E-learning platform ILIAS

ILIAS is a central E-learning platform where you can download materials for some of your courses.

Log in to the platform:
https://ilias.hs-karlsruhe.de
with your IZ-credentials.

You can find the courses by selecting MAGAZIN.

Attention: Do not use the mail program "MAIL" in ILIAS. How to read your HsKA-emails, see flyer "Basic IT-Services".

Event management system LSF

LSF is a web based event management system that provides daily updated information about lectures, events and room reservations. Curriculum timetables and room reservations are provided in different views. You can select your lectures and create a customized timetable. Some courses require a registration, which can be done in the LSF.

For more information for LSF see https://lsf.hs-karlsruhe.de
Log in with your IZ access data.

Access-protected external services

Based on Shibboleth you have access to some access-protected external services from outside of the university network (e.g. at home) with your IZ credentials. E.g.:

- BW-Landesdienste „https://bwidm.scc.kit.edu/“ (bySync&Share)
- Springerlink „https://link.springer.com/“
- and others

We are facing major changes concerning the availability of Microsoft software. More information on this topic can be found here: https://www.hs-karlsruhe.de/iz/ms4edu

MS Office 365 Pro Plus - external service

Enrolled students can buy a Microsoft Office 365 Pro Plus license for PC / MAC for a small fee on https://bildung365.de/

For more information refer to „Software“ in the service portfolio:
https://www.hs-karlsruhe.de/iz/servicekatalog

A list of available external services and more information can be found at http://www.hs-karlsruhe.de/iz/shib

Login on Shibboleth with your access data:
mami1037 enter in the field „username“ your IZ-username
and in the field „Passwort“ your IZ-password

Plotter

You can print large posters on three different plotters on campus. For using the plotters you first have to buy tokens at building R, first floor, room 104.

For more information see https://www.hs-karlsruhe.de/iz/plot

Plotserver: https://plot.hs-karlsruhe.de
(Here you will also find instructions for creating a plot file.)

<table>
<thead>
<tr>
<th>Zust.</th>
<th>Plotter</th>
<th>Plot-Administrator</th>
<th>Büro</th>
<th>Tel.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>IZ</td>
<td>LI 128</td>
<td>Uwe Kappler</td>
<td>LI 129</td>
<td>2338</td>
</tr>
<tr>
<td>AB</td>
<td>B 240</td>
<td>Necmettin Guenduezoglu</td>
<td>B 302</td>
<td>2647</td>
</tr>
<tr>
<td>AB</td>
<td>B 509B</td>
<td>Max Seegmueller</td>
<td>B 509B</td>
<td>2742</td>
</tr>
</tbody>
</table>

To use the plotter, you need a plot account, which you can fill with tokens. Tokens are available in building R, 1st floor, room 104 (pay-office).

Opening hours of the pay-office are:
Mon–Thur: 9am–2.30pm, Fri: 9am–12am

IT-services for students

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
Web: www.hs-karlsruhe.de/iz
Twitter: @hska_iz

01/2019
IZ user helpdesk
For all unresolved IT issues the IZ user helpdesk (IZ Be- nutzerberatung) can be addressed. For contact information see cover page.

IZ access data—“initiale IZ-Zugangsdaten”—(pdf)
New students receive their IZ access data (IZ-Zugangsdaten) in the document „initiale IZ-Zugangsdaten “ via the online service „Studentische Selbstverwaltung“

http://www.hs-karlsruhe.de/ssv
Log in with your matriculation number (see Campus-Card) and your application password.

On the page "Studiumsverwaltung” > "Studienbescheini- gungen" you will find the document "initiale IZ-Zugangsdaten”, which contains your IZ access data.

