ISP – International Study Program

IT Guide
Winter Semester
2025/2026

Warm welcome to our international students at Pforzheim University!

IT Guide

Winter Semester 2025/2026

HS PF

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How and where to use my student ID card?

Your personal student ID card is not only used as an authentication as a student at the Pforzheim University, but also serves as:

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

Very important: your **student ID is only activated** and ready to be loaded with money after your **user account** is activated through initial login at the multifunctional printer!

HOCHSCHULE PFORZHEIM UNIVERSITY

Testina
Anmeldia
Matrikel-Nr: 297946
Studierendenausweis / Student Identity Card

valid until 31.08.2021

Please note: loading money on ID card for printing and loading for Mensa/Cafeteria → two different terminals!

Your student ID

Validity of ID (current semester)

For students staying two semesters: needs to be validated every semester at one of the **blue terminals** in W1 building

Problems with ID card?

Depending on the kind of problem there are several solutions to help you:

(1) **General problems** with ID card (damage, loss) → please contact the Student Service Center (StudiCenter) in W1 building:

studicenter@hs-pforzheim.de

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

(2) **Problems with door opener**? → please contact

zutrittskontrolle@hs-pforzheim.de

(3) **Problems with multifunctional printer/copy machine or with money charging?**

Campus IT Service in W2.2.17

First steps

You have already received your matriculation number and userID from our International Programs Office

- Change initial password to a personal password (slides 9-11)

- Open your print account! Place your chip card on the card reader of a printer and complete the registration procedure (slides 28 ff)

- Load your print account with money! To do this, use the charging terminals in building W1

- Set up your smartphone and/or notebook for Wifi access hsx! (slides 24 ff)

- If necessary (access to printer and personal network drive from home), install and configure on your PC or notebook a VPN client (slide 26)
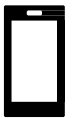
Webmail account at Pforzheim University and change of password (first steps)

To use your Pforzheim University´s email account, your address is :

userID@hs-pforzheim.de

URL to access email account via webmail:

You have already received your matriculation number and **userID** from our International Programs Office

https://webmail.hs-pforzheim.de

In order to log in via web and wireless:

You have to use **fh\userID**

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Webmail Access

or follow this direct Link and Log in

First steps
First login – please change your password!

Default password for first login is your birthday:

→ combination: **DDMMYYYY@HSPF**

→ example: **08121999@HSPF** (December 8, 1999)

Please change default password!

→ Please use your [webmail account](#) of Pforzheim University

→ do not use umlauts like äöü or symbols or email address

→ problems with your user account or password →please contact the Campus IT Service

Your user account - Features

- Logging on to the computer in **PC-pool**
- Access to personal **network drive**
- Access to your HSPF university **Email Account** with "fh\" in front of the login name (userID)
- **Printing** in the university network
- **WiFi**-Access, **VPN**, EDU-ROAM (**Android**, **iOS**, **Windows**,)
- E-Learning Platform **Moodle**
- Student **online systems** (timetable "LSF", exam registration, re-enrollment)

Hint: URL links in German, please use DeepL Translator if neceesary

Multi-factor authentication (MFA)

What is MFA?

It enhances security by requiring an additional verification step beyond your password. Even if your password is compromised, unauthorized access is prevented using the Duo Mobile software token.

Why is this necessary?

To enhance IT security and protect sensitive university data, we are implementing MFA

Setting up MFA

You will receive an e-mail from the sender address "no-reply@duosecurity.com". This email is legitimate and contains a link that you should follow to link the Duo Mobile app to your user account and set up multi-factor authentication. Please use our step-by-step guide to complete the process here.

Your user account

When will my login be blocked?

→ 3x incorrect login attempts

→ you will receive activation and a new initial password upon presentation of your student ID in room W2.2.17 or by sending a copy of your ID to campusit-service@hs-pforzheim.de.

Problems? Where do I get support?

E-Mail: campusit-service@hs-pforzheim.de

→ Either send [email](mailto:) to Campus IT or access Ticket System directly (next slide)

Campus IT Service help

Problems? Where do I get support?

1. Check [helpdesk website](#) the contact information can be found at the bottom of the page

2. Create a service request via our service desk ticket system (see next slide) or by mail: campusit-service@hs-pforzheim.de

3. Visit us in person at Campus IT User Services:
   - Room W2.2.17
   - Visit in person especially in the case of forgotten password/ password reset/ locked or deactivated user account

General problems with University IT?
Please use our Service Desk Ticket System

What is the Campus IT Team?

Campus IT is the service and competence center for all aspects of university-centered information technology. Our customers are students and employees of the university. We offer a wide range of IT services to over 7,000 users. Among other things, Campus IT operates an infrastructure with almost 100 virtual and physical servers and supports numerous central services and applications such as mail, web presence, e-learning or application and event management. We are happy to support and advise you on the deployment and use of our IT services.

Why a ticket system?

