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

How can I access the Internet?

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

Where can I store my data?

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

1. **Drive L**: local hard disk at pool PC:
   Attention: The networkdrive is only available on the
current PC.

2. **Drive N**: Personal home directory at the mainframe
   path: \ads.hs-karlsruhe.de\dfs\hs\homes\.nt

How can I access the Internet?

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

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 inst-
talled by faculties.
For corresponding contacts see flyer Basic IT Services of
your Faculty.

Where can I find the Information Center (IZ)?

IZ Building LI
first floor

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

For more details and further information see the service
catalog of the Information Centre
https://www.hs-karlsruhe.de/iz/servicekatalog

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.
Why do I need my access data?

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

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

Your username is generated on the basis of the:

- student database (application data)
- personnel database

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/SSIeng

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 charaters
- 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:

first_name.surname@hs-karlsruhe.de

All mentioned contacts are reachable via email

first_name.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: ************

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

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: