

ZİM

Zentrum für Informationstechnologie und Medienmanagement

Slides and info



https://www.zim.unipassau.de/en/orientation-week

INTRODUCTION TO IT SERVICES

Summer Term 2024





Agenda

About us Our services Support & Help **ZIM-Support**



1

Essentials ZIM-account Password CampusCard **University Library**

3

Digital Campus

Stud.IP Campusportal **ILIAS** Zoom **Online exams**



Working places Data storage LRZ Sync+Share **PC** Pools Campus printer

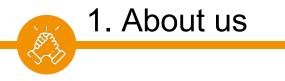
5 **Stay connected** E-mail WiFi **OpenVPN** IT courses



Help & Support

ZIM-Support ZIM-News & RSS feed Info Hub Services for students Help pages **Social Media**







ZIM is the digital centre of the University of Passau. We will help you with many technical questions related to your studies.



ZIM – Uni Passau

www.zim.uni-passau.de/en

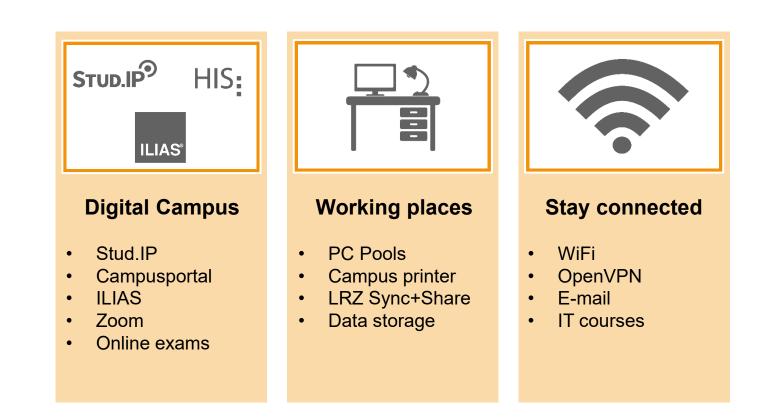






1. Our services

ALS - 1



Services for students

www.zim.uni-passau.de/en/services/services-for-students



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1. Support & Help

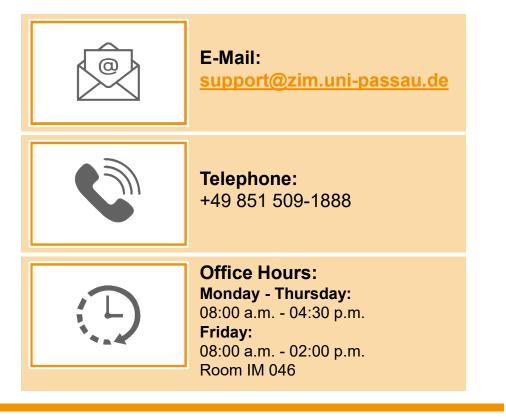
| Ihr Name* | | | HILFE-POF |
|--|--|---|---|
| Ihre Benutzerkennung* | | | SEREM HILFE-PORTAL FI |
| Ihre E-Mail-Adresse* | 1 | RUN | ALLE RELEVANTEN D UM IT & MEDIENMANA |
| Ihre Telefonnummer (für Rückfragen)* | | | |
| | Schlagwortverzeichni | s | |
| Ihre Supportanfrage | | tes Thema/Wort aber wissen nicht in welchem Bereich Sie su nfach unser alphabetisches <u>Schlagwortverzeichnis</u> . | chen sollen? |
| Falls der Standort des Geräts nicht bekannt ist oder Sie ein Anfrage ohne Bezug zu einem bestimmten Gerät melden | | and any approved the <u>setting protocolocitations</u> . | |
| möchten, vermerken Sie dies bitte entsprechend im nachfolgenden Feld. Für Fragen zu Web-Themen oder dem | | | |
| Personen- und Telefonverzeichnis, tragen Sie bitte diese Schlagwörter als Standort ein. Orr/Standort des Geräts* | Infopoint | Online Lehre mit Zoom | Digital Workspace/Cit |
| Bitte Gebäude und Raum angeben | | | 10.00 |
| Gerätenummer | | | |
| | Aktuelle Projekte Video-Anleitungen | Erste Schritte Zoom-Formate | Citrix-Installationsanleitung Wichtige Plugins |
| Kurze Beschreibung* | Flyer & Plakate Übersicht über Projekte Zur Onlinehilfe | Veranstaltung aufzeichnen Zur Onlinehilfe | Externer Zugang Citrix Workspace App Telefon- und Videokonferenze |
| Bitte geben Sie die gesamte Information an, die zur Bearbeitung Ihrer Anfrage oder zur Problemfindung/-lösung beitragen könnte: Welches Anliegen haben Sie? Wann hatten Sie ein Problem? Wo? Reproduzierbar? Genaue | <u>zur ommernne</u> | | Telefon- und videokomerenze |
| Fehlermeldung? Ausführliche Beschreibung* | Arbeitsplatz | WLAN/Netzwerk | <u>E-Mail</u> |
| | | (îŗ | Ŕ |
| | Anmeldung am PC Betriebssystem | Eduroam OpenVPN | <u>Outlook</u> Zugriff E-Mail-Postfach |
| Formular absenden | <u>Dateien/Netzlaufwerke</u> <u>Drucken & Scannen</u> <u>Telefonie</u> <u>Programme</u> | <u>Zur Onlinehilfe</u> | Funktionen und Module RSS-Feed abonnieren Sicherheit & Spamschutz E-Mail A-Z |
| | | | |
| | | | |





ZIM-Support

The ZIM team will be happy to answer any technical questions you may have related to your studies!



www.zim.uni-passau.de/en/zim-support

1. ZIM-Support

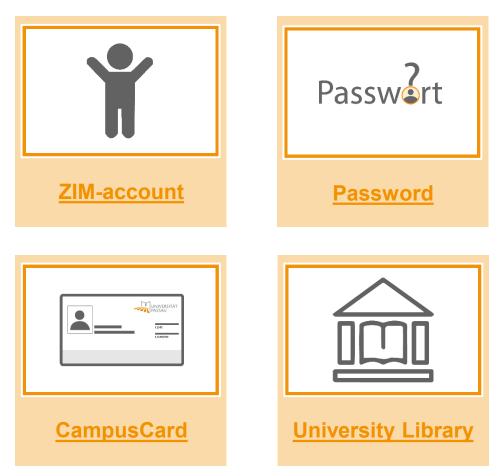
El Contraction





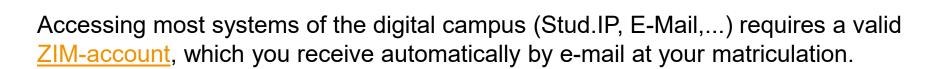


2. Essentials









Will be sent by email before the start of the semester with the subject:

Your new ZIM-account at the University of Passau.

2.1 ZIM-account



Remember: the account used for registration here in Passau is no longer valid after you've received your ZIM-account!



Your ZIM-accou







An extension of your ZIM-account after your de-registration is not possible!



It's no longer possible to use the IT Services! You have to save your data early!

Structure of your ZIM-account:

2.1 ZIM-account

Last name: *Mustermann* ZIM-account: *muster01*

Usage of your ZIM-account:

- Digital Campus (Stud.IP, Campusportal)
- E-mail

ZIM-Support

Network access

Your ZIM-account





You can set the password for your ZIM-account yourself.

Only use the following characters:

- A..Za..z0..9!#\$()*,-.:;=?
- must have 10 characters at least
- Don't reuse old passwords!

2.2 Password

- Keep your password secret don't pass it on!
- No trivial passwords (names, simple words, etc.)



Your ZIM-accou









• Change immediately after receipt

www.zim.uni-passau.de/en/account/password-for-new-zim-account

- Emergency? Issues? Get in touch with us:
 - Tel.: +49 851 509 1888
 - E-Mail: <u>support@zim.uni-passau.de</u>
- Login: After entering the wrong password 10 times, the ZIM-account will be blocked for about 10 minutes. ("intruder detection")



Your ZIM-accour







2.2 Change your password



Your ZIM-account



www.zim.uni-passau.de/en/account

ZIM-Support

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2.2 Change your password

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| UNIVE OF PA | SSAU | | | Quick links |
|---------------------------------------|----------------------|---|--------------------------------|---------------|
| UNIVERSITY | RESEARCH | STUDY | KNOWLEDGE TRANSFER | INTERNATIONAL |
| ☆ > Centre of Information | Technology and Media | Services 〉 Systems logi | n 〉Your ZIM-account 〉Change pa | ssword |
| ZIM | Change | password | | |
| News | | | | |
| About us | | | | |
| Info Hub 🔸 | | | | |
| ZIM-Support | | Change pass | sword | |
| Systems login | - | | | |
| Login Digital Campus | | Username • | | |
| Your ZIM-account | | Your username | | |
| Change password | | | | |
| Password for new ZIM account | | Old password • | | |
| Reset password | | Your old passwo | ord (O) | |
| Register private e-mail / mobile | Pag | sword rules: | | |
| WLAN: eduroam | | | | |
| certificate | | must have 10 cha may have 127 cha | | |
| Consent to regulations | | may have 127 cha use only the follow | | |
| Information about your ZIM account | | AZ az 09 ! # \$ | - | |
| ZIM credentials for students | | | | |
| eduroam WiFi | | New password • | | |
| Forms and guidelines | | Your new passw | vord (O) | |
| Computer courses | • | | | |
| Services > | • | Repeat new passwo | ord • | |
| | | Your new passw | vord (| |
| INFORMATION FOR | | | | |

Change password



www.zim.uni-passau.de/en/account/change-password



Your ZIM-accol



In case you can't remember your password or you have already entered your password incorrectly too many times, you can use our 24h-Passwordservice. You can also use it when you've run out grace logins.

All you need to do is to save your private phone number and/or private e-mail address in the campus portal (usually done when applying).

| Username • Your username |
|-----------------------------|
| Send e-mail Send SMS |
| Your private e-mail address |
| Request PIN |

www.zim.uni-passau.de/en/account





A personal ID (CampusCard) is available for all students of the University of Passau, which entitles them to free bus rides or other important functions.

Functions:

- ID
- Bus ticket
- Payment for mensa and for the campus printers
- Library card
- Access storage and certain facilities when eligible



CampusCard for students







| STUD IP Universität Passa | What are you looking for? Q 0 🎦 🗸 |
|--|---|
| Apply for a card | |
| Cardportal | 0 |
| | You've got questions about the CampusCard? All information can be found in the 🕑 university help portal We inform you there about all functions of your CampusCard, what to do n loss or defect and who you can contact for your questions. |
| Create a new card Studierendenausweis Create | Current card Serial number Given name(s) Family name(s) Matriculation number |
| Preview | Library user number |
| buierene werene were werene werene br>werene werene weren | Print date Passport photograph |
| Actions | Valid until |
| Block card Receipt | |

CampusCard for students



2.3 How do I get my CampusCard?

Declaration of consent

Mit dem Hochladen eines Fotos willige ich ein, dass die Universität Passau mein Foto für die Herstellung einer Karte vom Kartentyp "Studierendenausweis" speichern und elektronisch verarbeiten darf. Das Lichtbild wird auf die Karte aufgedruckt. Nach Aushändigung der Karte wird das Foto gelöscht.

Ich bestätige, dass ich das für die Nutzung des Lichtbildes erforderliche Urheberrecht besitze, oder, soweit dieses Dritten zusteht, sie die Nutzungsrechte an den Bildern eingeräumt erhalten haben und übertragen dürfen, sowie dass Rechte Dritter durch die Nutzung der Bilder nicht verletzt werden und Schutzrechte Dritter der Nutzung nicht entgegenstehen. Ich verpflichte mich, die Universität Passau von sämtlichen Ansprüchen Dritter wegen der Verletzung ihrer Rechte durch das von mir hochgeladene Lichtbild freizustellen.

| I Intelligence | 3.02.045 |
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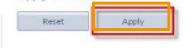
teh möchte, dess das Foto weiterhin gespeichert wird. z.B. um möglichst schnell einen Ersatzausweis beantragen zu können. falls das Originaldokument verloren geht. Mit dem Wegfall des Speicherungsgrundes (in der Regel nach der Exmatrikulation) wird das Foto gelöscht. Diese Einwilligung kann jederzeit widerrufen werden

🔲 I agree

Ich möchte, dass das Foto automatisch als mein Stud.IP Profilbild gesetzt wird.

I agree

Apply for a card



CampusCard for students









Please apply for the CampusCard yourself. This is possible via Stud.IP. After the application, the card will be printed by the student secretariat. As soon as your card has been created, you will be notified via Stud.IP by e-mail.

Check website <u>https://www.hilfe.uni-passau.de/en/campuscard/campuscard-versions/students</u> for the latest news on the CampusCard (e.g. where to pick up)



CampusCard for students







CampusCard for students



In order for your CampusCard to be valid, you must validate it at the beginning of each semester. Use the validation terminals in the cafeteria (building Mensa), the administration building (Innstraße 41), the WIWI faculty and the lockers room in the Nikolakloster (near library entrance).

Your new CampusCard is already validated for the summer semester 2024!



Please contact <u>studierendenausweis@uni-passau.de</u> if you have any questions about the student version of the CampusCard.









Information & Advice:

E-Mail: ubinfo@uni-passau.de

Telephone: +49 851 509-1630





Contact, opening hours, news, literature search etc.: <u>https://www.ub.uni-passau.de/en/information-contact/general-information/</u>



University Library

www.ub.uni-passau.de/en







"SURVIVAL-KIT" for students:

https://www.ub.uni-passau.de/schulungen/willkommen-an-der-ub/

The library offers several webinars:

- library use
- time and self-management in the online semester
- learning methods and scientific work



Survival-Kit for students

www.ub.uni-passau.de/schulungen/willkommen-an-der-ub



2.4 University Library

| Log in | |
|---|---|
| Please enter your user number and your password. The default password are the first 4 characters of your date of birth, by using the function "Account >> User details" | , for example: 0105, i.e. born on 1st May. For safety reasons you should change this one Not ZIM-identification! |
| User Number Password Forgot password? Back Log in | UB-Nummer 06400000119 Stefanie Musterstudentin UB-Nummer 06400000119 Stefanie Musterstudentin Deine AOK-Studierenden-Geschäftsstelle Für alle, die gesund studieren wollen! DrHans-Kapfinger-Str. 14a, Tel. 0851 2137623-31 |



User Number/LB-Number on the back of your **CampusCard** Initial-passwort: Date of birth in format: **ddmm**

Contact person for problems: University Library

Literature search: Passau search portal

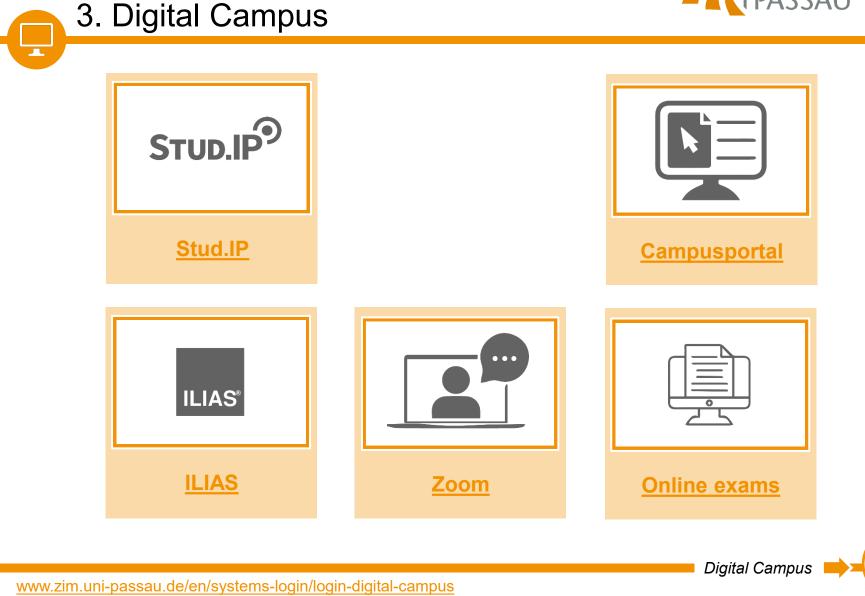


https://literatursuche.ub.uni-passau.de

ZIM-Support

IT services





ZIM-Support

IT services





Stud.IP is a learning management system that is used to coordinate and support courses.

