

Important information for students about the Campus IT (CIT)

What does the CIT offer to students?

- A central Campus User Account for the access into the University Network and the access to your e-mail and online services of the administration (re-registration and registration for exams,...)
- An e-mail account with an official University e-mail address (<Login-Name>@stud.hs-offenburg.de)
- A personal Home Directory with 1 GB hard disk memory and additional disk space for your e-mail account
- Network access with your own notebook on campus (WLAN) and from your home computer with the VPN client
- 4 computer rooms with in total 167 computers to work independently outside of the classes

What are the opening hours of the CIT?

- The computer rooms are open on work days (Monday to Friday) from 7 am to 9 pm.
- In the evening and weekends the computer rooms are closed. You can get day long access authorization for room B205b, please contact Mr. Lenten or Mr. Lienhard, room A 001.
- If there are no lectures in the computer room then the computers can be used during the opening hours.
- **Please leave the room on demand immediately!**

Which hard and software is provided in the CIT?

Hardware:

A total of 167 computers are available for the students in rooms **B205b, B206, B207 and E007**.

In Building D there are two more PC Rooms D115 and D116

Multifunction devices for the „Follow-me“ print system (copying, printing, scanning) are available in each of these rooms.

Software:

- Lecture related software products are provided by Virtual Lab (bwLehrpool) Find more information here:
<https://cit.hs-offenburg.de/it-dienste-systeme/lehre/laborinfrastruktur/virtuelle-labore/>

How do I get and use my own Campus User Account?

- Students receive their own login name and password for the campus network postal by enrollment.
- You can use this Campus User Account to log into Windows in the CIT computer rooms and access your personal Home Directory (h:) on server cluster fs1-2-home as well as your e-mails.
- The Campus User Account is also required for other services such as Moodle (E-Learning), Filr, VPN, WLAN and Online services of the administration.

How do I use my Home Directory

- With your user account you will automatically have a personal Home Directory.
- On computers of the University that are equipped with the OES-Client (previously Novell Client), your Home Directory will automatically be in drive h:
- On computers without the OES-Client you can access your Home Directory by using your web browser per Filr
<https://filr.hs-offenburg.de> (without VPN)
- More information about how to use campus network drives:
<https://cit.hs-offenburg.de/servicekatalog/technischer-servicekatalog/arbeitsplaetze/datenhaltung/netzlaufwerke/>
- **Important notice: When you are not a member of the University anymore, your User Account and Home Directory will be deleted. Copy all data that you want to keep, on your own data storage medium in due time.**

How do I change my password?

By using **Password self-service**: <https://campus-benutzerkonto.hs-offenburg.de>

Consider the password policy and further information regarding password, here:

<https://cit.hs-offenburg.de/it-dienste-systeme/campus-benutzerkonto/> -> „Anleitung“

How to setup password hints?

You should set up password hints as soon as possible. You can reset your password in case forget it. You can find more information about how to set this up here: <https://cit.hs-offenburg.de/it-dienste-systeme/campus-benutzerkonto/> -> „Anleitung“

How can I print and scan?

You can use the „Follow-me“ print system for copying, printing and scanning with your Campus User Account and your OSKAR-Card. You can control and administrate your print- and scan jobs on the web interface <https://follow-me.hs-offenburg.de> where you can log in with your Campus User Account. More information and instructions, such as installing printing drivers, concerning the „Follow-me“ print system is provided in the CIT service portal

<https://cit.hs-offenburg.de/servicekatalog/technischer-servicekatalog/arbeitsplaetze/drucken-scannen/>

How can I send and receive e-mails?

The University's e-mail system is Novell GroupWise.

Your personal e-mail address is formed as follows: <Login-Name>@stud.hs-offenburg.de

You have the following possibilities to access your e-mails:

- GroupWise-Client (on computers in the CIT computer rooms, course: „Hochschule Offenburg Campus IT Windows 7 Pro 64 Bit“ can be used on all computers of the University or externally over VPN when installed)

- Webmail <https://webmail.hs-offenburg.de/>
- POP3 or IMAP with any mail client
- GroupWise Mobility Service on mobile devices (Smartphones, Tablets)
<https://cit.hs-offenburg.de/it-dienste-systeme/e-mail-mehr/zugriff/smartphone-co/>

Notice: For all methods, the login name and password matches the Campus User Account
You can find further information about GroupWise services under:

<https://cit.hs-offenburg.de/it-dienste-systeme/e-mail-mehr/zugriff/groupwise-client/>

How can I send e-mails to several e-mail receivers?