A ticket system is an important cornerstone for professional work with demanding IT, to quickly assign and process your concerns and problems. Reachability by telephone is no longer a problem. By the ticket system you can submit and track your IT service requests to the Campus IT team.
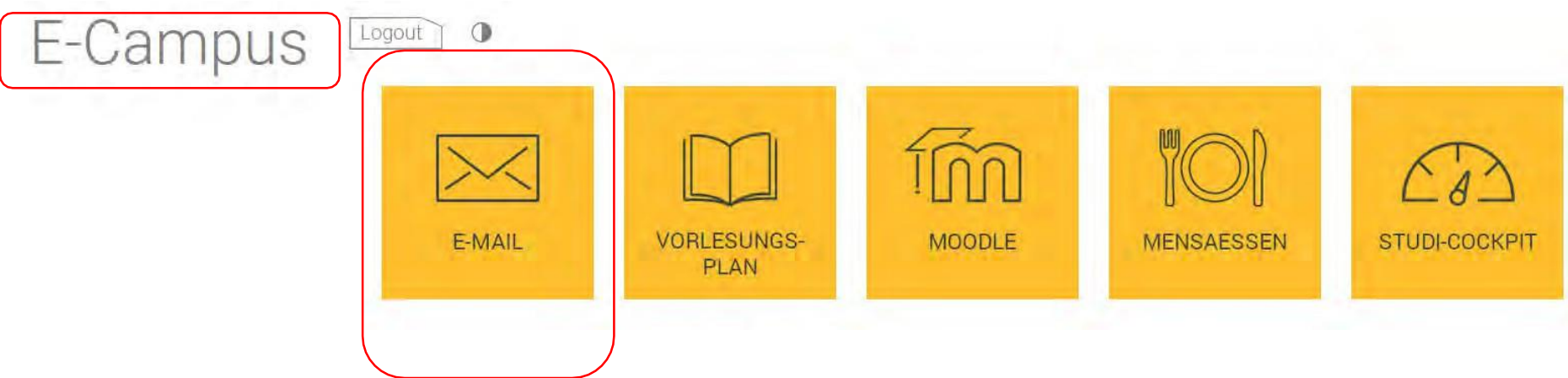
To the ticket system use : [Bei Atlassian einloggen - Ticketsystem HS Pforzheim](#)

E-campus and webmail access – alternative ways to login (after you have changed your password)
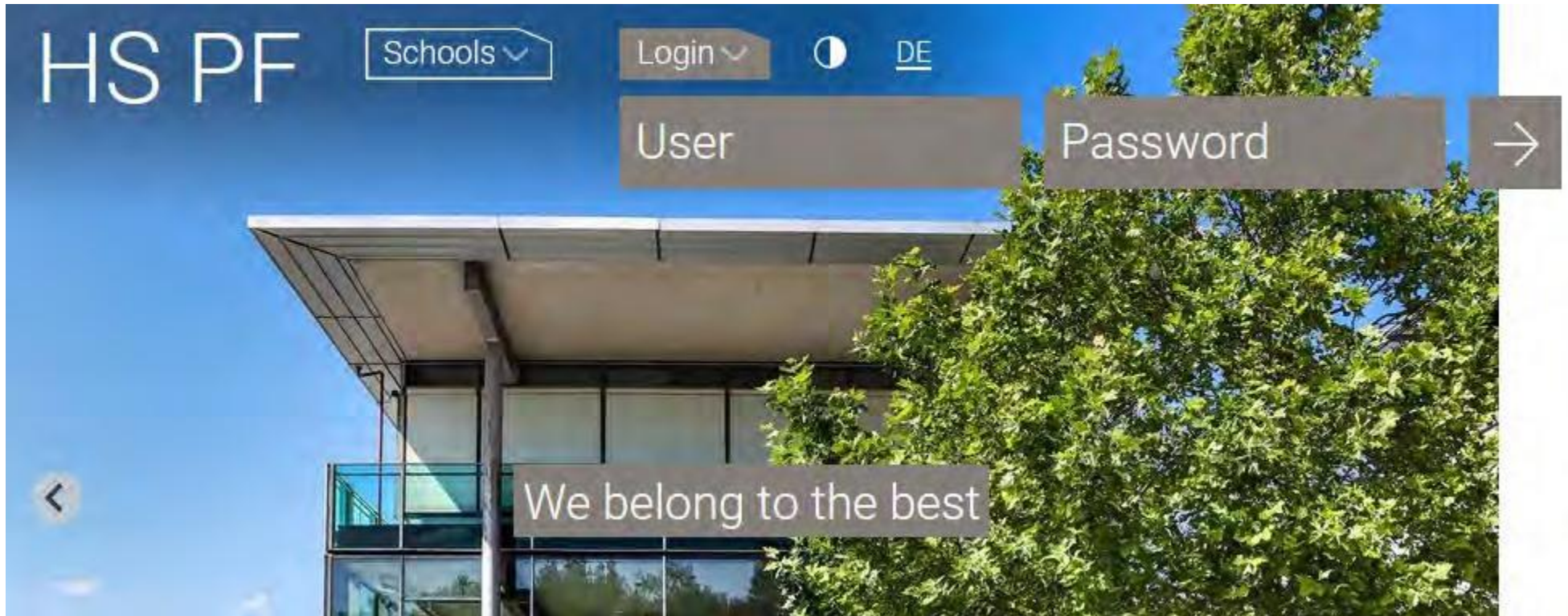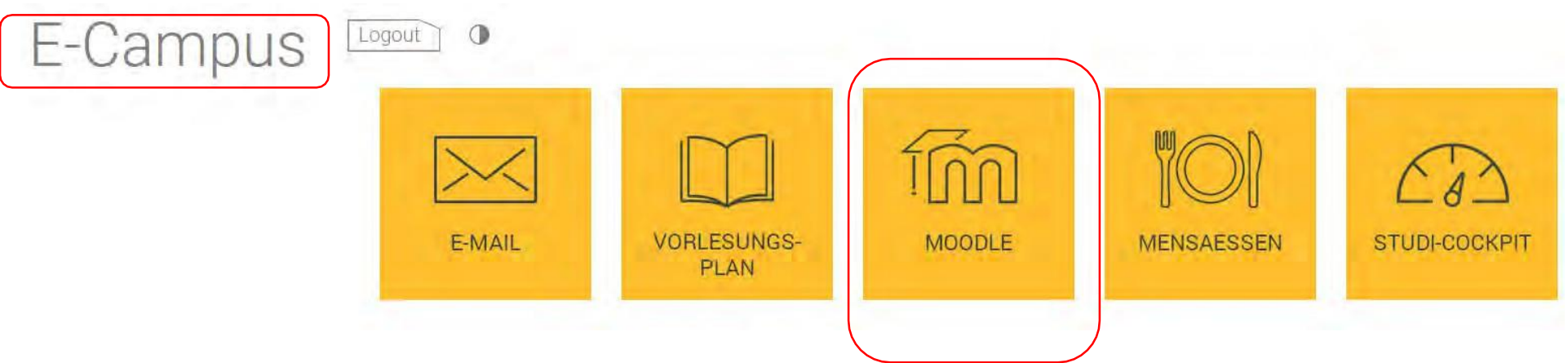

