Citrix-Installationsanleitung Wichtige Plugins Externer Zugang Citrix Workspace App Telefon- und Videokonferenzen
Arbeitsplatz  Anmeldung am PC Betriebssystem Dateien/Netzlaufwerke Drucken & Scannen Telefonie Programme	WLAN/Netzwerk  Eduroam OpenVPN Zur Onlinehilfe	E-Mail  Outlook Zugriff E-Mail-Postfach Funktionen und Module RSS-Feed abonnieren Sicherheit & Spamschutz E-Mail A-Z

www.hilfe.uni-passau.de

1. ZIM-Support

The ZIM team will be happy to answer any technical questions you may have related to your studies!



E-Mail:

support@zim.uni-passau.de



Telephone:

+49 851 509-1888



Office Hours:

Monday - Thursday:

08:00 a.m. - 04:30 p.m.

Friday:

08:00 a.m. - 02:00 p.m.

Room IM 046

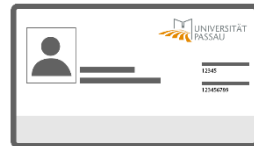
<http://www.zim.uni-passau.de/support/supportanfrage>



ZIM-account

Password?

Password



CampusCard



University Library

Accessing most systems of the digital campus (Stud.IP, E-Mail,...) requires a valid ZIM-account, which you receive automatically by e-mail at your matriculation.

Will be sent by email before the start of the semester with the subject:

Your new ZIM-account at the University of Passau.



Remember: the account used for registration here in Passau is no longer valid after you've received your ZIM-account!

www.zim.uni-passau.de/en/account

An extension of your ZIM-account after your de-registration is not possible!



It's no longer possible to use the IT Services! You have to save your data early!

Structure of your ZIM-account:

Last name: Mustermann

ZIM-account: muster01

Usage of your ZIM-account:

Digital Campus (Stud.IP, Campusportal)

E-mail

Network access

www.zim.uni-passau.de/en/account

In case you lose the password for your ZIM account, you can reset it yourself via this website: <https://www.zim.uni-passau.de/zim-kennung/passwort-zuruecksetzen>.

Only use the following characters:

- A-Z a-z 0-9 ! " # \$ % ' () * , - . : ; = ?
- at least 10 characters
- Maximum 127 characters

- Don't reuse old passwords!
- Keep your password secret – don't pass it on!
- No trivial passwords (names, simple words, etc.)

www.zim.uni-passau.de/kennung

- Change immediately after receipt

www.zim.uni-passau.de/en/account/password-for-new-zim-account

- Emergency? Issues? Get in touch with us:
 - Tel.: +49 851 509 1888
 - E-Mail: support@zim.uni-passau.de
- Login: After entering the wrong password 10 times, the ZIM-account will be blocked for about 10 minutes. („intruder detection“)

www.zim.uni-passau.de/en/account

2.2 Change your password

UNIVERSITÄT

FORSCHUNG

STUDIUM

WISSENSTRANSFER

INTERNATIONALES

[ZIM](#) > [Login und Kennung](#) > [Meine ZIM-Kennung](#)

ZIM

Aktuelles

Wir über uns

ZIM Überblick

Infopoint

ZIM-Support

Login und Kennung

Meine ZIM-Kennung

Passwort ändern

Passwort für neue ZIM-Kennung

Passwort zurücksetzen

Private E-Mail / Handynummer eintragen

WLAN: eduroam-Zertifikat

Benutzungsordnung akzeptieren

Informationen zu Ihrer

Verwalten Sie Ihre ZIM-Kennung



Passwort ZIM-Kennung ändern >

Sie müssen Ihr Passwort in regelmäßigen Abständen von 93 Tagen ändern. Frühere Passwörter können Sie nicht mehr verwenden.



Passwort neuer ZIM-Kennung vergeben >

Sie sind neu an der Universität Passau und haben per E-Mail Ihren Benutzernamen erhalten. Hier können Sie Ihr Initialpasswort festlegen.



24h-Passwortservice >

Passwort Ihrer ZIM-Kennung zurücksetzen:

Sie können sich an Ihr Passwort nicht mehr erinnern oder Sie haben Ihr

WIR HELFEN IHNEN

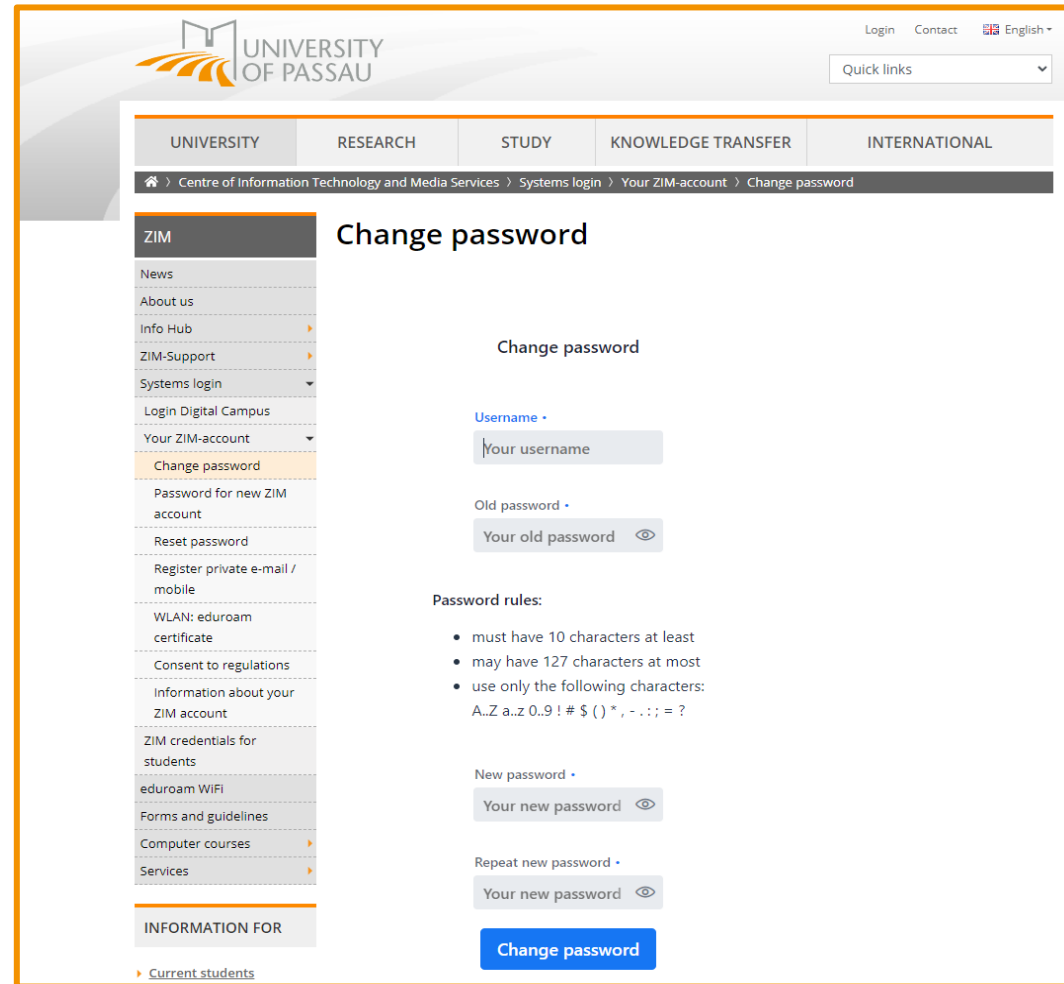
- [ZIM-Support](#)
- [So erreichen Sie uns](#)
- [Unsere Öffnungszeiten](#)
- [Hilfe-Portal](#)
- [Anregung & Kritik](#)

IHR PASSWORT

Sie müssen Ihr Passwort in regelmäßigen Abständen von zur Zeit 93 Tagen ändern. Frühere Passwörter können Sie nicht mehr verwenden.

www.zim.uni-passau.de/kennung

2.2 Change your password

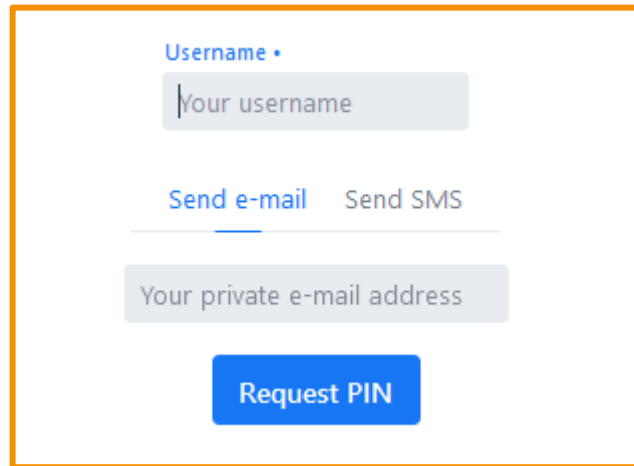


The screenshot shows the 'Change password' page for a ZIM account at the University of Passau. The page is framed by an orange border. At the top, the University of Passau logo is on the left, and 'Login', 'Contact', and a language dropdown (English) are on the right. Below the logo is a navigation bar with tabs: UNIVERSITY, RESEARCH, STUDY, KNOWLEDGE TRANSFER, and INTERNATIONAL. A breadcrumb trail reads: Centre of Information Technology and Media Services > Systems login > Your ZIM-account > Change password. On the left side, a 'ZIM' menu lists various options, with 'Change password' highlighted in orange. The main content area is titled 'Change password' and contains three sections: 1. 'Change password' with fields for 'Username' (labeled 'Your username') and 'Old password' (labeled 'Your old password' with an eye icon). 2. 'Password rules:' listing requirements: at least 10 characters, at most 127 characters, and a set of allowed characters (A..Z a..z 0..9 ! # \$ % ' () * , - . : ; = ?). 3. 'New password' with two fields: 'Your new password' and 'Repeat new password' (both with eye icons). A blue 'Change password' button is at the bottom. At the bottom left, there is a link for 'Current students' under the heading 'INFORMATION FOR'.

www.zim.uni-passau.de/en/account/change-password

In case you can't remember your password or you have already entered your password incorrectly too many times, you can use our 24h-Passwordservice. You can also use it when you've run out grace logins.

All you need to do is to save your private phone number and/or private e-mail address in the **campus portal** (usually done when applying).

A screenshot of a web form for requesting a PIN. The form is enclosed in an orange border. It contains a label 'Username •' above a text input field with the placeholder 'Your username'. Below this are two links: 'Send e-mail' and 'Send SMS', with 'Send e-mail' being the active link. Underneath is another text input field with the placeholder 'Your private e-mail address'. At the bottom is a blue button labeled 'Request PIN'.

www.zim.uni-passau.de/en/account

A personal ID (CampusCard) is available for all students of the University of Passau, which entitles them to free bus rides or other important functions.

Functions:

- ID
- Bus ticket
- Payment for mensa and for the campus printers
- Library card
- Access storage and certain facilities when eligible

www.hilfe.uni-passau.de/en/campuscard/campuscard-versions/students

Please apply for the CampusCard yourself.

This is possible via Stud.IP. After the application, the card will be printed by the student secretariat. As soon as your card has been created, you will be notified via Stud.IP by e-mail.

Check website

<https://www.hilfe.uni-passau.de/en/campuscard/campuscard-versions/students>

for the latest news on the CampusCard (e.g. where to pick up)

www.hilfe.uni-passau.de/en/campuscard/campuscard-versions/students

2.3 How do I get my campus card

STUD IP Universität Passau

What are you looking for?

0

Apply for a card

Cardportal

Create a new card

Studierendenausweis

Create

Preview

Status

active

Actions

Block card

Receipt

You've got questions about the CampusCard? All information can be found in the [university help portal](#) We inform you there about all functions of your CampusCard, what to do on loss or defect and who you can contact for your questions.

Current card 01261810

Serial number

Given name(s)

Family name(s)

Matriculation number

Library user number

Print date

Passport photograph

Valid until

www.hilfe.uni-passau.de/en/campuscard/campuscard-versions/students

2.3 How do I get my CampusCard?

Declaration of consent

Mit dem Hochladen eines Fotos willige ich ein, dass die Universität Passau mein Foto für die Herstellung einer Karte vom Kartentyp "Studierendenausweis" speichern und elektronisch verarbeiten darf. Das Lichtbild wird auf die Karte aufgedruckt. Nach Aushändigung der Karte wird das Foto gelöscht.

Ich bestätige, dass ich das für die Nutzung des Lichtbildes erforderliche Urheberrecht besitze, oder, soweit dieses Dritten zusteht, sie die Nutzungsrechte an den Bildern eingeräumt erhalten haben und übertragen dürfen, sowie dass Rechte Dritter durch die Nutzung der Bilder nicht verletzt werden und Schutzrechte Dritter der Nutzung nicht entgegenstehen. Ich verpflichte mich, die Universität Passau von sämtlichen Ansprüchen Dritter wegen der Verletzung ihrer Rechte durch das von mir hochgeladene Lichtbild freizustellen.

☒ I agree

Ich möchte, dass das Foto weiterhin gespeichert wird, z.B. um möglichst schnell einen Ersatzausweis beantragen zu können, falls das Originaldokument verloren geht. Mit dem Wegfall des Speicherungsgrundes (in der Regel nach der Exmatrikulation) wird das Foto gelöscht. Diese Einwilligung kann jederzeit widerrufen werden

☐ I agree

Ich möchte, dass das Foto automatisch als mein Stud.IP Profilbild gesetzt wird.

☐ I agree

Apply for a card

www.hilfe.uni-passau.de/en/campuscard/campuscard-versions/students

In order for your CampusCard to be valid, you must validate it at the beginning of each semester.

Use the validation terminals in the cafeteria (building Mensa), the administration building (Innstraße 41), the WIWI faculty and the lockers room in the Nikolakloster (near library entrance).

Your new CampusCard is already validated for the current semester!



Please contact studierendenausweis@uni-passau.de if you have any questions about the student version of the CampusCard.

www.hilfe.uni-passau.de/en/campuscard/campuscard-versions/students

Information & Advice:

E-Mail:

ubinfo@uni-passau.de

Telephone:

+49 851 509-1630



Further information Passau University Library: www.ub.uni-passau.de/en/ & <https://www.ub.uni-passau.de/en/information-contact/first-steps/>



Contact, opening hours, news, literature search etc.: <https://www.ub.uni-passau.de/en/information-contact/general-information/>

www.ub.uni-passau.de/en

„**SURVIVAL-KIT**“ für students:

<https://www.ub.uni-passau.de/schulungen/willkommen-an-der-ub/>

The library offers several **webinars**:

- library use
- time and self-management in the online semester
- learning methods and scientific work

www.ub.uni-passau.de/schulungen/willkommen-an-der-ub

Log in

Please enter your user number and your password.
The default password are the first 4 characters of your date of birth, for example: 0105, i.e. born on 1st May. For safety reasons you should change this one by using the function "Account >> User details"

Not ZIM-identification!

User Number

Password

[Forgot password?](#) [Back](#) [Log in](#)

UB-Nummer 06400000119 Stefanie Musterstudentin

Deine AOK-Studierenden-Geschäftsstelle
Für alle, die gesund studieren wollen!
Dr.-Hans-Kapfinger-Str. 14a, Tel. 0851 2137623-31

 User Number/LB-Number on the back of your CampusCard
Initial-passwort: Date of birth in format: ddmm

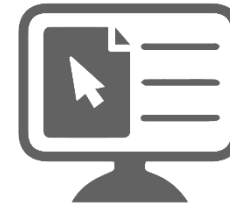
 Contact person for problems: University Library

www.literatursuche.ub.uni-passau.de



STUD.IP⁹

Stud.IP



Campusportal



ILIAS®

ILIAS



Zoom



Online exams

www.zim.uni-passau.de/login/login-digitaler-campus

Stud.IP is a learning management system that is used to coordinate and support courses.

