UNIVERSITÄT PASSAU

# Introduction to usage of IT services

## For virtual teaching

**Centre for Information Technology and Media Services**

summer semester 2020

# Overview

1. Centre for Information Technology and Media Services – ZIM
2. ZIM-Kennung/ZIM-username
3. Digital Campus
4. University Library – External Access
5. Email explained
6. Data storage
7. Access to campus network
8. Notes, problems, questions

# 1. ZIM services

ZIM as digital centre of University of Passau.

Overview:
https://www.zim.uni-passau.de/fileadmin/dokumente/einrichtungen/zim/flyer/Studierendeninfo_WiSe19_20_ENG.pdf

# 1. ZIM services

## Digital Campus

- HISQIS
- Stud.IP
- Campusportal
- ILIAS
- UniVideo

## Work Stations

- Free Software
- PC-Pools
- Campus printer
- LRZ Sync&Share
- Data storage

## Stay Connected

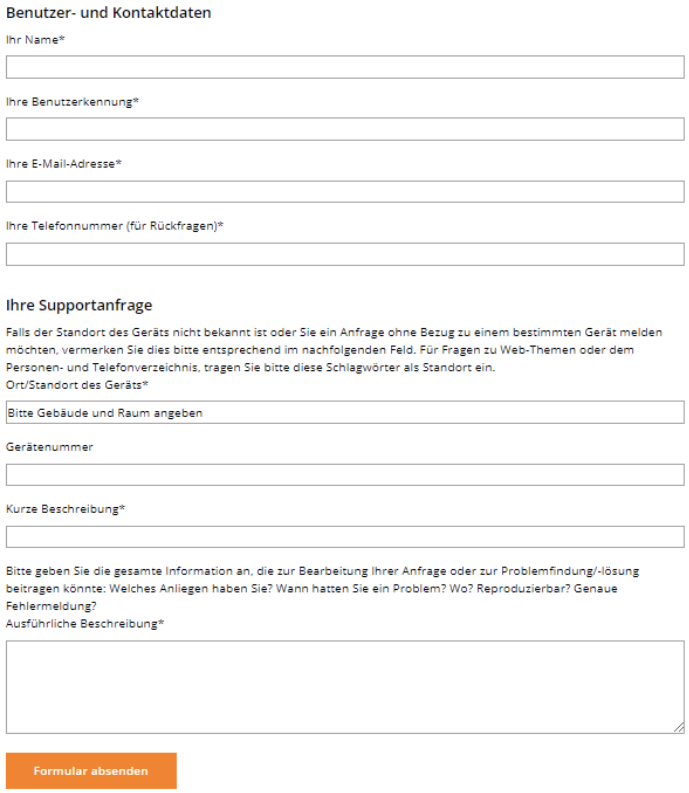
- WLAN
- eduroam
- OpenVPN
- Email
- IT-courses

## ZIM-Kennung/ZIM-username

## CampusCard

# 1. ZIM services

## Support request



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/zim-support/supportanfrage/

## Help pages

Hilfe-Portal

Aktuelle Projekte

Sie wollen sich über aktuell laufende Projekte informieren? Auf der Seite des Zentrums für Informationstechnologie und Medienmanagement (ZIM) finden Sie alles rund um die Themen IT-Modernisierung, Campusmanagement, Forschungsinformationssystem und vieles mehr.

Schlagwortverzeichnis

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

Online Lehre mit Zoom

- Erste Schritte
- Zoom-Formate
- Veranstaltung aufzeichnen
- Zur Onlinehilfe

Digital Workspace/Citrix

- Anleitung Zwei-Faktor-Authentisierung (zwingende Voraussetzung!)
- Citrix-Anleitung
- Telefon- und Videokonferenzen
- Wichtige zusätzliche Programme (unbedingt installieren!)

WLAN/Netzwerk

- Eduroam
- OpenVPN
- Zur Onlinehilfe

CampusCard

- Kartentypen
- Kartenfunktionen
- Verlust und Defekt
- Zur Onlinehilfe

E-Mail

- GroupWise
- Outlook
- E-Mail-Signatur
- Sicherheit
- Spam-Schutz
- Zur Onlinehilfe

Stud.IP

- Anmeldung zu Veranstaltungen
- Dateien
- Nachrichten
- Suche
- Zur Onlinehilfe

https://www.hilfe.uni-passau.de/

# 1. ZIM services

Support

**Technical** Help & Support

+49 851 509 1888

support@zim.uni-passau.de

office: IM 120

office hours:
Mo-Thu 8a.m. to 4.30p.m.
Fr 8a.m. to 2p.m.

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

# 2. ZIM-Kennung/ZIM-username

2.1 Password

2.2 Password reset

2.3 Password change

# 2. ZIM-Kennung/ZIM-username

- Is sent via email before the term starts
- Composition
  - Example: Surname: Mustermann
    ZIM-username: muster01
- Use
  - Access to campus computers and to campus network
  - Access to the university systems (Stud.IP, ILIAS,CampusPortal, etc.)
- Please note: The username created during the application process on campus.uni-passau.de („first name.surname“) is no longer required during your studies!

# 2.1 Password

Password rules:

only use the following characters:

- A..Z a..z 0..9 ! # $ ( ) * , - . : ; = ?
- must have 5 characters at least
- may have 30 characters at most

- No use of old passwords!
- Keep your password secret – don‘t pass it on!

# 2.1 Password

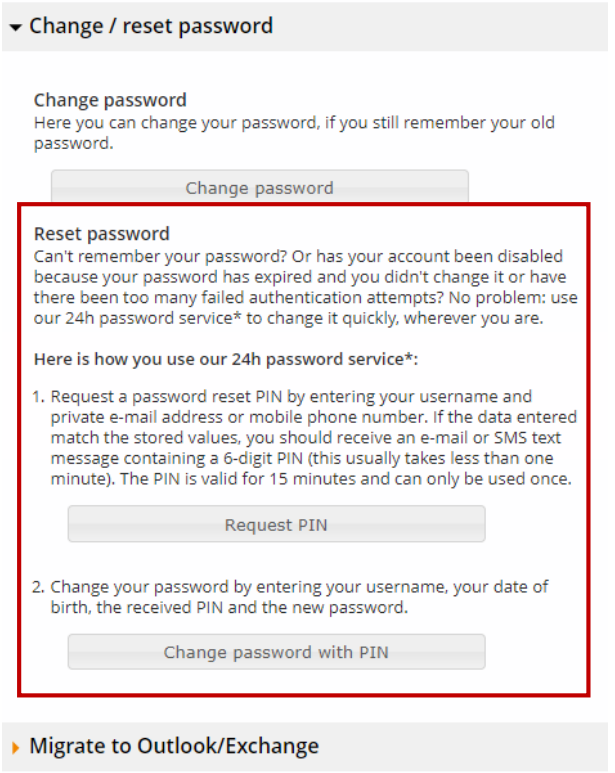
Watch out for Phishing emails!

# 2.2 Password reset

- Via SMS/email on https://www.zim.uni-passau.de/en/account/

Email is *automatically* deposited in Campusportal

Cellphone number has to be saved *manually*




- Via application form

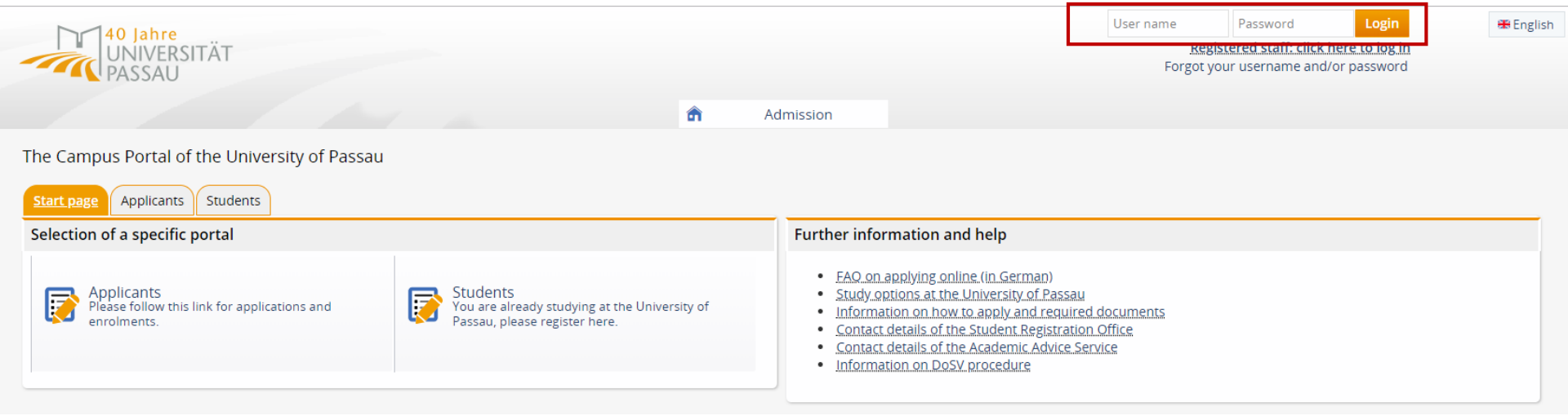
www.zim.uni-passau.de/login/neues-passwort/