Functions:

- Coordination and support of courses
- Quickly find and register for individual modules
- Set up your personal schedule
- Access learning materials and news updates for your modules
- Office and business hours
- Latest information



Stud.IP - Help pages

www.hilfe.uni-passau.de/en/studip





Stud.IP can be accessed via this link: studip.uni-passau.de



Stud.IP – Login



https://studip.uni-passau.de

ZIM-Support

3.1 Stud.IP

STUD.IP

IT services





You need to use your ZIM-username and password to access Stud.IP:

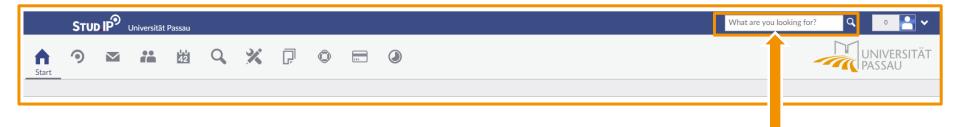
| | Zentraler Authe | ntifizierungsdienst |
|--|-----------------|---|
| Anmelden bei Stud.IP Benutzername I ZIM-username (e.g. name01) Passwort password | | Passwort ändern Passwort vergessen? Hilfe benötigt? |
| angemeldet bleiben ⁽¹⁾ zu übermittelnde Informationen anzeigen Anmelden | | |
| Stud.IP an der Universität Passau | | |

https://studip.uni-passau.de





In the search bar you can search for courses, people, etc.:







3.1 Stud.IP – register for courses

After successfully searching for a course, you can register for a course under "actions".

| Actions Print Go to course Share Copy link to this course |
|---|
|---|



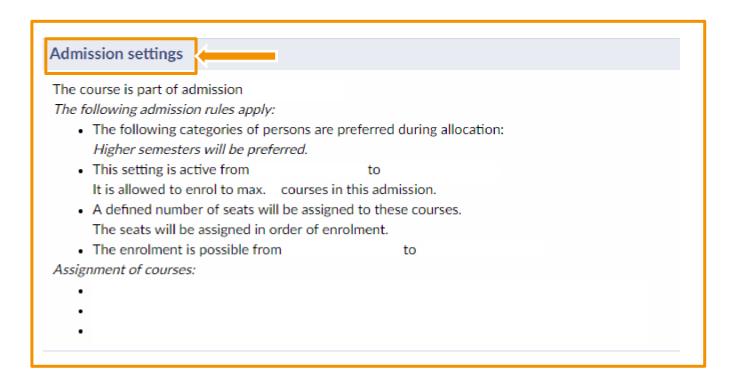
https://vimeo.com/488438907/825678239a





3.1 Stud.IP – admission settings

Some courses have special requirements for the admission. You can look that up at the bottom of the course's description.





STUD.IP

3.1 Stud.IP – enrollment procedures

Enrollment blocked

Access to the event is only possible after activation (by the system).

Enrollment with password

A password is required to access the course. Usually the lecturer announces the password beforehand or during the first lesson.

Timed enrollment

Accessing the course is only possible during a certain time frame. Access is blocked outside the time frame.

Limited number of participants

Only a certain amount of students are allowed to enroll for the course. The selection can depend on the time you apply or further criteria (semester, major etc.).





3.1 Stud.IP – enrollment procedures



Various enrollment procedures can be combined with each other.



Therefore, it is possible that a course has a limited number of participants and a chronological enrollment procedure as well.







ZIM-Support

3.1 Stud.IP – raffle courses

If a course belongs to a registration set, you must prioritize it yourself. In doing so, you determine a ranking of courses that is desirable to you. The distribution of the seats is done automatically.

| Date of assignment:26/03/15 0 You have already been register apply for the following number of courses: 1 - | | | |
|---|-------------------------------|----------------------------------|------------------|
| Available courses | Selected courses Filter | no. 1 70, 2 10, 2 10, 3 | video tutorial |
| | Save Close | raffle courses - | - video tutorial |

IT services





In Stud.IP you can receive various notifications:

- News from fellow students
- Automatic system messages
- News from seminar leaders, lecturers, professors, etc.

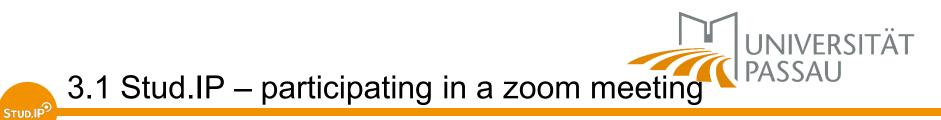
| STUD IP ⁹ Universität Pass | 31 2 | What are you looking for? | Q O O O |
|---|----------------|---------------------------|---------------------|
| Messages | | | C |
| | Received mails | | |
| | G Subject | Sent | Time Labe |
| Received mails | | | 06.02.2019 07:57 |
| Sent | 0 | | 31.01.2019 12:44 |
| Write new message Delete selected messages | 0 | | 18.01.2019 13:30 |
| Search | 0 | | 17.01.2019 15:00 |
| Search messages Q | 8 | | 07.01.2019 09:15 |
| | 0 | | 18.12.2018 13:45 |
| | | | 10.12.2018 08:16 |
| | 0 | | 06.12.2018 17:08 |
| | | | 04.12.2018 |

The student e-mail via <u>Outlook</u> must be differentiated from messages in <u>Stud.IP</u>.



messages in Stud.IF

www.hilfe.uni-passau.de/studip/nachrichten



You can participate in online events and zoom meetings directly from your Stud.IP course.

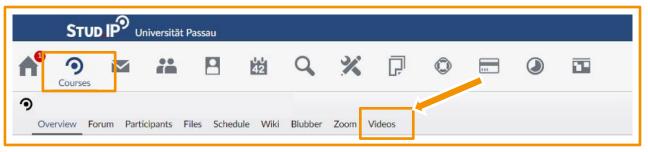
| STUD IP Universität Passau | |
|--|---|
| | |
| Overview Forum Participants Files Schedule Wiki Blubber Zoom Videos | |
| Meetings Zoom meetings for this course Title Title | |
| Meetings Next date: .2021 10:00 | |
| | Join |
| | |
| | Option 1: directly within a course via the |
| My courses My institu s My Zoom meetings WiSe 20/21 | "Zoom" tab. |
| My Zoom meetings My Zoom meetings | |
| Semester filter Course | Option 2: under the tabs "My courses" and "My Zoom meetings". |
| | , , |

IT services

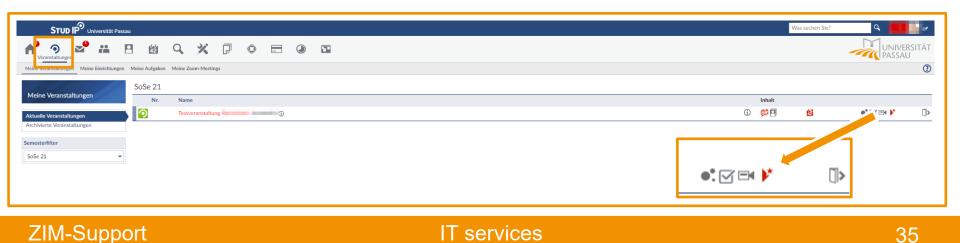




In the context of a course, recordings and videos can be made available to the students.



There is a separate <u>icon</u> for "Videos" which is displayed in red under "My Courses" if a new video has been added since the students last visit.







3.1 Stud.IP – privacy settings

You can edit your privacy settings in the settings.

| What are you looking for? | Q 0 🔄 🖌 |
|---------------------------|---|
| | |
| | Profile |
| | My documents |
| | 🔎 Personal details |
| | Settings |
| | D> Logout |
| | Profile Personal details Settings Categor |
| | Customize general settings |
| | |
| | General Privacy Messages Date calendar |
| | Notification API permissions |







Always remember: Stud.IP is not a mail system!

If you wonder which courses you need to choose for your semester:

- Have a look at your study and examinations regulations on <u>https://www.uni-passau.de/en/study-and-examination-regulations/</u>
- Consider reaching out to the academic advice service on <u>https://www.uni-passau.de/en/academic-advice/</u>







You're already familiar with the Campusportal from your application to the University of Passau.

After enrollment, the Campusportal supports students throughout their studies.

- Online application
- Certificate of Enrolment, BAföG certificate, study course, parking ID
- Contact details, incl. e-mail and mobile number for 24-hours-passwordservice
- Transcript of records, exam registration, study achievement









Via <u>campus.uni-passau.de</u> you can log in with your ZIM-username.

| UNIVERSITÄT | User name Password Login Forgot your username and/or password |
|---|---|
| Campus Portal of the University of Passau | |
| Applicant portal selection | News about exam management in the campus portal |
| application Please follow this link for applications Further links for university members | For students Attention: the examination management has moved! You can now find the exam management for most degree programs in the campus portal. Here you can register for or deregister from exams and generate grade statements. You will still need to access HISQIS for individual degree programmes. Please note that HISQIS and the Campus Portal will both be operating |
| Help portal Relevant topics around IT and Media Management | simultaneously ("dual operation"): Here is a <u>list of study programmes mana</u> geo by each system . Training Please register for one of our <u>online training sessions</u> to help you get started with the new system. There are several dates to choose from. |
| | |

IT services

www.hilfe.uni-passau.de/campusportal

ZIM-Support

Campusportal – Help pages



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3.2 Campusportal – language change

| plicant portal selection | News about exam management in the campus portal | |
|---|--|-------|
| application Please follow this link for applications arther links for university members | For students Attention: the examination management has moved! You can now find the exam management for most degree programs in the campus portal. Here you can register for or dengister from exams and generate grade statements. Will still need to access HIQS0 for individual degree programmes. Please note that HISQIS and the Campus Portal will both be operating simultaneously ("dual operation"); Here is a <u>list of study</u> notestimmes managed by social system. | |
| Help portal Relevant topics around IT and Media Management | Training Please register for one of our <u>online training sessions</u> to help you get started with the new system. There are several dates to choose from. | |
| ne login for the following systems to only possible after successful enrollment or for employees with a ZIM account | For lecturers and secretaries Attention: the examination management has moved! You can now find the exam management for most degree programs in the campus portal. Enter grades and exam dates there from 2023. Person ter bit H19(5) and the Campus Portal will both be operating simultaneously ("dual | |
| Duttlook Access to the e-mail system of the University of Passau | operation?: Here is a list of study programmer, managed by each system - Training To heby you get started with the new system, we will be offering training sessions via ZOOM. There are two formats to choose from, each with several dates. | |
| STUD.IP ⁹ Studig E-learning platform, course catalog and event registration | Access to the portal Please note that access to the portal as an examiner or substitute examiner is only possible within the internal university network. For access from an external network an additional active connection via Citrix or OpenVPN/Tunnelblick is necessary. | |
| uxe IIIas Complementary E-Learning Platform | Dual System Campusportal/HISQIS When the IISnOne EXA system is deployed, a large part of the active study and examination regulations will be transferred to HISnOne EXA small number of study programmes in which students are still enrolled in accordance with del study and examination regulation versions, but for which near version already exit, will still have be the managed in the HISOB system. This means that for a small number of students, HISOIS will remain the system where their marks and grades are managed. The following overviews show you which study and examination regulations are administered in which system. | |
| | Further information and help • EAC on approxement in German) • Study continn at the Henerstry of Passau • Information on how to arealy and remained documents • Student Repetration Office • Academic Advice Service | |
| | | chang |

www.hilfe.uni-passau.de/campusportal

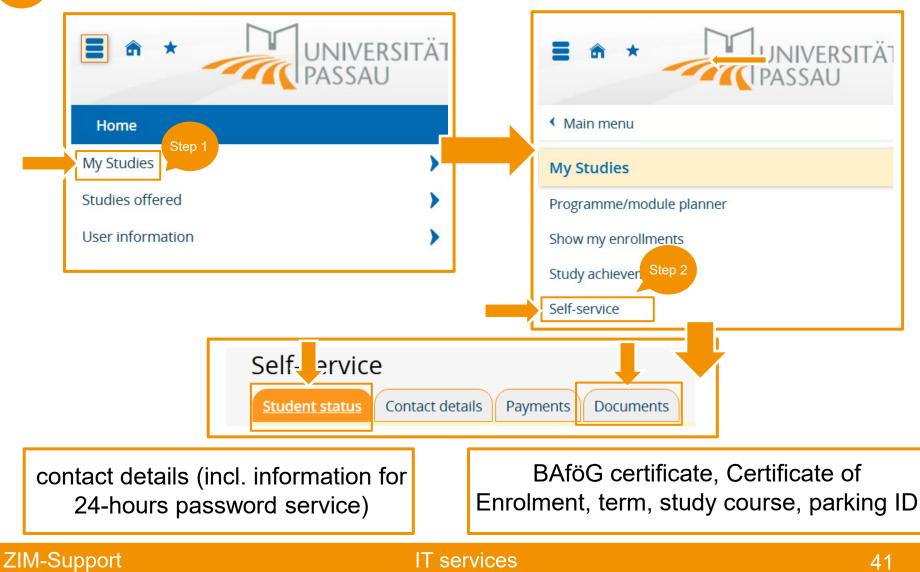
ZIM-Support

⊳^{*}∃



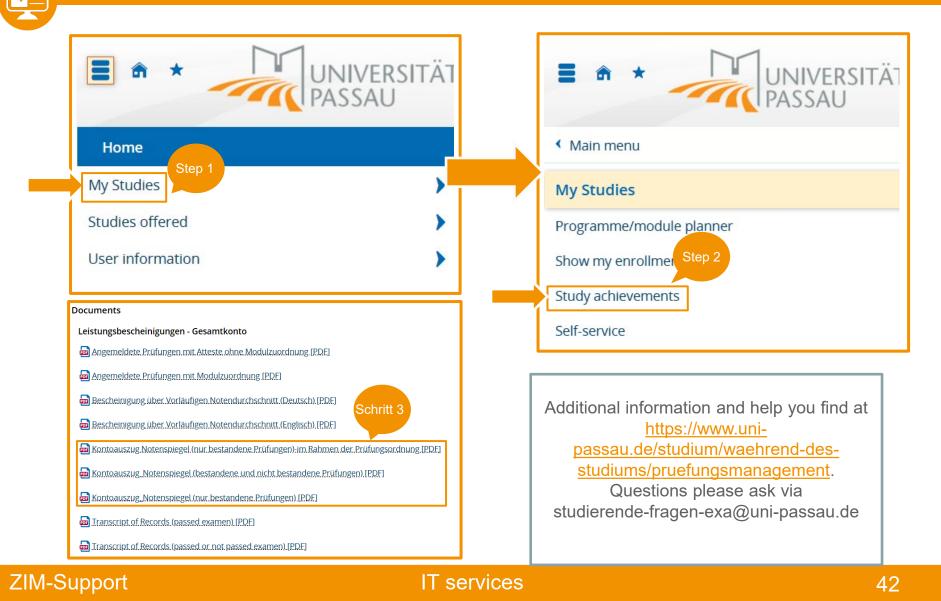


3.2 Campusportal – self-service





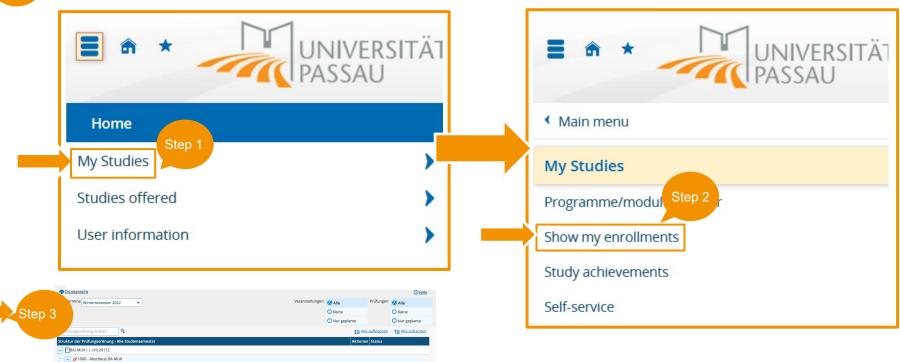
3.2 Campusportal – study achievements







3.2 Campusportal – enrollments



segonnen Semester der Leistung: WiSe 202

Ihr aktueller Status: Abschnitt begonnen Semester der Leistung: SoSe 2021 Ihr aktueller Status: Prüfung

Ihr aktueller Status: Prüfung bestanden Semester der Leistung: SoSe 202:

hr aktueller Status: Prüfung bestanden Semester der Leistung: WiSe 2020

hr aktueller Status: Prüfung sestanden Semester der Leistung: SoSe S

Ihr aktueller Status: Prüfung bestanden Semester der Leistung: WiSe 202

Ihr aktueller Status: Prüfung

bestanden Semester der Leistung: SoSe 2021

🗕 🛷 9999 - Gesamtkonto BA MUK - 0,0 Credits

🗕 🎻 381000 - Modulbereich A: Basismodulgruppe Theorien und Methoden, Praktikum, Bachelorarbeit - 0,0 Credits

+ 🗱 380113 - V Einführung in die Methoden der empirischen Sozialforschung - Pflichtfach - 5,0 Credits

🛨 🕏 381021 - V Einführung in die Kulturell-ästhetische Medienbildung und Medienarbeit - Pflichtfach - 5,0 Credits

🕆 + 🗱 381101 - V Medien und Kommunikation: Eine interdisziplinäre Einführung - Pflichtfach - 5,0 Credits

Ø 381100 - Basismodulgruppe Theorien und Methoden - 0,0 Credits

+ 🛊 380122 - V Einführung in die Medienpsychologie - Pflichtfach - 5,0 Credits

+ 🕏 380141 - V Einführung in die Mediensemiotik - Pflichtfach - 5,0 Credits





ILIAS is a learning management system (LMS) that can be used to hold courses with the support of digital media.

ILIAS complements Stud.IP through functions that enable online teaching:

- Recording of lectures and live broadcasts
- consultation of course material
- Wikis, test exercises, MediaCasts, Blogs
- Ideal exam preparation
- Adaptable cooperation, e.g. via discussion forums
- Interactivity and multimedia



ILIAS - Hilfe-Por







ZIM-Support

3.4 ILIAS – Login



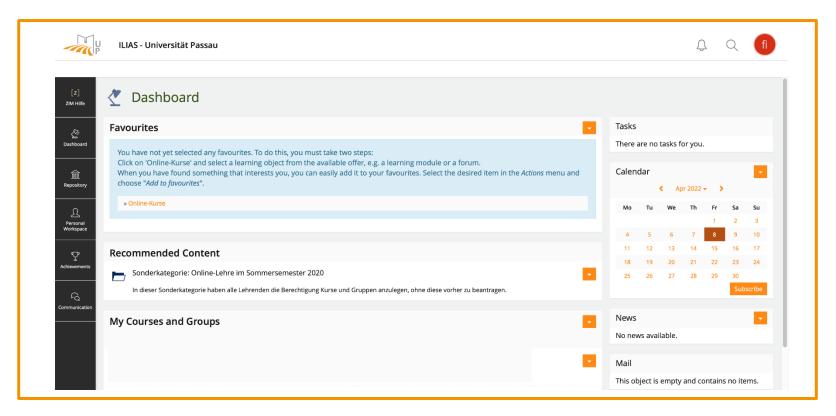
| 3.4 ILIAS – Login | |
|--|--|
| ILIAS' | |
| | |
| | |
| | UNIVERSITÄT PASSAU |
| | Zentraler Authentifizierungsdienst |
| Anmelden bei ILIAS Benutzername | → Passwort ändern → Passwort vergessen? |
| Passwort | > Hilfe benötigt? |
| □ angemeldet bleiben ⁽¹⁾ □ zu übermittelnde informationen anzelgen | |
| Anmelden | |
| ILIAS E-Learning an der Universität Passau | |
| › Datenschutzerklärung | |
| | ILIAS – Login |
| https://ilias.uni-passau.de | |



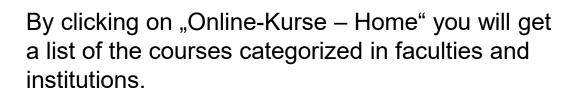




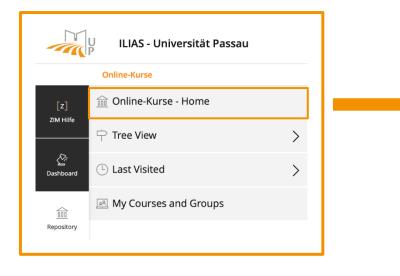
Amongst other things, joined courses, the profile management, the calendar, your timetable etc. are displayed on your personal desktop.







3.4 ILIAS – online courses



| 1 Online-Kurse |
|--|
| Sonderkategorie: Online-Lehre |
| Transferforum Didaktik-Technik |
| Fakultäten |
| Fakultät für Informatik und Mathematik |
| Juristische Fakultät |
| Philosophische Fakultät |
| Wirtschaftswissenschaftliche Fakultät |
| Zentrale Einrichtungen |
| Graduiertenzentrum Geschäftsführung: Stefan Halft |
| Sportzentrum |

ZIM-Support

ILIAS*





Zoom is the main tool for online teaching – it is a video conferencing system to maintain communication between lecturers and students online, e.g. in the form of online lectures.

- Live transmissions of lectures at scheduled times
- Participation in webinars
- Interactivity / synchronous communication
- Students can use Zoom for smaller group works
- Providing a zoom recording in Stud.IP



Zoom – Help page

www.hilfe.uni-passau.de/online-lehre-mit-zoom







Registration for Zoom at: uni-passau.zoom.us/

To use Zoom, please log in with your ZIM ID.

When logging in, please select "log in via SSO."



Zoom – Login



https://uni-passau.zoom.us









Then log in with your ZIM-username and password to access your user account:

| | UNIVERSITÄT PASSAU Zentraler Authentifizierungsdienst |
|---|--|
| Anmelden bei ZOOM Benutzername I Passwort angemeldet bleiben ⁽¹⁾ I zu übermittelnde Informationen anzeigen | > Passwort ändern > Passwort vergessen? > Hilfe benötigt? |
| Annelden Video Conferencing, Web Conferencing, Online Meetings, Screen Sharing - Zoom | |

https://uni-passau.zoom.us





3.5 Zoom – participating via Stud.IP

Log in with your ZIM-username in Stud.IP. You can participate directly from your Stud.IP course in Zoom meetings.

| STUD IP Universität Passau | |
|---|--|
| A 🤊 🗠 ដ 🖪 🖄 🔍 💥 🖓 🌚 📼 | |
| Overview Forum Participants Files Schedule Wiki Blubber Zoom Videos | |
| Zoom meetings for this course | |
| Title | |
| Meetings Next date: .2021 10:00 | Join |
| STUD IP Universität Passau Sur Courses My courses My institu as My Zoom meetings W/See 20/21 | Option 1: directly within a course via the "Zoom" tab. |
| My Zoom meetings Semester filter Course Meet. | Option 2: under the tabs "My courses" and "My Zoom meetings". |

ZIM-Support

IT services





In the Digital Campus, examinations can also be carried out online, thus enabling the performance assessment to be carried out without the need for a presence. Online exams can be taken via Klaus Online, Ilias or Vips (in Stud. IP).



Exam-relevant information is sent to the student e-mail.

Please note: The student e-mail via Outlook must be differentiated from messages in Stud.IP!

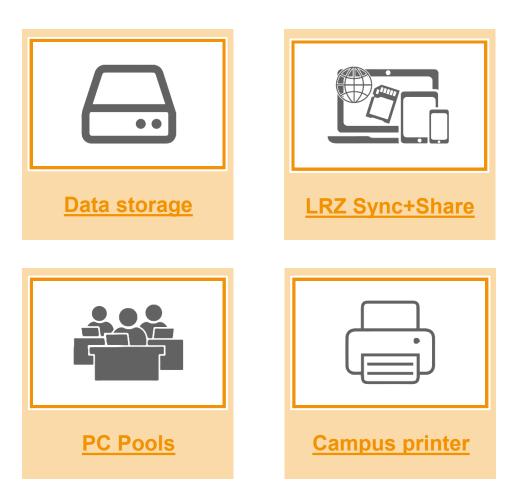
Online exams



www.hilfe.uni-passau.de/online-pruefungen







Working places



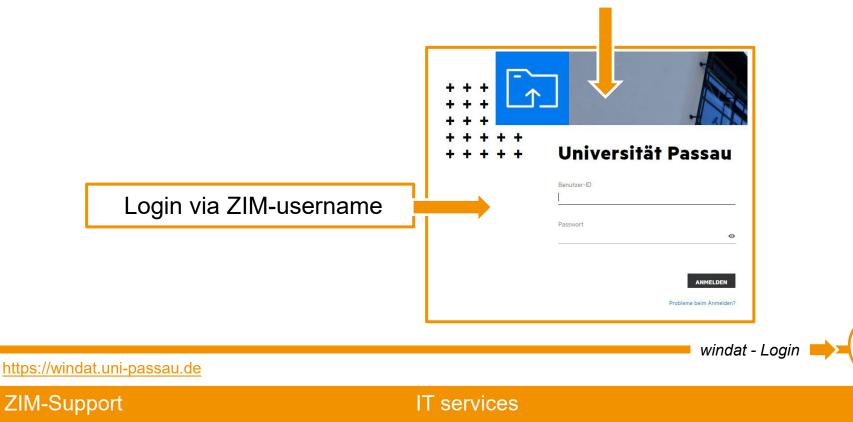
www.hilfe.uni-passau.de/en/office-pcs



A personal storage area (drive H:) is available for students on the servers of the University of Passau.

The H: drive is accessed via: windat.uni-passau.de

4.1 Data storage







Data on the H: drive are regularly backed up by ZIM.



A recovery of the data is therefore partially possible.



Please notice: do not delete any system data files. - e.g.: 📑 rz\$sys





The Leibniz Computing Center of the Bavarian Academy of Sciences (LRZ for short) offers online storage for employees and students of participating universities. You can access your online storage via: <u>syncandshare.lrz.de/login</u>





https://syncandshare.lrz.de/login





To log in to a pool PC you need your ZIM-username.



Important: Your data on the desktop and on the C: drive will be deleted after logging out on the PC!

Please back up your data, e.g. to your H: drive.

The opening hours of the PC pools are linked to the opening hours of the building.



Working places: PC Pools

www.hilfe.uni-passau.de/en/office-pcs/computer-rooms







You can print, copy or scan your documents using the multifunction printers/copiers distributed throughout the campus - the so-called campus printers.

- The campus printer is already installed in the PC pools.
- You are welcome to install the campus printer manually and use it e.g. on your private PC.

Campus printe







If you are in the university network, you only need your **CampusCard**. There are card terminals on the campus, where you can charge credit for the campus printers to your CampusCard. (Note: this does not refer to terminals used to revalidate your campus card!)

You can also use the campus printers from private computers via WLAN (**OpenVPN**, eduroam).