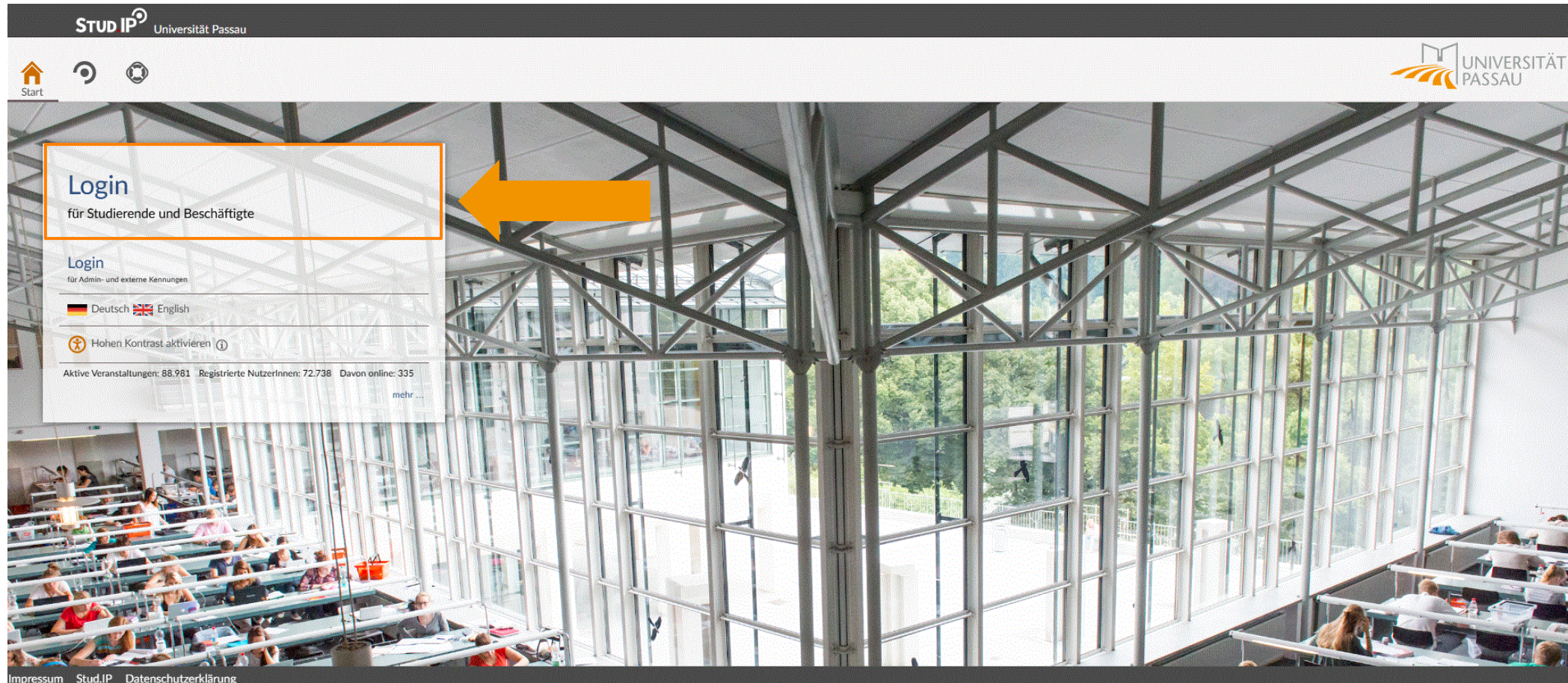
Functions:

- Coordination and support of courses
- Quickly find and register for individual modules
- Set up your personal schedule
- Access learning materials and news updates for your modules
- Office and business hours
- Latest information

www.hilfe.uni-passau.de/en/studip

3.1 Stud.IP

Stud.IP can be accessed via this link: studip.uni-passau.de



<https://studip.uni-passau.de>

3.1 Stud.IP – Login

You need to use your ZIM-username and password to access Stud.IP:



UNIVERSITÄT
PASSAU

Anmelden bei Stud.IP

STUD.IP

Stud.IP an der Universität Passau

Benutzername

ZIM-username (e.g. name01)

Passwort

password

☐ angemeldet bleiben

☐ Die zu übermittelnden Informationen anzeigen, damit ich die Weitergabe gegebenenfalls ablehnen kann.

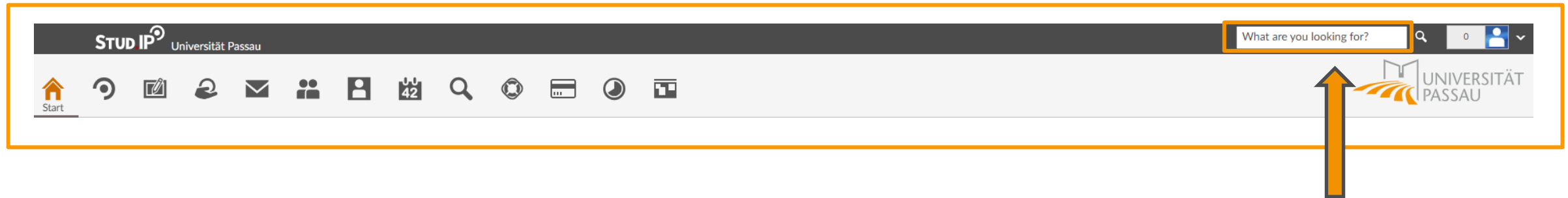
Anmelden

▪ Passwort vergessen?

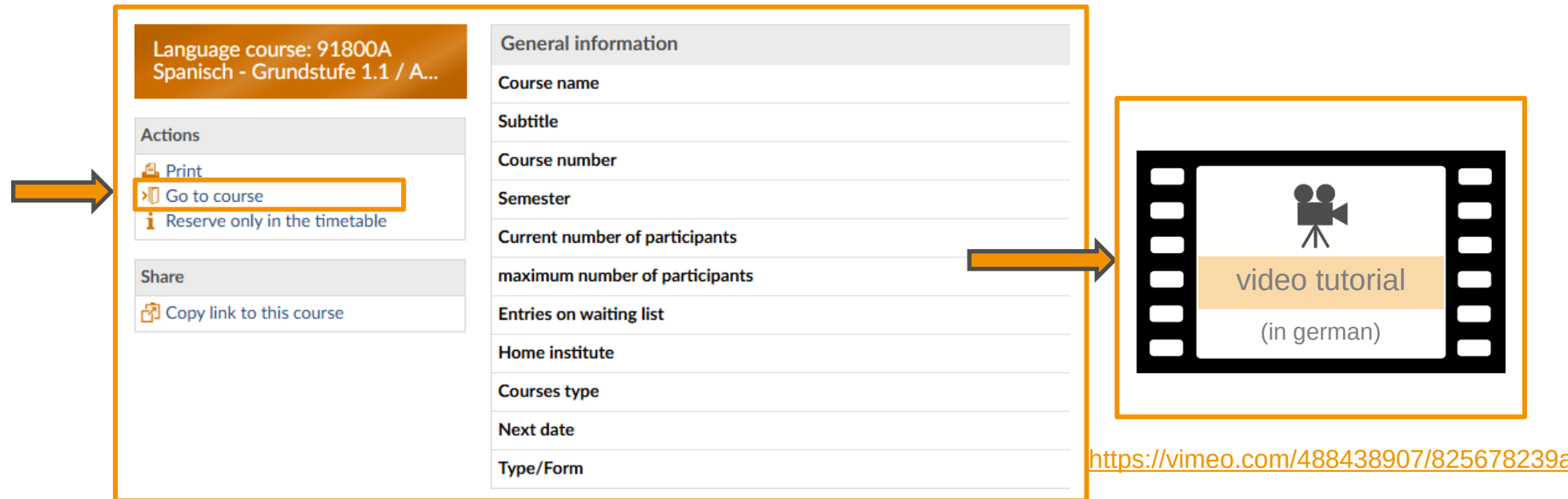
▪ Hilfe benötigt?

<https://studip.uni-passau.de>

In the search bar you can search for courses, people, etc.:



After successfully searching for a course, you can register for a course under “actions”.



The diagram illustrates the process of registering for a course and accessing a video tutorial. It starts with a course page for "Language course: 91800A Spanisch - Grundstufe 1.1 / A...". The "Actions" section is highlighted, showing options like "Print", "Go to course", and "Reserve only in the timetable". The "Go to course" option is selected, leading to a "General information" section. An arrow points from the "Go to course" button to a video player interface, which displays a "video tutorial (in german)". Below the video player, a URL is provided: <https://vimeo.com/488438907/825678239a>.

Language course: 91800A
Spanisch - Grundstufe 1.1 / A...

Actions

- Print
- Go to course**
- Reserve only in the timetable

Share

- Copy link to this course

General information

Course name
Subtitle
Course number
Semester
Current number of participants
maximum number of participants
Entries on waiting list
Home institute
Courses type
Next date
Type/Form

video tutorial
(in german)

<https://vimeo.com/488438907/825678239a>

Some courses have special requirements for the admission.
You can look that up at the bottom of the course's description.

Admission settings ←

The course is part of admission

The following rules apply for the admission:

- The enrolment is possible from to
- Enrolment is allowed for up to courses of the admission set.
- A defined number of seats will be assigned to these courses.

The seats in the affected courses have been assigned at Additional seats may be available via a wait list.

Assignment of courses:

-
-
-
-
-

Enrollment blocked

- ➔ Access to the event is only possible after activation (by the system)

Enrollment with password

- ➔ A password is required to access the course. Usually the lecturer announces the password beforehand or during the first lesson.

Timed enrollment

- ➔ Accessing the course is only possible during a certain time frame. Access is blocked outside the time frame.

Limited number of participants

- ➔ Only a certain amount of students are allowed to enroll for the course. The selection can depend on the time you apply or further criteria (semester, major etc.).



Various enrollment procedures can be combined with each other.



Therefore, it is possible that a course has a limited number of participants and a chronological enrollment procedure as well.

If a course belongs to a registration set, you must prioritize it yourself.
In doing so, you determine a ranking of courses that is desirable to you.
The distribution of the seats is done automatically.

i Seats in this course are assigned automatically.

- The course is part of an admission with 9 courses. You may enroll to 1. Your priorities will be accounted for.
- Date of assignment: 26/03/15 09:00:00
- You have already been registered for assignment.

I apply for the following number of courses:

Drag and drop your choice to the right side and sort them by priority (most desired at the top). You can drag more courses than you really want to participate in.

Available courses

Filter

Selected courses

Filter

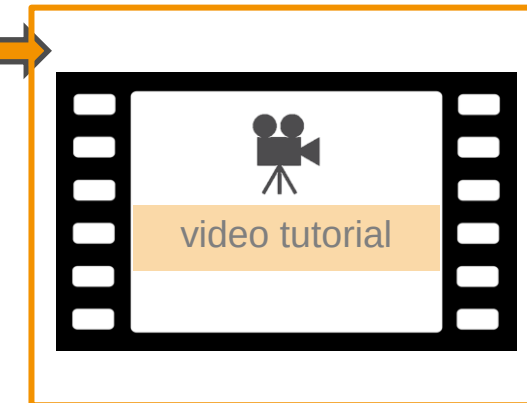
no. 1

no. 2

no. 3

Save

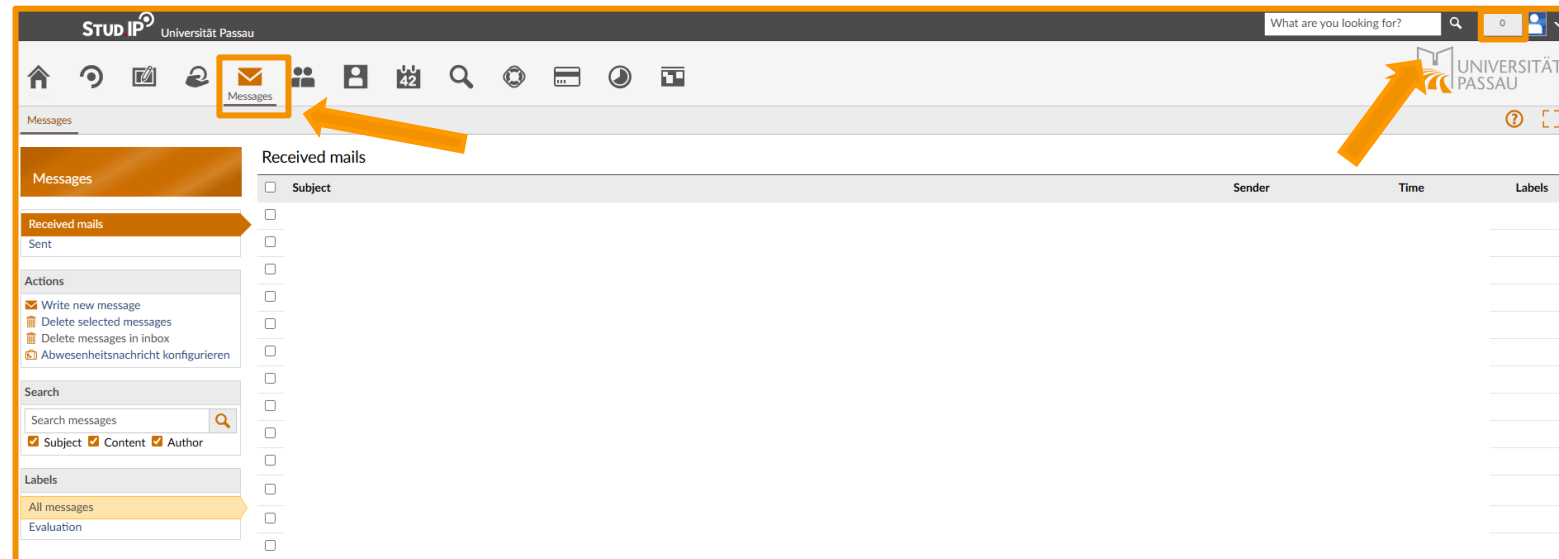
Close



<https://vimeo.com/471315787/dea5c1632a>

In Stud.IP you can receive various **notifications**:

- News from fellow students
- Automatic system messages
- News from seminar leaders, lecturers, professors, etc.

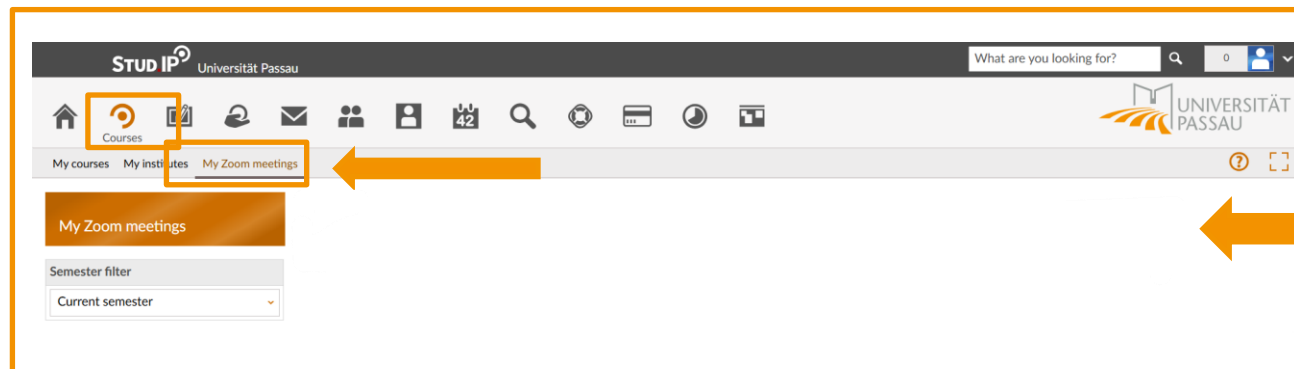
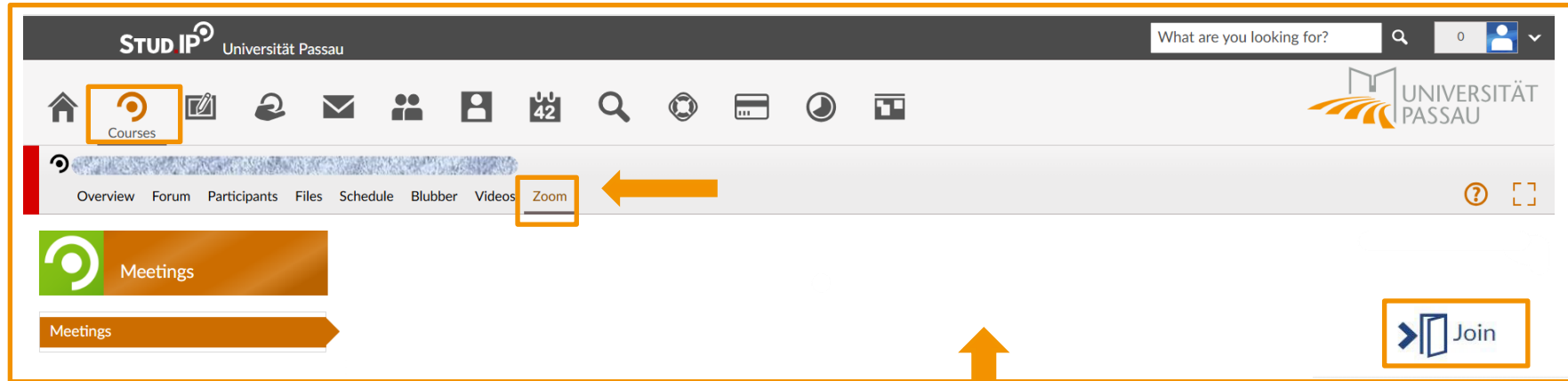


The student e-mail via **Outlook** must be differentiated from messages in **Stud.IP**.

www.hilfe.uni-passau.de/studip/nachrichten

3.1 Stud.IP – participating in a zoom meeting

You can participate in online events and zoom meetings directly from your Stud.IP course.