# 2.2 Password reset

Saving mobile number in Campusportal

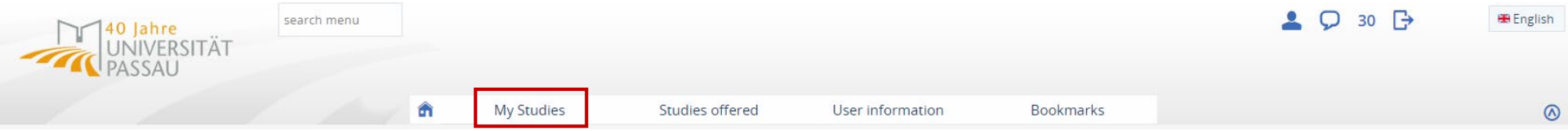
campus.uni-passau.de

Log in with ZIM-username



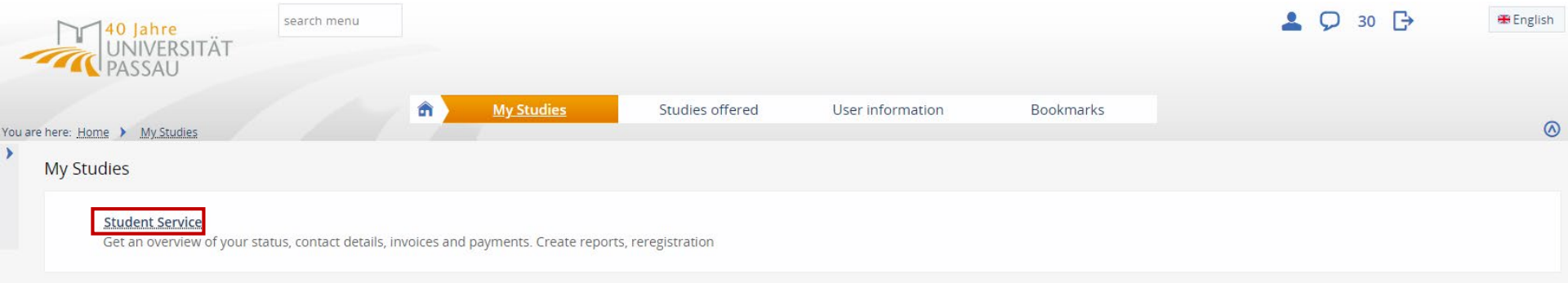
# 2.2 Password reset

## Saving mobile number in Campusportal



# 2.2 Password reset

## Saving mobile number in Campusportal

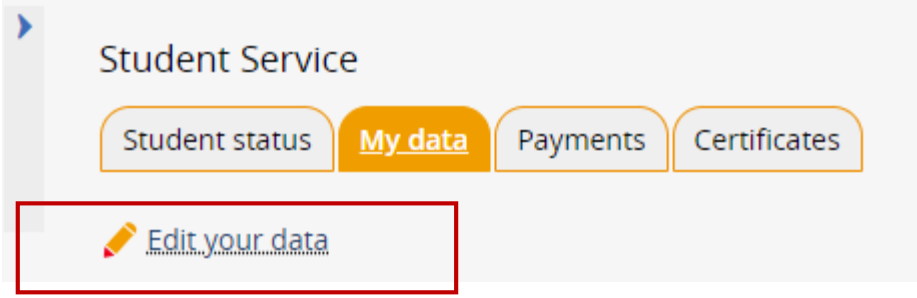


# 2.2 Password reset

## Saving mobile number in Campusportal

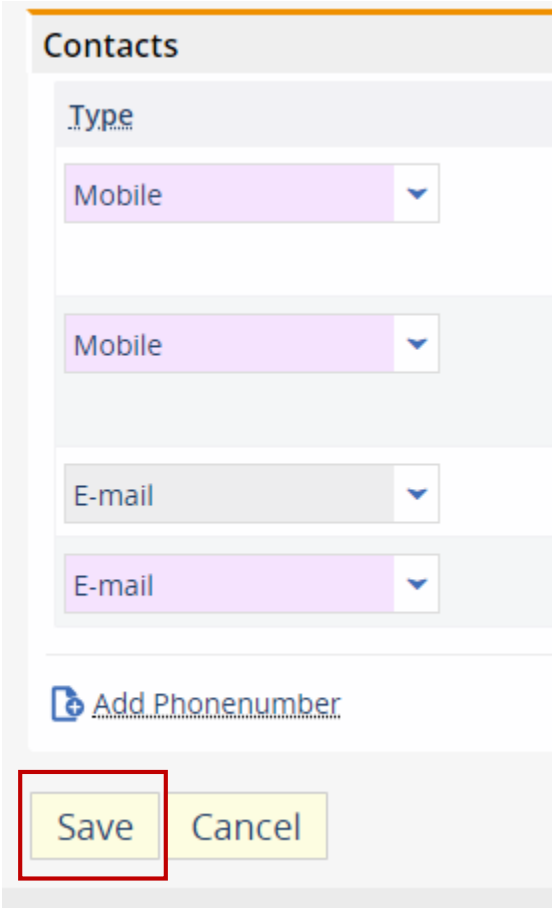
# 2.2 Password reset

## Saving mobile number in Campusportal



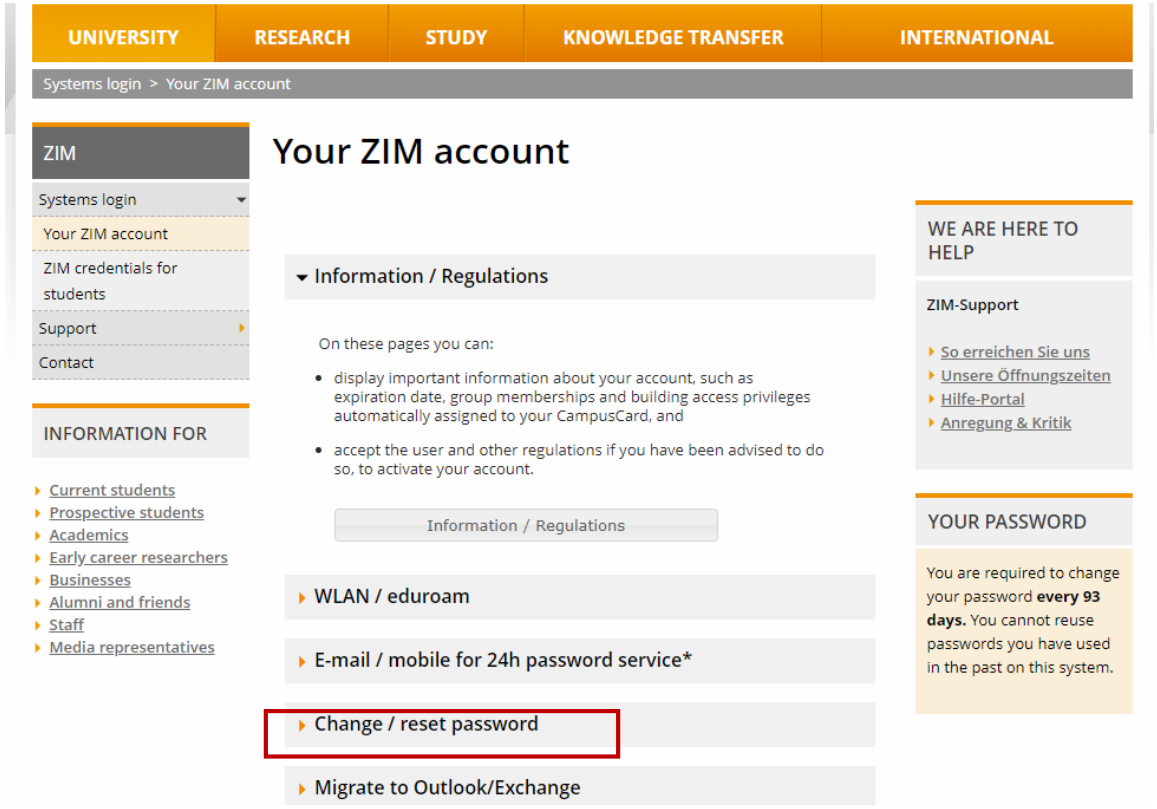
# 2.2 Password reset

## Saving mobile number in Campusportal



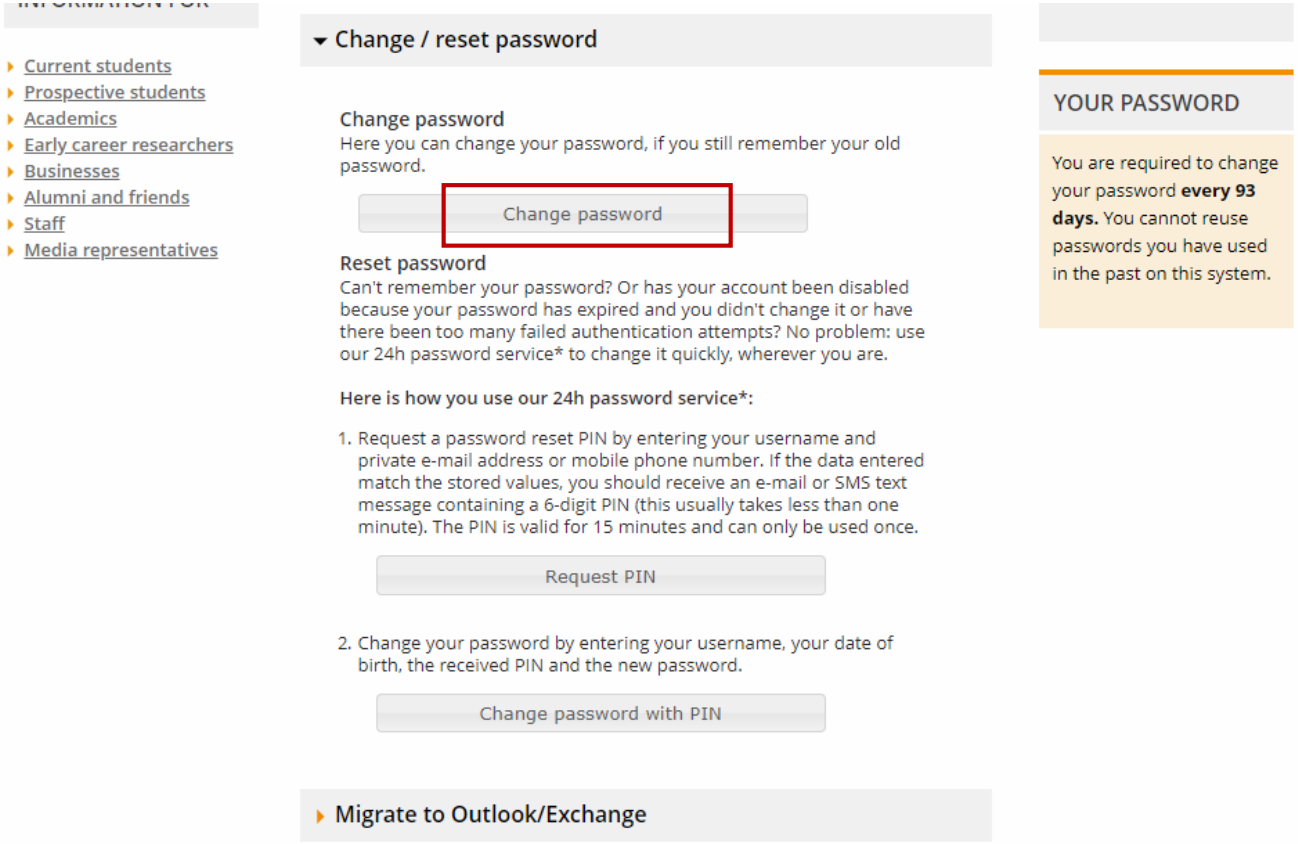
# 2.3 Password change

You can change your Password: [www.zim.uni-passau.de/en/account/](www.zim.uni-passau.de/en/account/)

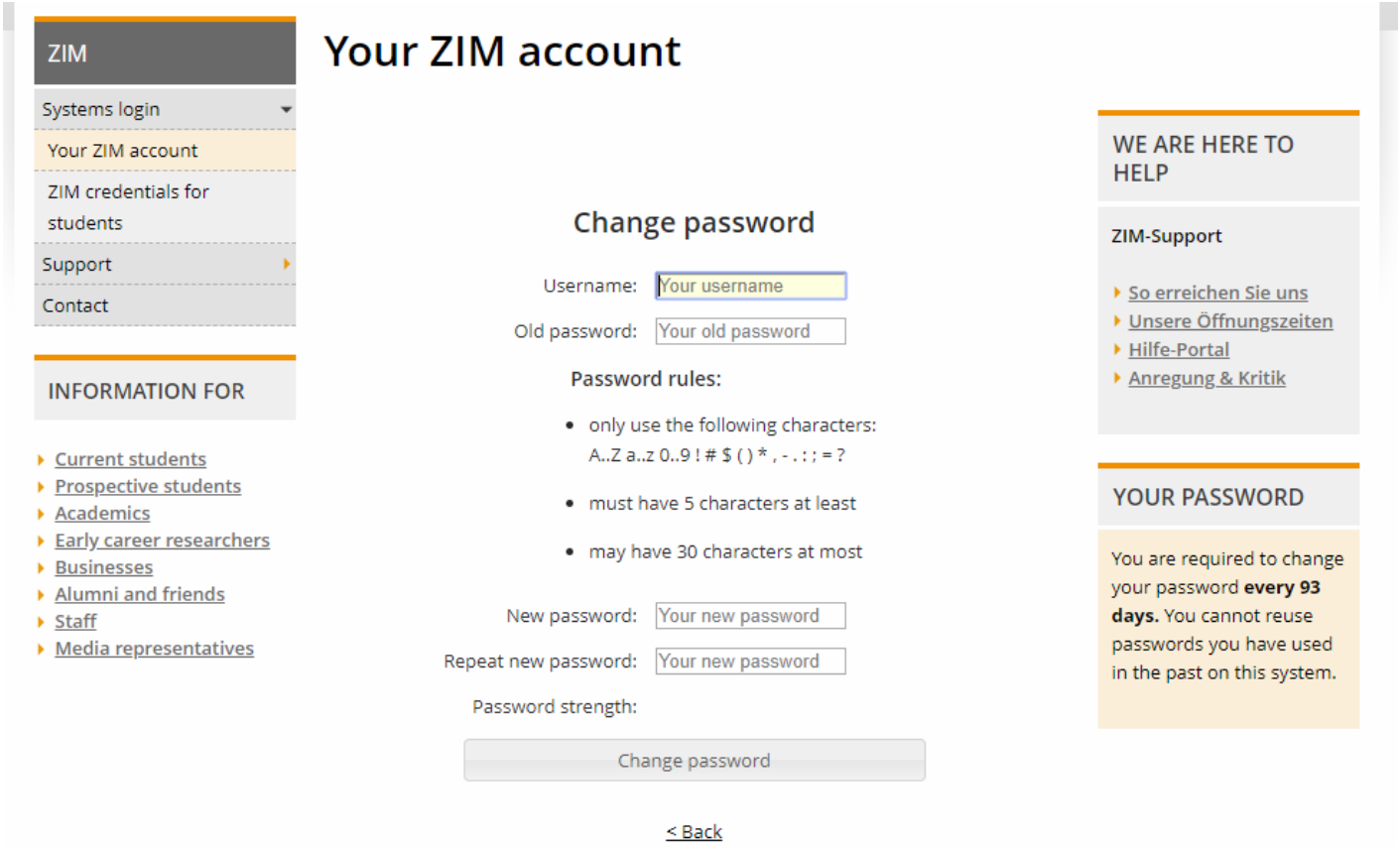



Password change every 93 days (pay attention to the automatic references)

# 2.3 Password change



# 2.3 Password change



# 3. Digital Campus

Your way to virtual studies

3.1 Stud.IP

3.2 Zoom

3.3 ILIAS

3.4 HISQIS

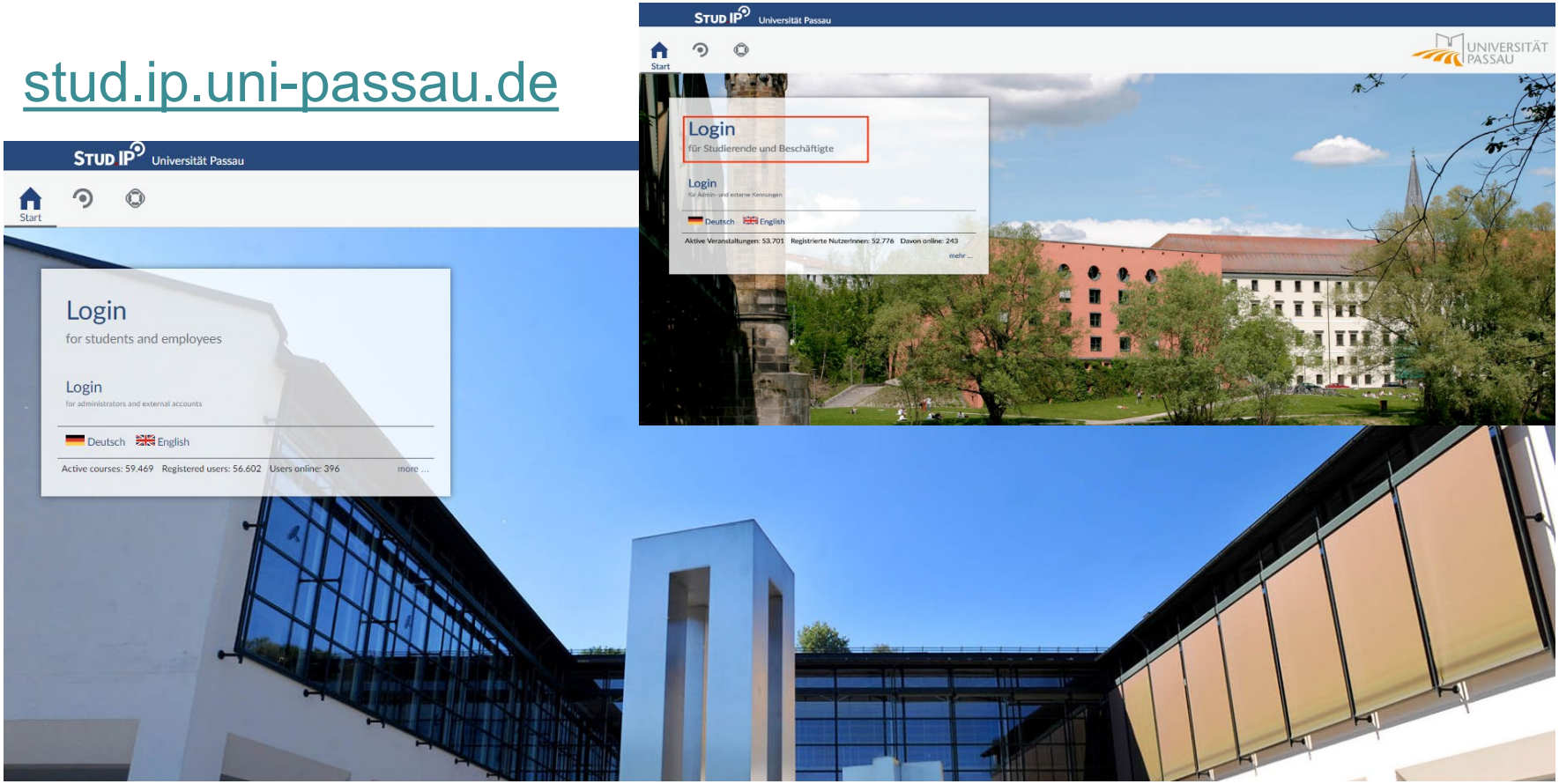
3.5 CampusPortal

# 3.1 Stud.IP

- Quickly find and register for individual modules
- Set up your personal timetable
- Access learning materials and news updates for your modules
- Office an business hours
- Latest information