Your IZ access data consists of
IZ-username (4 letters 4 digits, e.g. mami1037) and IZ-password

For more information about the IZ access data please see the flyer "Basic IT Services" and the student start information:
http://www.hs-karlsruhe.de/ssieng

You don’t know your application password?
If you don’t know your application password, you can create a new one, in the „Bewerber- passwort Service”.

www.hs-karlsruhe.de/123eng

In order to do so you need your six-digit application number (Bewerbernummer, e.g. 359973, see Confirmation of Registration or Zulassungsbescheid).

Attention:
This service is only accessible until two weeks after the beginning of the lectures.

For further questions, please contact the student registry (see page 2 of this flyer or send an email to: studieninfo@hs-karlsruhe.de)

Students selfservice (SSV)
The online service „Studentische Selbstverwaltung“ (SSV) provides you important services for your studies:
• TAN-list administration
• change of personal adress
• re-enrolment
• certificates of study:
  (KVV-Bescheinigung (for public transportation), Confirmation of Registration and more)
• registration/cancellation for examinations
• transcript of records ...

Log in to the SSV
http://www.hs-karlsruhe.de/ssv
using your IZ access data (e.g. mami1037, see page 1).

Student Registry (Studentische Abteilung)
The Student Registry will provide help for the following issues:
• Problems downloading certificates of studies
• initial TAN doesn’t work
• activating of an existing TAN list
• creating a TAN list
• personal information on my certificate is wrong

Contact:
https://www.hs-karlsruhe.de/studentische-ubteilung/
E-Mail: studieninfo@hs-karlsruhe.de
Building R, Ground floor, Office hours:
Mon–Thur: 8am–4.30pm, Fri: 8am–2.20pm

Please please contact the following persons:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Contact person</th>
<th>Office</th>
<th>Tel.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EZ</td>
<td>Annie McDonald</td>
<td>R 012</td>
<td>1080</td>
</tr>
<tr>
<td>AB, EIT, IMM</td>
<td>Sylvia Vogt</td>
<td>R 013</td>
<td>1097</td>
</tr>
<tr>
<td></td>
<td>Doris Reister</td>
<td></td>
<td>1082</td>
</tr>
<tr>
<td>IMM, MMT</td>
<td>Andrea Koehn</td>
<td>R 011</td>
<td>1072</td>
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<tr>
<td></td>
<td>Ute Bissinger</td>
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<tr>
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<tr>
<td></td>
<td>Angelika Schoebel</td>
<td>R 014</td>
<td>1092</td>
</tr>
<tr>
<td>W</td>
<td>Bettina Moench</td>
<td>R 012</td>
<td>1078</td>
</tr>
<tr>
<td></td>
<td>Meri Engau</td>
<td></td>
<td>1076</td>
</tr>
</tbody>
</table>

Important:
Save the TAN-list and keep it in a safe place.

If you face problems with generating or activating your TAN-list, please refer to the students department.

TAN-lists for students
For some operations you need a TAN (TAN = Transaction number). First you have to create a TAN-List in the SSV.

Log in to the SSV (see page 2). Enter the menu „Allgemeine Verwaltung“ and proceed with the button "TAN Verwaltung“ (TAN administration).

Attention: At beginning of your studies, there will be two valid TANs available, so called initial TANS. They consist of your date of birth and have the following syntax:

Example: date of birth 05.06.1999 (June 5th, 1999)
• first initial TAN: ddmmyy 050699
• second initial TAN: yymmdd 990605

Generate your TAN list in three (3) steps:
1. Create the TAN list by using the first initial TAN.
2. Open the TAN list.
3. Activate the TAN list with the second initial TAN and a TAN from the new list.

1. Create a TAN-list with the first initial TAN
2. Open the new TAN-lists
3. Activate the TAN-list with:
   1. your second initial TAN
   2. a TAN from the new list

Example: date of birth 05.06.1999 (June 5th, 1999)
543911
548888
544337
941160
941160
924843

Troubles with exams and grades?
Please refer to the secretary’s office of your field of study. Contact information can be found in the flyer „IT-Basis- dientese“ of your faculty.