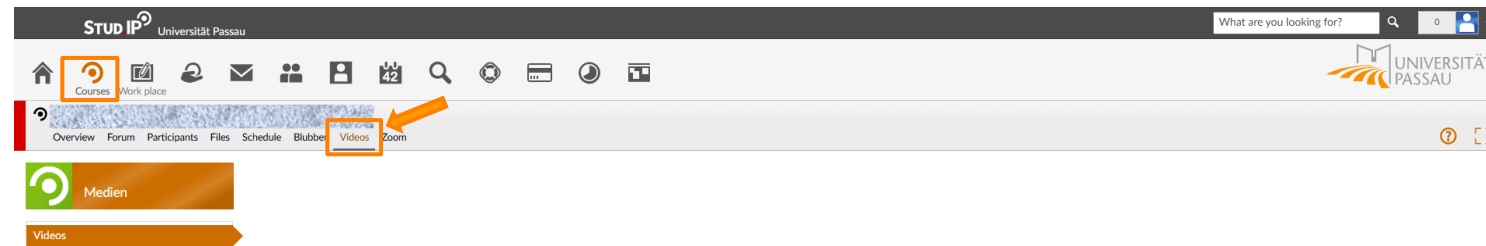


Option 1: directly within a course via the "Zoom" tab.

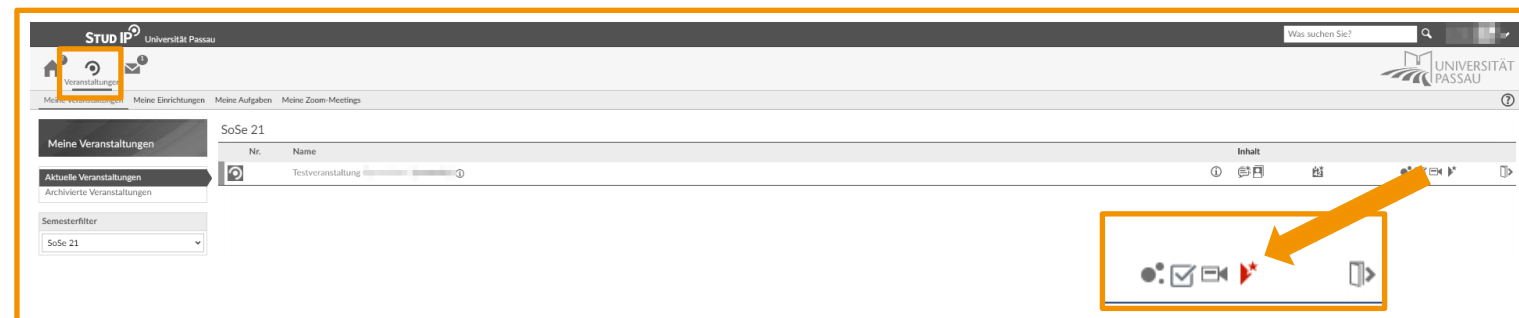
Option 2: under the tabs "My courses" and "My Zoom meetings".

3.1 Stud.IP - Videos

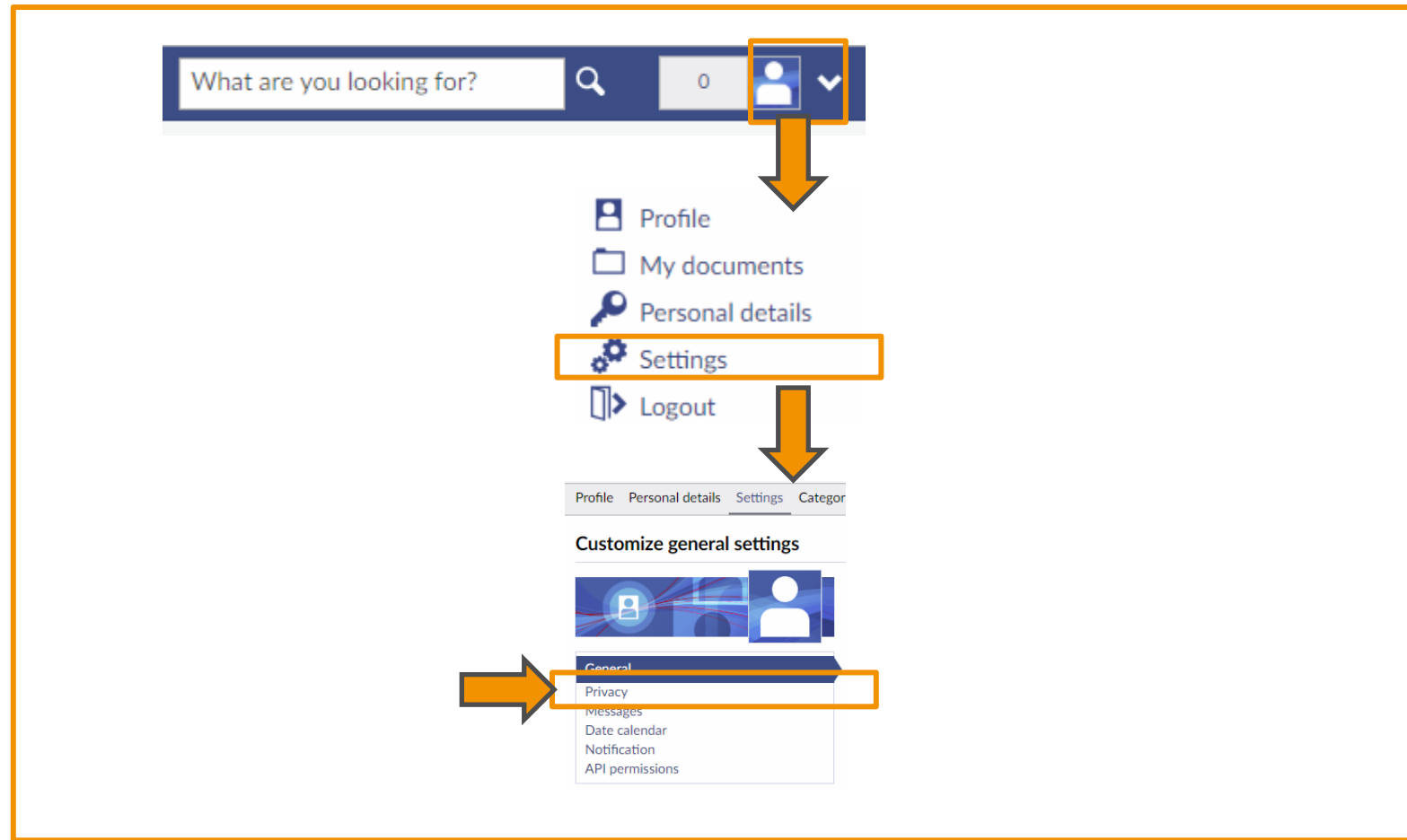
In the context of a course, recordings and videos can be made available to the students.



There is a separate icon for "Videos" which is displayed in red under "My Courses" if a new video has been added since the students last visit.



You can edit your privacy settings in the settings.





Always remember: Stud.IP is not a mail system!

If you wonder which courses you need to choose for your semester:

- Have a look at your study and examinations regulations on <https://www.uni-passau.de/en/study-and-examination-regulations/>
- Consider reaching out to the academic advice service on <https://www.uni-passau.de/en/academic-advice/>

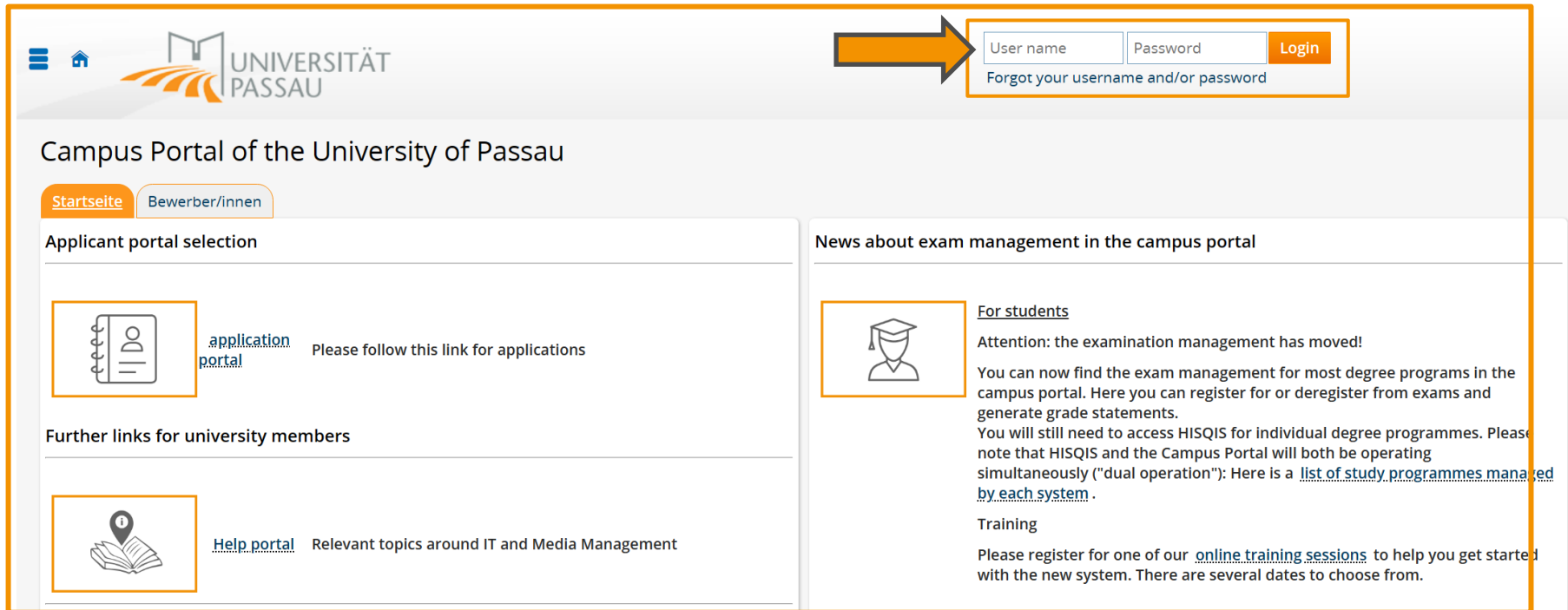
You're already familiar with the Campusportal from your application to the University of Passau. After enrollment, the Campusportal supports students throughout their studies.

- Online application
- Certificate of Enrolment, BAföG certificate, study course, parking ID
- Contact details, incl. e-mail and mobile number for 24-hours-passwordservice
- Transcript of records, exam registration, study achievement

www.hilfe.uni-passau.de/campusportal

3.2 Campusportal – log in

Via campus.uni-passau.de you can log in with your ZIM-username.



The screenshot shows the 'Campus Portal of the University of Passau'. At the top right, there is a login section with fields for 'User name' and 'Password', a 'Login' button, and a link for 'Forgot your username and/or password'. Below the header, there are tabs for 'Startseite' and 'Bewerber/innen'. The main content area is divided into two columns. The left column has a section 'Applicant portal selection' with a link to the 'application portal' and a section 'Further links for university members' with a link to the 'Help portal'. The right column has a section 'News about exam management in the campus portal' with information for students regarding exam management changes and training sessions.

UNIVERSITÄT
PASSAU

Campus Portal of the University of Passau

Startseite Bewerber/innen

Applicant portal selection

[application portal](#) Please follow this link for applications

Further links for university members

[Help portal](#) Relevant topics around IT and Media Management

News about exam management in the campus portal

For students

Attention: the examination management has moved!

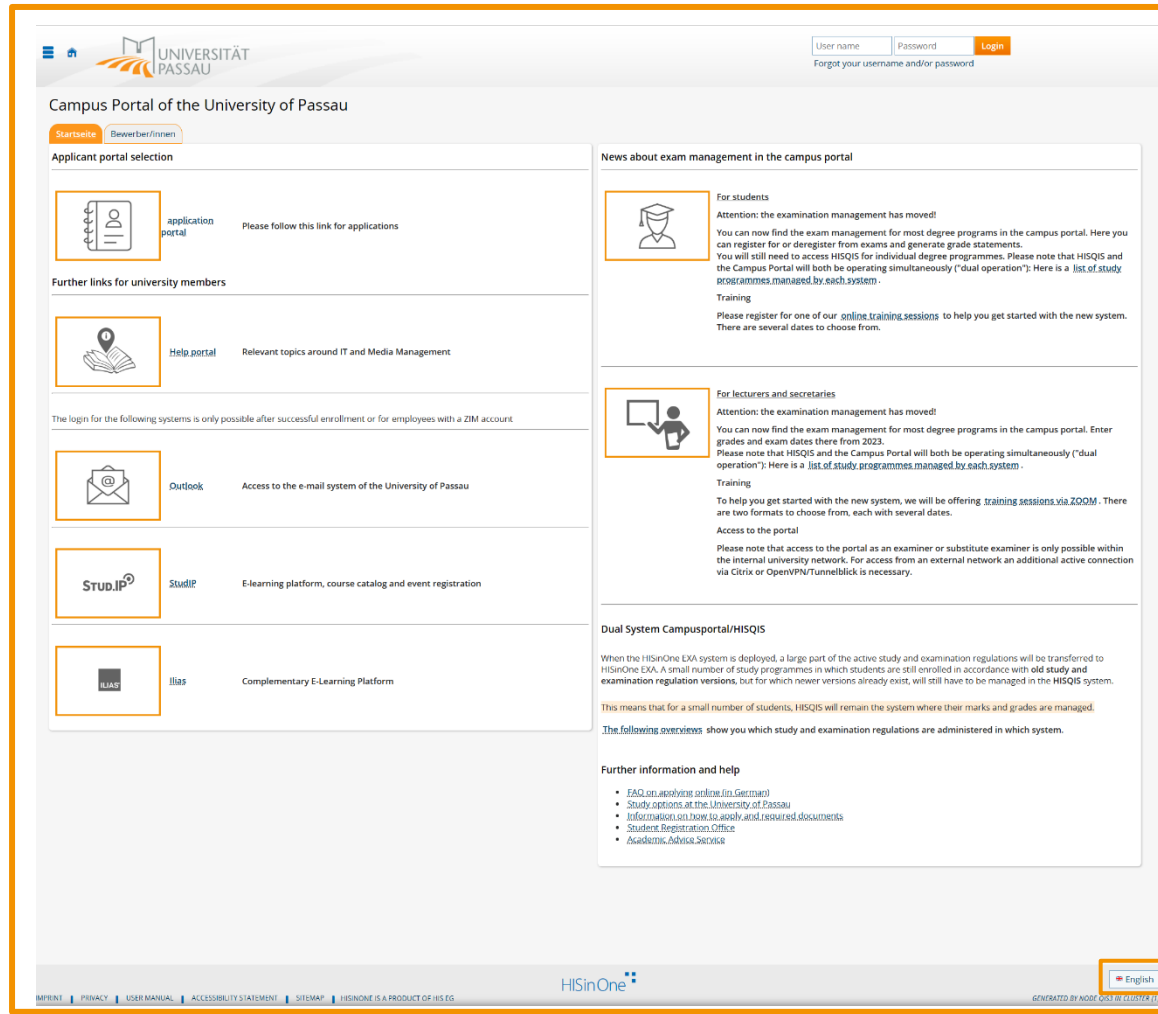
You can now find the exam management for most degree programs in the campus portal. Here you can register for or deregister from exams and generate grade statements. You will still need to access HISQIS for individual degree programmes. Please note that HISQIS and the Campus Portal will both be operating simultaneously ("dual operation"): Here is a [list of study programmes managed by each system](#).