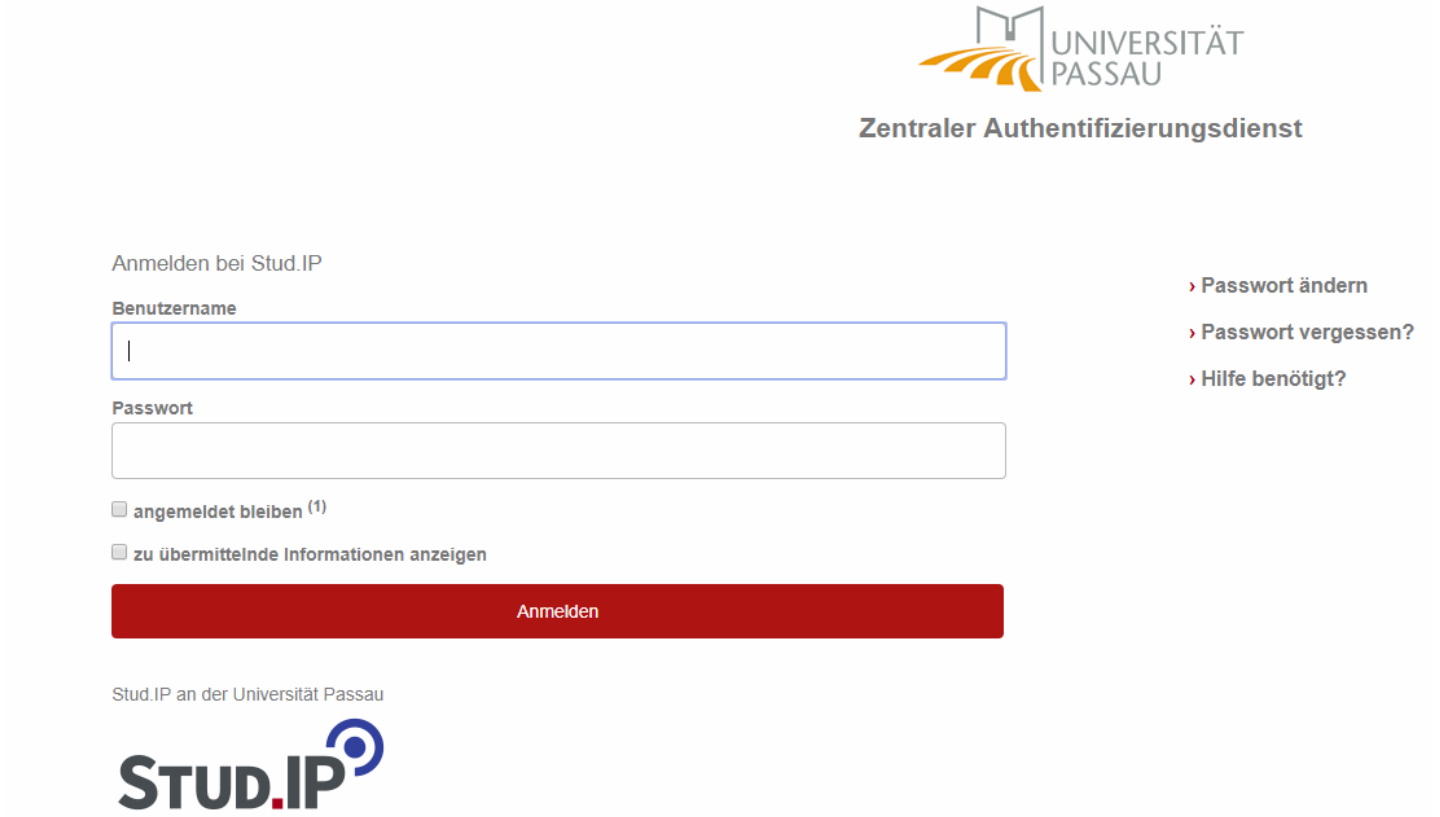
# 3.1 Stud.IP

[stud.ip.uni-passau.de](stud.ip.uni-passau.de)



# 3.1 Stud.IP

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

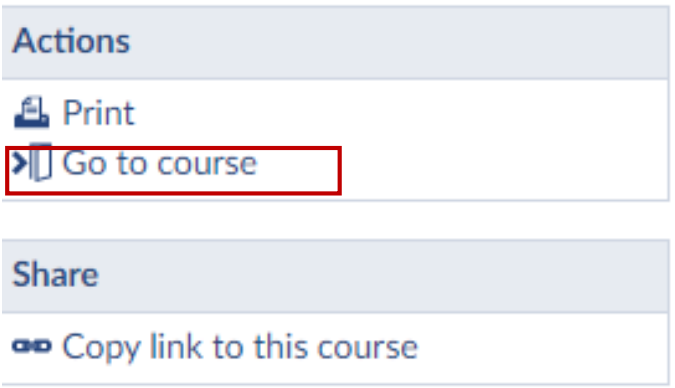


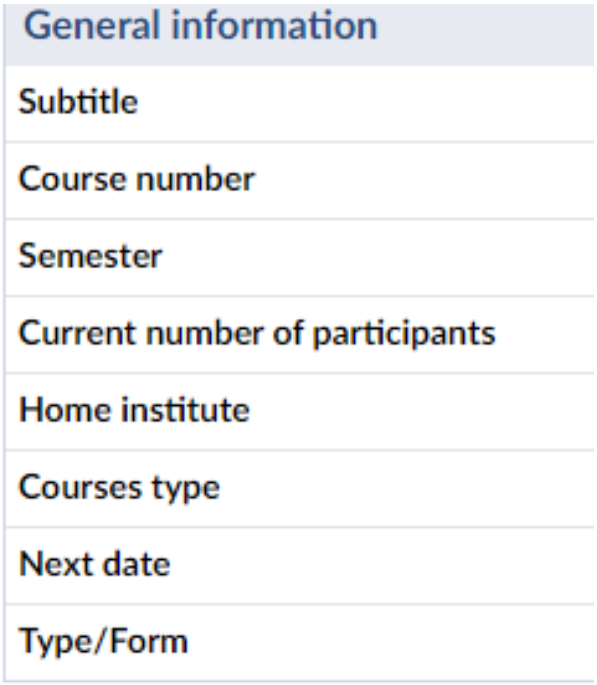
# 3.1 Stud.IP

Search for courses, persons etc.

# 3.1 Stud.IP

Access to course

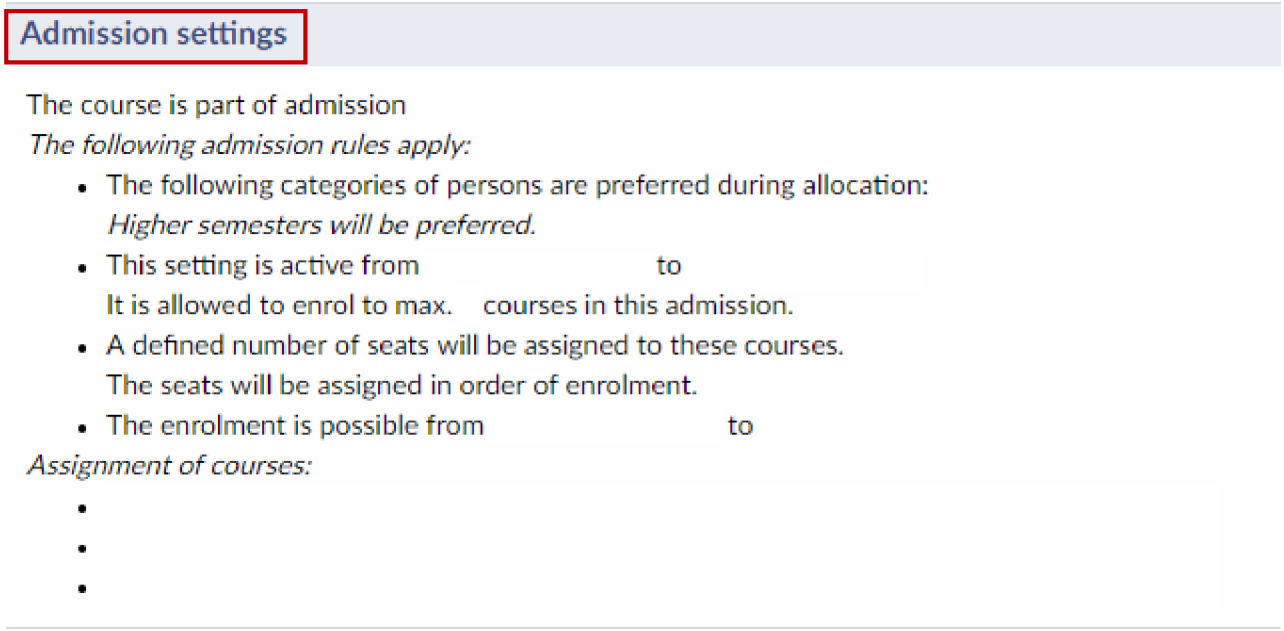


# 3.1 Stud.IP

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 admission rules apply:*

- The following categories of persons are preferred during allocation:
  *Higher semesters will be preferred.*
- This setting is active from to
  It is allowed to enrol to max. courses in this admission.
- A defined number of seats will be assigned to these courses.
  The seats will be assigned in order of enrolment.
- The enrolment is possible from to

*Assignment of courses:*

-
-
-

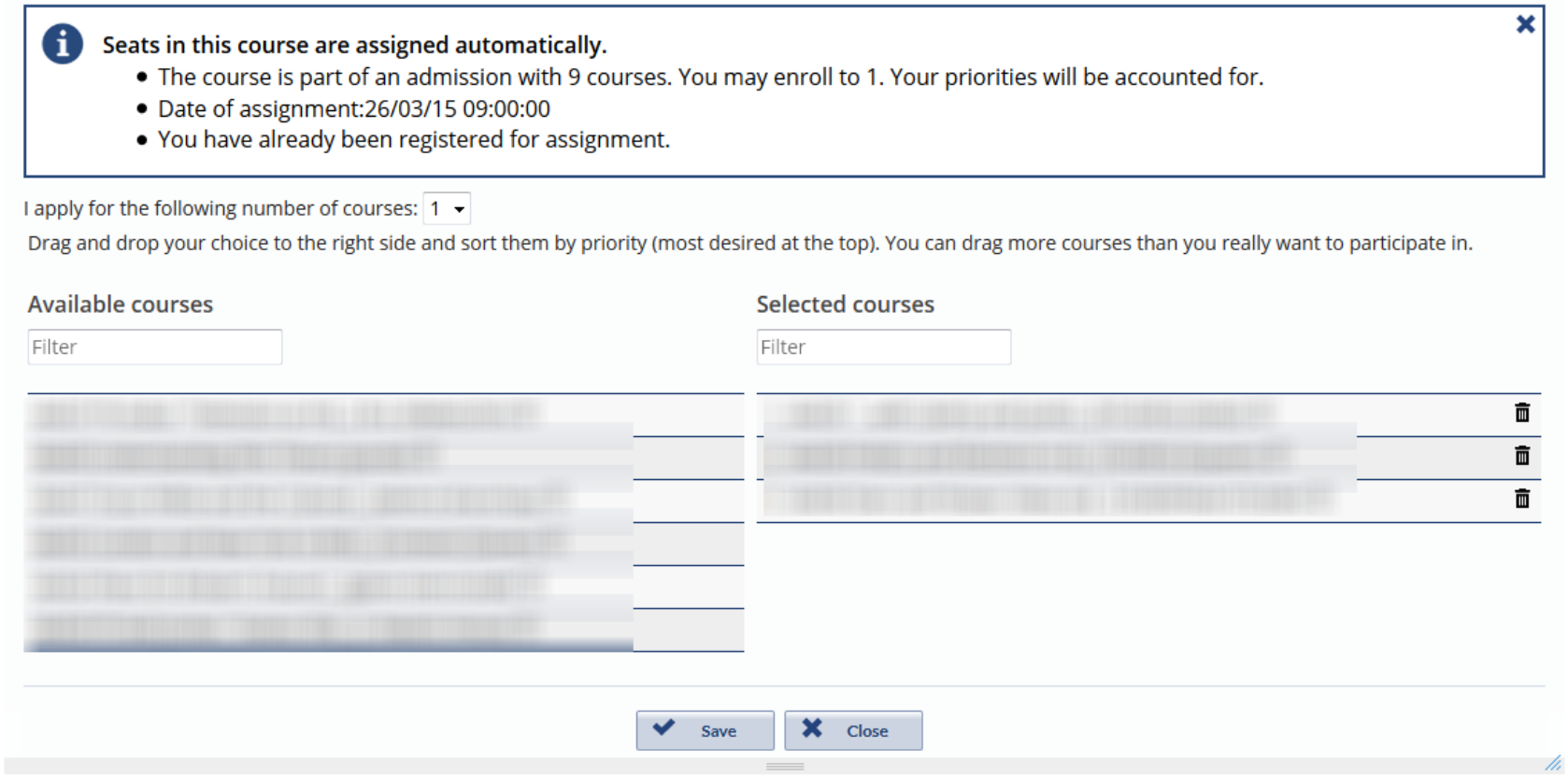
# 3.1 Stud.IP – Enrolment procedures

- Anmeldung gesperrt
  - Accessing the course is only possible after the chair, the course belongs to, enables this function.
- Anmeldung mit Passwort
  - A password is required to access the course. Usually the lecturer announces the password beforehand or during the first lesson.
- Zeitgesteurte Anmeldung
  - Accessing the course is only possible during a certain time frame. The access is blocked prior to the frame and after it.
- Beschränkte Teilnehmerzahl
  - 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.)

# 3.1 Stud.IP – Enrolment procedures

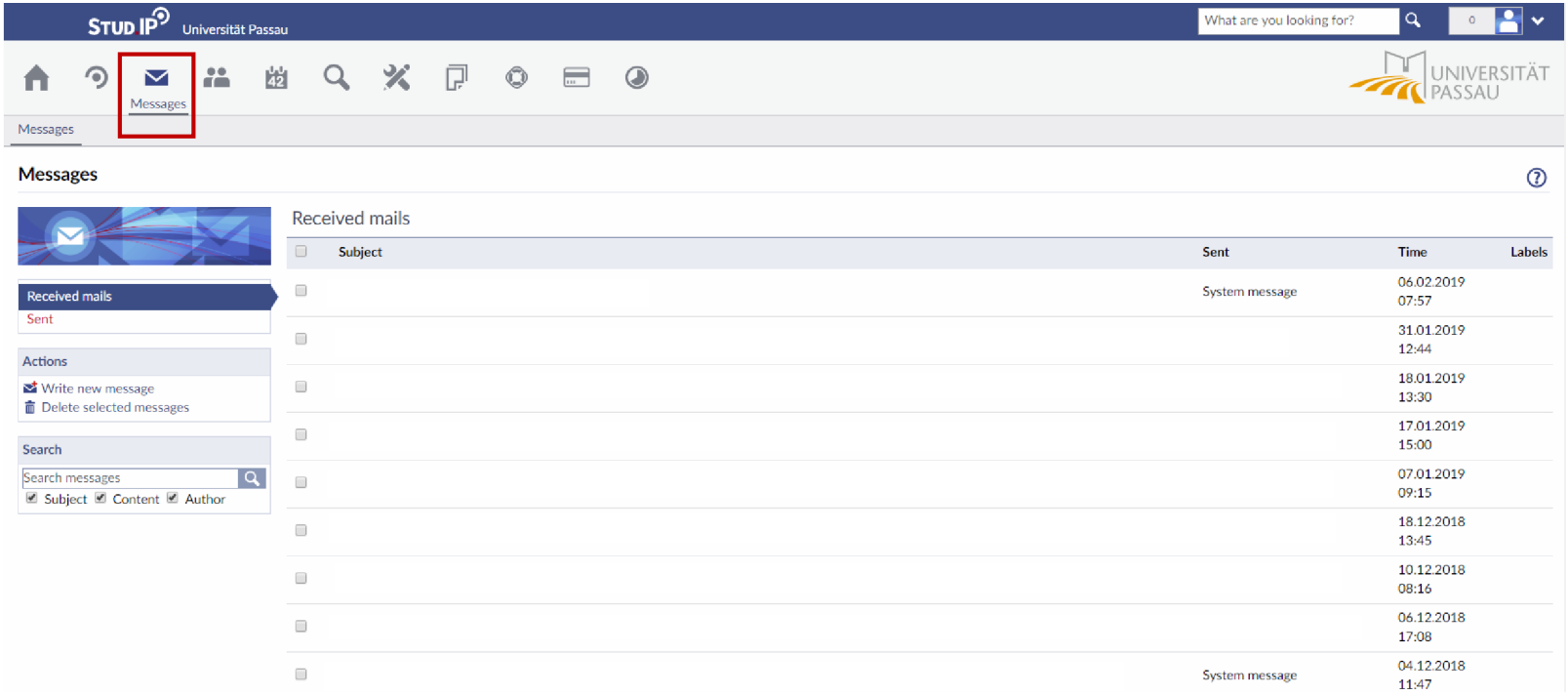
Various enrolment procedures can be combined with each other. Therefore, it is possible that a course has a limited number of participants and a chronological enrolment procedure as well.

