

## Public Computer Pools

Computer Pool	Administrator	Room	phone 925-
LI 136, LI 142	IZ user helpdesk	LI 133	2305
LI 148, LI 149	Uwe Kappler	LI 129	2338

Workplaces are open for all students with basic software equipment.

### Opening hours during lecture and exam times

Monday - Friday 7am - 10pm

Saturday 7am - 6pm

Sunday 7am - 6pm (only during exam times!)

## How to log in at Pool PC?

Windows 10 is installed on all Pool PCs at the campus. Log in with your access data at the domain **ads** (active directory services)



**mami1037**  
**Mrkh2Bs1a**  
**anmelden**  
**an ads**

## Where can I store my data?

At the pool PCs, there are two drives to store data:  
Access is password protected

- Drive L:** local hard disk at pool PC:  
Attention: The networkdrive is only available on the current PC.
- Drive N:** Personal home directory at the mainframe  
path: `\\ads.hs-karlsruhe.de\dfs\hs\homes\.nt`

**Note: No backup made from the drives L: and N:**

## How can I access the Internet?

When accessing external websites, the traffic is forwarded via a proxy server. Log in with your access data, as shown in the following picture.

Der Server "proxy.hs-karlsruhe.de" an "Squid proxy-caching web server" erfordert einen Benutzernamen und ein Kennwort.

Benutzername	<b>mami1037</b>
Kennwort	<b>IZ-password</b>
<input type="checkbox"/> Anmeldeinformationen speichern	

# Where can I get help?

IT-Administrators will help you with all your questions about the IT infrastructure of the university.

## IT-Administrators in your Faculty

The secretary of your study course will let you know, who is your IT-administrator.

## Faculty Computer Pools

Workplaces with basic and course-specific software installed by faculties.  
For corresponding contacts see flyer **Basic IT Services of your Faculty**.

For more details and further information see the service catalog of the Information Centre

<https://www.hs-karlsruhe.de/iz/servicekatalog>

## Where can I find the Information Center (IZ)?

IZ Building LI first floor



## Last remarks

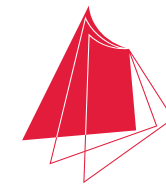
When you receive your IZ-username and IZ-password you accept the terms of use of the HsKA

<https://www.hs-karlsruhe.de/iz/vbo>

and

<https://www.hs-karlsruhe.de/iz/bo>

Please adapt your behavior accordingly.



Hochschule Karlsruhe  
Technik und Wirtschaft  
UNIVERSITY OF APPLIED SCIENCES

Näher dran.

**IZ** Informationszentrum

# Basic IT-Services

IZ-(Information Center) User Helpdesk

Monday - Friday  
8am to 2pm (lecture period)  
10am to 1pm (semester break)

Building LI, Room 133  
Phone: (0721) 925-2305  
Fax: (0721) 925-2301

E-Mail: [iz-helpdesk@hs-karlsruhe.de](mailto:iz-helpdesk@hs-karlsruhe.de)  
Web: [www.hs-karlsruhe.de/iz](http://www.hs-karlsruhe.de/iz)  
Twitter: @hska\_iz

01/2019

## Access data

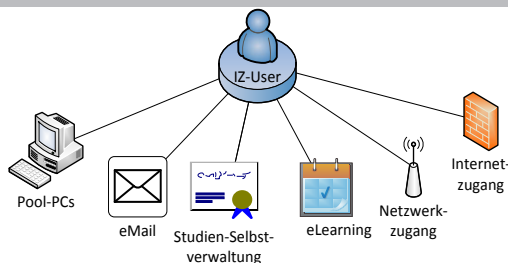
The basis for using our services is your access data. It consists of

**IZ-username (4letters4digits, e.g. mami1029)**  
and **IZ-password**

Your username is generated on the basis of the:

- student database (application data)
- personnel database

## Why do I need my access data?



## Access data for new students

New students can pick up their access data (IZ-Zugangsdaten) in the document „initiale IZ-Zugangsdaten“ (pdf).

More details see in the Flyer „IT-Services for Students“ and <http://www.hs-karlsruhe.de/SSLeng>



## Access data for new employees

New employees/lecturers receive their access data in a secure printout via the secretary of their department upon presentation of a valid passport.

**For troubleshooting please contact IZ user helpdesk.**

It's also possible to get a new IZ-password there. You need to present a valid identification document. Accepted are:

- ID card (for students)
- passport (for employees/lecturers)

## The AWM (Advanced Web Management)

In the web portal **AWM** you can manage your **IZ-Account**

You can find the link to the AWM at:  
<http://www.hs-karlsruhe.de/awm>



Log into the AWM with your iz-credentials and click on „**My Account**“

**Attention:** The **AWM** is only available inside of the HsKA network. To access it from outside „VPN“ is required.

## AWM: How to change my access data?

**You can't change the IZ-username.**

**You should change your IZ-password immediately.**

Click on „**My Account**“ after you logged into the AWM. Then click the button „**Passwort ändern**“ to change your password.

recommendations for your new IZ-password:

- at least 8 chars, maximum 12 chars
- upper and lower characters and digits
- no accents/umlauts or special characters
- example: Mrkh2Bs1a

## What is my HsKA email address?

The HsKA email consists of:

**IZ-username@hs-karlsruhe.de**

i.e. mami1037@hs-karlsruhe.de

Employees have an email-address as follows:

**firstname.surname@hs-karlsruhe.de**

All mentioned contacts are reachable via email  
**firstname.surname@hs-karlsruhe.de**

**Please Note:**

Forwarding to external e-mail addresses is not possible.

## How do I read my HsKA emails?

There are several ways to access your HsKA mailbox.

1. A web browser of your choice (Chrome, Firefox, Safari...) with Outlook Web App (OWA) via the following address

<https://webmail.hs-karlsruhe.de>

Please log in with your IZ-credentials.

Benutzername: mami1037

Kennwort: ●●●●●●●●

Anmelden

2. On a PC by using **Microsoft Outlook** (part of Microsoft Office packages as to Version 2010, also Office 365)

You can set up an Exchange-account via **Datei > Kontoeinstellungen > Neu > E-Mail**

3. On a smartphone by using **Exchange Web Services (EWS)**. An **EWS**-compatible app e.g.:
  - AquaMail for Android
  - Spark (by Readdle) for iOS

The service address for EWS is

[webmail.hs-karlsruhe.de](https://webmail.hs-karlsruhe.de)

If you get asked for further access data on options, please log in using „**ads\username**“ and your IZ password.

In the adjacent window you can see what the query might look like:

E-Mail-Adresse  
**mami1037@hs-karlsruhe.de**

DOMÄNE\Benutzername  
**ads\mami1037**

Kennwort  
●●●●●●●●

Add account