You need both the CampusCard and the corresponding **printer driver** for campus printers.

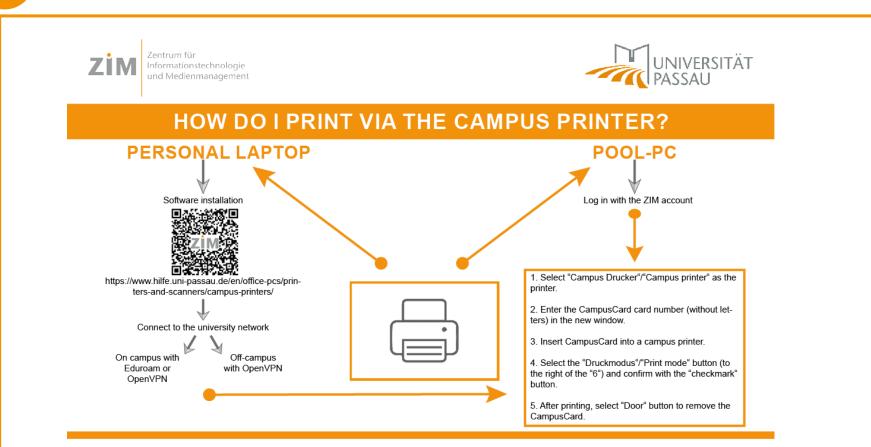


Campus printe

www.hilfe.uni-passau.de/en/office-pcs/printers-and-scanners



4.4 Campus printer



Requirements: You will need a CampusCard with sufficient credit. Please note that the print credit is maintained independently of the Mensa credit at the Copy Center. Terminals to top up your print credit can be found in all main buildings on the first floor, either near the gate or the campus printers.

Help and Questions: For help installing the printer software, contact ZIM Support (IM 046). For questions about printer credit or printer malfunctions, please contact the Copy Center Passau. (Tel.: 0851 509 1266).

ZIM-Support: Support@zim.uni-passau.de D+49 851 509 1888 IM 046







 \bigcirc

5. Stay connected





5.1 Student e-mail address

All students of the University of Passau receive a personal e-mail account. The institutions of the University will send all information concerning your studies to your student e-mail address.



Therefore, check your e-mail inbox regularly!

With the help of the web-based access, the **Outlook Web Access (OWA)**, you can easily retrieve your e-mails from any (mobile) Internet-enabled device: <u>email.uni-passau.de</u>

For registration at the student's e-mail system you need:

- your username (<u>ZIM-account user01@ads.uni-passau.de</u>)
- your **password**

E-mail for students



www.hilfe.uni-passau.de/arbeitsplaetze/e-mail/e-mail-fuer-studierende







Currently there are three types of student e-mail addresses (aliases only!):

- → @ads.uni-passau.de
- → @gw.uni-passau.de
- → @stud.uni-passau.de

All of these can be accessed via email.uni-passau.de



Please note that the sender of a student e-mail address is ALWAYS **@ads. uni-passau.de**!



https://email.uni-passau.de







5.1 Outlook VS. Stud.IP messages







You can access your mailbox in several ways:





Access e-mail mailbox

www.hilfe.uni-passau.de/arbeitsplaetze/e-mail/outlook/zugriff-e-mail-postfach





5.1 E-mail – Forward & redirect messages

You can use a rule to **redirect or forward** your e-mails **to a private e-mail address**. The help portal explains the procedure step by step.

Forward: The e-mail will be redirected in the same way as if the "forward" option had been selected directly in Outlook. This means that the e-mail is changed when it is forwarded (subject is adjusted, message text is inserted as a quote).

Redirect: The e-mail is sent directly to the recipient (no change visible). For the recipient, it looks as if the sender sent the e-mail directly to him.



functions & modules e-mail

www.hilfe.uni-passau.de/arbeitsplaetze/e-mail/outlook/funktionen-und-module/e-mail





Beforehand you may switch to an english version of your e-mail reader:

| | ۵ | ? | 🗰 E-Mail | |
|--|------------------------|------------|--|---|
| | Aktualisieren | Rückgängig | Optionen Verknüpfungen | |
| | Automatische Antworten | | Allgemein Mein Konto Design ändern | ∎ speichern × Verwerfen Regions- und Zeitzoneneinstellungen |
| | Anzeigeeinstellungen | | Verteilergruppen Tastenkombinationen | Wählen Sie Ihre Sprache, zu verwendende Datums- und Zeitformate sowie Ihre Zei Die von Ihnen ausgewählte Sprache bestimmt die Datums- und Uhrzeitformate für |
| | Add-Ins verwalten | | Add-Ins verwalten Offlineeinstellungen | Sprache English (Canada) |
| | Offlineeinstellungen | | Barrierefreiheitseinstellunger Light Version Region und Zeitzone | dansk (Danmark) |
| | Design ändern | | Region und Zeitzone | Deutsch (Deutschland) Deutsch (Liechtenstein) |
| | | 1 | Automatische Verarbeitung Automatische Antworten | Deutsch (Luxemburg) Deutsch (Osterreich) |
| | Optionen | | Senden rückgängig mache Posteingangs- und Aufräu | Deutsch (Osterreich) Deutsch (Schweiz) |
| | | | Junk-E-Mail-Berichterstatt Als gelesen markieren | eesti (Eesti) |
| | | | Nachrichtenoptionen Lesebestätigungen | English (Australia) English (Belize) |
| | | | Antworteinstellungen | English (Canada) |
| | | | Blockieren oder zulassen | English (Caribbean) English (India) |
| Wählen Sie ein zu lesendes Element aus. | | | POP und IMAP | English (ireland) |
| . Des blieben van innen des ende Flenenskin des Linke en nuwklas | | | Speicherkonten | English (Jamaica) |
| Hier klicken, um immer das erste Element in der Liste auszuwählen. | | | ✓ Layout Unterhaltungen | English (Malaysia) |
| | | | E-Mail-Signatur | English (New Zealand) |
| | | | Linkvorschau Nachrichtenformat | English (Philippines) |
| | | | Nachrichtenliste | English (Singapore) |
| | | | Schnelle Aktionen | English (South Africa) |
| | | | Lesebereich • Kalender | |
| | | | - Narender | |



functions & modules e-mail

www.hilfe.uni-passau.de/arbeitsplaetze/e-mail/outlook/funktionen-und-module/e-mail

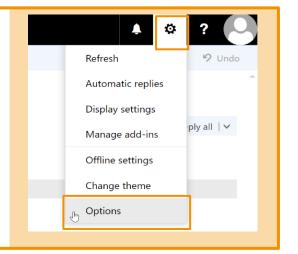
ZIM-Support





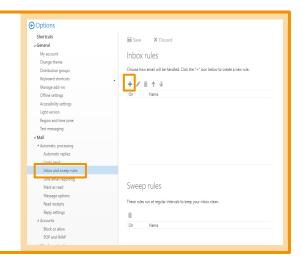
Step 1

When you are logged in, click the **gear icon** at the top right of the browser window, then click **Options**.



Step 2

Click *Mail*, click *Automatic Processing*, and then click *Inbox and sweep Rules*. Now click on the **plus symbol** in the right area.



ZIM-Support





Step 3

For example, enter redirection or forwarding as the name for the new inbox rule. Below you can select which e-mails this rule should apply. Select *Apply to all messages* here.

Step 4

Then you choose what actions should happen to your e-mails. Select the *Forward, redirect or send* item here. In the next window, select *Redirect the message to* or *Forward the message to*.

| New inbox rule | | | |
|------------------------------------|----------------------|------------|--|
| Name | | | |
| Redirection | | | |
| When the message arrives, and it i | | | |
| Select one | matches all of these | conditions | |
| | | • | |
| Select one | | | |
| It was sent or received | > | | |
| It includes these words | > | | |
| Moneyerin | > | * | |
| My name is | | | |
| It's marked with | > | | |
| lt's | > | | |
| Its size is within the specified r | ange | | |
| | | | |
| it's received within a specific o | nis mea | m?) | |
| [Apply to all messages] | | | |

| OK X Cancel | |
|-------------------------------|---|
| lew inbox rule | |
| ame | |
| | |
| /hen the message arrives, and | it matches all of these conditions |
| Select one | ~ |
| Add condition | |
| | |
| to all of the following | |
| Redirect the message to | Select people |
| Select one | |
| Move, copy, or delete | > |
| Pin the message | tions |
| Mark the message | > |
| Forward, redirect, or send | > Forward the message to |
| | Forward the message as an attachment to |
| | ✓ Redirect the message to |
| | Send a text message to |
| | |

ZIM-Support





Step 5

Now enter your private e-mail address to which you want to redirect or forward your e-mails to.

| ✓ Sa Redirect | | pe your private e-mail address |
|------------------|--------------------------------|--------------------------------|
| » | Search People Your contacts | ٩ |
| | Iour contacts | By first name 🝷 |
| | | |