# 3.1 Stud.IP – Raffle courses




Select the courses you want to join → put them in a special order according your priorities (Which course do I want to join most likely? → 1st priority) → Seats are assigned automatically

# 3.1 Stud.IP - Messages




- Notifications if someone sends you a message or posted a message on your pinboard
- Automatic messages by the system
- Messages from seminar facilitators, lecturers, professors etc.

# 3.1 Stud.IP - Messages

Emails sent to your
university email adress (username@ads.uni-passau.de)
will NOT appear in Stud.IP.
Stud.IP ist NOT an email system, it only has an internal messaging system!

# 3.1 Stud.IP – Privacy settings

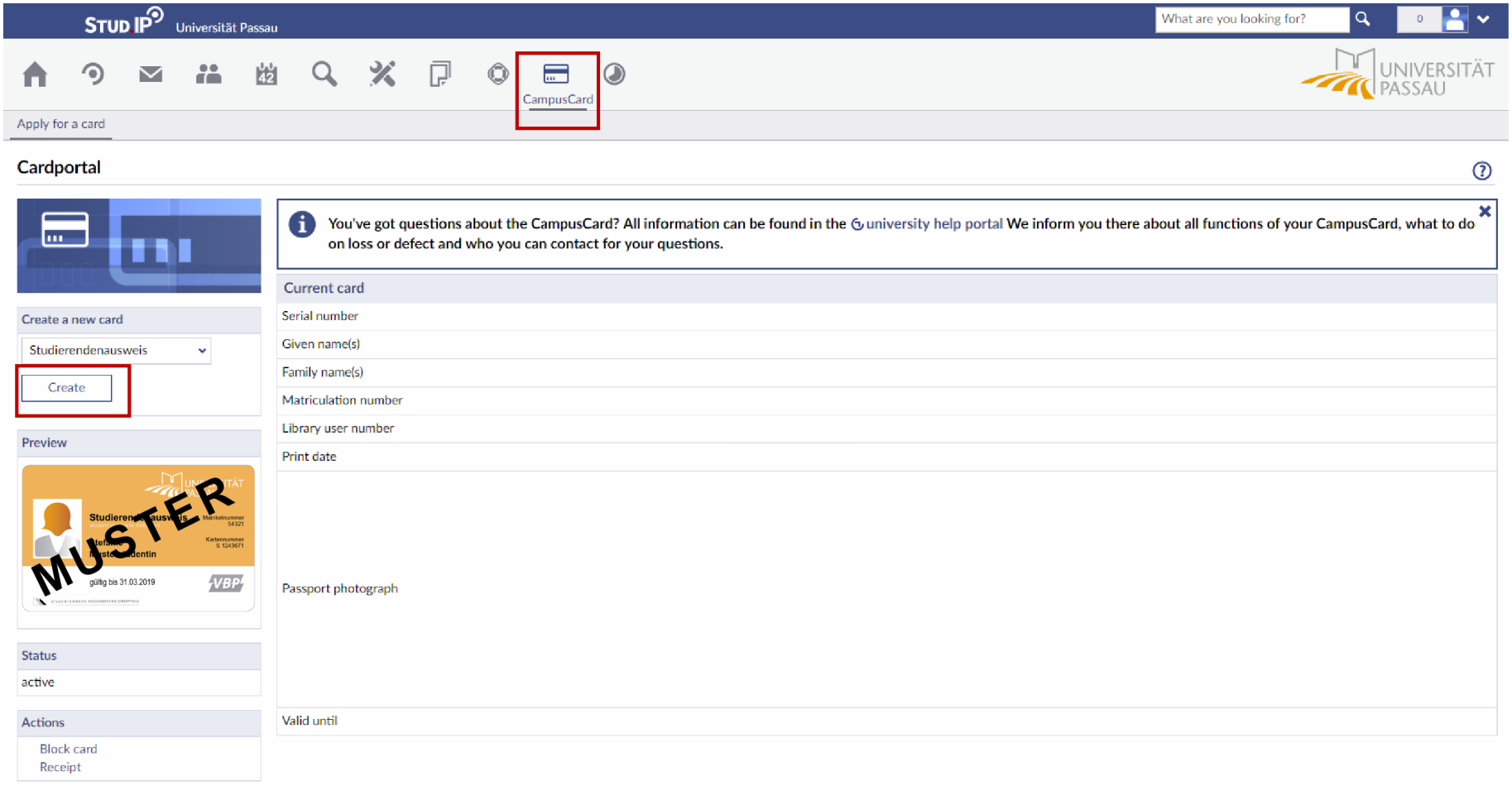
# 3.1 Stud.IP – CampusCard

Functions:

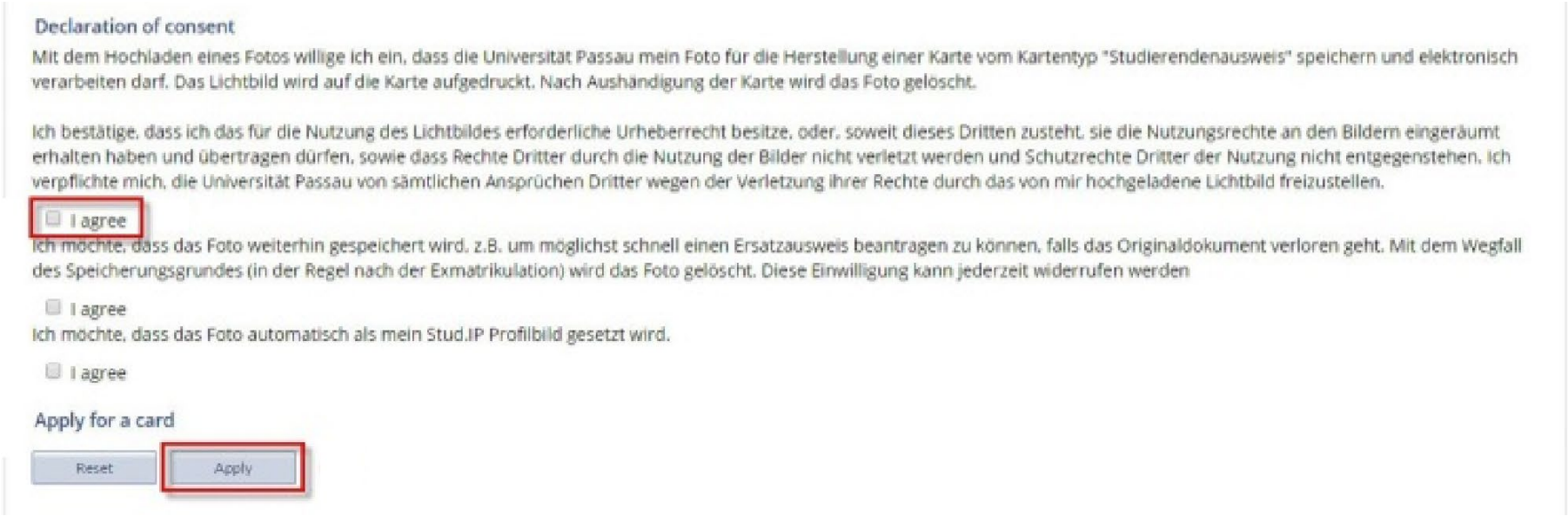
- ID for the University of Passau
- Bus ticket
  (only after validation)

More functions: www.uni-passau.de/campuscard

# 3.1 Stud.IP – CampusCard



# 3.1 Stud.IP – CampusCard



# 3.1 Stud.IP – CampusCard

Please visit

https://www.hilfe.uni-passau.de/campuscard/kartentypen/studierende/

for latest news when to collect your CampusCard!

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# 3.2 Zoom

- Tool for online teaching
- Live transmissions of lectures at scheduled times
- Conducting webinars
- Interactivity
- Students can use Zoom for smaller group works
- Zoom Records in Stud.IP

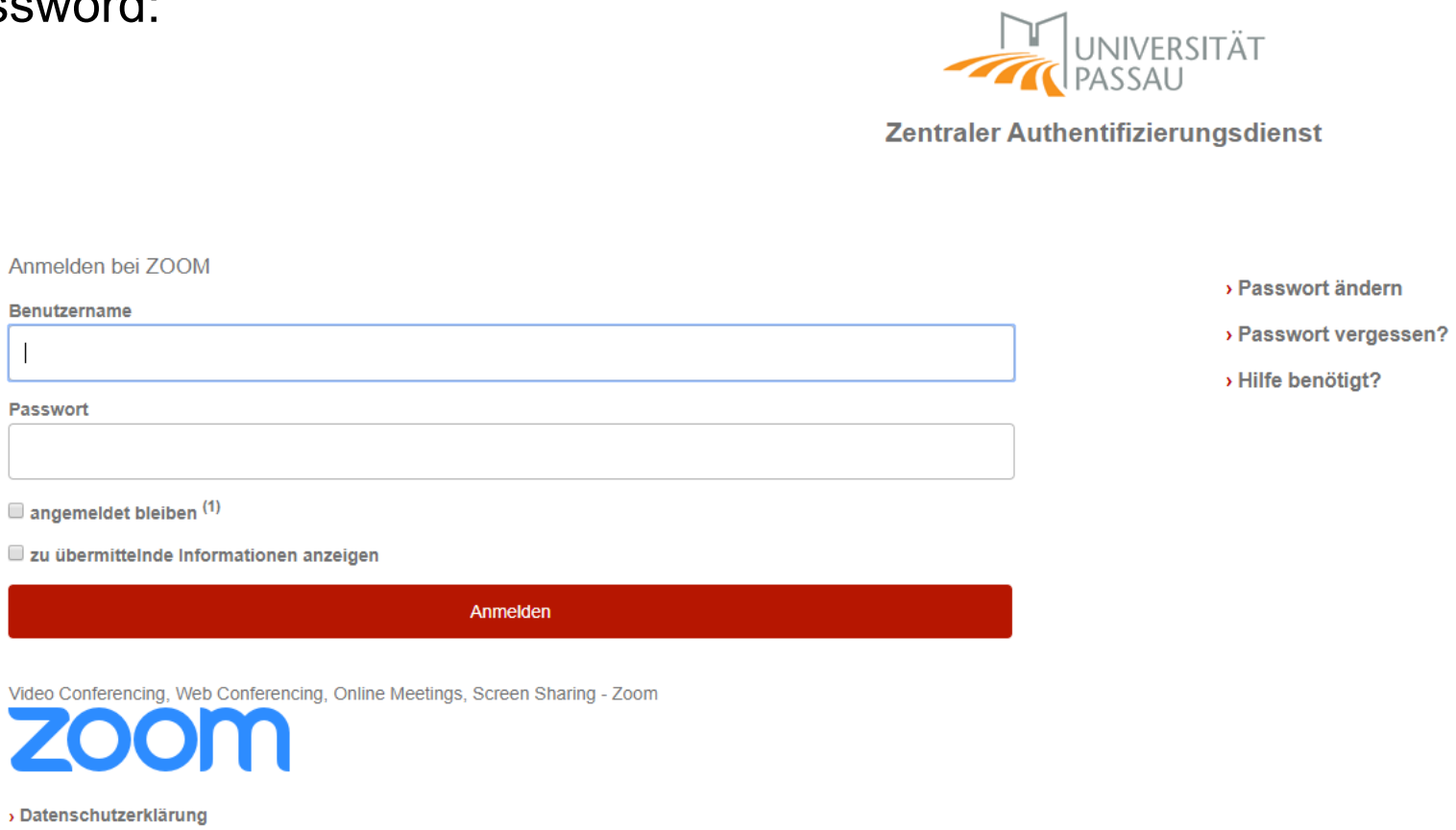
Please visit for further information, installation guidelines and help:
https://www.hilfe.uni-passau.de/online-lehre-mit-zoom/

# 3.2 Zoom

Registration https://uni-passau.zoom.us/

# 3.2 Zoom

You need to use your ZIM-username and password:



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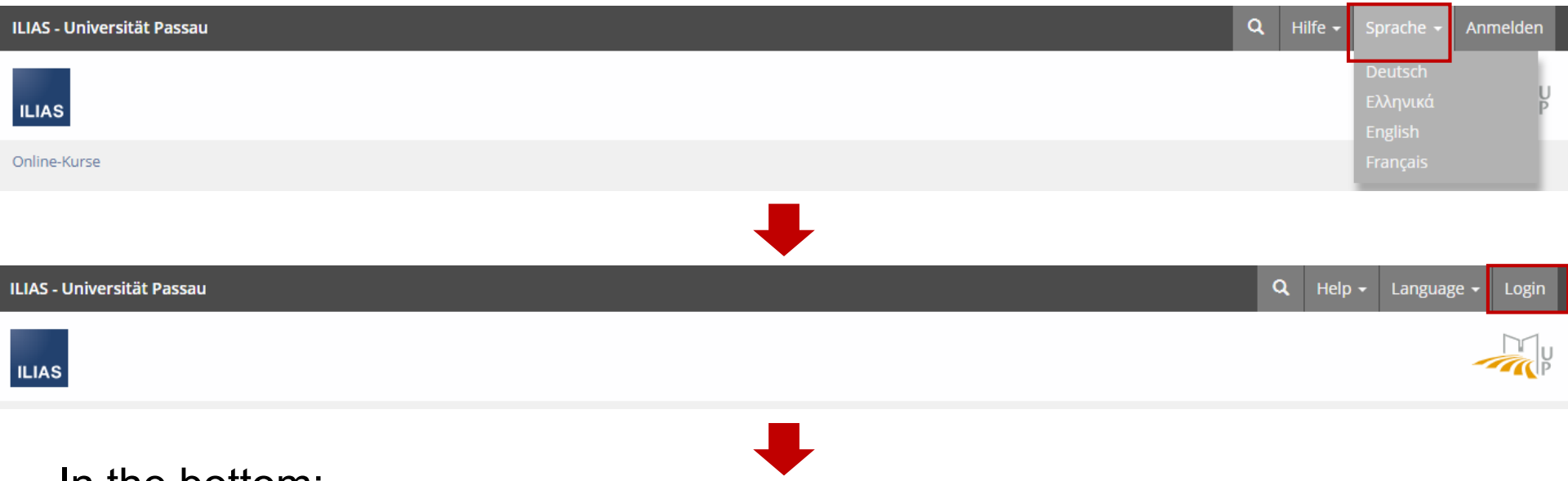
# 3.3 ILIAS