Step 1: Log in to e-campus

E-campus and Moodle access

Step 2: Click E-MAIL

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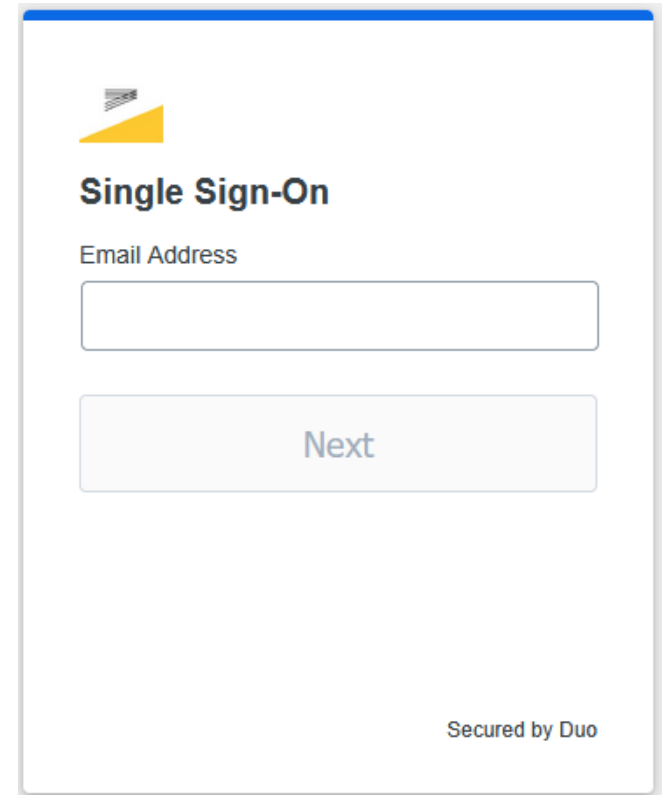# E-campus and webmail access

Step 2: Direct access E-learning platform Moodle (also called "LMS")

E-learning - How to find your course in **"Moodle"**
Exemplary illustration / course registration

- Go to www.hs-pforzheim.de ->
  Log in to campus (see previous slides)
  and button "Moodle" and log in

  (with multi-factor authentication (s. 13))

- Or direct link: https://lms.hs-
  pforzheim.de/login/index.php

Single Sign-On

Email Address

Next

Secured by Duo

E-learning: How to find your course in Moodle (2)

1. **Choose <u>language ("Sprache")</u>**

2. **(a) Enter course ID in "search courses" field - OR:**
   (b) Choose school: e.g. Business School = "Lehrangebot der Fakultät Wirtschaft und Recht"

3. **… see next page**

E-learning: How to find your course in Moodle (3)

Course categories: Lehrangebot der Fakultät Wirtschaft und Recht

Search courses [   ] Go ❓

▹ STUDIENGANGÜBERGREIFENDE FACHGEBIETE / DEPARTMENTS
▸ FBWL - Betriebswirtschaft / Business Administration
▸ FQM - Quantitative Methoden / Quantitative Methods
▸ FR - Recht / Law
▸ FVWL - Volkswirtschaftslehre / Economics
▸ SIK - Sozial-, Methoden- & Interkulturelle Kompetenz / Social, Methodical & Cross-Cultural Competencies

▹ BACHELOR
▸ BCR - Controlling, Finanz- & Rechnungswesen / Controlling, Finance & Accounting (B.Sc.)
▸ BEL - Einkauf & Logistik / Purchasing & Logistics (B.Sc.)
▸ BIB - International Business (B.Sc.)
▸ BIM - International Marketing (B.Sc.)
▸ BMA - Marketing (B.Sc.)

(a) (Double) Degree Students → choose your Bachelor e.g. "BIM"

(b) Exchange Students → choose [International Study Program](#)

Moodle (4) -> course registration

1. choose your course

Course categories: Lehrangebot der Fakultät Wirtschaft und Recht / ISP - International Study Program

Search courses [ ] Go ?

MKT3044 Developing Sustainable Products and Services (Derqui) SS 2022

Trainer/in: Belen Derqui
Trainer/in: Rebecca Dürr
Trainer/in: Jochen Ebert
Trainer/in: Uta-Sabine Hampele
Trainer/in: Rebecca Mürle

MKT3042 Sports Marketing (Richelieu) SS 2022

Trainer/in: Bettina Dietz
Trainer/in: Rebecca Dürr
Trainer/in: Jochen Ebert
Trainer/in: Uta-Sabine Hampele
Trainer/in: Tanja Hösel
Trainer/in: André Richelieu

2. Enroll ("Einschreiben") for the course + enter the password if applicable

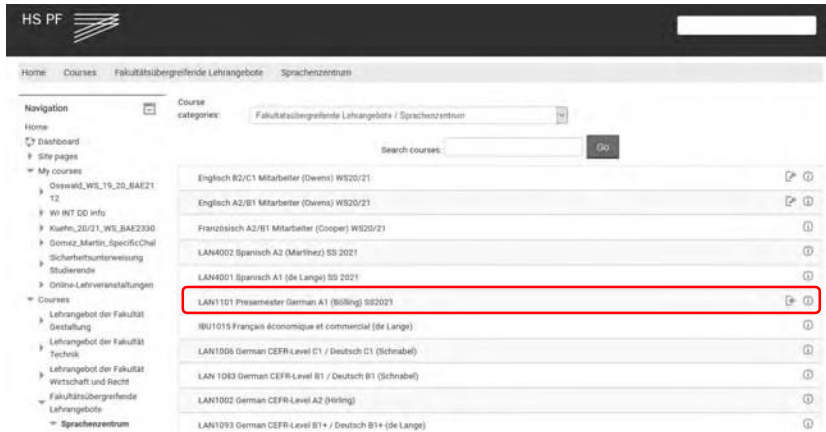MKT3042 Sports Marketing (Richelieu) SS 2022

Trainer/in: Bettina Dietz
Trainer/in: Rebecca Dürr
Trainer/in: Jochen Ebert
Trainer/in: Uta-Sabine Hampele
Trainer/in: Tanja Hösel
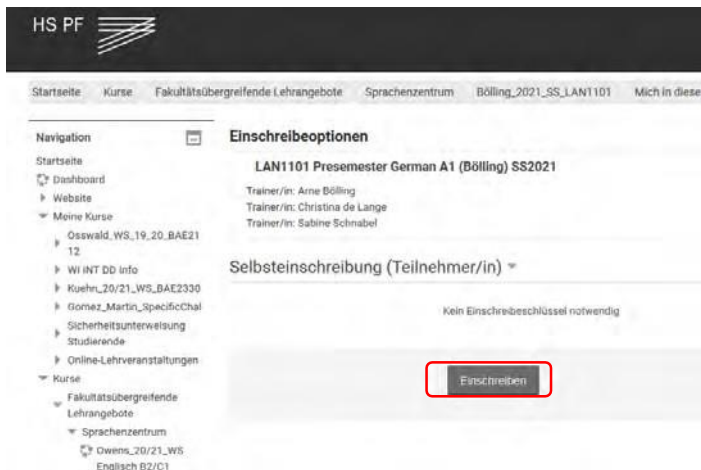Trainer/in: André Richelieu

Selbsteinschreibung (Teilnehmer/in)

Einschreibeschlüssel [ ]

Einschreiben

Moodle (5) -> course registration **German language course**

1. Go to Language Center

2. Enroll ("Einschreiben") for the course Presemester German A1 (example)

Wireless Internet

On campus you can access the WiFi ("WLAN") via „**hsx**" cloud

- Link to Website here

- Once „hsx" is installed it
  will connect automatically

- hsx works with smartphones

- username: fh\userid

- password: default password

Downloads für Studierende

Hier finden Sie Software für die Arbeit auf den Webseiten der Hochschule sowie Anleitungen zum Anschauen und Herunterladen.