Training

Please register for one of our [online training sessions](#) to help you get started with the new system. There are several dates to choose from.

www.hilfe.uni-passau.de/campusportal

3.2 Campusportal – language change

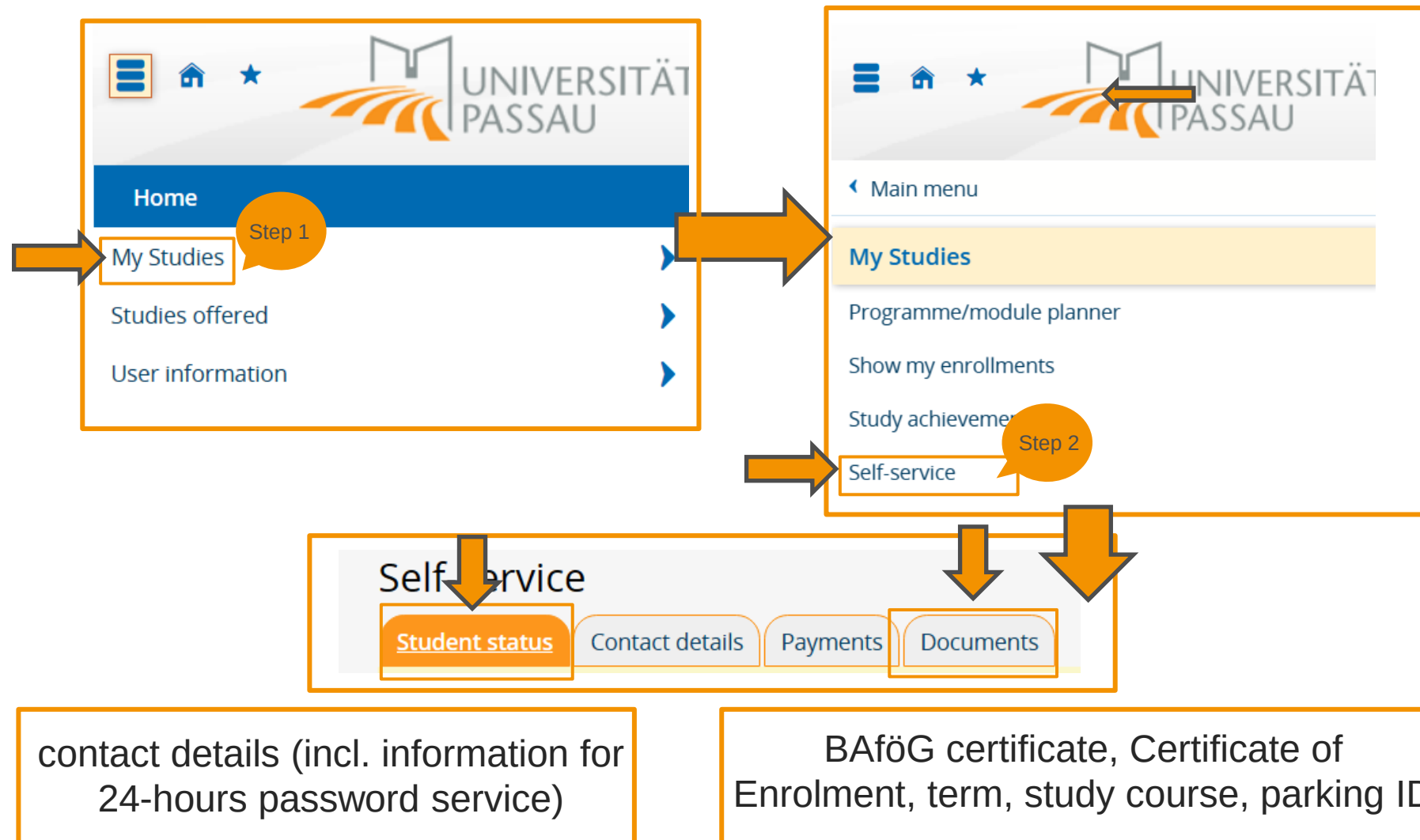


The screenshot shows the 'Campus Portal of the University of Passau'. At the top right, there is a login section with fields for 'User name' and 'Password', a 'Login' button, and a link for 'Forgot your username and/or password'. Below the header, the main content is divided into two columns. The left column, titled 'Applicant portal selection', contains links for 'application portal', 'Help portal', 'Outlook', 'StudIP', and 'Ilias'. The right column, titled 'News about exam management in the campus portal', contains information for students and lecturers/secretaries regarding exam management changes. At the bottom right, there is a language selection dropdown menu currently set to 'English'. A large orange arrow points from this dropdown to a box on the right that says 'change the language'.

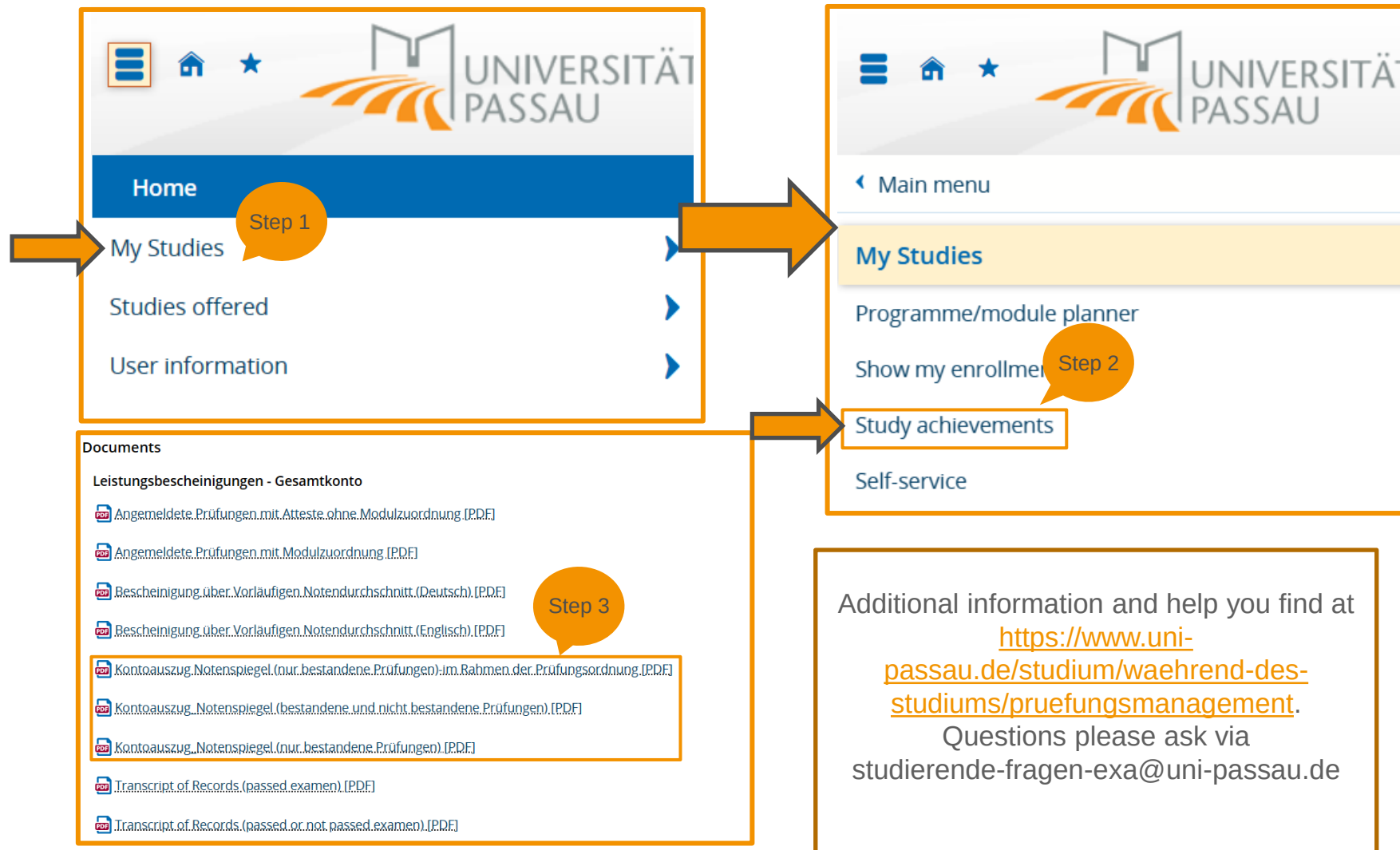
change
the language

www.hilfe.uni-passau.de/campusportal

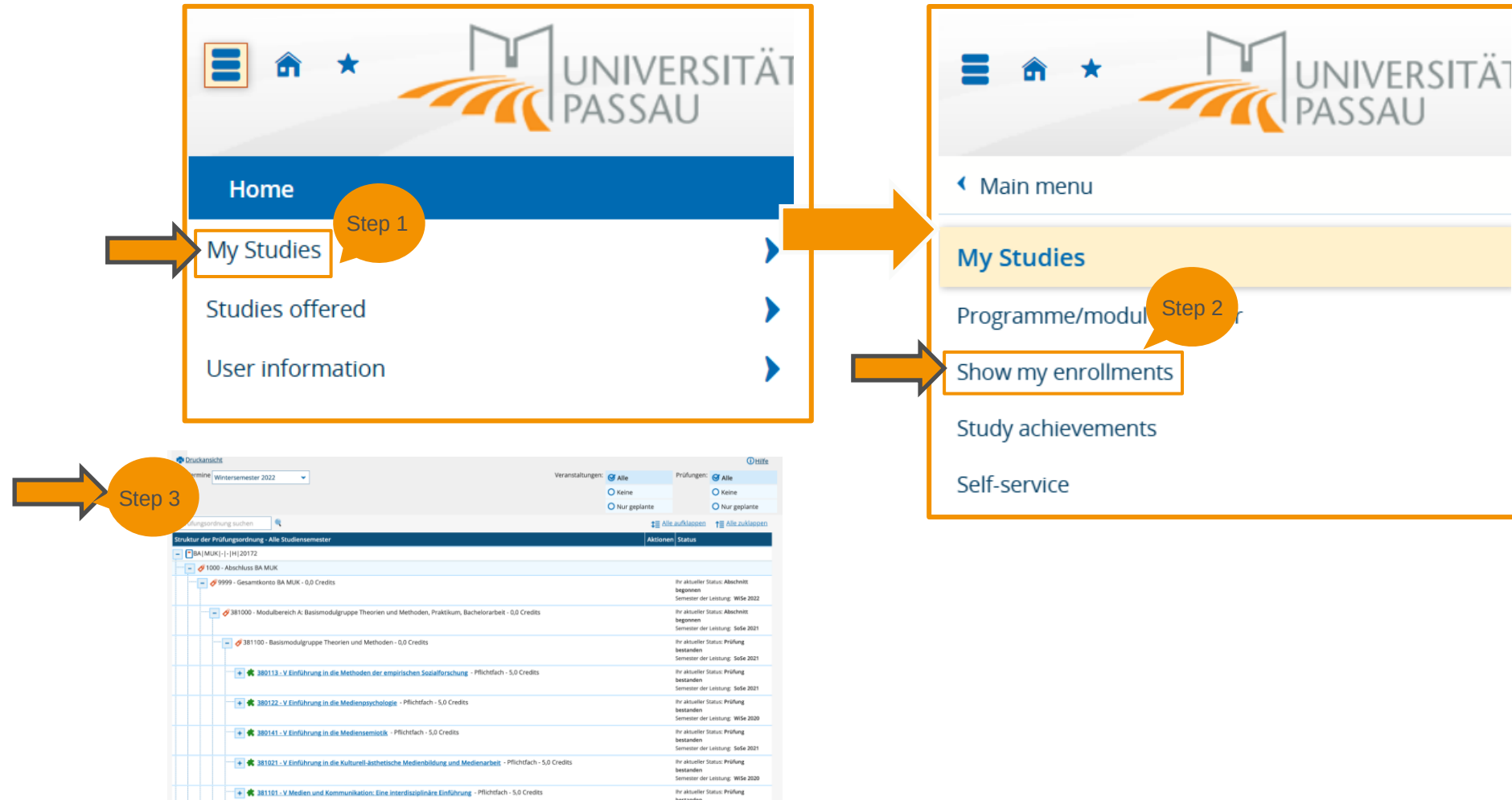
3.2 Campusportal – self service



3.2 Campusportal - study achievements



3.2 Campusportal - enrollments



ILIAS is a learning management system (LMS) that can be used to hold courses with the support of digital media.

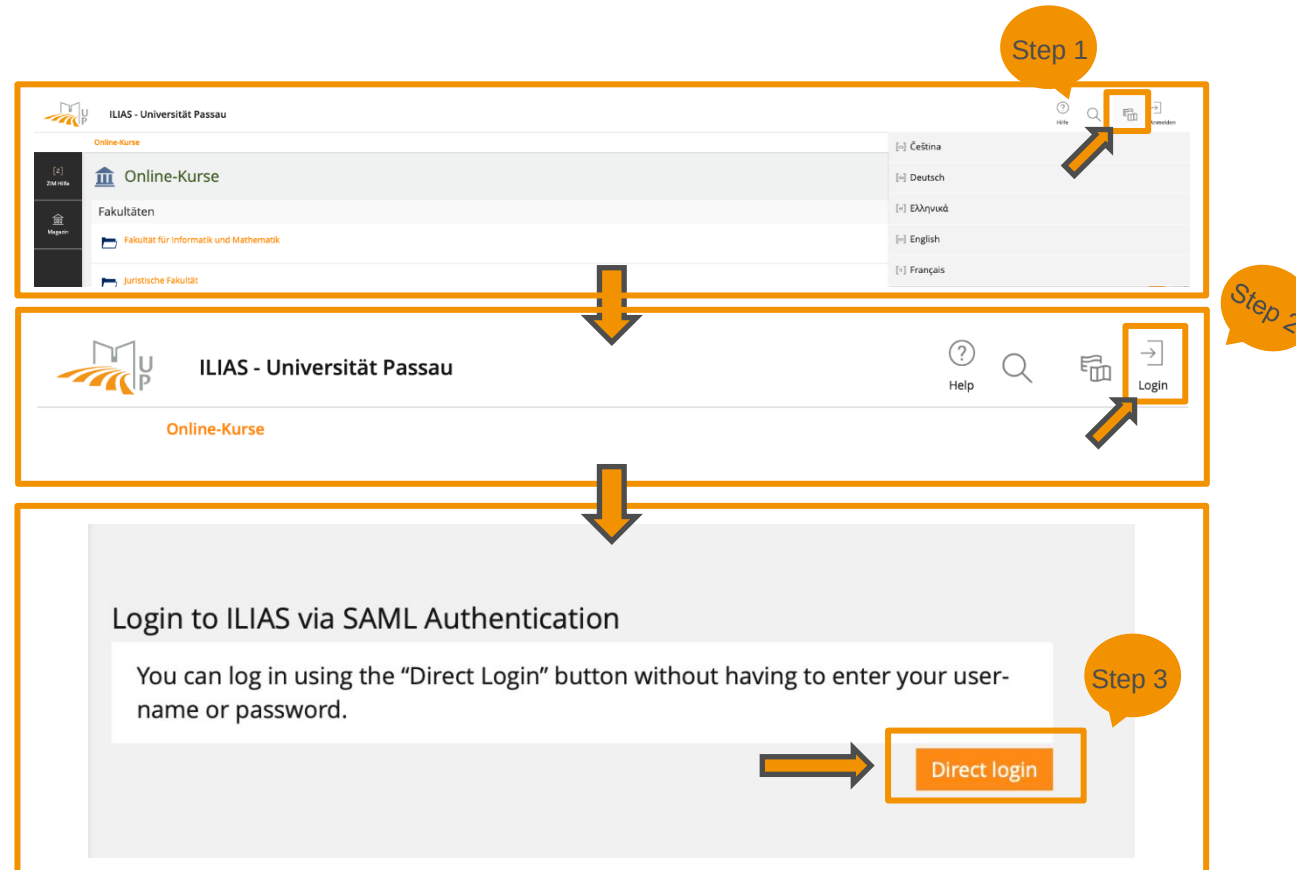
ILIAS complements Stud.IP through functions that enable online teaching:

- Recording of lectures and live broadcasts
- consultation of course material
- Wikis, test exercises, MediaCasts, Blogs
- Ideal exam preparation
- Adaptable cooperation, e.g. via discussion forums
- Interactivity and multimedia

www.hilfe.uni-passau.de/ilias-hilfe

3.4 ILIAS – Login

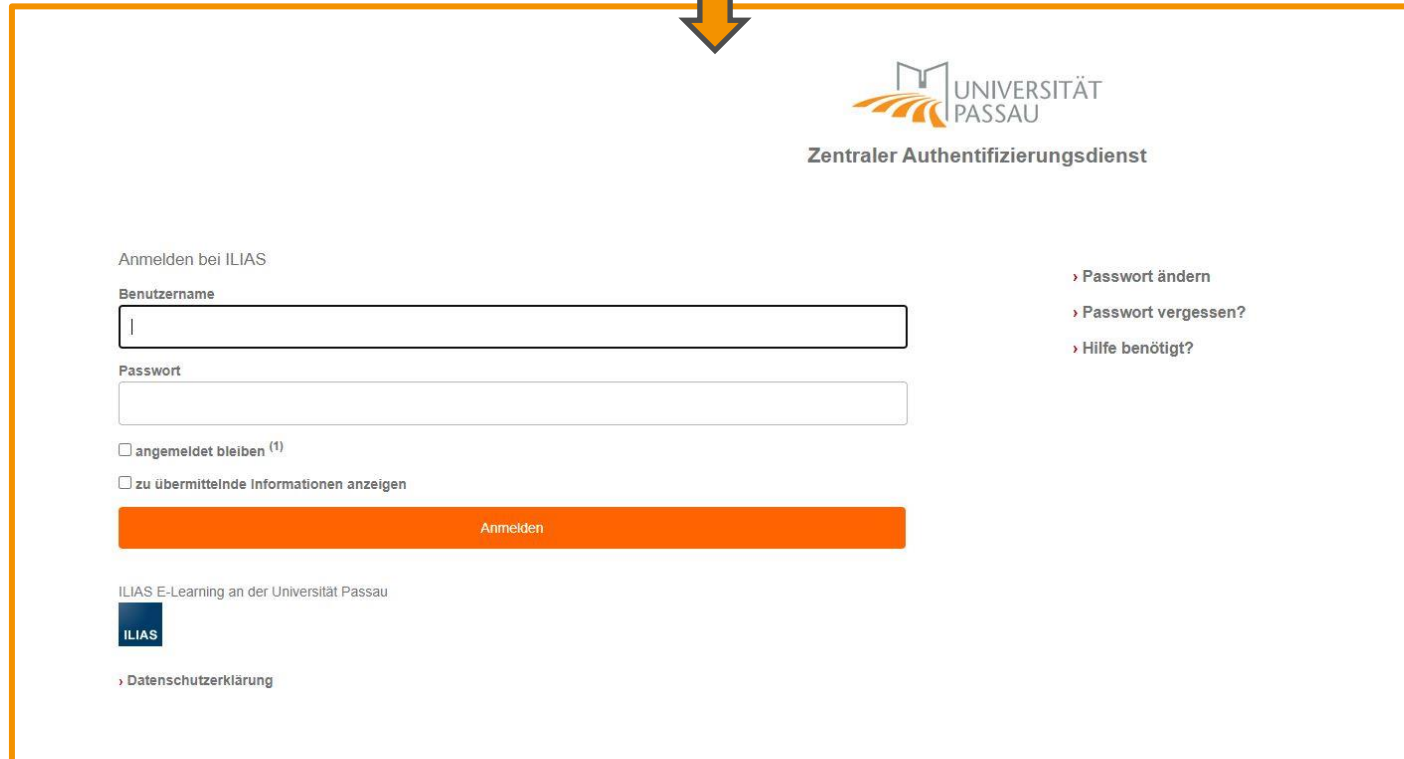
You can access ILIAS via this link: ilias.uni-passau.de



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

3.4 ILIAS – Log in

Step 4



UNIVERSITÄT
PASSAU

Zentraler Authentifizierungsdienst

Anmelden bei ILIAS

Benutzername

Passwort

☐ angemeldet bleiben ⁽¹⁾

☐ zu übermittelnde Informationen anzeigen

Anmelden

ILIAS E-Learning an der Universität Passau

ILIAS

[Datenschutzerklärung](#)

[Passwort ändern](#)

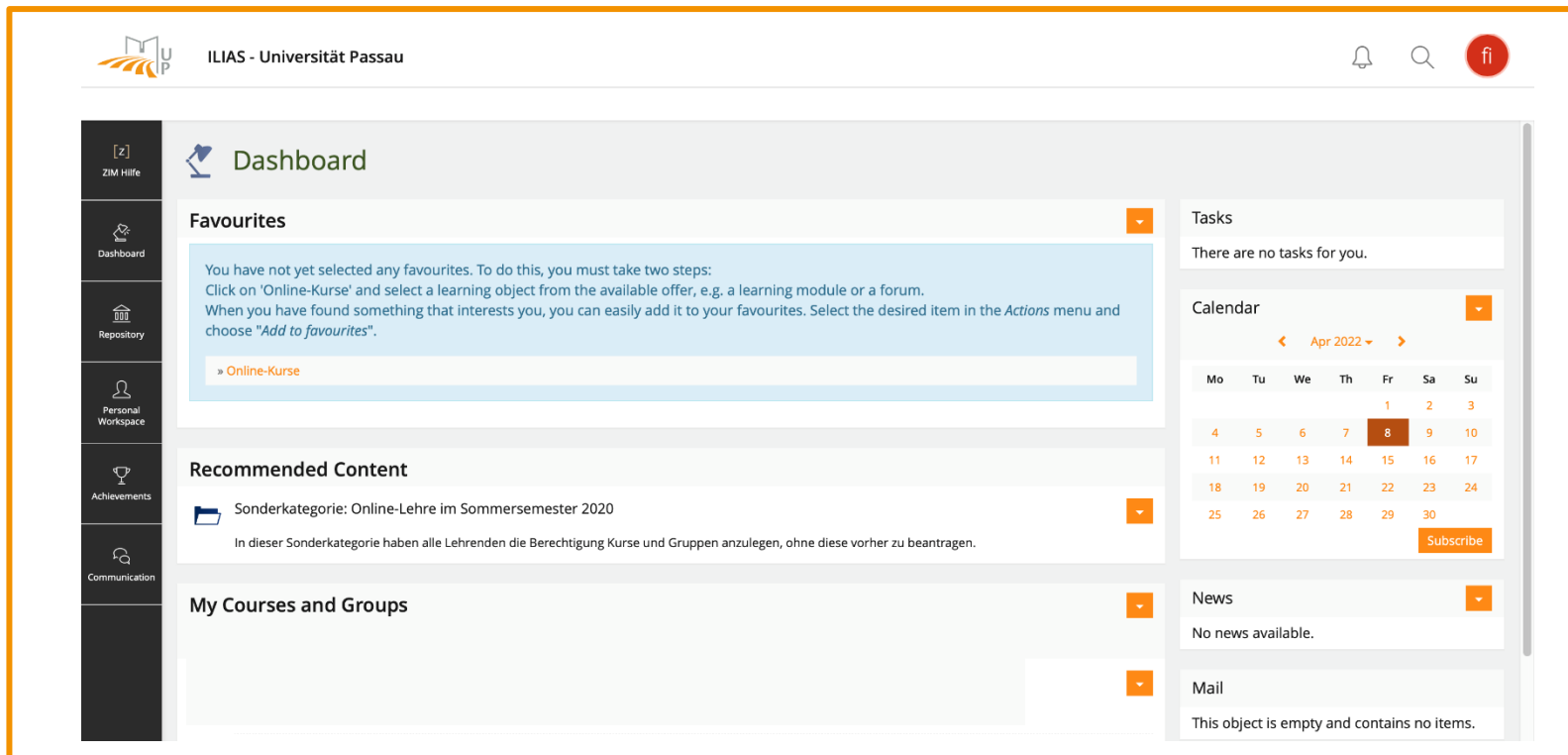
[Passwort vergessen?](#)

[Hilfe benötigt?](#)

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

3.4 ILIAS – Dashboard

Amongst other things, joined courses, the profile management, the calendar, your timetable etc. are displayed on your personal desktop.



The screenshot shows the ILIAS Dashboard for the University of Passau. The interface includes a top navigation bar with the university logo, the text "ILIAS - Universität Passau", and icons for notifications, search, and a user profile. A left sidebar contains icons for ZIM Hilfe, Dashboard, Repository, Personal Workspace, Achievements, and Communication. The main content area is titled "Dashboard" and features several sections: "Favourites" with a blue informational box and a link to "Online-Kurse"; "Recommended Content" with a folder icon and text about "Sonderkategorie: Online-Lehre im Sommersemester 2020"; and "My Courses and Groups". On the right side, there are widgets for "Tasks" (stating no tasks are present), "Calendar" (showing a calendar for April 2022 with a "Subscribe" button), "News" (stating no news are available), and "Mail" (stating the object is empty).

ILIAS - Universität Passau

Dashboard

Favourites

You have not yet selected any favourites. To do this, you must take two steps:
Click on 'Online-Kurse' and select a learning object from the available offer, e.g. a learning module or a forum.
When you have found something that interests you, you can easily add it to your favourites. Select the desired item in the *Actions* menu and choose "Add to favourites".

[» Online-Kurse](#)

Recommended Content

 Sonderkategorie: Online-Lehre im Sommersemester 2020

In dieser Sonderkategorie haben alle Lehrenden die Berechtigung Kurse und Gruppen anzulegen, ohne diese vorher zu beantragen.

My Courses and Groups

Tasks

There are no tasks for you.

Calendar

Apr 2022

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

[Subscribe](#)

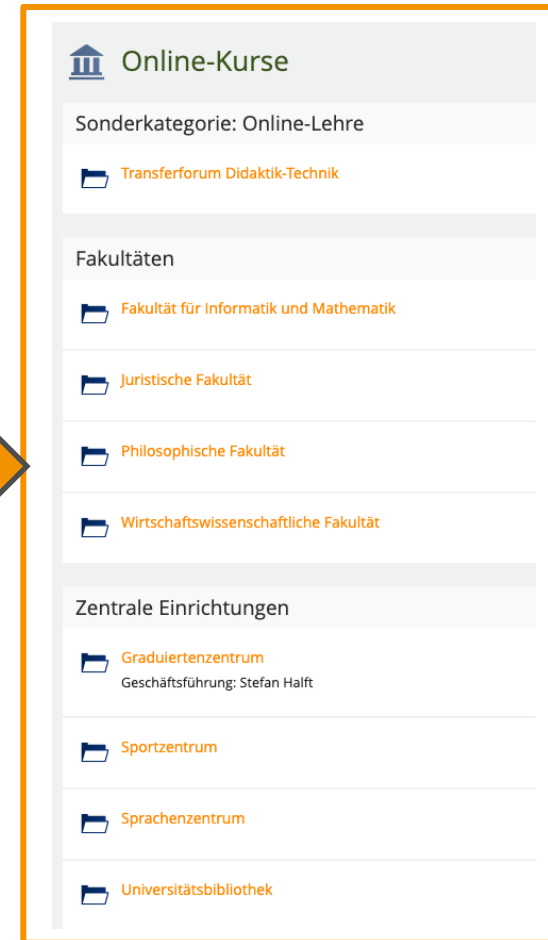
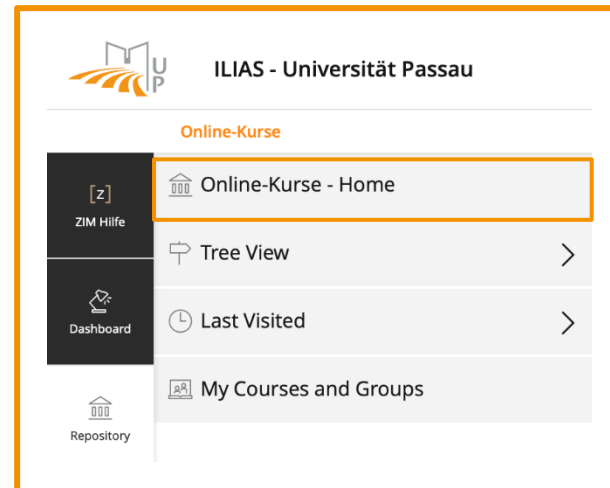
News

No news available.

Mail

This object is empty and contains no items.

By clicking on „Online-Kurse – Home“ you will get a list of the courses categorized in faculties and institutions.



Zoom is the main tool for online teaching – it is a video conferencing system to maintain communication between lecturers and students online, e.g. in the form of online lectures.

- Live transmissions of lectures at scheduled times
- Participation in webinars
- Interactivity / synchronous communication
- Students can use Zoom for smaller group works
- Providing a zoom recording in Stud.IP

www.hilfe.uni-passau.de/online-lehre-mit-zoom

Registration for Zoom at: uni-passau.zoom.us/

To use Zoom, please log in with your ZIM ID.

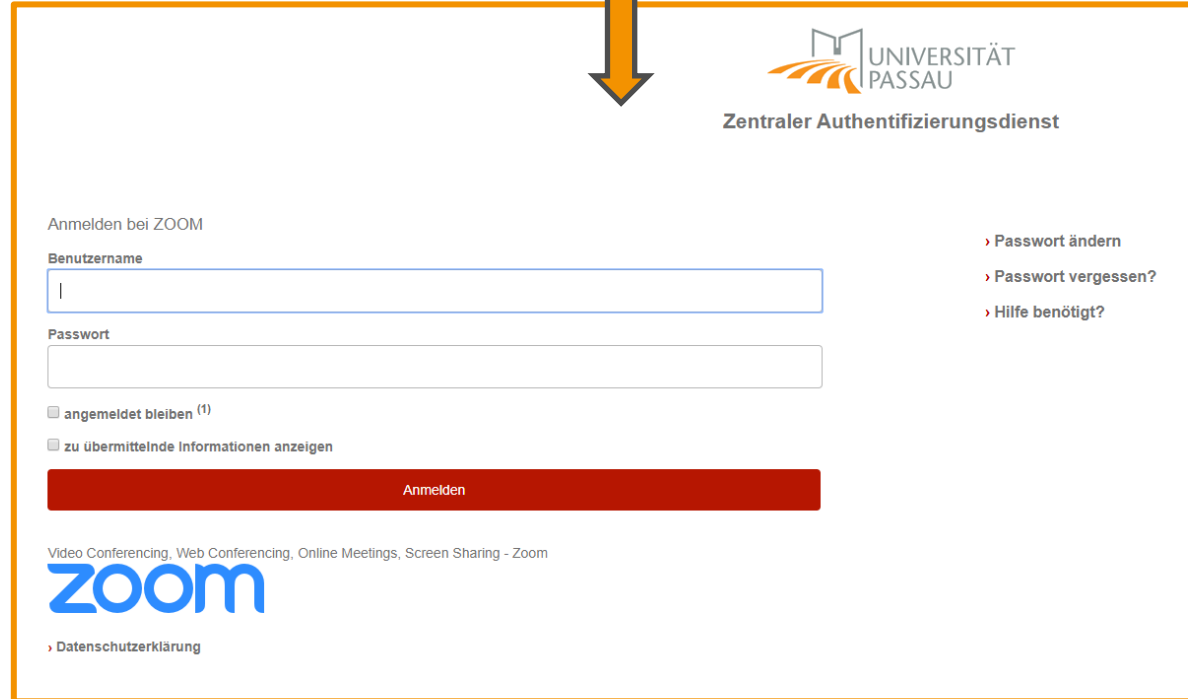
When logging in, please select
“log in via SSO.”



