

Warm Welcome to our International Students at Pforzheim University!



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Guide: How to get connected to the University IT

- How and where to use my [student ID card](#)?
- How to access and work with my [Pforzheim University user account](#) (and webmail)?
- Where to find guidelines/software on how to [connect my notebook](#) to the university wireless internet software (VPN client)?
- How to [copy, scan and print](#) at the Multifunctional Copy Machines?

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How and where to use my student ID card?



Student ID card is not only an authentication as a student at Pforzheim University, but:

- Cash free payment at „Mensa“, cafeteria and vending machines
- Login at multifunctional copy machines all over campus
- Library ID card
- Door opener (main entrances / PC Pools (some pools need specific activation))
- „Studiticket“ for bus and public transport



Very important: your student ID is only activated and ready to be charged with money after your user account is activated and you did an initial login at the multifunctional printer!

Your student ID



Validity of ID (current semester)

Needs to be validated every semester at one of the **blue terminals** in W1 building

Important:
Check terminal how to put in card correctly

Number of student ID card

This number is important if you apply for access to specific pc pools and laboratories

Problems with ID card?

- **General problems** with ID card (damage, loss) → please go to the student service center in W1 building
- Problems with **door opener?** → please contact Mrs. Blöhbaum in room V1.1.04
- Problems with **multifunctional printer or money charging** → please contact Mr. Krause in room W2.2.17 (HIZ – IT Service center)



Please handle your ID card with care – in case of loss or damage you will have to pay a fee of 20 €

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Your user account

Why do you **need** a user account?

→ To use PC, Internet, VPN (wireless lan)

→ And to activate your student ID

How to **activate** your user account and your student ID?

→ you need to log on to one of the **pc's at Pforzheim University (first login only possible in PC Pools)**

→ **first login:** you need the three digits of family name and 3 digits of first name

Example: **Lisa Simpson = simlis**



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Your user account

In case there is already a student with the same digit combination:
you need to check the list for „Doppelkennungen“ (double id's)
in front of IT service (HIZ) support **room W2.217!**

Your ID then could be **simlis01** or **simlis02**

Default password for first login is your matriculation number!

Please change default password!

→ only at pc pool you can change password

→ do not use umlauts like äöüá or symbols

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Your user account

When will my login be blocked?

→ 3x incorrect login



Problems? Where do I get support for activation of my user account?

→ Building W2 Room W2.2.17 (check service hours)

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Your email address as option



In case you want to use your Pforzheim university email account, your adress is :