ILIAS allows you to incorporate digital media into your teaching

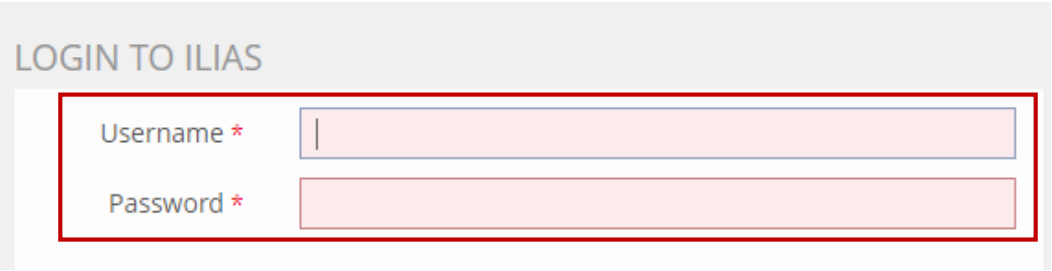
- Recording of lectures and live broadcasts
- Teaching material
- Wikis, test exercises, MediaCasts, Blogs
- Ideal exam preparation
- Adaptable cooperation, e.g. via discussion forums
- Interactivity and multimedia

# 3.3 ILIAS

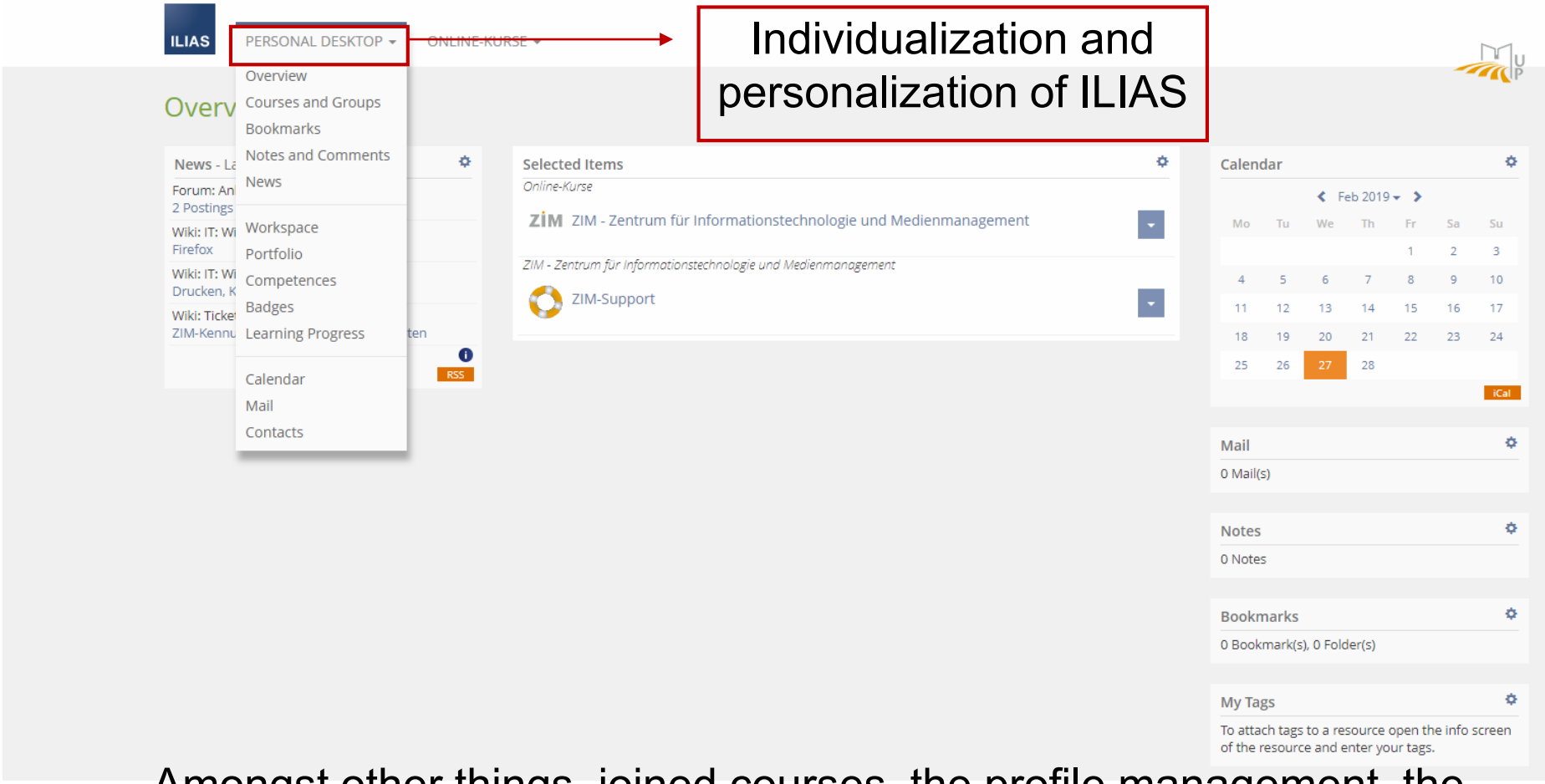
ilias.uni-passau.de
Login with ZIM-username




In the bottom:

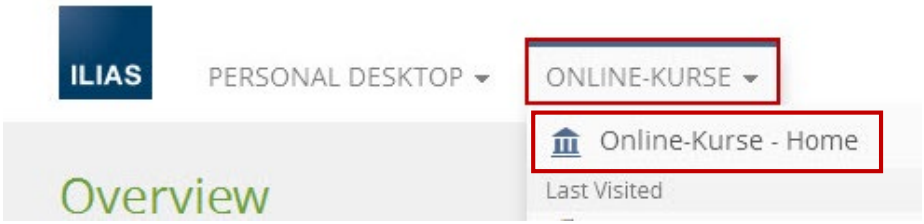


# 3.3 ILIAS – Personal Desktop




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

# 3.3 ILIAS – Online-Courses



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

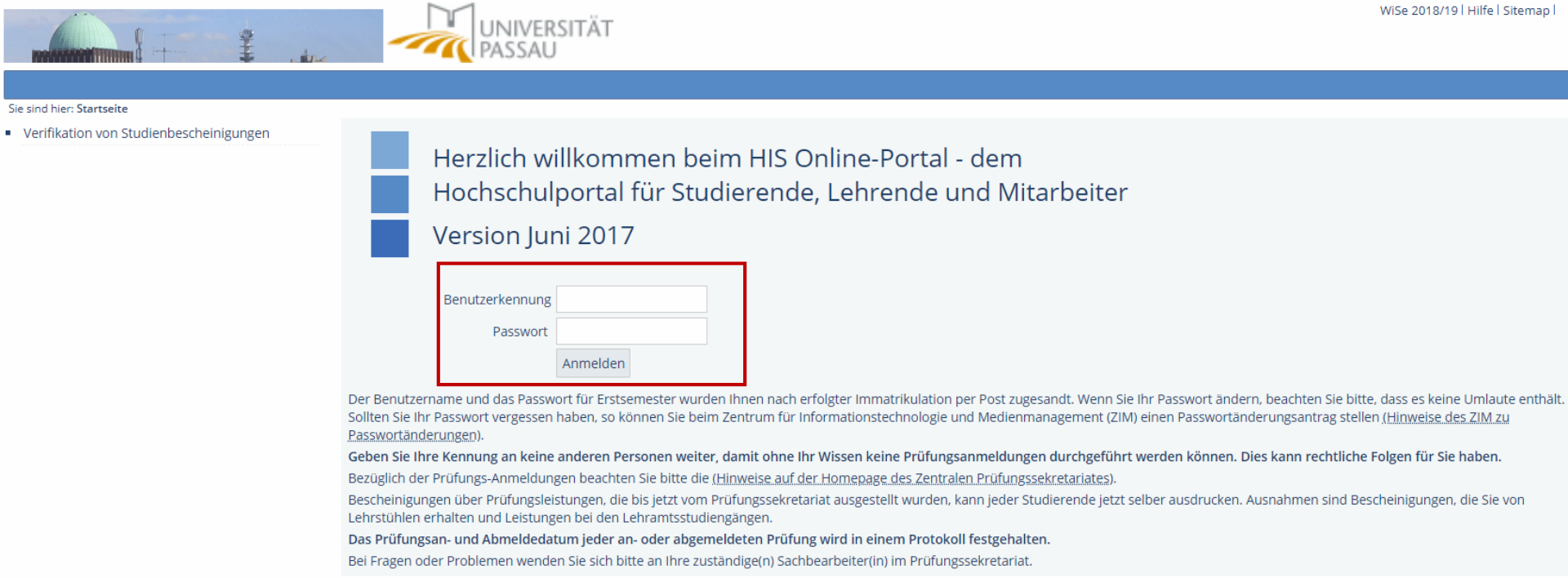
# 3.4 HISQIS

# HISQIS

- Sign on and off exams
- Transcripts of records

# 3.4 HISQIS

qisserver.uni-passau.de
Log in with ZIM-username



# 3.4 HISQIS

Sie sind hier: Startseite ▸ Prüfungsverwaltung
Prüfungsverwaltung
Abmelden
Prüfungsverwaltung
Prüfungsan- und -abmeldung
Prüfungsbescheinigungen, Kontrolle der angemeldeten Prüfungen

# 3.4 HISQIS

For lates information (e.g. exam registration and deregistration) visit:

https://www.uni-passau.de/pruefungssekretariat/semesterbezogene-informationen/

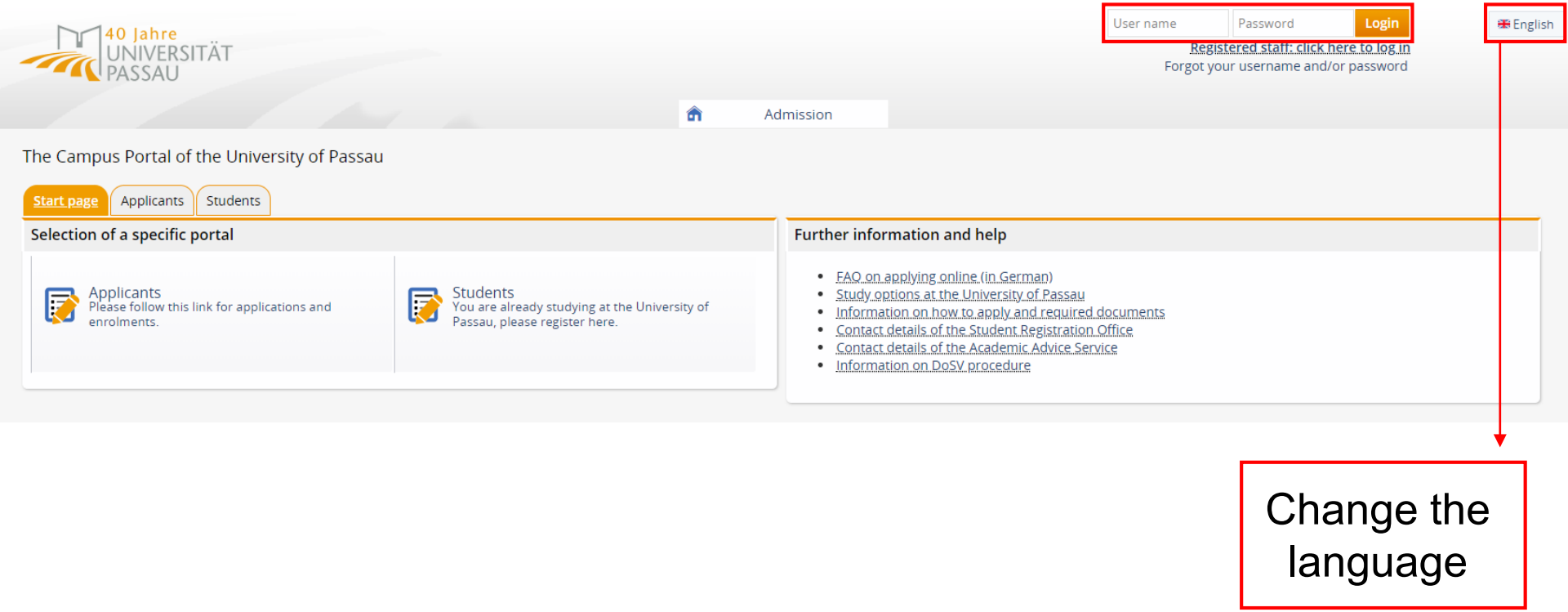
# 3.5 CampusPortal

HISinOne

- Application portal
- Certificates
  - BAföG, matriculation, term, study course, parking ID
- Contact details (incl. E-Mail and mobile number for 24-hours-password service)

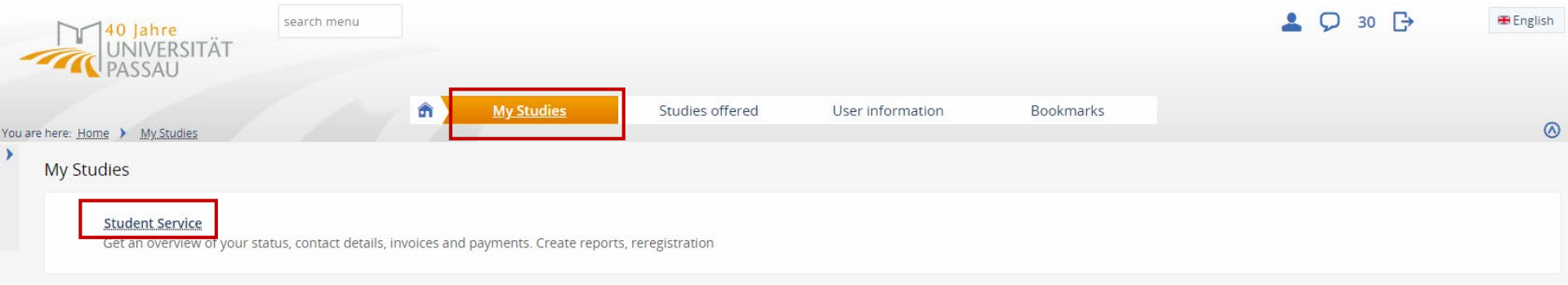
# 3.5 CampusPortal

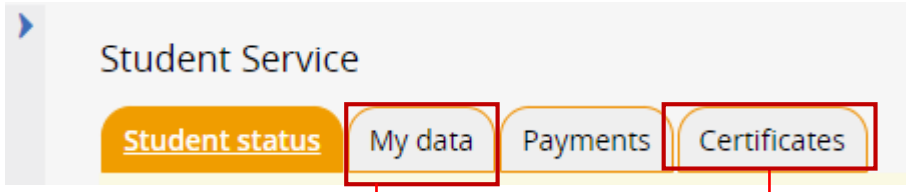
Visit [campus.uni-passau.de](campus.uni-passau.de)
Log in with ZIM-username




