

10/2016

FIRST THINGS FIRST!

TECHNOLOGY

DESIGN

BUSINESS

Step by Step guide for the
registration for services
of the University of Applied
Sciences Mainz.

The blue leaflet with the first password
and the user name of the IT account.

IT account

Please find the following information on the blue sheet
(called Leporello), containing the “Studi-Ticket” and
enrolment certificate:

– IT user name + [Initial] Passwort

Important:

**You have to activate your IT account
before the first use.**

New students find further information under:
<https://hs-mz.de/ersteschritte>

**Change or reset password,
activate account**

<https://account.hs-mainz.de>

Please find general information about
the IT account under:

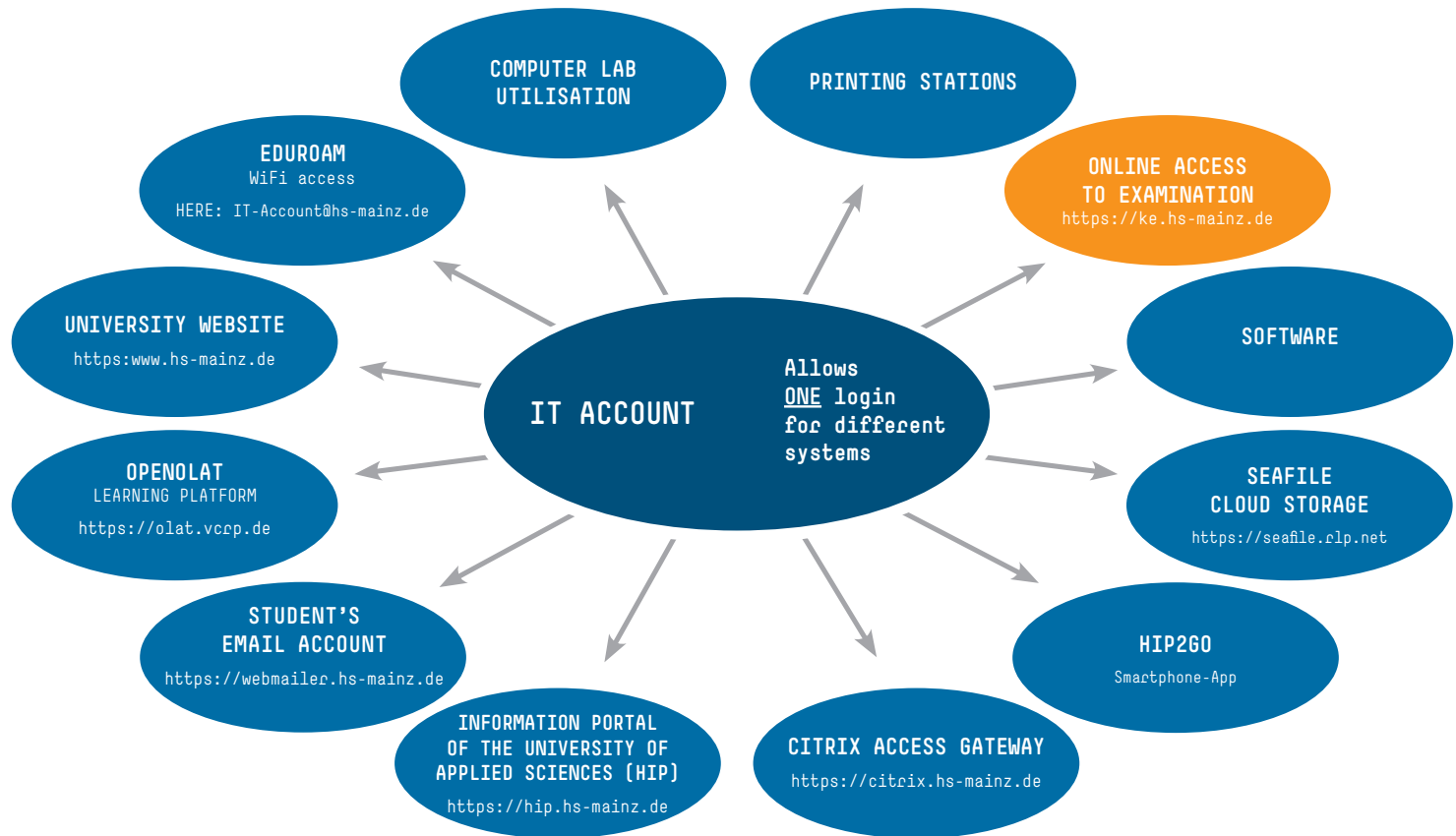
<https://hs-mz.de/itaccount>



<https://account.hs-mainz.de> (mobil)



Online services of the University of Applied Sciences Mainz by using the IT Account for authentication



Student's email account

- Log in:
<https://webmailer.hs-mainz.de>
- Log in with your IT account.
- Please find your email address at the top right.

You may optionally integrate your student email account on external clients (Smartphone, Outlook, Thunderbird, ...).

All official email correspondence between the University of Applied Sciences (lecturers, employees and administration of the University of Applied Sciences) and the students is performed using only this email address.

Instructions given under:
<https://hs-mz.de/email>

In order to use your email address you have to activate your IT account first.

OpenOLAT Registration

What do you need OpenOLAT for:

- Access to information relevant for the program of study
- Download of lecture documents
- Practicality of online groups.

Go to:

<https://hs-mz.de/olathilfe>

Here you will find all necessary information for your first steps in OpenOLAT.

In order to register for OpenOLAT you have to activate your IT account first.

WiFi setup [“eduroam”]

“eduroam” enables you to use WiFi at many universities in Germany and all over the world without requiring additional registration.

Please use your IT account to login.

Important:

You have to append “@hs-mainz.de” to your IT account.

Example: s2a12345@hs-mainz.de

Please find further instructions under:
<https://hs-mz.de/wlan>

In order to be able to setup “eduroam” you have to activate your IT account first.

Software

Students of the University of Applied Sciences Mainz obtain access to different software offers under favourable conditions which are generally free of charge.

Occasionally there may be charges incurred within partner companies.

More information under:
<https://hs-mz.de/software>

Studicard of Student Service Mainz

The Student Service (“Studierendenwerk”) of Mainz is providing each student in Mainz a chip card: the Studicard.

Studicard is mainly used for paying in the canteens of the Hochschule Mainz and Johannes Gutenberg University Mainz, because it is not possible to pay everywhere in cash. In addition to that, the Studicard of the Hochschule students is also used for services, such as:

- printing at the printing stations
- entering the Holzstraße and Rheinstraße locations at night time

The card costs 5 € and can be bought in the Central Canteen of the University or in the cafeteria of the Hochschule.

The card can be charged with bank-notes via special charging machines, which can be found in the canteens of the Hochschule Mainz/University of Mainz.

For more information about the Studicard, please visit:
<https://hs-mz.de/studicard>



Printing stations

The printing stations at Hochschule Mainz are available for all the students and the staff. They are operated by the Johannes Gutenberg University and can be used with a StudiCard provided by the Student Service (“Studierendenwerk”). It is necessary to do a one-time registration, in order to connect the personal Hochschule IT account with the printing account.

The registration can be done through a service terminal, either in Holzstraße or at Campus. After the registration, it is possible to send print jobs – in colour or B/W, from every PC, laptop, Mac or computer room within the university network.

The printing stations are evenly spread around the locations. You can find a list of all the printers in each location or from the web sites of ZIK.

For more information and guides, please visit:
<https://hs-mz.de/druckstationen>

Seafile

The Johannes Gutenberg University Mainz provides to every student in Rhineland-Palatinate a cloud storage of 20 GB through the cloud service Seafile.

Seafile serves as administration platform for data files located on a server storage. You can manage your files through a web interface or using a client on your computer or smartphone. Additionally, you can share your files and folders with other users (“sync and share”).

See for further information:
<https://hs-mz.de/cloud>

Information portal of the University of Applied Sciences (HIP)

What do you need HIP for:

- View of your master data sheet of marks
- Overview of achievements
- Changing the master data
- From certificates & registration to test achievements
- Insight into timetables and exam dates
- Room occupations as well as information about lecturers
- Individual timetables including absence notifications

Log in under:

<http://hs-mz.de/hipen>

Log in with your IT account.

Please find instructions and tutorials directly in HIP
(menu entry “Instructions/Demos”)

**In order to be able to log in the HIP,
you have to activate your IT account first.**

HIP2Go campus-to-go-App

- Versatile information about the University of Applied Sciences and the studies
- Link to the individual timetable
- Inspection of marks
- Mensa menu
- Phonebook
- Events and event schedules

In order to be able to log in for timetable and inspection of marks you have to activate your IT account first. For the timetable you need to have an individual timetable saved in HIP (refer to HIP/Demos).



Apple iOS
App Store



Google Android
Play Store



Microsoft Windows
Phone

Library

Available medium from both locations of the library can be accessed through the following link:
<https://hs-mz.de/bibkatalog>

Availability of the desired medium can be viewed at once.

Furthermore, you are able to arrange your user account as well as managing extensions and reservations.

All digital media out of the catalogue (OPAC) can also be accessed through the Citrix Access Gateway at home.

The same is valid for the database offered by the library which you find through the following link:
<https://hs-mz.de/bibdatenbanken>

General information to services of the library:
<https://hs-mz.de/bibservice>

Video2Brain

All members of the University of Applied Sciences Mainz may use the valuable offer of “Video2Brain” for free.

On the following web portal you can find several video tutorials for various topics, such as image processing and photography, business, 3D & CAD or coding.

Further information is available at:
<https://hs-mz.de/video2brain>

Computer labs (Windows/Linux)

[also refer to: “Mac labs”, page 19]

The rooms listed below have PC workstations with study-related software which are available for lectures and independent work. The pools are maintained by the ZIK.

Location Campus:

B1.04, B1.06, C-1.09, D1.03, D1.05, D1.07

GIS laboratory C0.06, GPS laboratory M3.24

(Faculty Geoinformatics and Surveying)

Location Holzstraße: L2.07, L3.01, L3.02

Location Wallstraße: W1.20, W1.21, W1.22

Individual memory space

An individual memory space (5 GB) is made available for you under “Drive U:”. You can access documents you saved there from any other PC workstation on the campus or via the Citrix Access Gateway.

Print

With your “Studicard” you can use any PC pool to print on central printers of the University of Applied Sciences.

Instructions can be found in the postings in front of and in the PC pools.

Change password

After having logged in on the PC (Windows!) you can change your IT password by using the shortcut “CTRL+ALT+DEL”.

Citrix Access Gateway

You will have access to the internal services of the University of Applied Sciences Mainz via this encrypted connection (personal network drive, databases and e-books of the library...).

Log in under:

<https://caccess.hs-mainz.de>

Log in with your IT account.

Further instructions can be found under:

<https://hs-mz.de/citrix>

In order to be able to use the gateway you have to activate your IT account first.



Architecture

Organizational course of the faculty of architecture

Subscribe to the OpenOLAT course „* Organization LEA“ of the major architecture in order to receive up-to-date information regarding lectures and additional offers such as e.g. expert talks and excursions.

Geoinformatics and Surveying

Virtual office

Subscribe to the OpenOLAT course „G&M virtual office“ which keeps you informed.

Please find information to subscribe to a course under:
<https://www.hs-mainz.de/university/campus/e-learning-center/openolat/index.html>

Organization course of the study programme Civil Engineering

Subscribe to the OpenOLAT course „* Organization LEB“ and enrol for your corresponding course of studies (Learning group). Then you will receive up-to-date information regarding lectures and additional offers such as e.g. study trips and presentations.

Newsletter Communication Design

Newsletter of the faculty Communication Design

- Log in under:
<http://newsletter.designinmainz.de>
- Enter the student's email address (2x)

Newsletter Medien Design

Newsletter of the faculty Media design

- Subscribe to newsletter:
Send an email with the subject "subscribe" to
„zm_newsletter-requests@lists.hs-mainz.de“
- Unsubscribe from newsletter:
Send an email with the subject "unsubscribe" to
„zm_newsletter-requests@lists.hs-mainz.de“

For Communication and Media Design:

Please use the student's email address
(refer to step 2) in order to guarantee a safe
receipt of the e-mails.

Virtual Assistance Media Design

Virtual assistance of the faculty Media Design on OpenOlat:

- Official announcements of the faculty
- News, events and more.

Forum

- Forms, templates and important
study-related documents

<http://zbm.hs-mainz.de/url/oova>

Password: olat4ever

Mailing-Lists

- Call <http://lists.hs-mainz.de> in the browser
- Search for the faculty specific list (see below)
- Log in with the student's email address,
refer to step 02
- Open the validation email and confirm your log in
using the link in the browser
- Wait for the answer of the administrator
- Receive emails

Faculty Communication Design

The mailing list corresponds to the semester
in which the studies have started
(e.g. "kd-ba-WS13")

Faculty Interior Architecture

The mailing list corresponds to each semester
with an abbreviation of the course of studies ia

Example:

- Innenarchitektur (Interior Design) **Bachelor**
1st Semester -> ia-ba1@lists.hs-mainz.de
- Innenarchitektur (Interior Design) **Master**
2nd Semester -> ia-ma2@lists.hs-mainz.de

Mac labs

[also refer to: "Computer labs", page 14]

In the following rooms Mac workstations with study relevant
software are available for lectures and independent work:

Location Holzstraße:

Claudius I H1.02, Claudius II H1.04
(Mac-Pools of the faculty Communication Design)

Location Wallstraße:

W1.04 (Mac-Pool of the faculty Media Design)

Login credentials:

Faculty Communication Design

Holzstraße (Claudius I and II):

A profile for each student is already created on the PCs.

- User name: matriculation number
- Password: surname

(1st letter upper case, umlauts written out)

Please change the password directly after the first log in.

Faculty Media Design Wallstraße

A general account is created on the PCs. Please find
further information on the Login screen on site.

Online access to examinations

Access to examinations is possible by means of a web application:
<http://ke.hs-mainz.de>

- Log in with your IT account.
 - You have a total of **3 log in attempts** per available examination (independent from the actual inspection in the corresponding test).
- Please note that every log in attempt is valid for every available exam. A successful login reduces the remaining attempts to view all available tests.

It is only possible to use the web application within the network environment of the University of Applied Sciences (WiFi / Computer labs).

- In exceptional cases lecturers may arrange exam viewing by themselves.

Help and Guidance

Do you have problems with one of the online services?

You can find all instructions on:

<https://hs-mz.de/zikanleitungen> [German]

You can find instructions about OpenOLAT on:

<https://www.hs-mainz.de/university/campus/e-learning-center/openolat/index.html>

In case of problems, please contact the respective contact points::

- | | |
|--------------------------|--------------------|
| • Citrix Access Gateway | • Printing station |
| • HIP2Go | • IT account |
| • PC labs | • Seafile |
| • Students email account | • Software |
| • Studicard | • WiFi |

helpdesk@hs-mainz.de oder **06131 628-6363**

OpenOLAT

elarning@hs-mainz.de

oder **06131 628 - 7322** (School of Business)

bzw. **06131 628 - 7329** (School of Technology and Design)

Online Library Catalogue

bibliothek.campus@hs-mainz.de

bibliothek.holzstrasse@hs-mainz.de

HIP

Contact form

Online examination insight

klausureinsicht.wirtschaft@hs-mainz.de



CROSS-FACULTY
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