<https://uni-passau.zoom.us>

3.5 Zoom – Login with ZIM-username

Then log in with your ZIM-username and password to access your user account:



Zentraler Authentifizierungsdienst

Anmelden bei ZOOM

Benutzername

Passwort

☐ angemeldet bleiben ⁽¹⁾

☐ zu übermittelnde Informationen anzeigen

Anmelden

Video Conferencing, Web Conferencing, Online Meetings, Screen Sharing - Zoom

[Datenschutzerklärung](#)

[Passwort ändern](#)

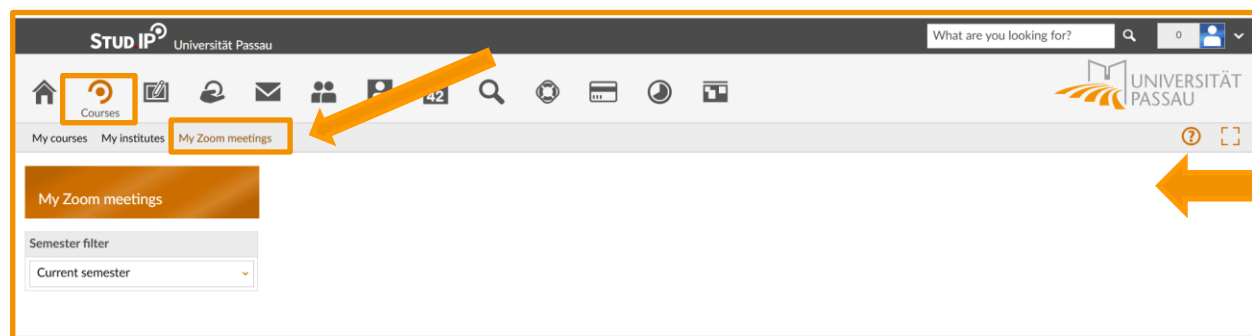
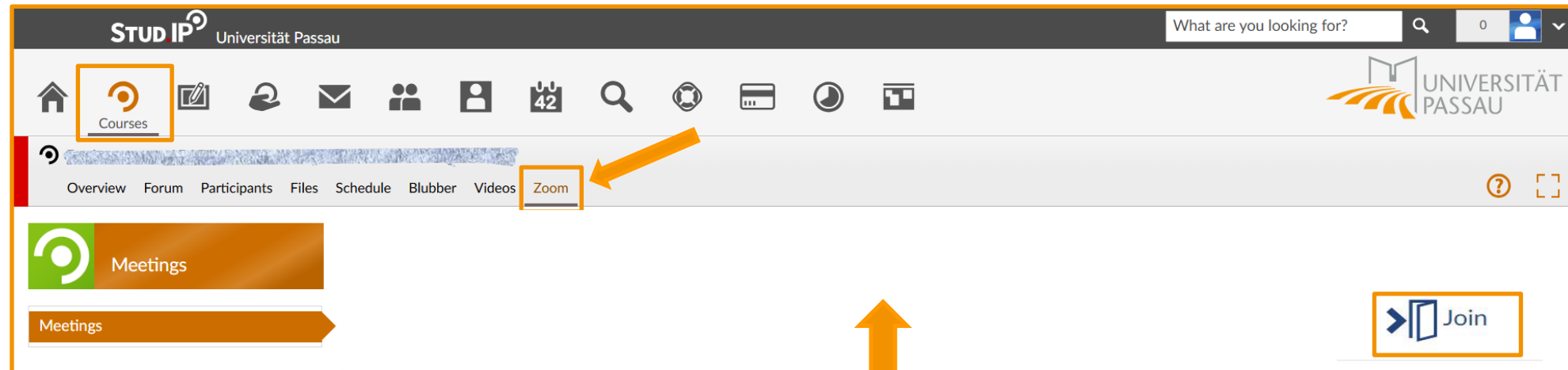
[Passwort vergessen?](#)

[Hilfe benötigt?](#)

<https://uni-passau.zoom.us>

3.5 Zoom – Participating via Stud.IP

Log in with your ZIM-username in Stud.IP. You can participate directly from your Stud.IP course in Zoom meetings.



Option 1: directly within a course via the "Zoom" tab.

Option 2: under the tabs "My courses" and "My Zoom meetings".

In the Digital Campus, examinations can also be carried out online, thus enabling the performance assessment to be carried out without the need for a presence. Online exams can be taken via Klaus Online, Ilias or Vips (in Stud. IP).



Exam-relevant information is sent to the student e-mail.



Please note: The student e-mail via Outlook must be differentiated from messages in Stud.IP!

www.hilfe.uni-passau.de/online-pruefungen

4. Working places



Data storage



LRZ Sync+Share



PC-Pools

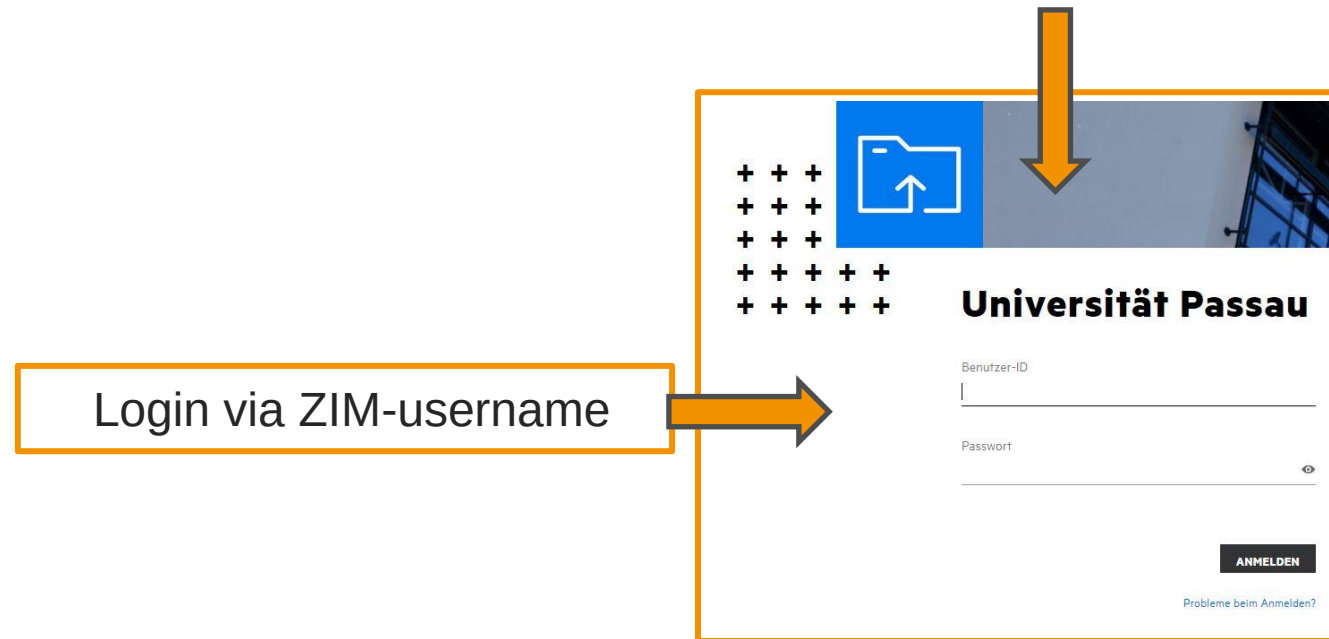


Campus printer

www.hilfe.uni-passau.de/en/office-pcs

A personal storage area (drive H:) is available for students on the servers of the University of Passau.

The H: drive is accessed via: windat.uni-passau.de



<https://windat.uni-passau.de/filr/login>



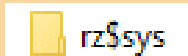
Data on the H: drive are regularly backed up by ZIM.



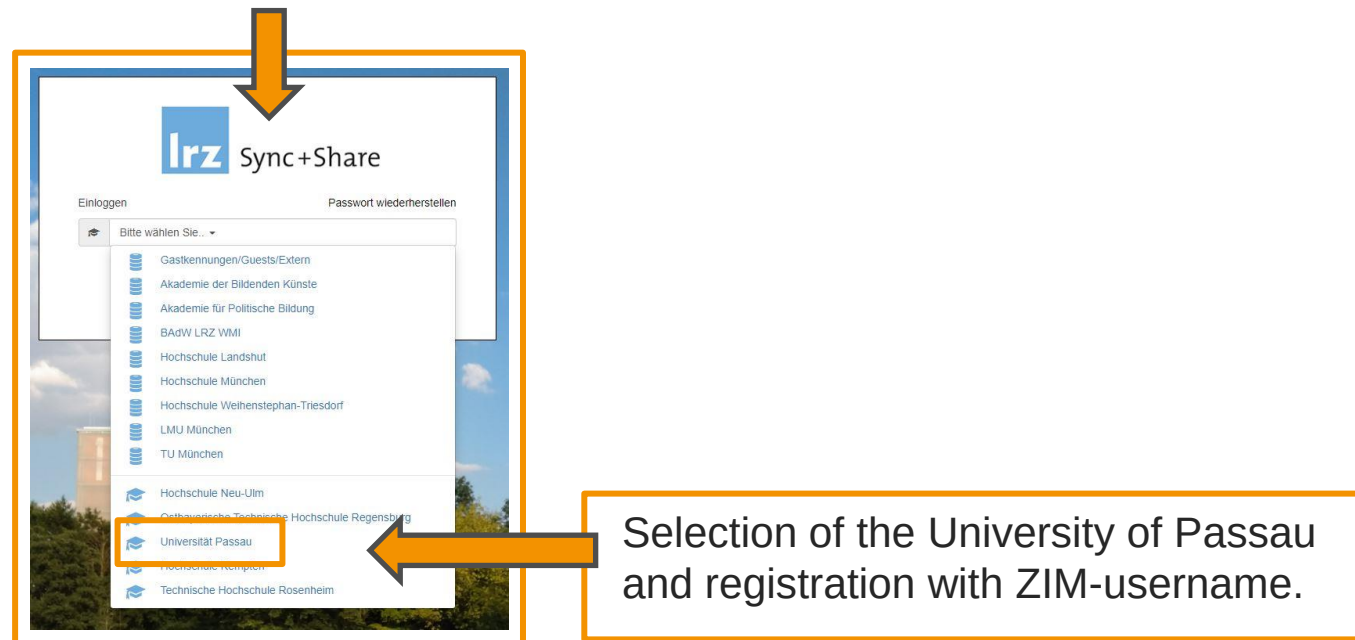
A recovery of the data is therefore partially possible.



Please notice: do not delete any system data files. - e.g.:



The Leibniz Computing Center of the Bavarian Academy of Sciences (LRZ for short) offers online storage for employees and students of participating universities. You can access your online storage via: syncandshare.lrz.de/login



Selection of the University of Passau
and registration with ZIM-username.

<https://syncandshare.lrz.de/login>

To log in to a pool PC you need your ZIM-username.



Important: Your data on the desktop and on the C: drive will be deleted after logging out on the PC!



Please back up your data, e.g. to your H: drive.

The opening hours of the PC pools are linked to the opening hours of the building.

www.hilfe.uni-passau.de/en/office-pcs/computer-rooms

You can **print**, **copy** or **scan** your documents using the multifunction printers/copiers distributed throughout the campus - the so-called campus printers.

- The campus printer is already installed in the PC pools.
- You are welcome to install the campus printer manually and use it e.g. on your private PC.

www.hilfe.uni-passau.de/en/office-pcs/printers-and-scanners

If you are in the university network, you only need your CampusCard. There are card terminals on the campus, where you can charge credit for the campus printers to your CampusCard. (Note: this does not refer to terminals used to revalidate your campus card!)

You can also use the campus printers from private computers via WLAN (OpenVPN, eduroam). You need both the CampusCard and the corresponding printer driver for campus printers.

www.hilfe.uni-passau.de/en/office-pcs/printers-and-scanners

HOW DO I PRINT VIA THE CAMPUS PRINTER?

PERSONAL LAPTOP

Software installation



<https://www.hilfe.uni-passau.de/en/office-pcs/printers-and-scanners/campus-printers/>

Connect to the university network

On campus with
Eduroam or
OpenVPN

Off-campus
with OpenVPN

POOL-PC

Log in with the ZIM account



1. Select "Campus Drucker"/"Campus printer" as the printer.
2. Enter the CampusCard card number (without letters) in the new window.
3. Insert CampusCard into a campus printer.
4. Select the "Druckmodus"/"Print mode" button (to the right of the "6") and confirm with the "checkmark" button.
5. After printing, select "Door" button to remove the CampusCard.

Requirements: You will need a CampusCard with sufficient credit. Please note that the print credit is maintained independently of the Mensa credit at the Copy Center. Terminals to top up your print credit can be found in all main buildings on the first floor, either near the gate or the campus printers.

Help and Questions: For help installing the printer software, contact ZIM Support (IM 046). For questions about printer credit or printer malfunctions, please contact the Copy Center Passau. (Tel.: 0851 509 1266).

ZIM-Support:  support@zim.uni-passau.de  +49 851 509 1888  IM 046

5. Stay connected



E-Mail



WIFI



OpenVPN

All students of the University of Passau receive a personal e-mail account.
The institutions of the University will send all information concerning your studies to your student e-mail address.



Therefore, check your e-mail inbox regularly!

With the help of the web-based access, the Outlook Web Access (OWA), you can easily retrieve your e-mails from any (mobile) Internet-enabled device: email.uni-passau.de

For registration at the student's e-mail system you need:
your username (**ZIM-account** user01@ads.uni-passau.de)
your password

www.hilfe.uni-passau.de/arbeitsplaetze/e-mail/e-mail-fuer-studierende

Currently there are **three types** of student e-mail addresses (aliases only):

➡ *@ads.uni-passau.de*

➡ *@gw.uni-passau.de*

➡ *@stud.uni-passau.de*

All of these can be accessed via email.uni-passau.de



Please note that the sender of a student e-mail address is ALWAYS
@ads. uni-passau.de!

<https://email.uni-passau.de>

WHERE ARE MY E-MAILS? WHY ARE THEY NOT IN STUD.IP?



Stud.IP is **not an e-mail inbox**. Here you will receive notifications or internal messages from courses.

Access via:
studip.uni-passau.de

Detailed instructions with screenshots on how to forward your Stud.IP messages to your student email address can be found here:



hilfe.uni-passau.de/studip/nachrichten

Log in with the ZIM Account.



Outlook is your student e-mail inbox. Here you will receive important e-mails e.g. from the administration and you can also send e-mails yourself. Your student e-mail address is:
muster06@ads.uni-passau.de

Access via:
email.uni-passau.de

Detailed instructions with screenshots on how to forward your student emails to your private email address can be found here:



<https://www.hilfe.uni-passau.de/arbeitsplaetze/e-mail/outlook/funktionen-und-module/e-mail/>



ZIM-Support:  support@zim.uni-passau.de  +49 851 509 1888  IM 046

You can access your mailbox in several ways:



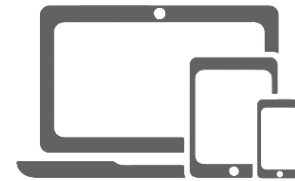
Outlook Desktop App

If your device has the **Outlook Desktop app** installed, you can access Outlook from it.



Outlook Web Access

With the help of **Outlook Web Access (OWA)**, you can retrieve e-mails conveniently from your mobile device.



Mobile devices

You can receive your e-mails via your **mobile devices**.



IMAP & SMTP

You can also access your e-mail **with other e-mail programs** besides Outlook (such as Thunderbird).

You can use a rule to **redirect or forward** your e-mails to a **private e-mail address**.
The help portal explains the procedure step by step.