Step 6

The rule has now been set correctly and you can click OK in the top left corner.

| New inbox rule | |
|---|--|
| Name | |
| Redirection | |
| When the message arrives, and it matches a [Apply to all messages] | all of these conditions |
| [Apply to all messages] Add condition | Ť |
| Do all of the following | |
| Redirect the message to | Here appears your chosen e-mail address |
| Add action | |
| Except if it matches any of these conditions | |
| except in it matches any of these conditions | |

ZIM-Support



Step 7

The rule has now been finalized and set up. Here you can see an overview of your inbox rule. To be absolutely sure that the redirection or forwarding you have just set up is correct, check the data you have entered again.

| nbox rules Choose how email will be handled. Rules will be applied in t | he order shown. If you don't want a rule to run, you can turn it off or delete it. |
|--|---|
| + ≠ 前 ↑ ↓ | |
| On Name √ Redirection | Rule: Redirection After the message arrives and (Apply to all message() Do the following redirect the message and stop processing mole rules on this message This rule is: On |
| | |



"Phishing" for passwords involves fishing for passwords and confidential data in supposedly legitimate e-mails. The scammers either ask you to click on a link as quickly as possible or to enter the data directly in the e-mail. Do not enter any data and do not click on any links as soon as you have doubts about the seriousness of an e-mail. If in doubt, ask us first.

Signs:

- Impersonal form of address
- Suspicious e-mail address
- Suspicious link
- Time pressure
- Threats

Security and spam protection



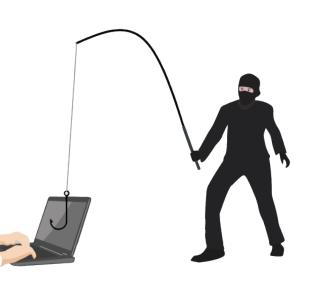
www.hilfe.uni-passau.de/en/office-pcs/e-mail/security-and-spam-protection







PLEASE NOTE: The name as well as the e-mail address of a sender **can be faked by scammers**. Phishing e-mails can therefore look as if they have been sent by supposedly high-ranking persons of the University of Passau.



A common scam used by scammers is to pretend to be an employee of the university and ask you to buy vouchers (e.g. Amazon, Google Play, etc.).

Therefore, always **be suspicious** if you receive such e-mails and **do not reply** to them!

Security and spam protection



www.hilfe.uni-passau.de/en/office-pcs/e-mail/security-and-spam-protection







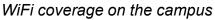
The university offers you three WiFi networks:

- CampusUniPassau (used to setup eduroam and for VPN on campus)
- Eduroam (standard wireless network on campus)
- BayernWLAN (no registration needed, very simple)



Problems with eduroam or CampusUniPassau WiFi? BayernWLAN always works! Its bandwidth might be limited though.

The platforms of the Digital Campus are freely accessible via the Internet. No access to the campus network is required!



www.zim.uni-passau.de/dienstleistungen/netzwerk-und-server/netzwerkzugang/zugriff-auf-wlan









When you connect to WiFi network CampusUniPassau you should get this:

Purpose 1: Setup eduroam



Purpose 2:

Access to VPN service using OpenVPN/Tunnelblick (macOS)

Hint: on macOS and iOS/iPadOS devices this tends to be tedious. It might take some time and patience until this screen appears.

WiFi coverage on the campus



www.zim.uni-passau.de/dienstleistungen/netzwerk-und-server/netzwerkzugang/zugriff-auf-wlan





Key component for accessing **eduroam**: your **personal eduroam certificate** (valid for 3 years)! Get it on <u>https://www.uni-passau.de/cert</u>

ZIM account

WLAN: eduroam certificate

Sign in

Certificate can be downloaded **worldwide** – it's not mandatory to do this on campus, you can even do it at home!

We offer plenty of guides on <u>https://www.uni-passau.de/eduroam</u> for common operating systems!

WiFi coverage on the campus

www.zim.uni-passau.de/dienstleistungen/netzwerk-und-server/netzwerkzugang/zugriff-auf-wlan

ZIM-Support





- When installing your certificate you'll need to enter a password beware! Enter only your ZIM account id (e.g. sample01) – NOT your id's password, use only lowercase characters!
- Windows: we only support Windows 10 and up. Use the tool provided on our website to install the certificate.
- iOS: you'll need to install your certificate in Settings > General > Profiles & Device Management
- macOS: make sure to update to the current macOS, macOS 11 and above should be fine!
- Android: Certificate's purpose: choose WLAN/WiFi NOT VPN
- Android: When asked for a domain, enter uni-passau.de
- Android: When prompted for your identity, enter ZIM-Kennung@unipassau.de – e.g. sample01@uni-passau.de – beware: this is not a valid E-Mail address in Passau, it is just a "placeholder" in this case! Make sure there is no SPACE after the last characters .de!

WiFi coverage on the campus







- **BayernWLAN** is usually easy to use, no setup required. Its bandwidth (speed) might be limited though.
- You need to agree to Vodafone's terms and conditions this tends to cause issues on Apple products (e.g. Macbooks) When affected: open Safari and enter this address: hotspot.vodafone.de/bayern

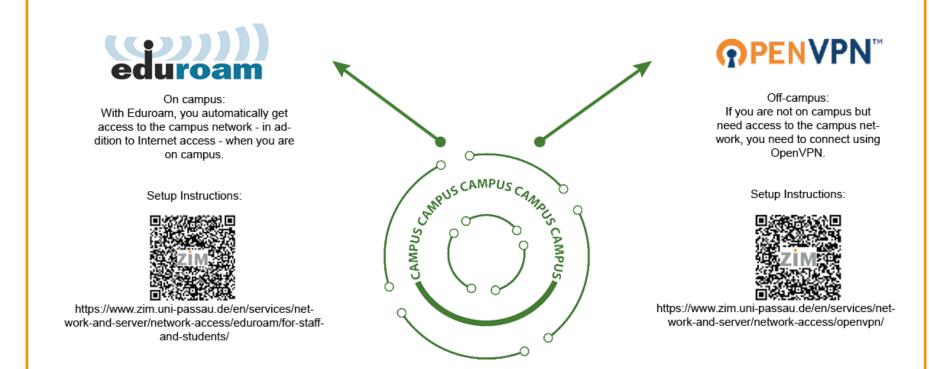


WiFi coverage on the campus

www.zim.uni-passau.de/dienstleistungen/netzwerk-und-server/netzwerkzugang/zugriff-auf-wlan







BayernWLAN offers free internet access without prior setup!

ZIM-Support

5.2 WiFi

IT services





As a member of the University of Passau with ZIM user ID, you can use the WiFi internet access via **eduroam**.



No WiFi? Follow our step by step guide! ⇒ installation instructions → video instruction



WiFi – eduroan

www.zim.uni-passau.de/en/services/network-and-server/network-access/eduroam









We provide you with secure access to the university network on the campus of the University of Passau and from home in the form of a Virtual Private Network (VPN).

Installation on the university campus

5.3 OpenVPN

Connect to the campus network: Cable or WiFi Installation from home

Connect to the Internet and get access to the university network

OpenVPN

www.zim.uni-passau.de/en/services/network-and-server/network-access/openvpn







OpenVPN



5.3 OpenVPN

VPN-Zugang Uni Passau

Home Setup

• Deutsch

VPN-Access University of Passau

General information about the VPN topology can be found here (only in german): VPN-Zugang zum Universitätsnetz

Setup with OpenVPN Software

You need OpenVPN and a set of university-speific configuration files. You can find all necessary files and guides in the table below.

| Operating System | Software-Version | Setup Guide | Software | Sourcecode | Config | Known Problems / FAQ |
|---------------------|-----------------------|----------------|--|---------------------------|-------------------------------|-------------------------|
| Windows 10+ | OpenVPN 2.5.8 | here | Download GPG Signature | | Download | |
| Linux / FreeBSD | OpenVPN 2.5.8 | here | installation depends on your chosen distribution | Download GPG Signature | Download | |
| MacOS | Tunnelblick 3.8.8b | here | Download | GPL-Sourcecode | Download Stand: 24.07.2023 | |

www.zim.uni-passau.de/en/services/network-and-server/network-access/openvpn

IT services



The department "Zukunft: Karriere und Kompetenzen" offers various IT courses every semester.