Change the language

# 3.5 CampusPortal



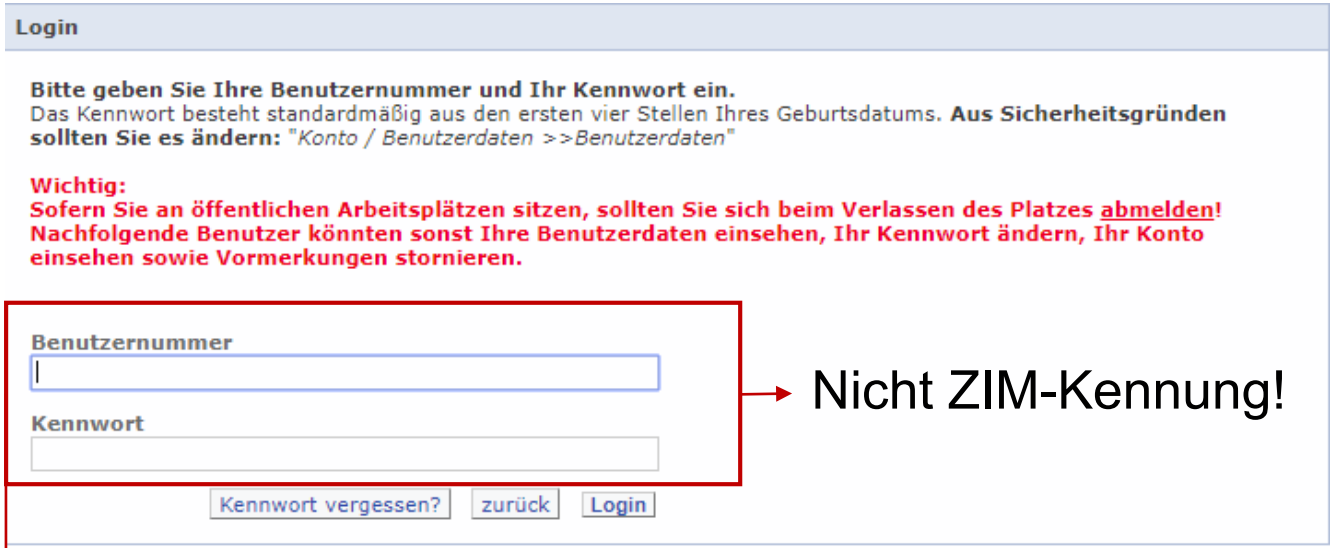

Update your contact details

BAföG, matriculation, term, study course, parking ID

# 4. University Library – External Access

Latest information: https://www.ub.uni-passau.de/en/

# 4. University Library – External Access




→ Nicht ZIM-Kennung!

user number: on the back of your CampusCard

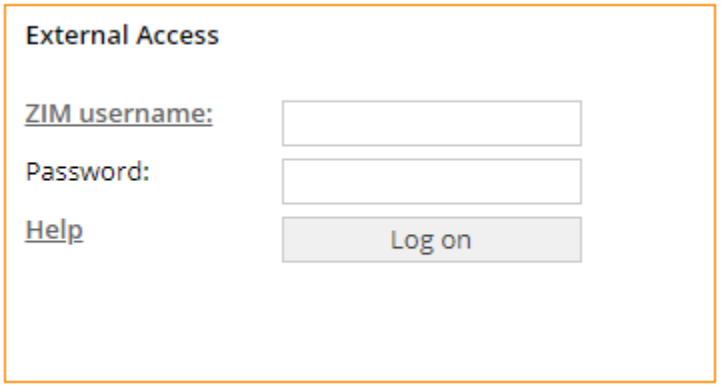
Initial password: Date of birth *ddmm*

Contact person for problems:
**University library**

# 4. University Library – External Access

Wherever you may be, as long as you have an internet connetion you can access e-books, e-journals and databases via external access using your University account credentials.

For external access to E-Media visit: https://www.ub.uni-passau.de/en/



# 5. Email explained

5.1 Email basics

5.2 Redirecting emails

5.3 Phishing-emails

# 5. Email explaind

With online access for Outlook, you can easily access your emails via the browser and forward them to your private email address:

email.uni-passau.de

# 5.1 Email basics

- Your email address is username@ads.uni-passau.de, e.g. test01@ads.uni-passau.de
- We now use Microsoft Outlook to send and receive emails
- You may(!) configure Outlook to forward your mails to an alternative address
- Emails sent to you at e.g. test01@ads.uni-passau.de will not appear on Stud.IP!
- Due to legacy reasons you also have addresses @stud.uni-passau.de and @gw.uni-passau.de
  When used you'll receive your mails as if sent to @ads.uni-passau.de

# 5.2 Redirecting emails

## Step by Step

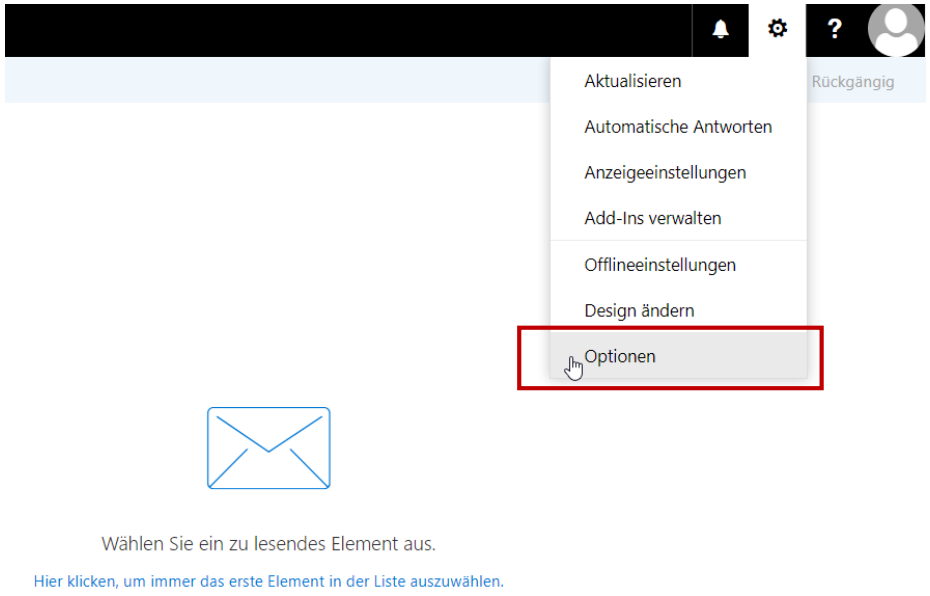
email.uni-passau.de

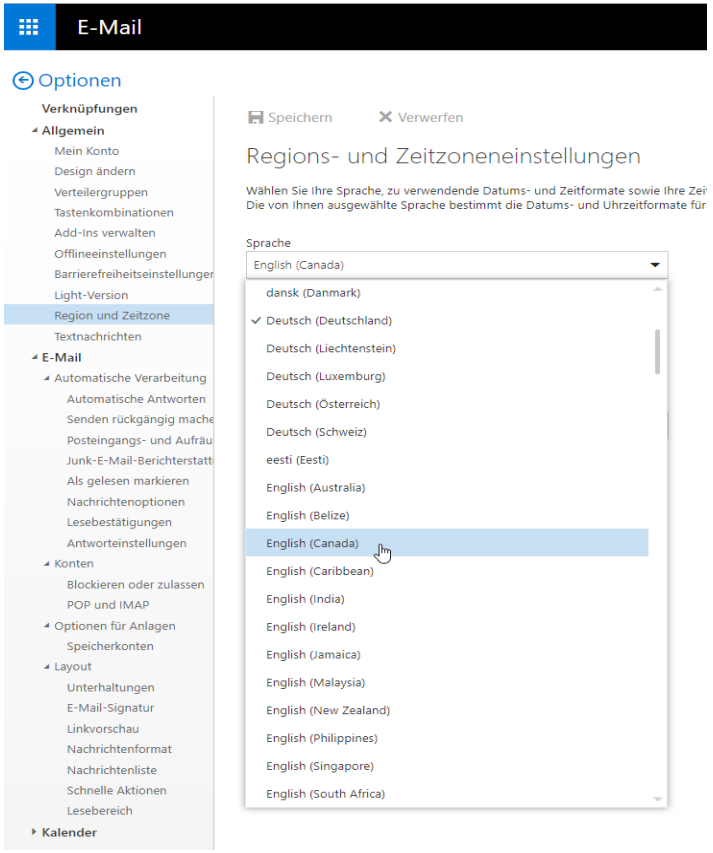
Login using your credentials,
click on „Anmelden“ (login):

ZIM-Username

# 5.2 Redirecting emails

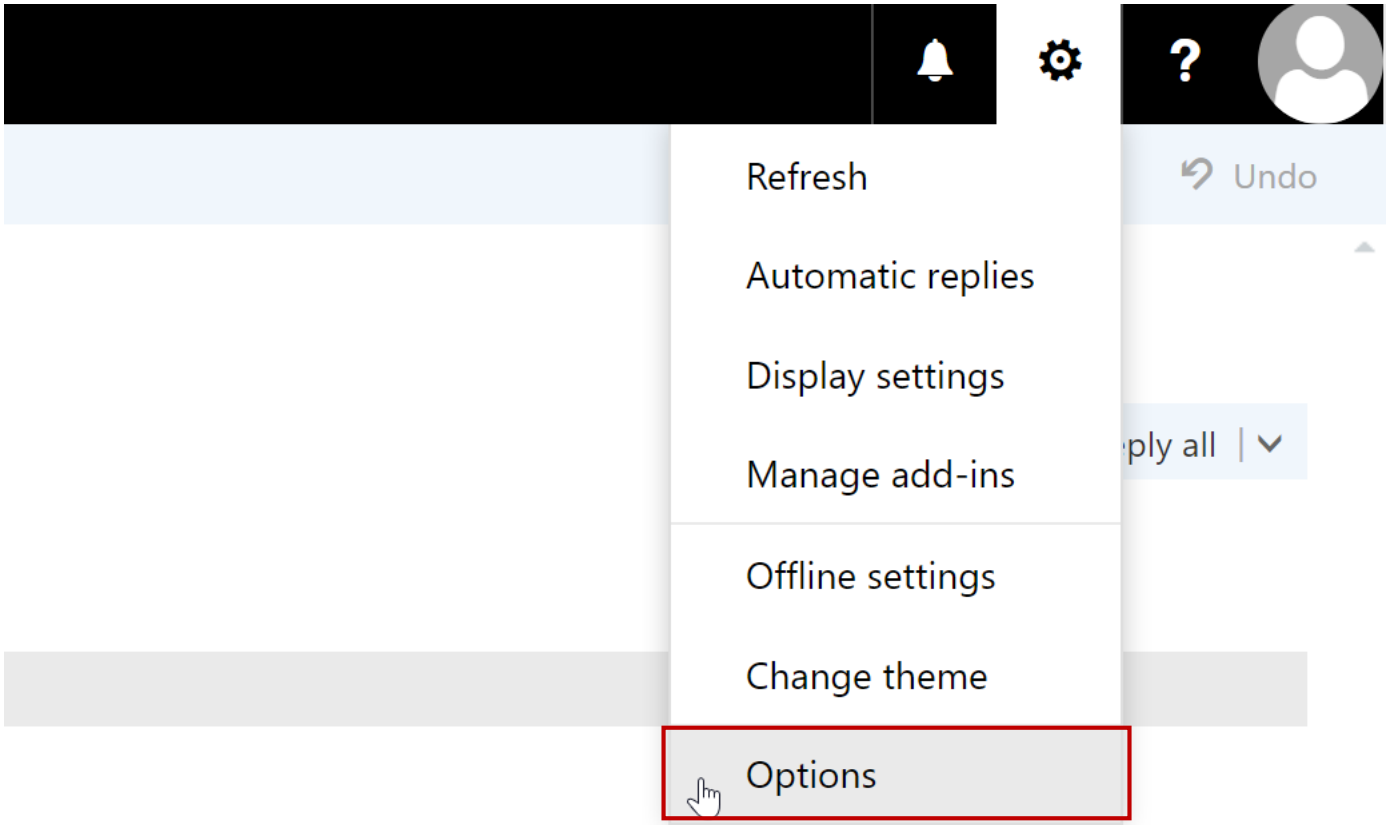
You may switch to an english version of our email reader:



# 5.2 Redirecting emails

Step 1:

