

## 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.



## Plotting, Printing

Multi-page documents, as well as posters, technical Drawings and other prints in the sizes

DIN A3, DIN A2, DIN A1 and DIN A0

can be ordered at the RICOH Print Center (Building R, UG).

Opening hours of the Print Center:

Mon - Fri: 9am-12pm

Mon - Thu: 1pm-3pm

Phone: +49(0) 721- 925 -1102

E-Mail: [printcenter-hska@service.ricoh.de](mailto:printcenter-hska@service.ricoh.de)

## Access-protected external services

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

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

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**

## Microsoft Produkte - Externe Dienste

### Microsoft Office 365 Pro Plus

Enrolled students can buy a **Microsoft Office 365 Pro Plus license** for PC / MAC for a small fee at

<https://bildung365.de/>

First you need to create an Office 365 account at <https://bildung365.de/>. If you need assistance/support you can write to [officesupport@drvis.com](mailto:officesupport@drvis.com)

### Microsoft Azure Dev Tools for Teaching

Enrolled students have access to various **Microsoft products (Windows, Project, Visio ...)**

You can get them at

<https://azureforeducation.microsoft.com/devtools>

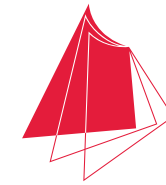
These licenses are for private/personal use only.

Click on „Sign in“ and enter your Microsoft account data. (Not your IZ-credentials). For more information refer to

<https://www.hs-karlsruhe.de/iz/ms4edu>

For more information on these and other software please refer to „Software“ at

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



Hochschule Karlsruhe  
Technik und Wirtschaft  
UNIVERSITY OF APPLIED SCIENCES

Näher dran.

**IZ** Informations-  
zentrum

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

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## IZ user helpdesk

For all unresolved IT issues the IZ user helpdesk (IZ Benutzerberatung) 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“ > ”Studienbescheinigungen“ 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 „Bewerberpasswort Service“.

[www.hs-karlsruhe.de/123eng](http://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](mailto:studieninfo@hs-karlsruhe.de))

## Student selfservice (SSV)

The online service „Studentische Selbstverwaltung“ (SSV) provides you important services for your studies:

- TAN-list administration
- change of personal address
- re-enrolment
- certificates of study: (KVV-Bescheinigung (for public transportation), Confirmation of Registration and more)
- registration/cancelation 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-abteilung/>

E-Mail: [studieninfo@hs-karlsruhe.de](mailto: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:

Faculty	Contact person	Office	Tel.: 925-
<b>EZ</b>	<b>Annie McDonald</b>	<b>R 012</b>	<b>1080</b>
AB, EIT, IMM	Sylvia Vogt	R 013	1097
	Doris Reister		1082
IMM, MMT	Andrea Koehn	R 011	1072
	Ute Bissinger		1073
IWI	Doris Reister	R 013	1082
	Angelika Schoeberl	R 014	1092
W	Bettina Moench		1078
	Meri Engau	R 012	1076

## 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 5<sup>th</sup>, 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.

<b>1. Create a TAN-list with the first initial TAN</b>	<b>2. Open the new TAN-liste</b>	<b>5 4 3 9 1 1</b>
		<b>2 9 4 0 1 5</b>
		<b>8 3 1 7 5 3</b>
		<b>8 4 8 8 8 8</b>
		<b>5 4 4 3 3 7</b>
		<b>9 2 4 8 4 3</b>
		<b>9 4 1 1 6 0</b>



[Ihre TAN-Liste als PDF-Dokument](#)

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



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.**

## 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-Basisdienste“ of your faculty.