Courses offered by this department, e.g.:

- Microsoft Office programs such as Excel, Word and Power Point
- Adobe programs such as Photoshop and Indesign

Registration on Stud.IP

5.3 IT courses

More information on the website: https://www.uni-passau.de/en/zkk



Zukunft: Karriere und Kompetenzen

ZKK – Key competencies

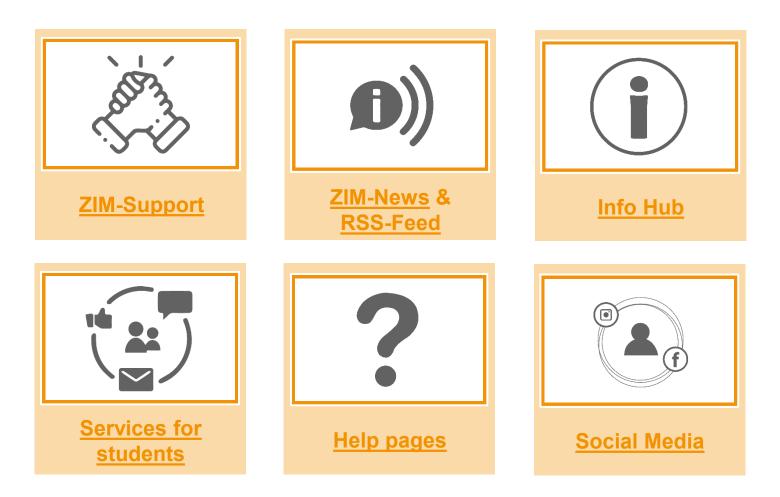


www.uni-passau.de/en/zkk/courses-and-seminars/key-competencies





6. Help & Support



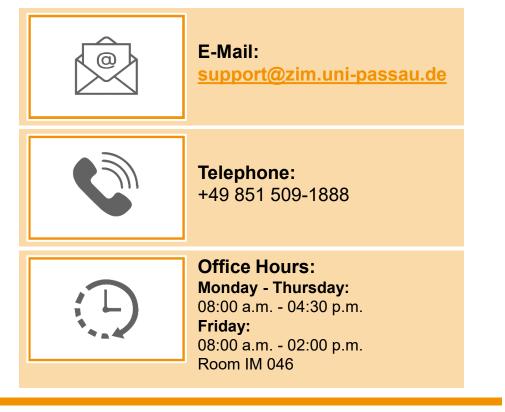


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ZIM-Support

The ZIM team will be happy to answer any technical questions you may have about your studies!



www.zim.uni-passau.de/en/zim-support

6.1 ZIM-Support









ZIM-News keeps you up to date regarding important news about the IT services of the Center for Information Technology and Media Services.

You are also welcome to subscribe to our RSS feed so that you don't miss any important news!

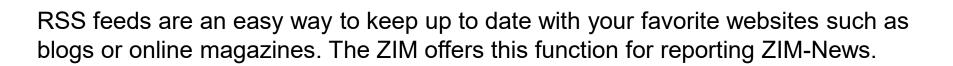


www.zim.uni-passau.de/aktuelles

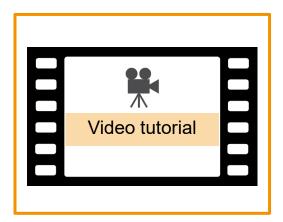








If you activate the RSS feed synchronization in Outlook, all subscribed feeds and their posts will be delivered directly to your Outlook RSS Subscriptions folder.



Subscribe to RSS feed



www.hilfe.uni-passau.de/en/howto-rss-feed

ZIM-Support

6.2 RSS feed



First, you have to copy the link at the beginning of the website ZIM-News. Then switch to the Outlook App and right-click on "Add a RSS Feed".

6.2 RSS feed

ZIM-Support

| Link in neuem Fenster öff Link in Inkognito-Fenster | | A RSS Subserie Excel Bl | Open in New <u>W</u> indow |
|--|--------------------------|----------------------------|----------------------------|
| 🗔 Link an Xiaomi Telefon se | nden | ▷ Search F | New Folder |
| Link speichern unter | | ⊳ Online A | Add a New <u>R</u> SS Feed |
| Adresse des Links kopiere | en | ▷ Online A | |
| | | ▷ SharePo | <u>R</u> ename Folder |
| Untersuchen | Strg + Umschalttaste + I | | |
| | | | |
| | | K | |
| | | X | |
| | | × | Delete <u>A</u> ll |
| | | 1 | Show in <u>Favorites</u> |

IT services



Subscribe to RSS feed

You will now be asked in a separate window to enter the relevant URL. Here you paste the previously copied link with the right mouse button and "Paste" and then confirm your entry.

| Neuer RSS-Feed | | × |
|--|---|--------|
| Geben Sie den Pfad des RSS-Feed | s ein, den Sie Outlook hinzufügen möc | nten: |
| Beispiel: http://www.example.o | com/feed/main.xml | |
| | Hinzufügen Abbrech | nen |
| Soll dieser RSS-Feed Outlook hinzug | efügt werden? | |
| 2 | iellen hinzufügen, die Sie kennen und denen Sie ver | trauer |
| | | |
| http://www.uni-passau.de/index. | .php?id=20124&type=100 | |
| http://www.uni-passau.de/index. Klicken Sie auf 'Erweitert', um 'RSS-Fe | • | |

www.hilfe.uni-passau.de/en/howto-rss-feed

ZIM-Support

6.2 RSS feed





ZIM offers you various services to assist you during your studies. You can find a lot of information on our overview page!

- Digital Campus
- Network access
- 24h-passwordservice
- Campuscard
- Equipment rental
- Multimedia rooms
- etc.

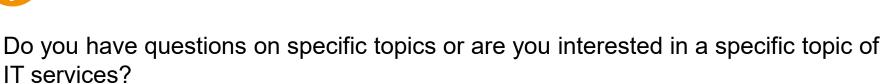
Services for students



www.zim.uni-passau.de/en/services/services-for-students







Then please visit our help pages!

6.5 Help pages

There you will find numerous step-by-step instructions and information on the most important topics related to your studies!



Hint: If you are looking for a specific term, you can also use the **keyword index** to make your search easier!



Help page

www.hilfe.uni-passau.de

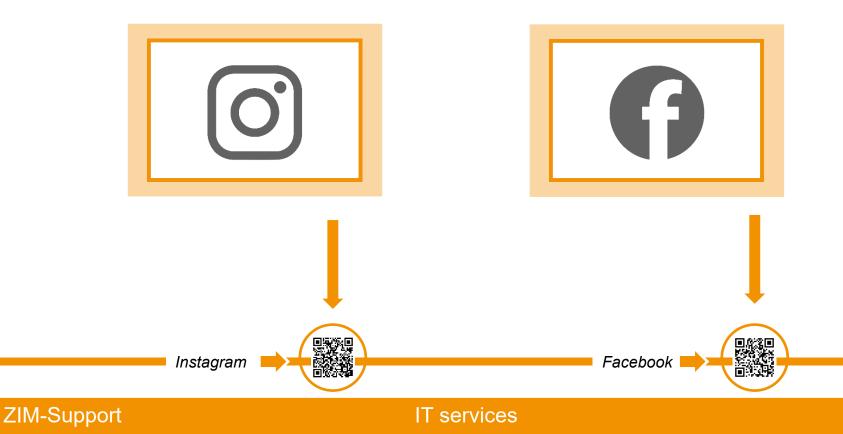




Follow us on Social Media! We will post news periodically on Instagram and Facebook!

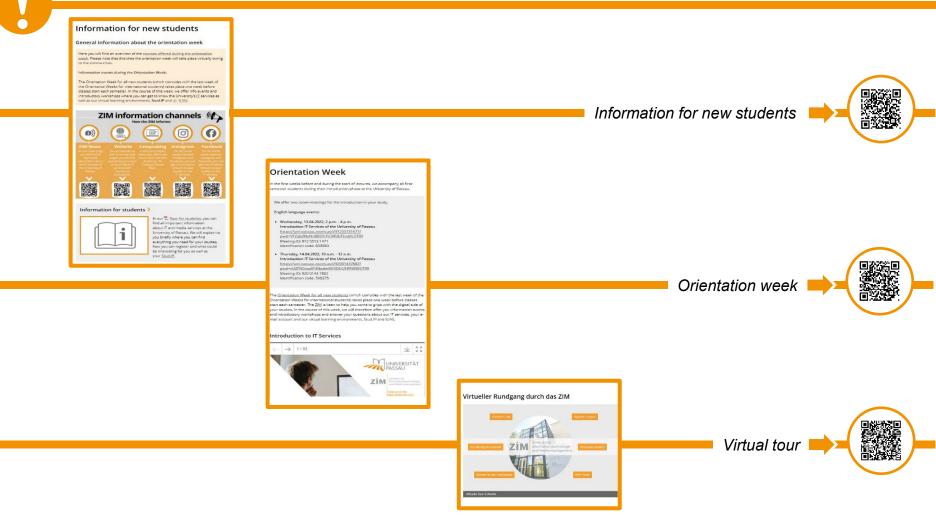
6.6 Social Media

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ZIM pages for freshmen at a glance







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BONNE CHANCE IN PASSAU!

Summer term 2024