userID@hs-pforzheim.de

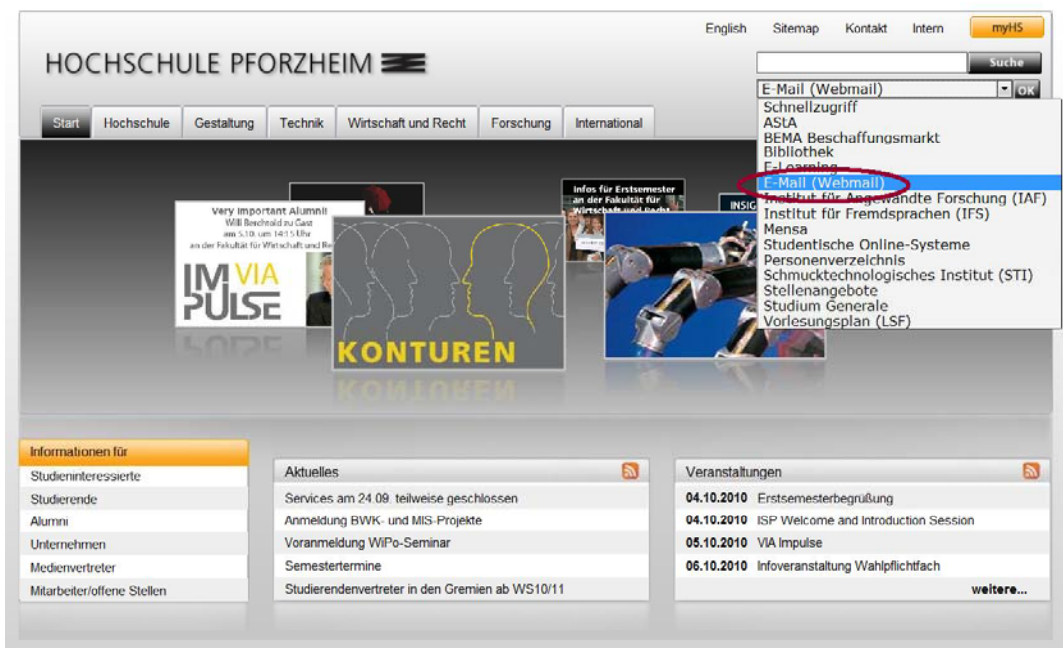
→ Example: simlis@hs-pforzheim.de

How to access email account via webmail:

<http://webmail.hs-pforzheim.de>

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Webmail Access



The screenshot shows the Hochschule Pforzheim website interface. At the top right, there are navigation links for 'English', 'Sitemap', 'Kontakt', 'Intern', and 'myHS'. A search bar is present with a 'Suche' button. A dropdown menu is open, listing various services: 'E-Mail (Webmail)', 'Schnellzugriff', 'ASTA', 'BEMA Beschaffungsmarkt', 'Bibliothek', 'E-Learning', 'E-Mail (Webmail)' (highlighted with a red circle), 'Institut für Angewandte Forschung (IAF)', 'Institut für Fremdsprachen (IFS)', 'Mensa', 'Studentische Online-Systeme', 'Personenverzeichnis', 'Schmucktechnologisches Institut (STI)', 'Stellenangebote', 'Studium Generale', and 'Vorlesungsplan (LSF)'. Below the search bar, there are several content blocks: 'Informationen für' (Studierende, Alumni, Unternehmen, Medienvertreter, Mitarbeiter/offene Stellen), 'Aktuelles' (Services am 24.09. teilweise geschlossen, Anmeldung BWK- und MIS-Projekte, Voranmeldung WiPo-Seminar, Semestertermine, Studierendenvertreter in den Gremien ab WS10/11), and 'Veranstaltungen' (04.10.2010 Erstsemesterbegrüßung, 04.10.2010 ISP Welcome and Introduction Session, 05.10.2010 VIA Impulse, 06.10.2010 Infoveranstaltung Wahlpflichtfach).

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PC Pools

PC Pools accessible **without** special permission
(student ID card as door opener):



W2.1.16

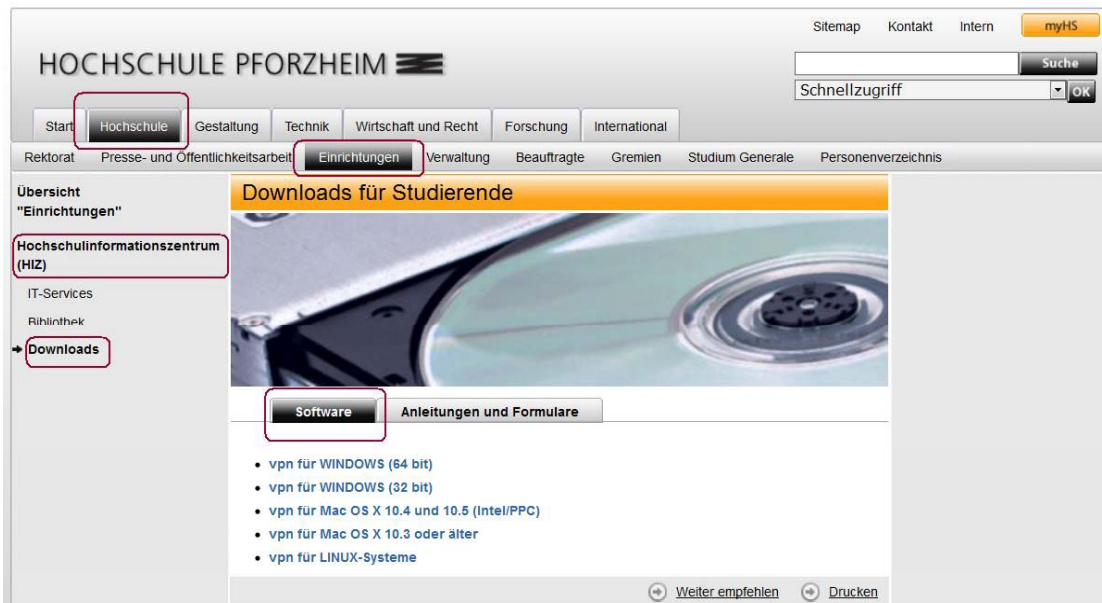
W2.2.12 (seminar room –check schedule)