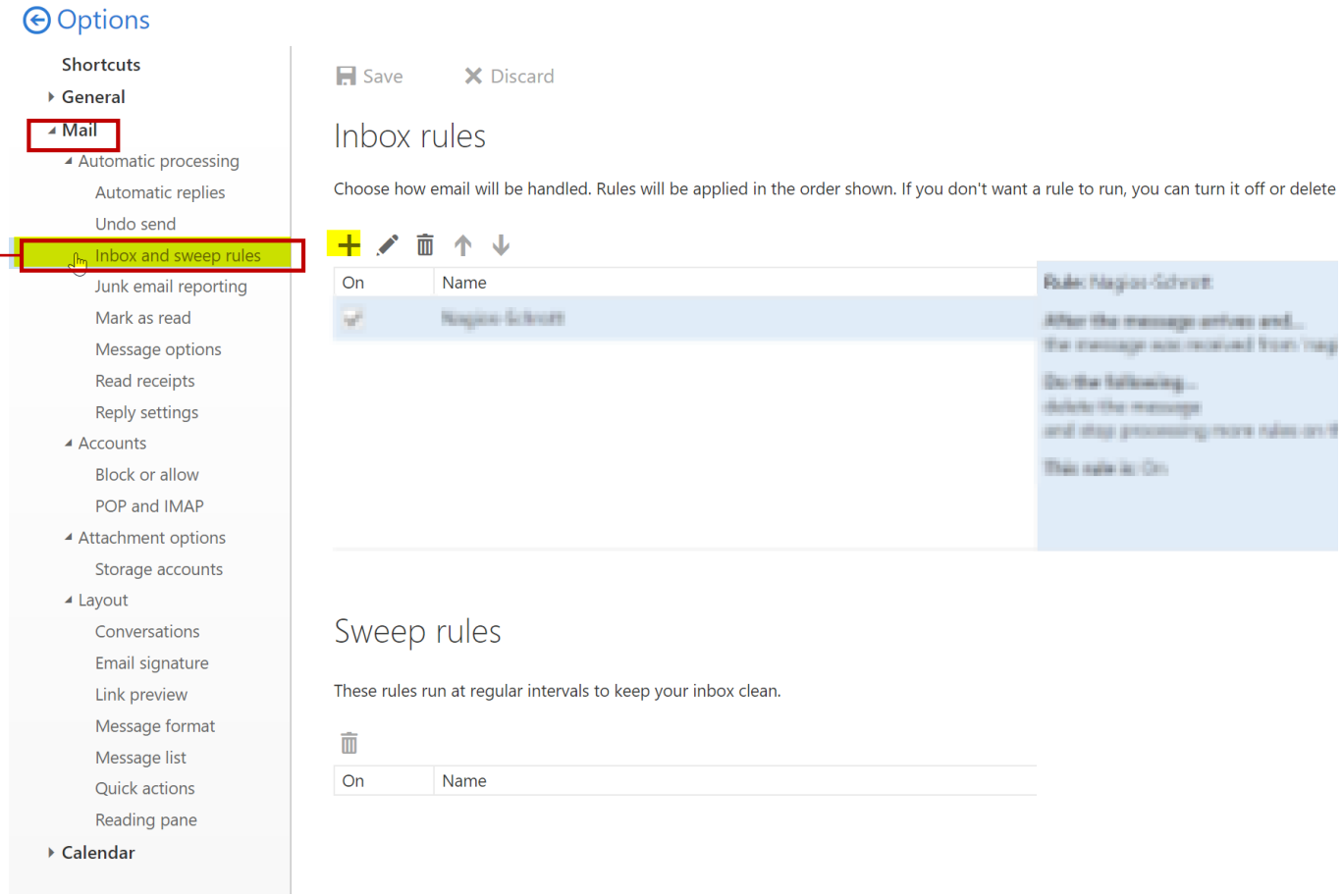


# 5.2 Redirecting emails

## Step 2:

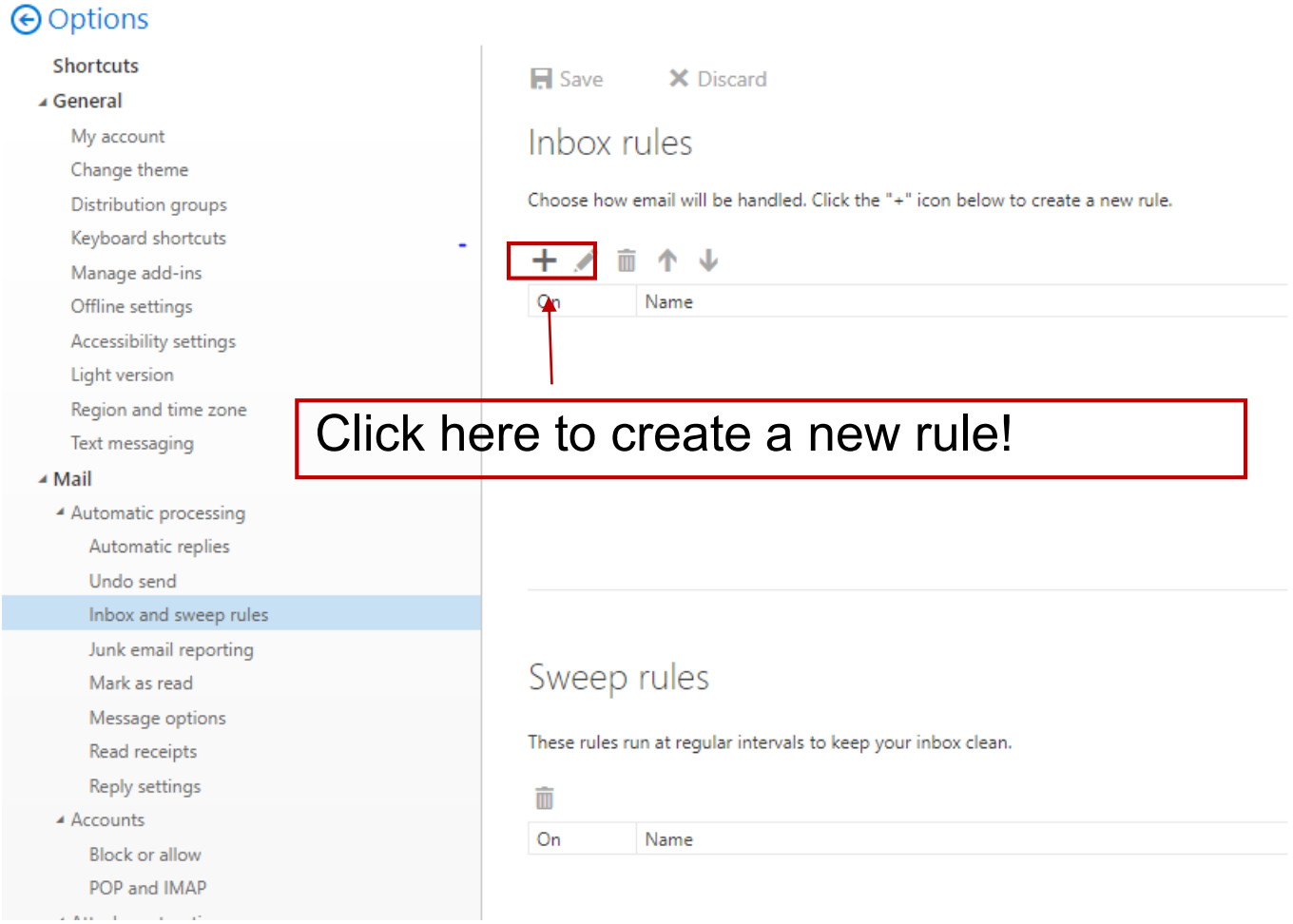
Go to „Mail“

Go to „Inbox and sweep rules“



# 5.2 Redirecting emails

Step 3:

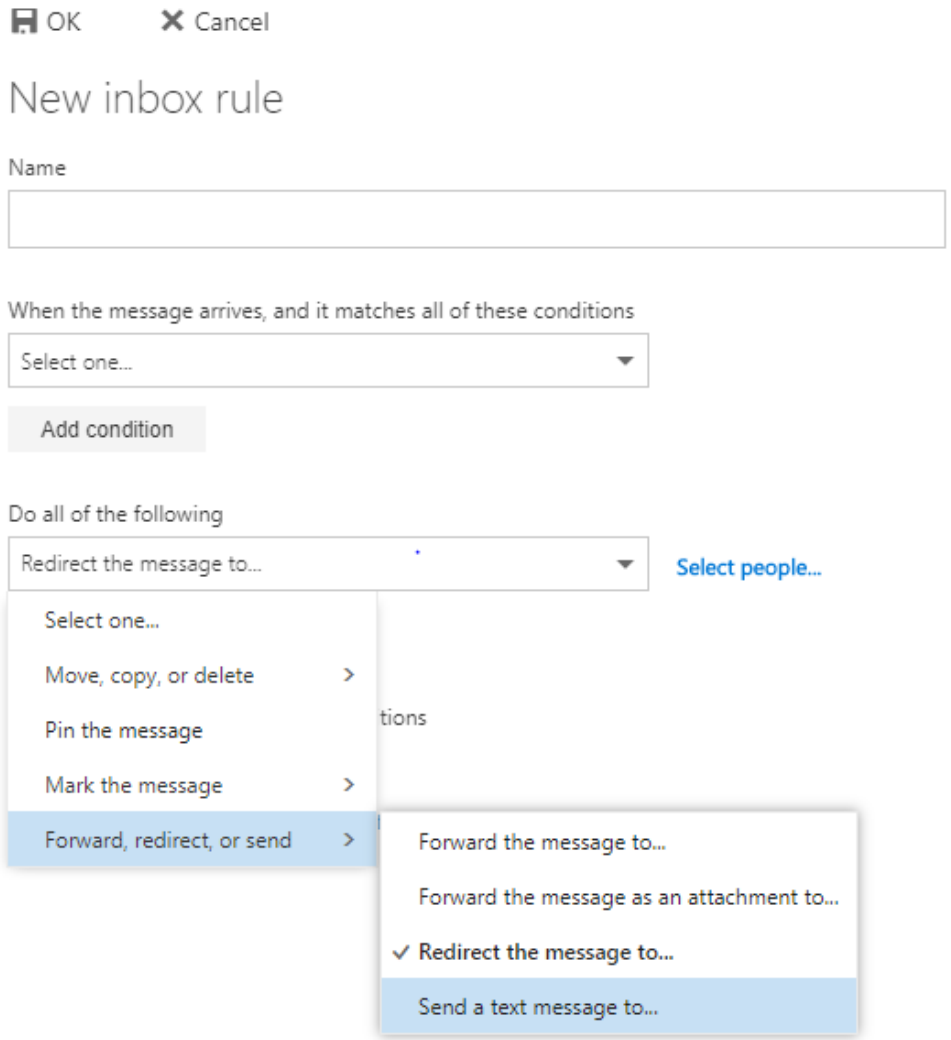


# 5.2 Redirecting emails

## Step 4:

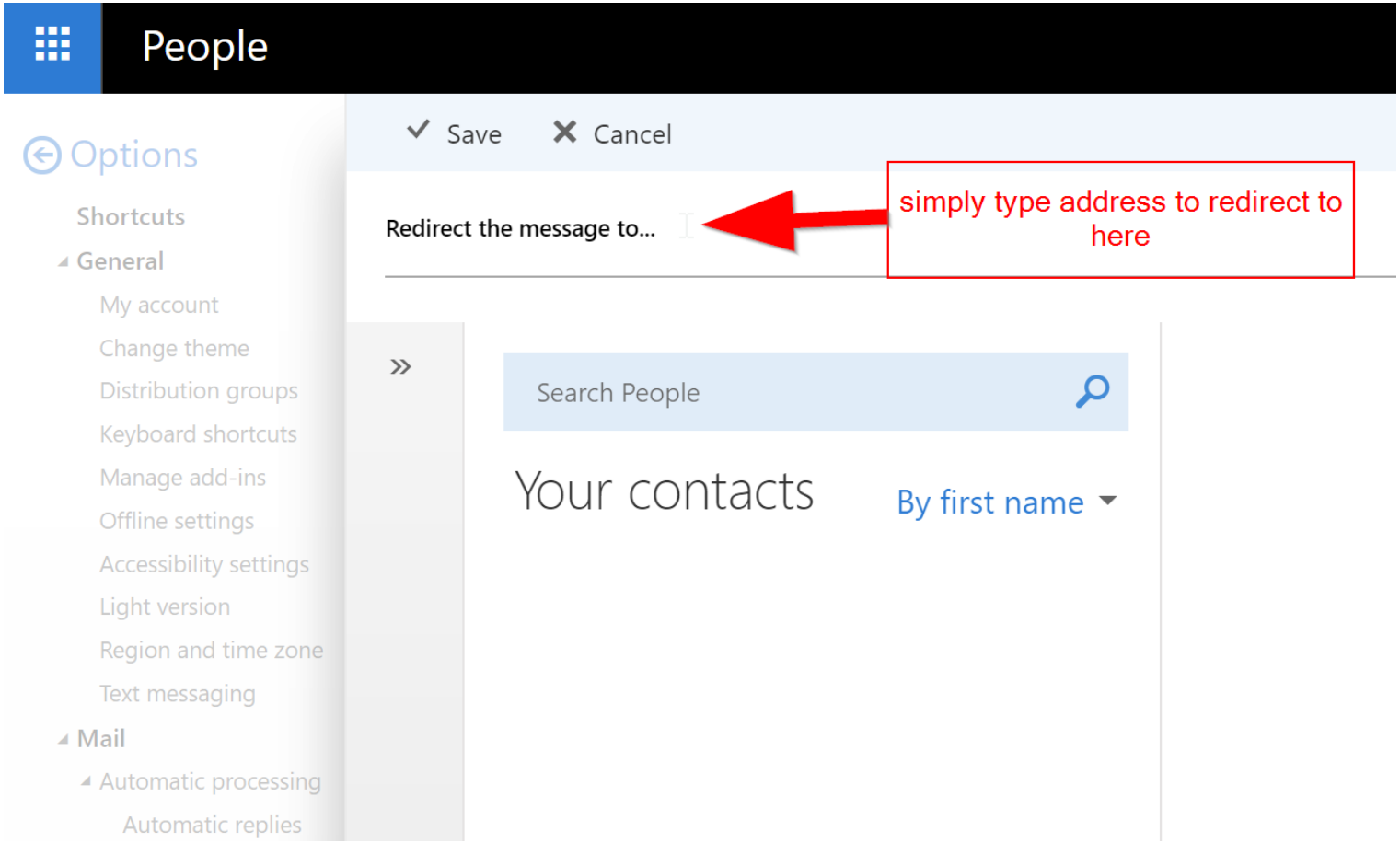
Enter appropriate name for rule here

Choose „Forward, redirect, or send“→ „Redirect the message to...“



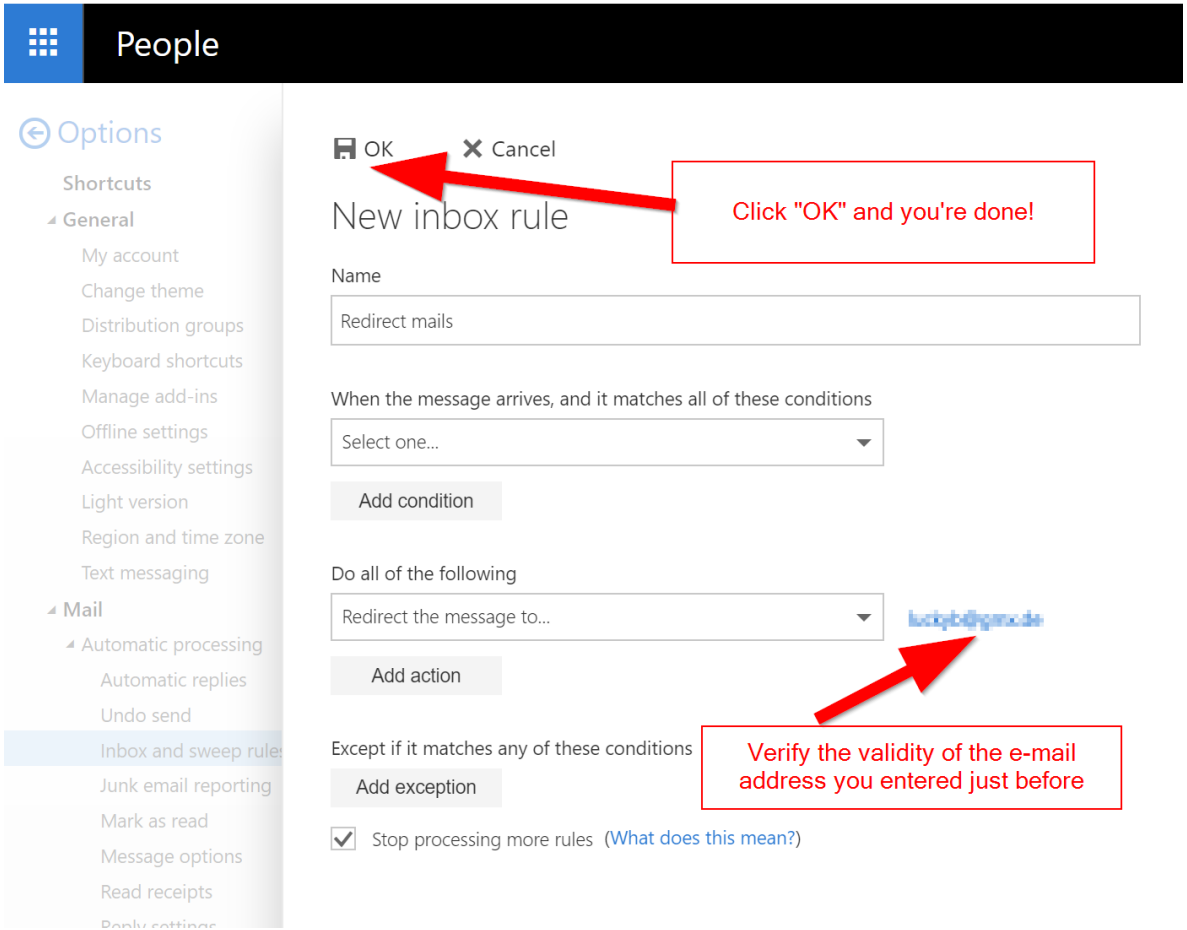
# 5.2 Redirecting emails

Step 5:



# 5.2 Redirecting emails

## Step 6:



# 5.2 Redirecting emails

Note:

If you want to test the newly set up forwarding this will not work using the following example scenario:

1. Redirect to testname@gmail.com (as explained above)
2. Send email from testname@gmail.com – account of university of Passau
3. Result: Redirecting the email does not work.