VPN-Software zum Download

- vpn anyconnect alle Windows Versionen 7/8/10
- vpn anyconnect macOS

Anleitungen und Formulare

Deutsch | English

EDU-Roam

EDU-Roam der Hochschule Pforzheim per Android
EDU-Roam der Hochschule Pforzheim per Android ab Version 11
EDU-Roam der Hochschule Pforzheim per iOS (iPhone)
EDU-Roam der Hochschule Pforzheim per Windows 7 und 10

Netzlaufwerke verbinden

Persönliches Netzlaufwerk verbinden (Windows)
Persönliches Netzlaufwerk verbinden (Mac)

VPN

VPN-Anleitung alle Windows Versionen 7/8/10 (32/64 Bit)
VPN-Installation für macOS

WLAN-Zugang

Zugang zum W-Lan-Netz hsx der Hochschule Pforzheim mit anderen Betriebssystemen
Zugang zum W-Lan-Netz hsx der Hochschule Pforzheim per Android
Zugang zum W-Lan-Netz hsx der Hochschule Pforzheim per Android ab Version 11
Zugang zum W-Lan-Netz hsx der Hochschule Pforzheim per iOS
Zugang zum W-Lan-Netz hsx der Hochschule Pforzheim per Mac OSX
Zugang zum W-Lan-Netz hsx der Hochschule Pforzheim per Ubuntu
Zugang zum W-Lan-Netz hsx der Hochschule Pforzheim per Windows 7 und 10
Zugang zum W-Lan-Netz hsx der Hochschule Pforzheim per Windows 11

EDU-Roam Wireless Option

eduroam (education roaming) is an international roaming service in higher education. It provides secure network.

- Follow similar step like the "hsx" guide.

- The installation guides are unfortunately not available in English.

- Note: if you use Eduroam on campus there might be restricted access due to safety reasons – better use it outside of campus

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Anleitungen und Formulare

| Deutsch | English |

EDU-Roam

EDU-Roam der Hochschule Pforzheim per Android
EDU-Roam der Hochschule Pforzheim per Android ab Version 11
EDU-Roam der Hochschule Pforzheim per iOS (iPhone)
EDU-Roam der Hochschule Pforzheim per Windows 7 und 10

Wireless Internet

For access from student dorm or anywhere outside campus you
need to [download](#) the **software** „Cisco VPN client"

Downloads für Studierende

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VPN-Software zum Download

- vpn anyconnect alle Windows Versionen 7/8/10
- vpn anyconnect macOS

Anleitungen und Formulare

Deutsch	English

- Campus Printer Installation Guide (Windows)
- Registration to the print- and copy payoff system for newmatriculates students
- VPN installation guide for MAC OS X 10.6 (Snow Leopard), Mac OS X 10.7 (Lion)
- VPN installation guide Windows all version

VPN client – login screen

Your login: userid

Personal password

Note:

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

Multifunction Printer (+ Copying machine)

First usage to initialize printing (and your student ID)

- only possible if you have already activated your user account (previous slides) and changed password

- Go to one of the multifunction print/copy machines

- Put your student ID on card reader

- You will see this screen

- Enter your user ID (without FH\)

    and *new* personal 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 on card reader again)

In order to print you need to **charge your card with money** at

the **white terminals** in W1 building – 1st floor (opposite

to student initiative) → Prices for A4: 3 cent b/w and 10 cent

color per copy

Please note: you can only charge money for copying *after* the
    registration at the multifunction printer