There are two possibilities:

- You can use the campus maillists More Information here:
<https://cit.hs-offenburg.de/servicekatalog/technischer-servicekatalog/e-mail-mehr/zusatzdienste/maillinglisten/>
- In your personal GroupWise address book you can organize own groups:
<https://cit.hs-offenburg.de/it-dienste-systeme/e-mail-mehr/adressbuch/> -> „Anleitung“

How can I forward my e-mails?

You can find a description how to automatically forward e-mails here:

<https://cit.hs-offenburg.de/it-dienste-systeme/e-mail-mehr/zugriff/groupwise-client> -> „FAQ“

How can I access the internet with my notebook or mobile device on campus?

Throughout the campus you can connect to the Internet, using either

- WLAN <https://cit.hs-offenburg.de/servicekatalog/technischer-servicekatalog/campus-netz/netzzugang/wlan-funknetz-anschluss/> or
- Using the public, yellow marked network sockets and VPN
<https://cit.hs-offenburg.de/servicekatalog/technischer-servicekatalog/campus-netz/vpn/vpn/>

Where do I get Software-Products?

You can find a small amount of software products (e.g. client software to access to the campus network) under the CIT Website -> Servicekatalog under particular service tab „Download/Links“

You can find more Software here <https://cit.hs-offenburg.de/servicekatalog/technischer-servicekatalog/software/beschreibung/>

Software Products from “Microsoft Imagine” and “Office 365” are not distributed through the CIT.

- Licenses and installation files for Windows operating systems and other Microsoft Imagine software products are distributed by the faculties. Further information and contact persons can be found at
<https://cit.hs-offenburg.de/servicekatalog/technischer-servicekatalog/software/beschreibung/>
- MS Office 365 is not a service of the University of Applied Sciences Offenburg and can only be downloaded from the webshop <https://bildung365.de> If you have any problems or questions, please contact this provider only. Further information can be found here: <https://cit.hs-offenburg.de/servicekatalog/technischer-servicekatalog/software/microsoft/office-365/>

What should you consider in the CIT?

- Everybody who uses the CIT equipment has to respect the CIT administration rules. They are published on the Internet under:
<https://cit.hs-offenburg.de/richtlinien/intern/>
- **In particular it is forbidden to pass over your Campus user-related data**
- Consider the information given on the CIT website: <http://cit.hs-offenburg.de/>
- **Eating and drinking is not allowed in the CIT computer rooms!**
- **It is not permitted to install software on CIT computers without agreement of the CIT staff!** You are only allowed to use the already locally installed software and software labeled “Zentral verteilte Anwendungen”.

Who can answer my questions?

First, try answering your own questions by reading all the information given on the CIT website and on this flyer.

If further help is needed, please contact: **campus-it@hs-offenburg.de**

Our business hours can be found here:

<https://cit.hs-offenburg.de/business-services/betriebliche-rahmenbedingungen/> -> Betriebszeit und Erreichbarkeit.

We are in charge of the central server environment, equipment in PC Rooms and the campus infrastructure. If you have questions concerning how to use application software please ask your contact person in the faculty.

Where can I get more information?

- The most significant information source is the serviceportal of CIT <http://cit.hs-offenburg.de>
- Information about news, alerts and errors is provided through CIT-News (Meldungen) on the CIT starting page
- Notices on the CIT board and in the computer rooms
- Follow-me Printing (login with your Campus User Account): <https://follow-me.hs-offenburg.de/>
- GroupWise: <https://cit.hs-offenburg.de/it-dienste-systeme/e-mail-mehr/zugriff/groupwise-client/>
- Mailinglists: <https://cit.hs-offenburg.de/servicekatalog/technischer-servicekatalog/e-mail-mehr/zusatzdienste/maillinglisten/>
- WLAN:
<https://cit.hs-offenburg.de/servicekatalog/technischer-servicekatalog/campus-netz/netzzugang/wlan-funknetz-anschluss/>
- VPN: (Virtual Privat Network) <https://cit.hs-offenburg.de/servicekatalog/technischer-servicekatalog/campus-netz/vpn/vpn/>
- Software Products: <https://cit.hs-offenburg.de/servicekatalog/technischer-servicekatalog/software/beschreibung/>