This is an intention of mail providers!

# 5.2 Redirecting emails

More information on

http://www.hilfe.uni-passau.de/arbeitsplaetze/e-mail/outlook/

http://www.zim.uni-passau.de/projekte/outlook/

You will find settings required to setup up an Exchange account on your smartphone on the site mentioned above.

Note: you have three types of student e-mail addresses

- *@ads.uni-passau.de*
- *@gw.uni-passau.de*
- *@stud.uni-passau.de*

All three addresses can be accessed via email.uni-passau.de!

# 5.3 Phishing

Watch out for Phishing emails!

## Links vom ZIM

Wenn es um die Verwaltung von Ihrem Passwort geht, sendet Ihnen das ZIM ausschließlich Links, die Sie auf das Kennungsportal mit folgender URLwww.zim.uni-passau.de/kennung/ weiterleiten. Diese Seite ist mit einem TLS-Zertifikat abgesichert und leicht auf die korrekte Herkunft überprüfbar.

# 5.3 Phishing

Signs of a phishing email:

- Impersonal salutation
- Suspicious email address
- Suspicious link
- time pressure
- Threats

# 5.3 Phishing

Consequences if sensitive data is passed on:

- Error when sending emails(Blacklists)
- Error when using 24 hours-password service

For more information please visit:
https://www.zim.uni-passau.de/phishing/
https://www.zim.uni-passau.de/it-sicherheitsbeauftragter/
See current incidents at:
https://www.zim.uni-passau.de/aktuelles/

# 6. Data storage

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

# 6. Data storage

Access to drive H:

https://windat.uni-passau.de

Log in with your ZIM-username

Please notice: do not delete any system data files

e.g. rz$sys

# 7. Access to campus network

7.1 OpenVPN

7.2 eduroam

# 7.1 OpenVPN

We provide secure access to the University network with a so-called Virtual Private Network (VPN)
At university or from outsinde the University network e.g. home

Further information, installation guidelines and help:
https://www.zim.uni-passau.de/en/dienstleistungen/network-and-servers/network-access/openvpn/

# 7.1 OpenVPN

Installation on campus:

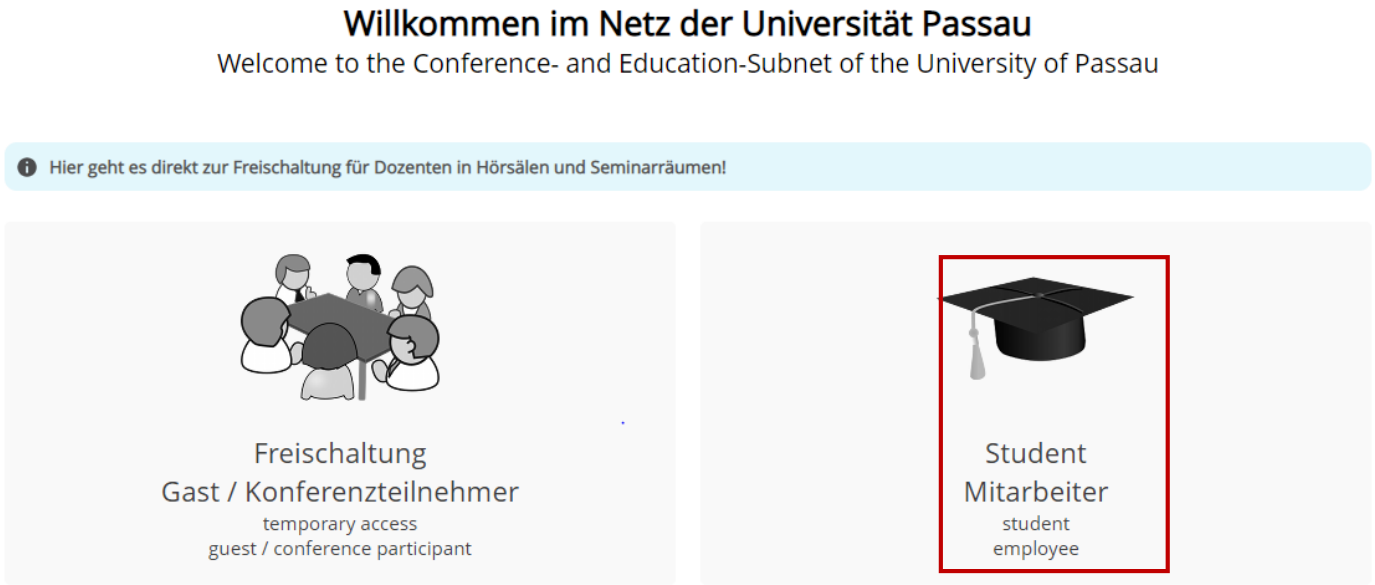
Connect to the campus network

- Wire lead
- WLAN: CampusUniPassau

Installation from home:

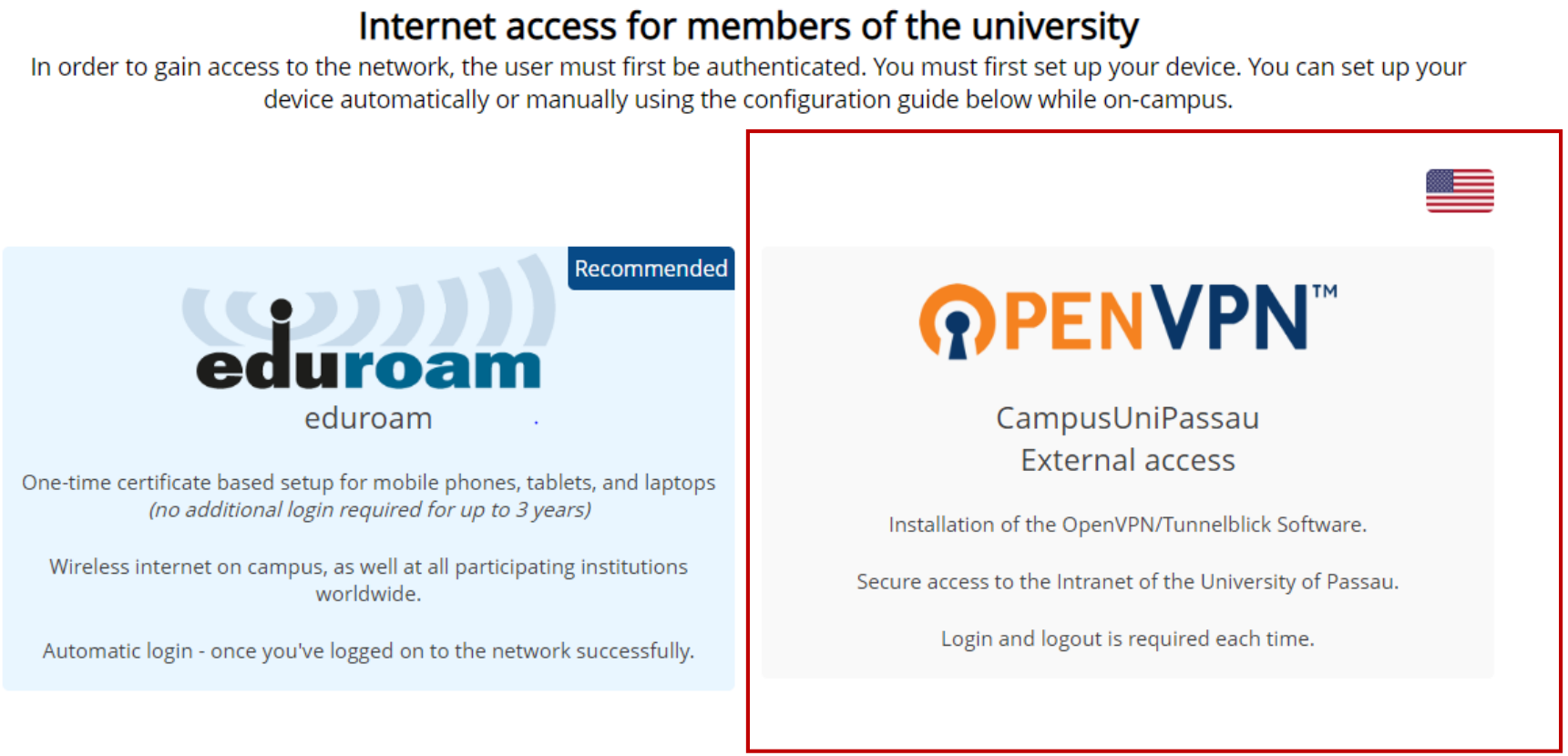
Connect to the Internet

www.uni-passau.de/wifi aufrufen



# 7.1 OpenVPN

## Installation on campus:



# 7.1 OpenVPN

Select the appropriate system → Please follow the instructions

# 7.1 OpenVPN

## Start OpenVPN

***Windows***

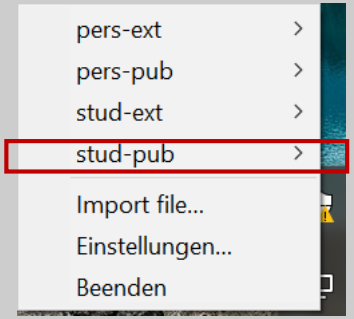
Right click of the mouse button on the icon at the bottom right of the taskbar

***iOS***

Right click of the mouse button on the icon at the bottom right of the taskbar

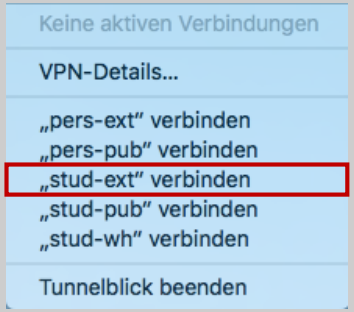
*On campus*

Choose stud-pub




***From home***

Choose stud-ext




Activate „automatic Proxyconfiguration“ in browser

# 7.2 eduroam

Access to WiFi on the campus of the University of Passau via your mobile device

The use of eduroam will only become relevant for you when **teaching takes place on campus again**.

As soon teaching takes place on campus again, we will inform you of installation guidelines, help etc.

**Note:** *Eine Initiative des Bayerischen Staatsministeriums der Finanzen und für Heimat offers free Wifi. To find the next hotspot click here https://www.wlan-bayern.de/#/.*

**Note:** *Eine Initiative des Bayerischen Staatsministeriums der Finanzen und für Heimat offers free Wifi. To find the next hotspot click here https://www.wlan-bayern.de/#/.*

# 8. Notes, problems, questions

Support

Help & Support

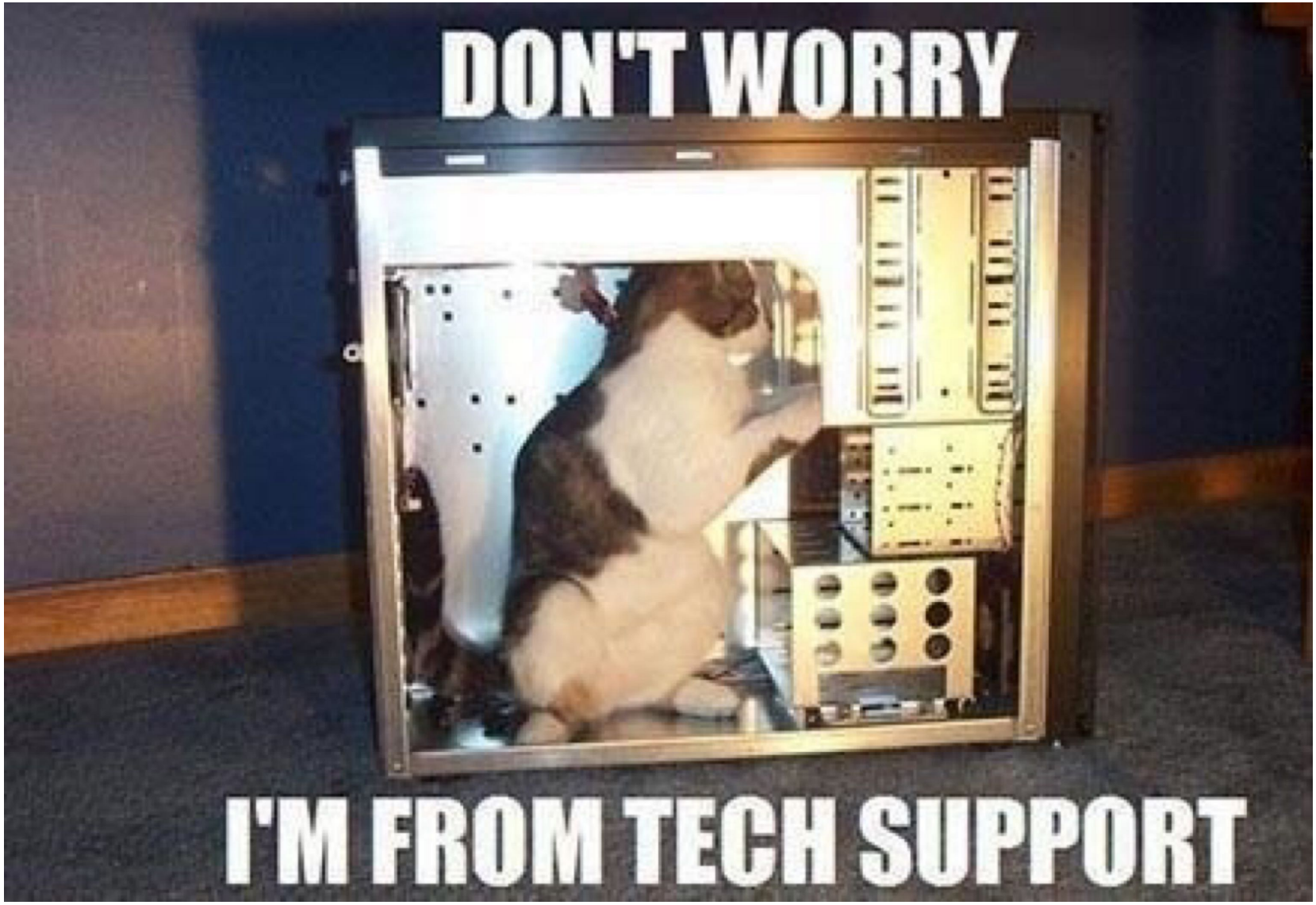
+49 851 509 1888

support@zim.uni-passau.de

office: IM 120

office hours:
Mo-Thu 8a.m. to 4.30p.m.
Fr 8a.m. to 2p.m.

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


DON'T WORRY
I'M FROM TECH SUPPORT