

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 e.g. re-registration and registration for exams etc.
- An e-mail account with an official University e-mail address (<Login-Name>@stud.hs-offenburg.de)
- A personal Home Directory with 20 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
- 5 computer rooms with more than 200 computers to work independently outside of the classes

Which tools help me stay connected?

- Webmail <https://webmail.hs-offenburg.de/>
- Zoom for Online-Lecture <https://hs-offenburg.zoom.us/>
- Video platform Vimp - <https://video.hs-offenburg.de/>
- Remote access for our computer rooms <https://bwlehrpool-remote.hs-offenburg.de>
- External data exchange bwSync&Share <https://bwsyncandshare.kit.edu/>
- Internal data exchange (e.g. Home Directory) Filr <https://filr.hs-offenburg.de>
- E-Learning <https://elearning.hs-offenburg.de/>
- HSO-Chat <https://hso-chat.cit.hs-offenburg.de>
- Help-Wiki (only with VPN-connection) <https://hilfe.cit.hs-offenburg.de>

Which hardware and software is provided in the CIT?

Hardware:

More than 200 computers are available for the students in rooms **B205a, 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)

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

- Students receive important access data in paper form for their campus-User Account (campus username CIT-PIN,...) by mail with the confirmation of enrollment. You will need this data to activate your campus user account and to create your campus user password. Keep this letter with your personal user data in a safe place! You can use this Campus User Account to log on to the computer systems in the CIT 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), Vimp, bwLehrpool-Remote, HSO Chat, Filr, VPN, WLAN and Online services of the administration.

Campus User Account activation, password change

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

Consider the password policy, instructions and further information regarding campus user account and password: <https://cit.hs-offenburg.de/>

Forgotten password?

In case you forget your password, you need the personal user data that you have received in paper form. With the data at hand, you can then set a new password if necessary. You can find the instructions and further information on <https://cit.hs-offenburg.de>

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 your Home Directory will automatically be in drive h:
- On OES-Client equipped University computers your Home Directory will be placed on the h: drive
- 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)
- You will find more information about how to use campus network drives in [Help-Wiki](#)

Important notice: When you are not a member of the University anymore, your User Account and Home Directory will be deleted. Copy all the data that you want to keep, on your own data storage medium in due time.

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 Help-Wiki <https://wiki.cit.hs-offenburg.de/confluence/x/6QPxAQ>

How can I send and receive e-mails?

The University e-mail system is Micro Focus 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 10 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://wiki.cit.hs-offenburg.de/confluence/x/ZoHkAQ>

Notice: For all methods, the login name and password matches the Campus User Account

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

- You can use the campus maillists. More Information here:
<https://wiki.cit.hs-offenburg.de/confluence/x/JR8PAw>

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://wiki.cit.hs-offenburg.de/confluence/x/SIMnAg/> or
- Using the public, yellow marked network sockets and VPN in [Help-Wiki](#)

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/governance-strategie/organisation>
- **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!**

Who can answer my questions?

First, try to search for the answer your own questions by reading all the information given on the CIT website and on this flyer.

If further help is needed, please contact: helpdesk@hs-offenburg.de

Our business hours can be found here:

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

We are in charge of the central server environment, the 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> and [Help-Wiki](#)
- Information about news, alerts and errors is provided through CIT-News (Meldungen) on the CIT starting page
- E-Mail <https://wiki.cit.hs-offenburg.de/confluence/x/noUnAg>
- WLAN <https://wiki.cit.hs-offenburg.de/confluence/x/SIMnAg>