Instructions

card reader for
student ID
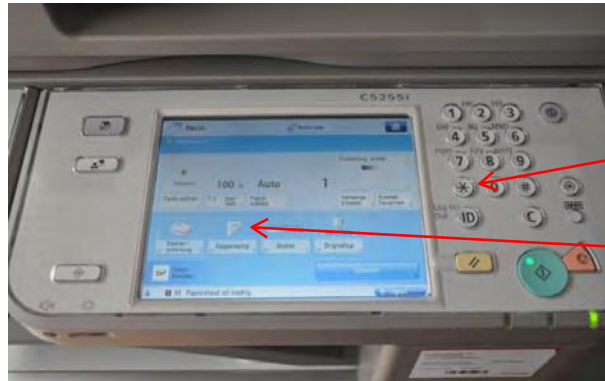
input field

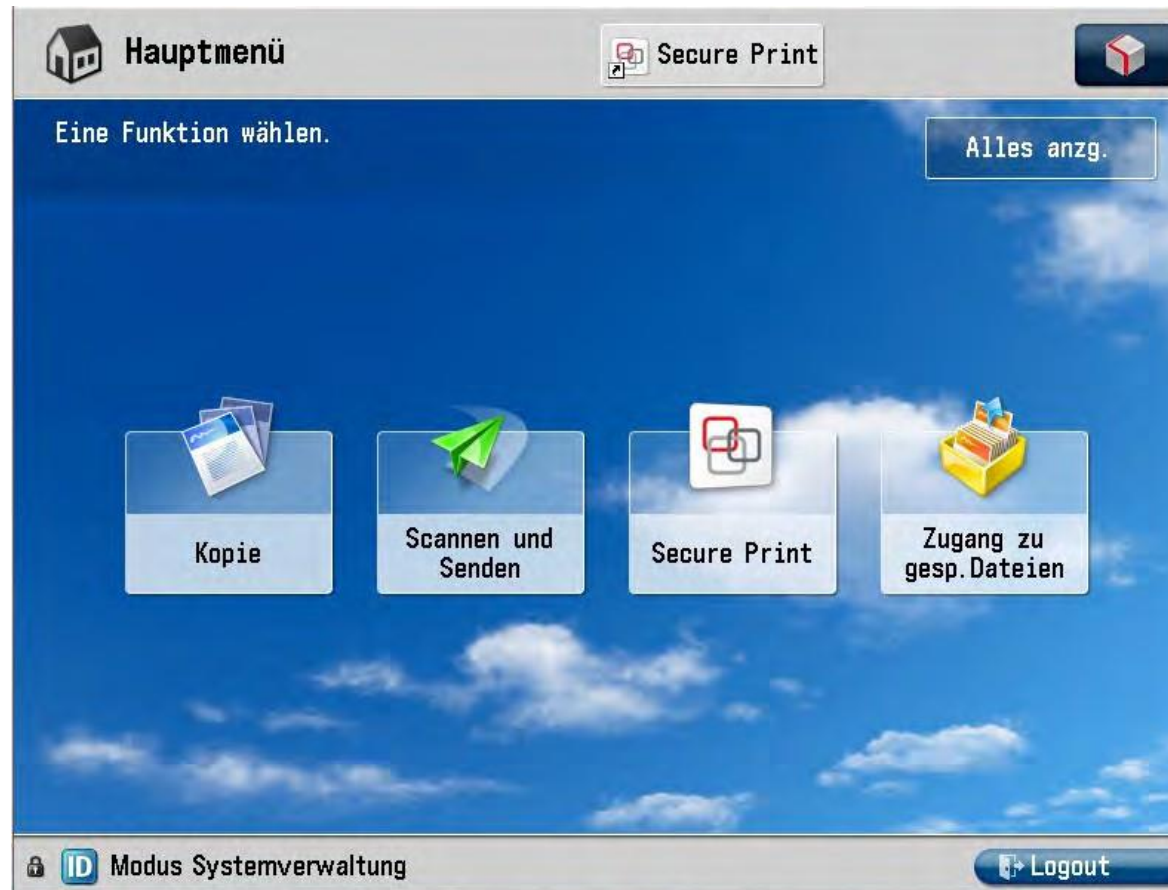touchscreen

Instructions

standby
on-off

start

Here you can select the main functions:

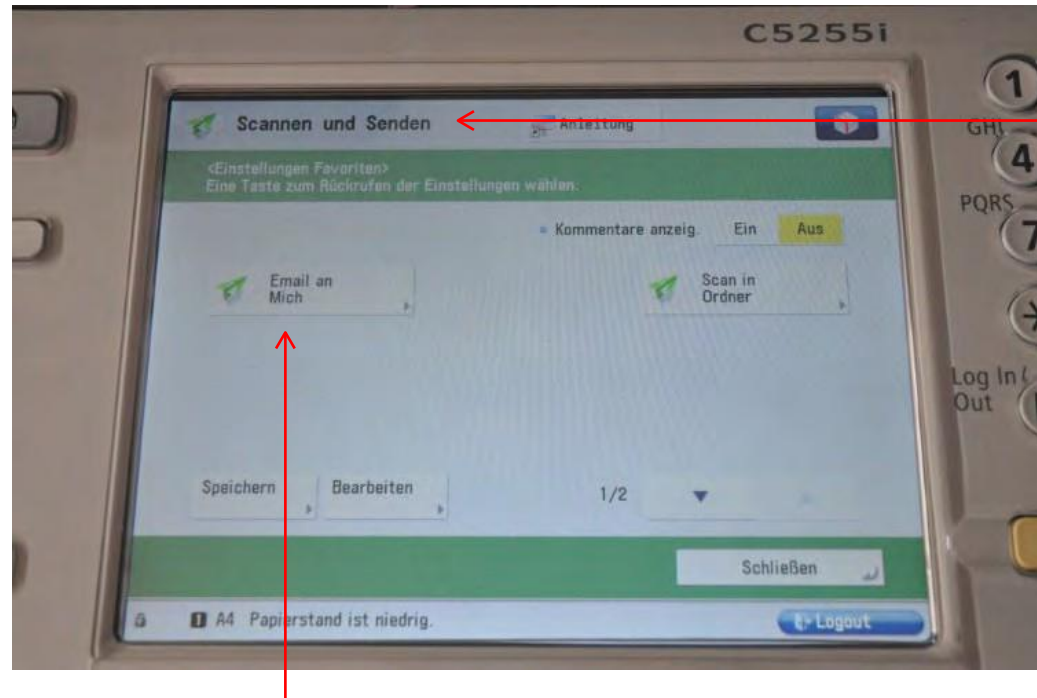„Kopie" means **copy** (default function)

„Senden" means **scanning** and sending to your HS Pforzheim webmail account

„➔" and the arrow opens printing (from account or USB flash drive)