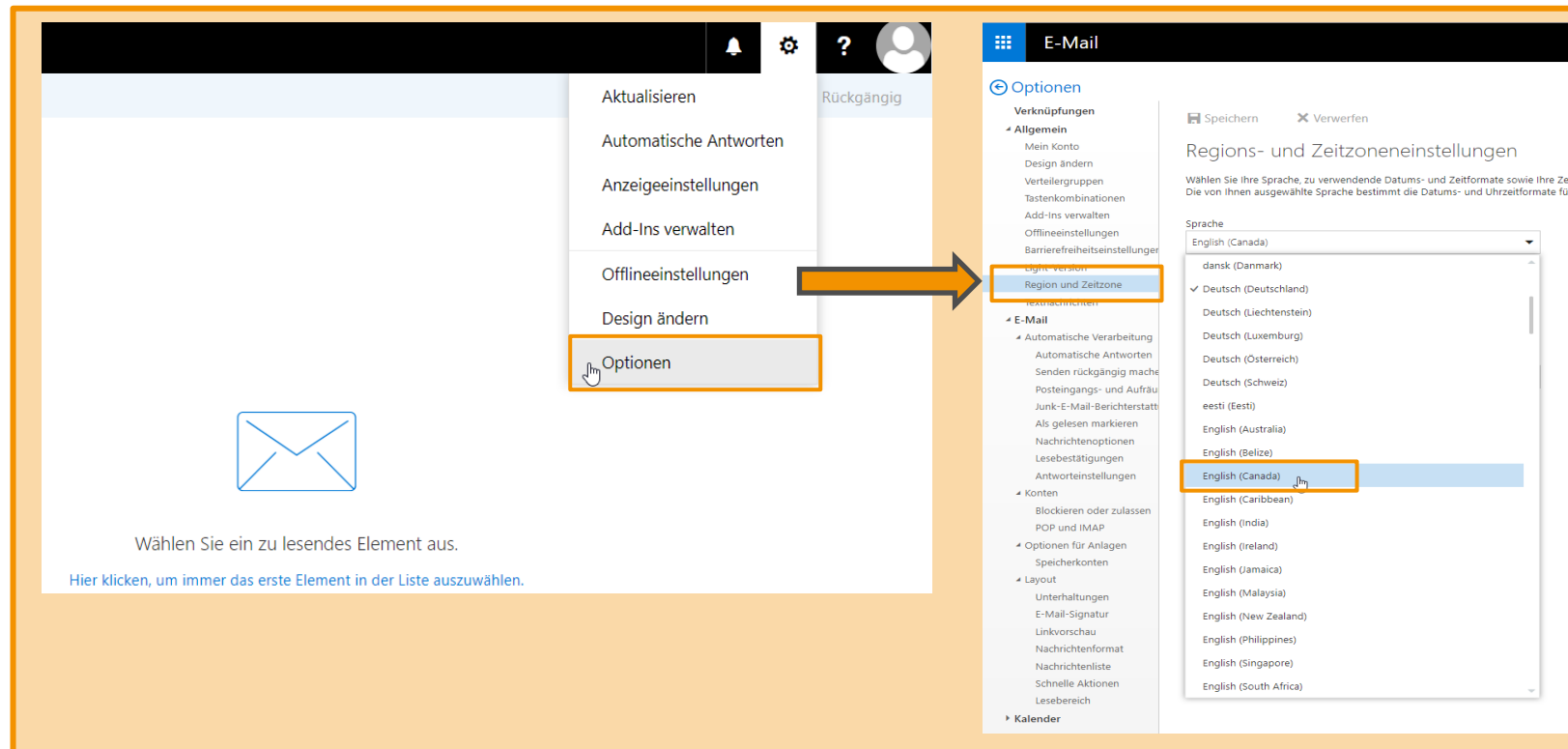
Forward: The e-mail will be redirected in the same way as if the “forward” option had been selected directly in Outlook. This means that the e-mail is changed when it is forwarded (subject is adjusted, message text is inserted as a quote).

Redirect: The e-mail is sent directly to the recipient (no change visible). For the recipient, it looks as if the sender sent the e-mail directly to him.

www.hilfe.uni-passau.de/arbeitsplaetze/e-mail/outlook/funktionen-und-module/e-mail

5.1 Forward & redirect – step by step

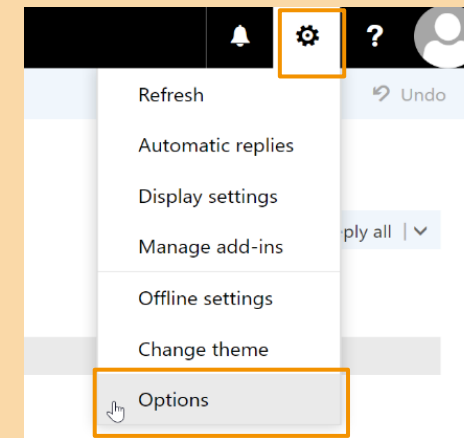
Beforehand you may switch to an english version of your e-mail reader:



www.hilfe.uni-passau.de/arbeitsplaetze/e-mail/outlook/funktionen-und-module/e-mail

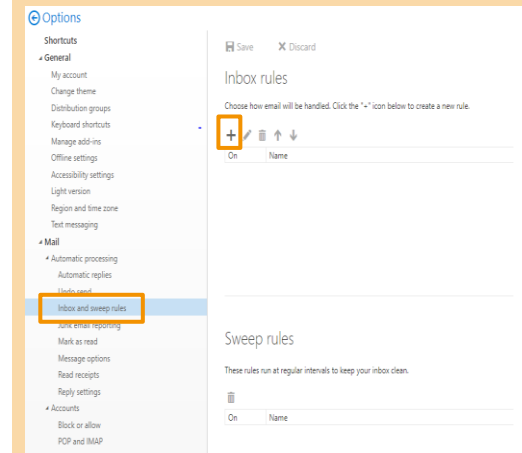
Step 1

When you are logged in, click the **gear icon** at the top right of the browser window, then click **Options**.



Step 2

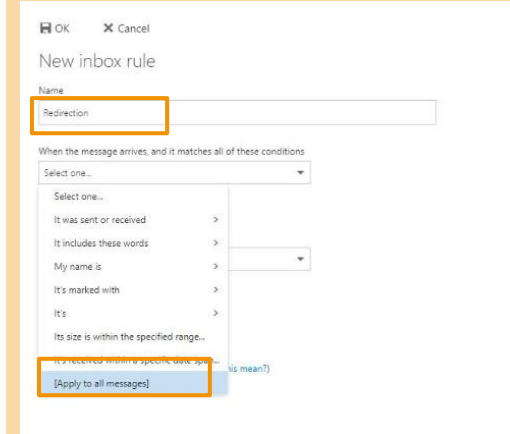
Click *Mail*, click *Automatic Processing*, and then click *Inbox and sweep Rules*.
Now click on the **plus symbol** in the right area.



5.1 Forward & redirect – step by step

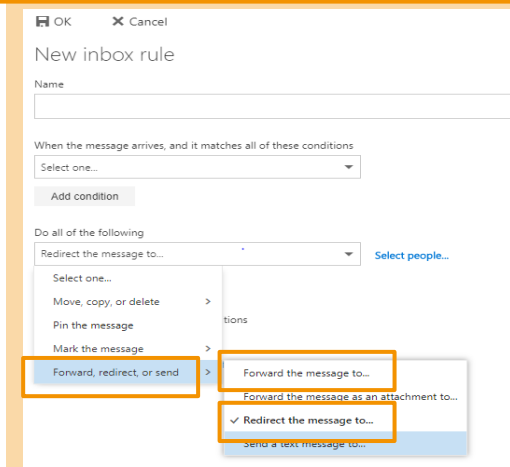
Step 3

For example, enter redirection or forwarding as the name for the new inbox rule. Below you can select which e-mails this rule should apply. Select *Apply to all messages* here.



Step 4

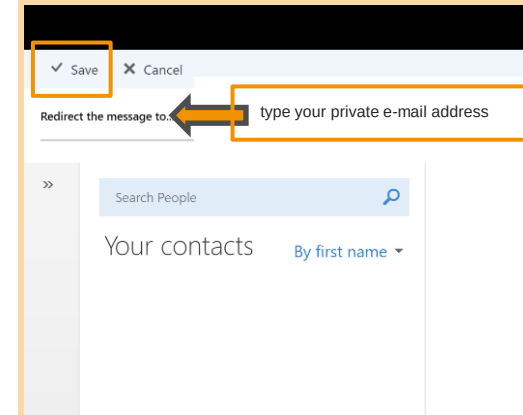
Then you choose what actions should happen to your e-mails. Select the *Forward, redirect or send* item here. In the next window, select *Redirect the message to* or *Forward the message to*.



5.1 Forward & redirect – step by step

Step 5

Now enter your private e-mail address to which you want to redirect or forward your e-mails to.



✓ Save ✕ Cancel

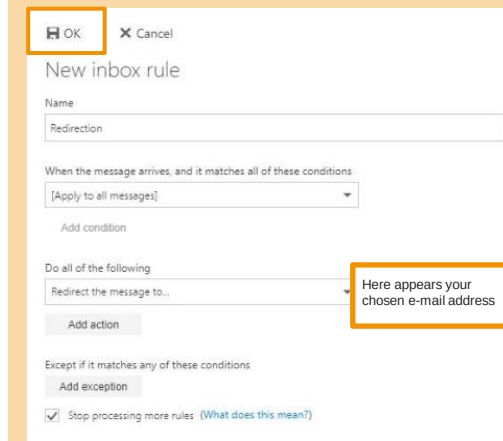
Redirect the message to... type your private e-mail address

>> Search People 🔍

Your contacts By first name ▾

Step 6

The rule has now been set correctly and you can click OK in the top left corner.



⏏ OK ✕ Cancel

New inbox rule

Name: Redirection

When the message arrives, and it matches all of these conditions

[Apply to all messages] ▾

Add condition

Do all of the following

Redirect the message to... Here appears your chosen e-mail address

Add action

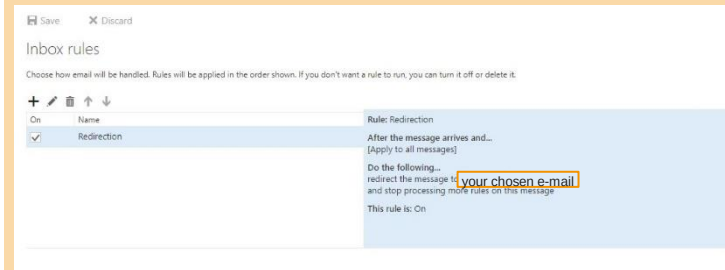
Except if it matches any of these conditions

Add exception

☒ Stop processing more rules (What does this mean?)

Step 7

The rule has now been finalized and set up. Here you can see an overview of your inbox rule. To be absolutely sure that the redirection or forwarding you have just set up is correct, check the data you have entered again.



“Phishing” for passwords involves fishing for passwords and confidential data in supposedly legitimate e-mails. The scammers either ask you to click on a link as quickly as possible or to enter the data directly in the e-mail. Do not enter any data and do not click on any links as soon as you have doubts about the seriousness of an e-mail. If in doubt, ask us first.

Signs:

- Impersonal form of address
- Suspicious e-mail address
- Suspicious link
- Time pressure
- Threats

www.hilfe.uni-passau.de/en/office-pcs/e-mail/security-and-spam-protection

PLEASE NOTE: The name as well as the e-mail address of a sender **can be faked by scammers**. Phishing e-mails can therefore look as if they have been sent by supposedly high-ranking persons of the University of Passau.



A common scam used by scammers is to pretend to be an employee of the university and ask you to buy vouchers (e.g. Amazon, Google Play, etc.).

Therefore, always **be suspicious** if you receive such e-mails and **do not reply** to them!

www.hilfe.uni-passau.de/en/office-pcs/e-mail/security-and-spam-protection

The university offers you three **WiFi networks**:

- CampusUniPassau (used to setup eduroam and for VPN on campus)
- Eduroam (standard wireless network on campus)
- BayernWLAN (no registration needed, very simple)



Problems with eduroam or CampusUniPassau WiFi?

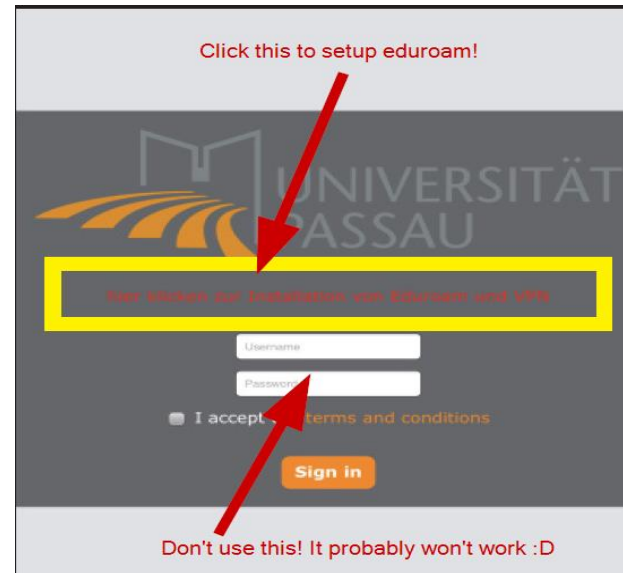
BayernWLAN always works! Its bandwidth might be limited though.

The platforms of the Digital Campus are freely accessible via the Internet. No access to the campus network is required!

www.zim.uni-passau.de/dienstleistungen/netzwerk-und-server/netzwerkzugang/zugriff-auf-wlan

When you connect to WiFi network CampusUniPassau you should get this:

Purpose 1:
Setup eduroam



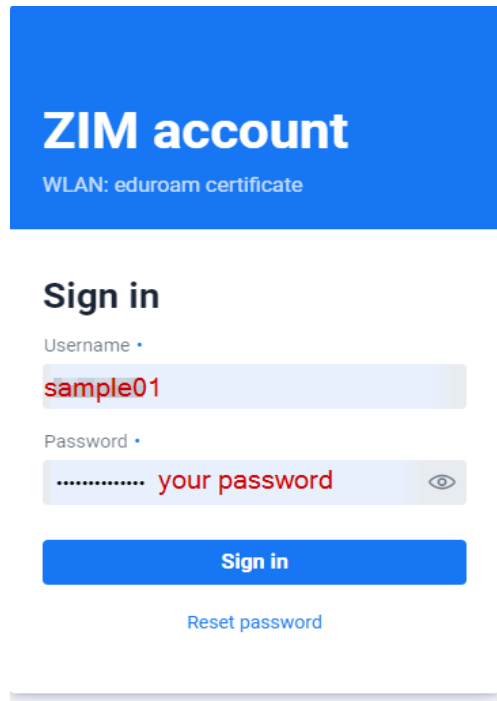
Purpose 2:
Access to VPN
service using
OpenVPN/Tunnelblick
(macOS)



Hint: on macOS and iOS/iPadOS devices this tends to be tedious. It might take some time and patience until this screen appears.

www.zim.uni-passau.de/dienstleistungen/netzwerk-und-server/netzwerkzugang/zugriff-auf-wlan

Key component for accessing **eduroam**: your **personal eduroam certificate** (valid for 3 years)!
Get it on <https://www.uni-passau.de/cert>



ZIM account
WLAN: eduroam certificate

Sign in

Username •

Password •
 

Sign in

[Reset password](#)

Certificate can be downloaded **worldwide** –
it's not mandatory to do this on campus,
you can even do it at home!

We offer plenty of guides on
<https://www.uni-passau.de/eduroam>
for common operating systems!