Mediathek (library)

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Wireless internet

You need to download the **software** „Cisco VPN client“



HOCHSCHULE PFORZHEIM 

Sitemap Kontakt Intern myHS

Start Hochschule Gestaltung Technik Wirtschaft und Recht Forschung International

Rektorat Presse- und Öffentlichkeitsarbeit Einrichtungen Verwaltung Beauftragte Gremien Studium Generale Personenverzeichnis

Übersicht "Einrichtungen"

Hochschulinformationszentrum (HIZ)

IT-Services

Bibliothek

→ Downloads

Downloads für Studierende

Software Anleitungen und Formulare

- vpn für WINDOWS (64 bit)
- vpn für WINDOWS (32 bit)
- vpn für Mac OS X 10.4 und 10.5 (Intel/PPC)
- vpn für Mac OS X 10.3 oder älter
- vpn für LINUX-Systeme

Weiter empfehlen Drucken

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Wireless internet

Please proceed as advised in the VPN installation guide

The screenshot shows the website interface for Hochschule Pforzheim. The navigation menu includes 'Start', 'Hochschule', 'Gestaltung', 'Technik', 'Wirtschaft und Recht', 'Forschung', and 'International'. The 'Einrichtungen' (Facilities) section is active, with a sub-menu showing 'Hochschulinformationszentrum (HIZ)', 'IT-Services', 'Bibliothek', and 'Downloads'. The 'Downloads für Studierende' section is highlighted, and the 'Downloads' link in the sidebar is also highlighted. The list of downloads includes 'VPN installation guide for MAC OS X' and 'VPN installation guide Windows (32/64 BIT)', both of which are highlighted with red boxes.

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Wireless internet / VPN


In case of installation problems → „Helpdesk“ service for students

- „Helpdesk“ is a service by student assistants – their office is room W1.1.34 (student initiatives office)
- please check service hours on screen all over campus or online

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VPN client – login screen

Your User ID / Example: **simlis**
or: **fh\simlis**

Personal password 



Note:

If you login with the VPN client outside of campus, you'll be able to use your personal HS Pforzheim network drive.

Students living in one of the dormitories always have to connect to VPN in order to use internet.

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Multifunction Printer (+ Copier)

First usage:

- To initialize printing (and your student ID): only possible if you have already activated your user account (slide 6) and changed password
- Go to one of the multifunctional print/copy machines
- Put your student ID on card reader
- You will see this screen
- Enter your user ID and PW



Multifunction Printer (+ Copier)

- For the next logins no identification except the scan of ID card is necessary
- Never forget to log out (logout button or put ID at card reader again)

To print you need to charge your card at the **white terminals** in W1 building – floor (opposite to student initiative)

→ Prices for A4: 3 cent b/w and 10 cent color per copy

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Instructions



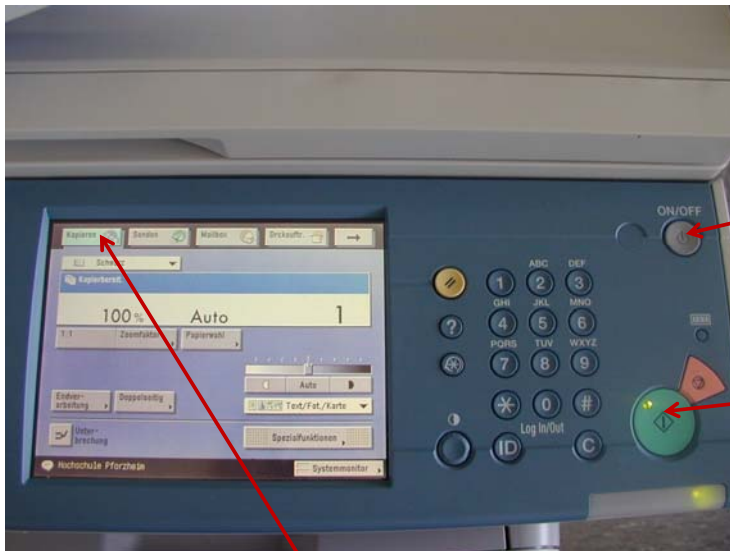
There are two different kinds of card reader for student ID