Screen at multifunction printer (Canon)

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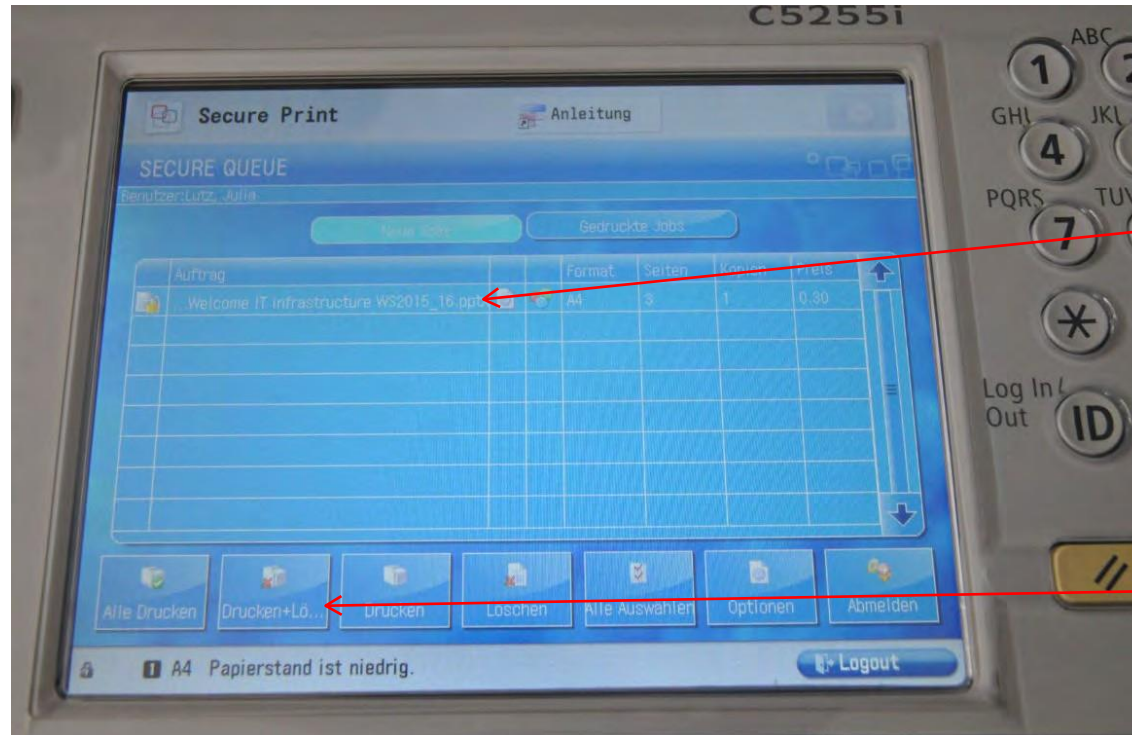# How to SCAN and send document to email or folder

Select „Scannen und Senden"

Scan and Send to your email adress (Email an mich)
([xxxyyyzz@hs-pforzheim.de]( ))

Only to hs-pforzheim webmail account possible!

How to print a document

Here you can choose the printing job (you can select all / Alle Drucken)

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 Campus service website
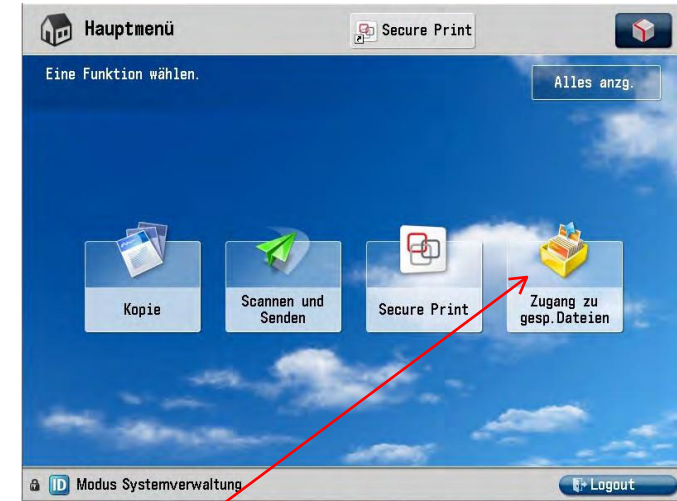
Current prices (subject to change):
3 cent/page b/w A4
10 cent/page color A4
6 cent/page b/w A3
20 cent/page color A3
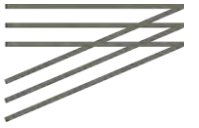
How to print a document