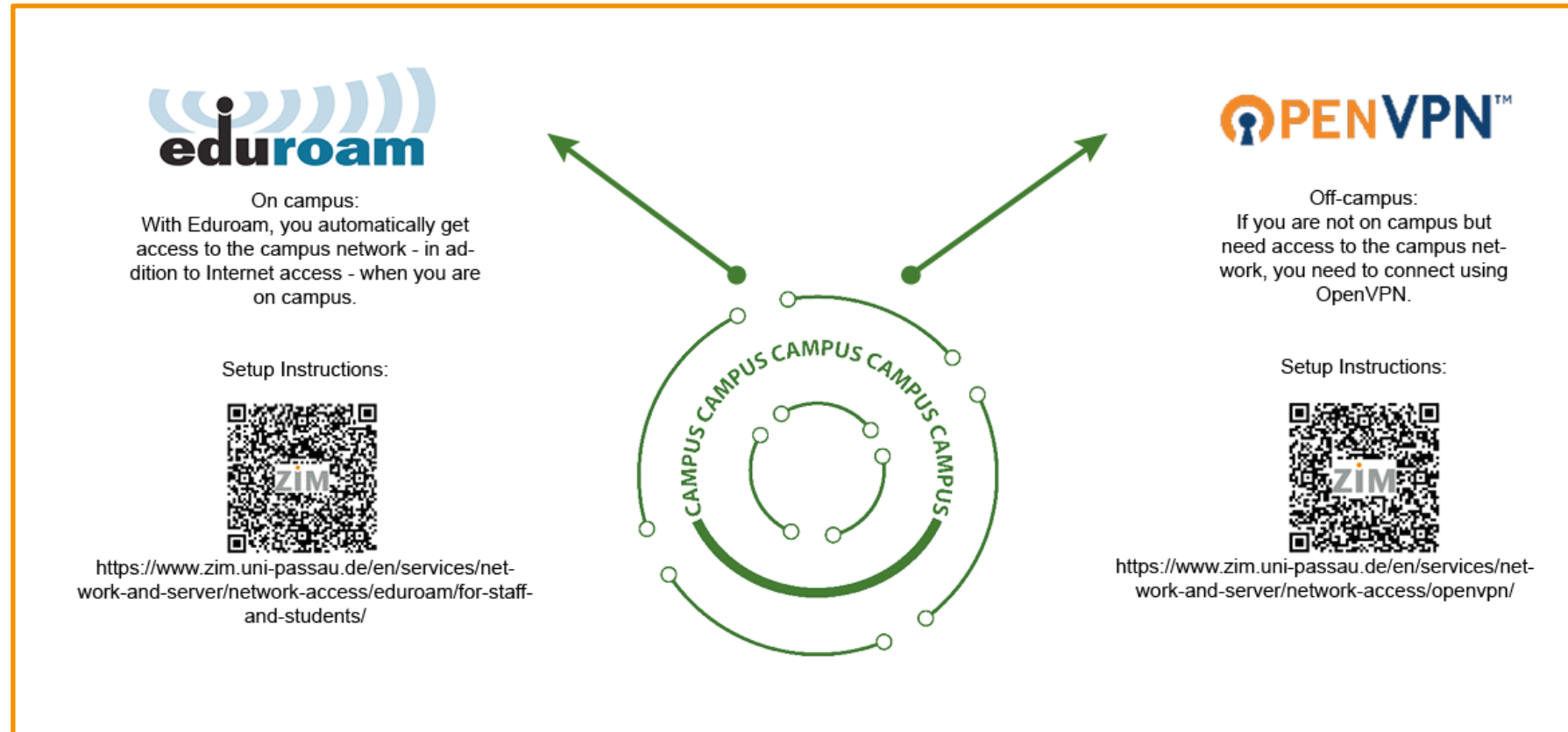
www.zim.uni-passau.de/dienstleistungen/netzwerk-und-server/netzwerkzugang/zugriff-auf-wlan

- When installing your certificate you'll need to enter a password - beware! Enter only your ZIM account id (e.g. sample01) – **NOT your id's password, use only lowercase characters!**
- **Windows:** we only support **Windows 10 and up**. Use the tool provided on our website to install the certificate.
- **iOS:** you'll need to **install** your certificate in Settings > General > Profiles & Device Management
- **macOS:** make sure to update to the **current macOS**, macOS 11 and above should be fine!
- **Android:** Certificate's purpose: choose **WLAN/WiFi – NOT VPN**
- **Android:** When asked for a domain, enter **uni-passau.de**
- **Android:** When prompted for your identity, enter **ZIM-Kennung@uni-passau.de** – e.g. sample01@uni-passau.de – beware: this is not a valid E-Mail address in Passau, it is just a “placeholder” in this case! Make sure there is no **SPACE** after the last characters .de!

www.zim.uni-passau.de/dienstleistungen/netzwerk-und-server/netzwerkzugang/zugriff-auf-wlan

- BayernWLAN is usually easy to use, no setup required. Its bandwidth (speed) might be limited though.
- You need to agree to Vodafone's terms and conditions – this tends to cause issues on Apple products (e.g. Macbooks)
When affected: open Safari and enter this address:
`hotspot.vodafone.de/bayern`

www.zim.uni-passau.de/dienstleistungen/netzwerk-und-server/netzwerkzugang/zugriff-auf-wlan



BayernWLAN offers free internet access without prior setup!

As a member of the University of Passau with ZIM user ID, you can use the WiFi internet access via **eduroam**.



No WiFi? Follow our step by step guide!

⇒ [installation instructions](#)

⇒ [video instruction](#)

www.zim.uni-passau.de/en/services/network-and-server/network-access/eduroam

Access to the university intranet and internet with OpenVPN:

We provide you with secure access to the university network on the campus of the University of Passau and from home in the form of a Virtual Private Network (VPN).

Installation on the university campus

Connect to the campus network:
Cable or WiFi

Installation from home

Connect to the Internet and get access to the university network

www.zim.uni-passau.de/en/services/network-and-server/network-access/openvpn

Direct access via <https://uni-passau.de/vpnclient/vpnclient/>

 **VPN-Zugang Uni Passau**

Home Setup

- Deutsch

VPN-Access University of Passau

General information about the VPN topology can be found here (only in german): [VPN-Zugang zum Universitätsnetz](#)

Setup with OpenVPN Software

You need OpenVPN and a set of university-specific configuration files. You can find all necessary files and guides in the table below.

Operating System	Software-Version	Setup Guide	Software	Sourcecode	Config	Known Problems / FAQ
Windows 10+	OpenVPN 2.5.8	here	Download GPG Signature		Download	
Linux / FreeBSD	OpenVPN 2.5.8	here	installation depends on your chosen distribution	Download GPG Signature	Download	
MacOS	Tunnelblick 3.8.8b	here	Download	GPL-Sourcecode	Download Stand: 24.07.2023	

www.zim.uni-passau.de/en/services/network-and-server/network-access/openvpn

The department “Zukunft: Karriere und Kompetenzen” offers various IT courses every semester.

Courses offered by this department, e.g.:

- Microsoft Office programs such as Excel, Word and Power Point
- Adobe programs such as Photoshop and Indesign

Registration on Stud.IP

More information on the website: <https://www.uni-passau.de/en/zkk>



www.uni-passau.de/en/zkk/courses-and-seminars/key-competencies



ZIM-Support



ZIM-News &
RSS-Feed



Services for
students



Help pages



Social Media

The ZIM team will be happy to answer any technical questions you may have about your studies!

	E-Mail: support@zim.uni-passau.de
	Telephone: +49 851 509-1888
	Office Hours: Monday - Thursday: 09:00 a.m. - 04:00 p.m. Friday: 09:00 a.m. - 01:00 p.m. Room IM 046

www.zim.uni-passau.de/en/zim-support

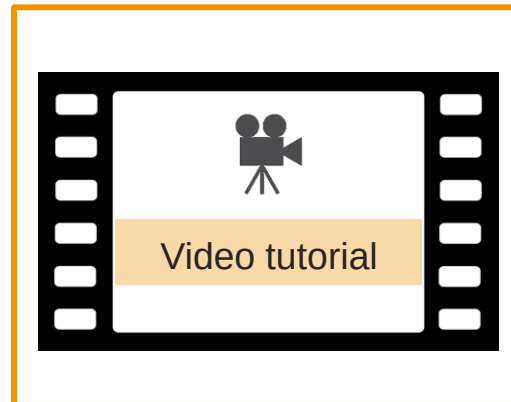
ZIM-News keeps you up to date regarding important news about the IT services of the Center for Information Technology and Media Services.

You are also welcome to subscribe to our RSS feed so that you don't miss any important news!

www.zim.uni-passau.de/aktuelles

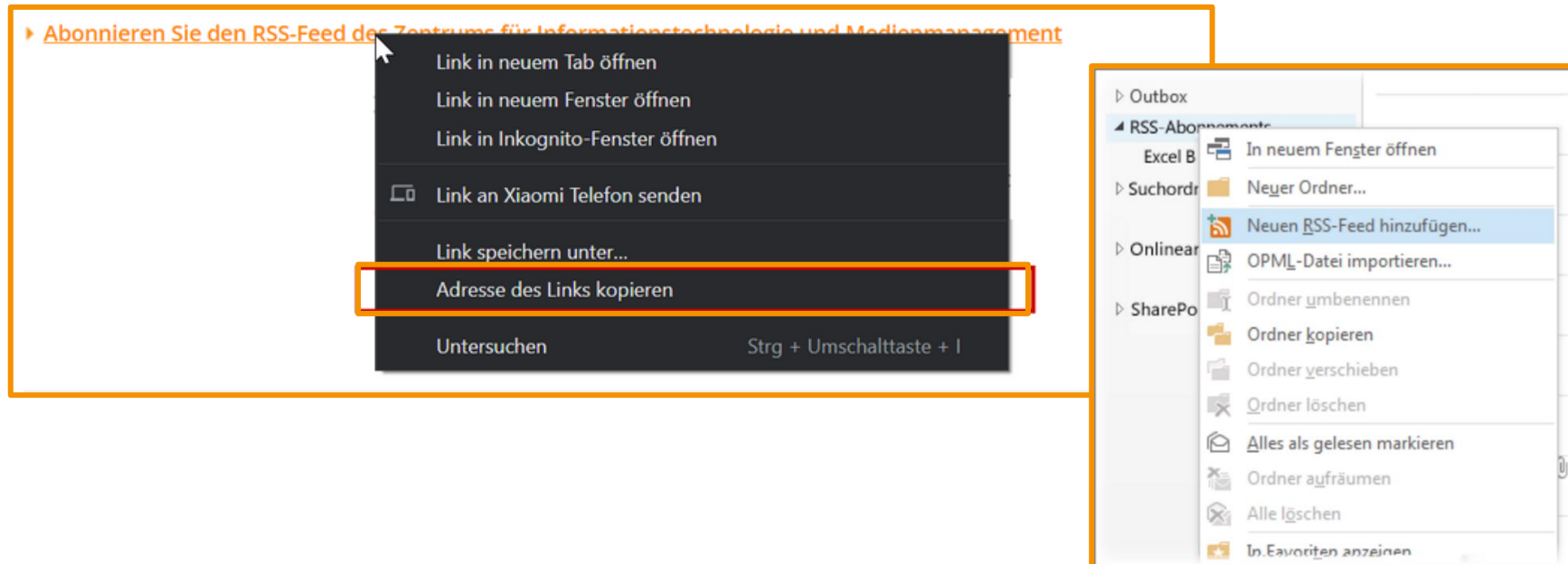
RSS feeds are an easy way to keep up to date with your favorite websites such as blogs or online magazines. The ZIM offers this function for reporting ZIM-News.

If you activate the RSS feed synchronization in Outlook, all subscribed feeds and their posts will be delivered directly to your Outlook RSS Subscriptions folder.



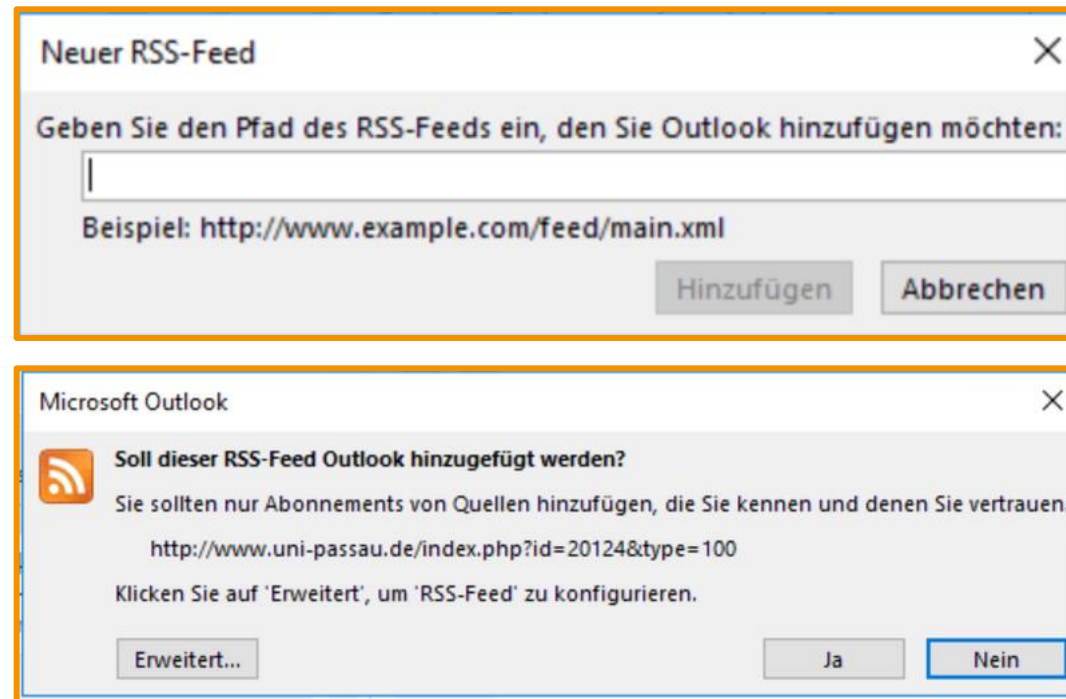
www.hilfe.uni-passau.de/en/howto-rss-feed

First, you have to copy the link at the beginning of the website ZIM-News.
Then switch to the Outlook App and right-click on „Add a RSS Feed“.



www.hilfe.uni-passau.de/en/howto-rss-feed

You will now be asked in a separate window to enter the relevant URL. Here you paste the previously copied link with the right mouse button and "Paste" and then confirm your entry.



www.hilfe.uni-passau.de/en/howto-rss-feed

ZIM offers you various services to assist you during your studies. You can find a lot of information on our overview page!

- Digital Campus
- Network access
- 24h-passwordservice
- Campuscard
- Equipment rental
- Multimedia rooms
- etc.

www.zim.uni-passau.de/en/services/services-for-students

Do you have questions on specific topics or are you interested in a specific topic of IT services?

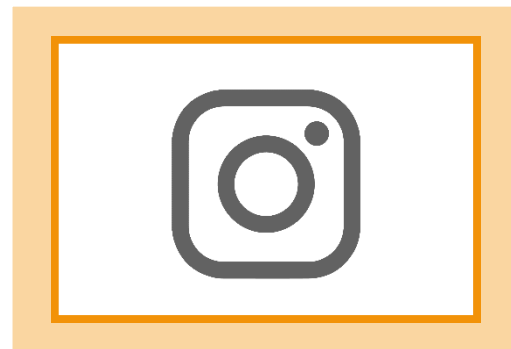
Then please visit our **help pages**!

There you will find numerous step-by-step instructions and information on the most important topics related to your studies!



Hint: If you are looking for a specific term, you can also use the **keyword index** to make your search easier!

Follow us on Social Media!
We will post news periodically on Instagram!



Instagram →



ZIM pages for freshmen at a glance

Information for new students

General information about the orientation week

Here you will find an overview of the courses offered during the orientation week. Please note that this time the orientation week will take place virtually owing to the corona crisis.

Information events during the Orientation Week:

The Orientation Week for all new students (which coincides with the first week of the Orientation Weeks for international students) takes place one week before classes start each semester. In the course of this week, we offer info events and introductory workshops where you can get to know the University's IT services as well as our virtual learning environments, Moodle and ILIAS.

ZIM information channels 
How the ZIM informs:

ZIM-News	Website	Campusblog	Instagram	Facebook
Our most recent page with all news about the ZIM and the University of Passau.	The official website of the ZIM, where you can find all information about the ZIM and the University of Passau.	A blog where you can find all news about the ZIM and the University of Passau.	Our Instagram page, where you can find all news about the ZIM and the University of Passau.	Our Facebook page, where you can find all news about the ZIM and the University of Passau.
				

Information for students 

In our  **Page for students**, you can find all important information about IT and media services at the University of Passau. We will explain to you briefly where you can find everything you need for your studies, how you can register and what could be interesting for you as well as your **Stud.IP**.

Information for new students



Orientation Week

In the first weeks before and during the start of lectures, we accompany all first semester students during their introduction phase at the University of Passau.

We offer two zoom-meetings for the introduction in your study.

English language events:

- **Wednesday, 13.04.2022, 2 p.m. - 4 p.m.**
Introduction IT Services of the University of Passau
<https://us02nwzknk9m9z92220314777.zoom.us/j/92220314777>
Meeting ID: 912 2513 1477
Identification code: 853960
- **Thursday, 14.04.2022, 10 a.m. - 12 a.m.**
Introduction IT Services of the University of Passau
<https://us02nwzknk9m9z92220314777.zoom.us/j/92220314777>
Meeting ID: 912 2513 1477
Identification code: 853960

The Orientation Week for all new students (which coincides with the first week of the Orientation Weeks for international students) takes place one week before classes start each semester. The ZIM is keen to help you come to grips with the digital side of your studies. In the course of this week, we will therefore offer you information events and introductory workshops and answer your questions about our IT services, your e-mail account and our virtual learning environments, Moodle and ILIAS.

Introduction to IT Services

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Orientation week



Virtueller Rundgang durch das ZIM



ZIM Zentrum für Informationstechnologie und Medienmanagement

Services and Info

Virtual tour

Virtual tour