Entry field

touchscreen

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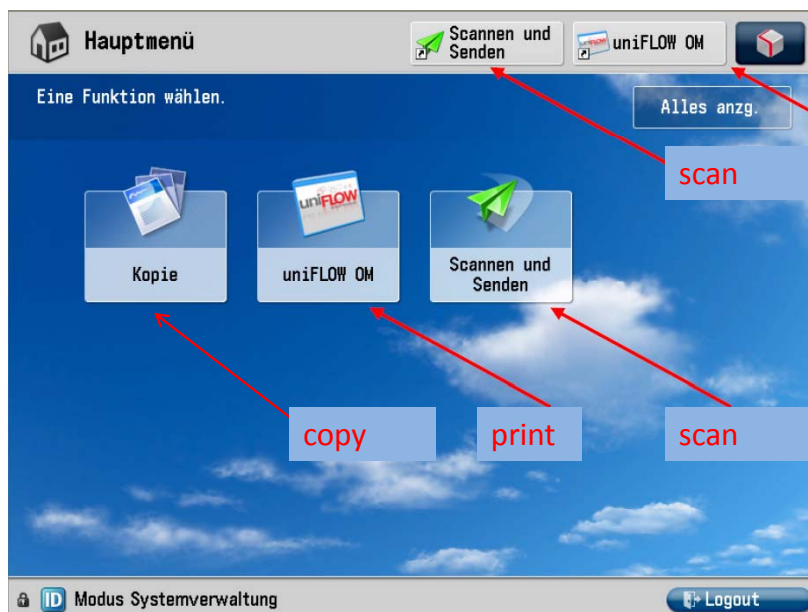


Standby
On-Off

Start

Here you can select the main functions:
 „Kopieren“ means **copying** (default function)
 „Senden“ means **scanning** and Sending to your account
 „—>“ and the arrow opens **printing**

Screen at new multifunctional printer (Canon)



scan
print

copy

print

scan

How to SCAN and send document to email or folder



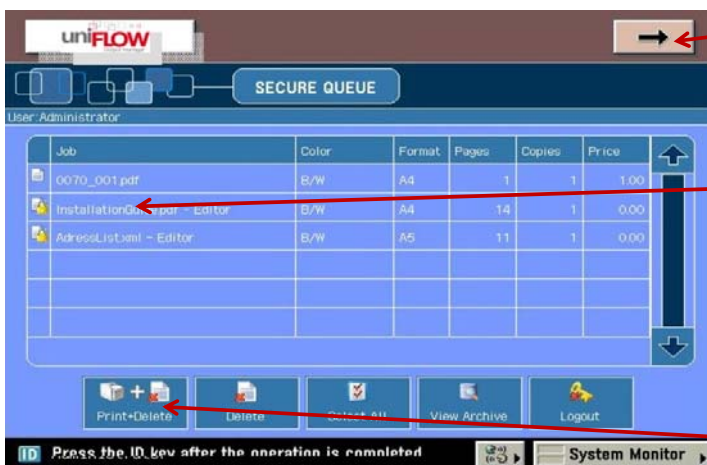
Select „Senden“

Send to your folder

Scan and Send to your email adress (zzzyyy@hs-pforzheim.de)
Only to hs-pforzheim webmail account possible!

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How to print a document



With this button you go to the printing function

Here you can choose the printing job (you can select all)

Here you start printing

Info: to print from your personal computer you need to install the Pforzheim university printer – installation guide you'll find on the IT service internet page (slide 13)

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