Step 1

Step 2

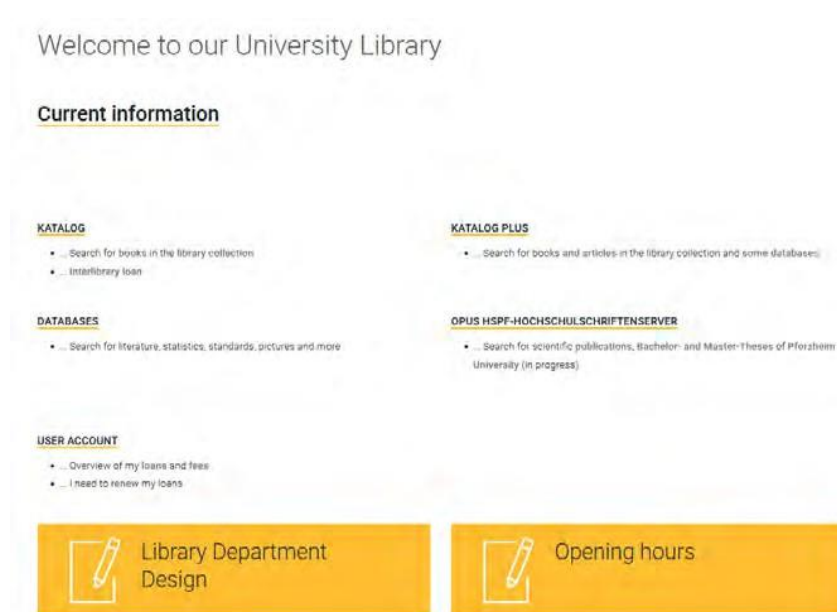Using your flash drive at the multifunction devices - you can only print pdf-files!
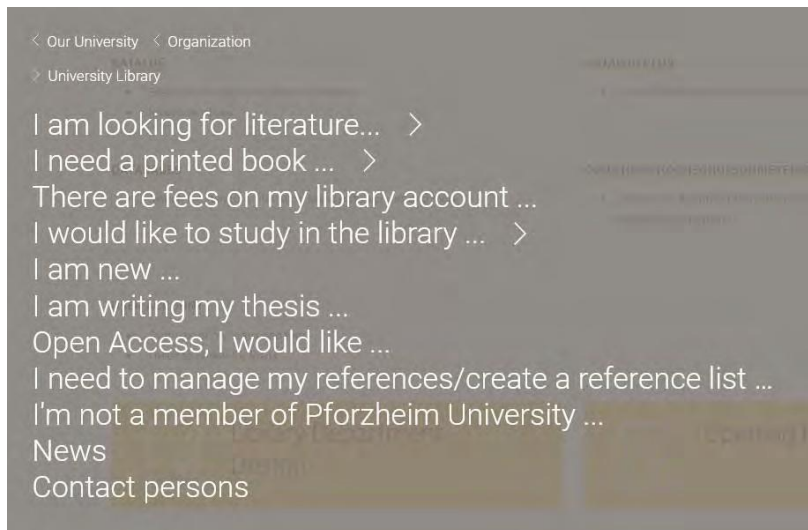
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University Library

Winter Semester
2025/2026

University Library – Getting Started

Direct Link to website: https://www.hs-pforzheim.de/en/hochschule/organisation/university_library

University Library – Getting Started

There are two **locations** (→ **Standorte**)
- Business School and School of Engineering
- School of Design in Holzgartenstrasse

Opening hours (→ **Öffnungszeiten**)
- see homepage

Your student ID card is used as **library card**

Access to your **account** (→ **Benutzerkonto**)
- Login   matriculation number [000xxxxxx0]
- Password   date of birth [dd.mm.yyyy]

Rules
- Store your bags and jackets in the lockers
- No food, no drinks allowed (except water in bottles)
- Please be quiet (switch smartphone to silent)

University Library – Getting Started

Loan
- only books, no journals
- period: 4 weeks, renewal possible

Equipment
- Computer for searching in library catalogues and scientific databases, download e-books on usb flash drive
- Box for book returns (only during closing hours)
- Printer, scanner

Homepage (access also from student dorm over „Cisco VPN client")
- Catalogues (→ **Katalog**) for search in library collections (books, e-books, journals)

  (→ **Katalog plus**) for search in library collections and some databases (books, e-books, articles, full-text articles)
- Databases (→ **Literaturrecherche/Datenbanken**) for search in scientific databases, full-text articles)

Our friendly staff at loan desk will answer all your further **questions**

ISP Downloads

Where do I find all presentations and documents from the introduction sessions?

Go to www.hs-pforzheim.de/isp/downloads

> ISP Program Brochure

> ISP Flyer - "A brief overview"

> ISP Information Package for Incoming Exchange Students Winter Semester 2022/23:

- Presentation Welcome & Introduction Winter Semester 2022/23 edition
- "Yellow Pages" - all ISP courses & specific organizational information in detail,
  Winter Semester 2022/23 edition
  - part 1 - ISP Business School courses (pdf)
  - part 2 - ISP Industrial Engineering courses (pdf)
- IT Infrastructure guide Winter edition
- Handout "How to find your enrolment confirmation"

> Further Information

- Introduction to Online Lecture Plan
  - Short version
  - Long version
- Code of Conduct for online Teaching - German / English version - Version#2 published by the Pforzheim University's Rectorate
- Academic Writing Guidelines for Pforzheim University Business School
- Laboratory Safety Instructions ISP Industrial Engineering