

■ STUDENTS ACCOUNTS

Your personal account consists of a username and a password. The username is assembled from your surname and your given name, e.g. Miller, Miller5 or Millerj for Judy Miller. You have to initialize your account online, see below.

Expiration date:

Your account expires if you have not re-registered for the new semester. With exmatriculation or if you failed re-registering, you can use your account up to 2 weeks after the semester ends. Upon this time, your account will be disabled. Further information about initialization and validity of your account you find on:

<http://uni-marburg.de/tOtM0>

Initialization of your account:

You initialize your account by a web form at home or in a computer pool at the university, e.g. in:

▪ Information center in the University Library (UB)

Wilhelm-Röpke-Strasse 4

Mon.-Sun. 08:00-24:00 h

▪ Computer pool at Lahnberge Campus (HRZ)

Hans-Meerwein-Strasse, MZG, room 06A03

Mon.-Fri. 08:00-18:00 h

or the pool room located in the pavilion at Universitätsstrasse 25 in the back yard to the right. Some of the computers can be used with a guest login. If you do not know how to start the web browser, please contact the room supervisor. When you click on:

▪ Zugang f. Studierende (Accounts für Students)

<http://uni-marburg.de/MKBzT>

a menu appears with detailed information. On the right-hand side of this page in the "Siehe auch" section you will find a link

▪ Username abfragen, Passwort setzen (Request your username, set your password)

<http://uni-marburg.de/r28T0>

You need to fill in your "Matrikelnummer" (official student registration number), surname, given name and date of birth on this form. You submit this by a click on "Abfrage starten".

Then a page appears that tells you your username as well as prompts to choose a password. **Please remember your username and password.** Note that your username begins with a capital letter. The same rules apply to the choice of password as to later change. It must consist of 6-8 characters with at least 5 alphabetic characters and 1 numerical character. It is checked against several dictionaries to avoid easy cracking. For your personal security you should change your password regularly.

Web forms to administrate the account:

There are several self-service functions for each account which are accessible via web forms. You always have to fill in your username and password. This applies especially to changing your password. An overview of these web forms can be found on the page

▪ Self-service functions

<http://uni-marburg.de/tdRYs>

■ USE

Computer pools, computers in libraries:

At the Windows login screen choose the domain **STUD** and fill in your username ("Benutzername") and password. A centrally stored **home directory (H:)** with daily backup allows roaming, i.e. you will find your data and settings at all pool computers on that drive. On W: you can edit your personal homepage, the address is:

<http://www.students.uni-marburg.de/~Username>

You can access your home directory and homepage from your own computer by using a sFTP tool, the service is called

<sftp.students.uni-marburg.de>

Registration for courses:

Online registration via **HIS-LSF** is required for many courses. Please use the username and password of your students account to login.

Learning management system ILIAS:

Online lectures and other learning materials are often provided on this platform. In order to login, you will also need your students account.

Electronic Mail:

Every account has an associated mailbox, its **address** follows the form

username@students.uni-marburg.de

e.g.

millerj@students.uni-marburg.de

Additionally you can set up a mail-alias name via a self-service-function, e.g.

judy.miller@students.uni-marburg.de

Webmail and calendar:

Using Webmail is the easiest way to read, write and manage your messages. In addition you can manage your calendar of events with this tool, too. The address is

<https://home.students.uni-marburg.de>

Mail configuration:

For the most popular mail programs you can find instructions on:

<http://uni-marburg.de/6P5i4>

A daily folder backup protects against loss of data.

Spam and viruses:

All incoming and outgoing mail is scanned for spam and viruses. Spam mails are sorted out into a separate IMAP folder and you receive a regular summary, see self-service functions.

Access to the university network:

With your own computer in university rooms

In computer pool rooms and libraries you will find laptop connection cables marked **LAN-Zugang via Laptop**, in many buildings **WLAN access** available, too. Authentication is always required; please use your students account.

DFNroaming/eduroam

You can use the local WLAN infrastructure with your students-account in several other German universities by adding the so-called "realm" @students.uni-marburg.de to your username.

VPN (Virtual private network)

If you use a public service provider for your internet connection and need access to intranet services of the university you need to install special **VPN-software** on your computer. You will need VPN especially for reading electronic journals. For details see

<http://www.uni-marburg.de/hrz/internet/vpn>

Virus scan software

To protect your computer against viruses please install an anti-virus scan software. Sophos anti-virus software is licensed for all members of the university, to download follow the link

- **Download Sophos Anti-Virus**

<http://uni-marburg.de/5Jr2Z>

■ **POLICIES FOR USAGE**

As members of the university, all students are obliged to follow the IT infrastructure policies of the university. They are compiled on the page:

<http://uni-marburg.de/OeZAM>

Please note in particular the following aspects:

It is your personal account. Please take care that nobody else uses your account or knows your password.

Commercial use is prohibited, also advertisements for clubs, political groups or commercial products. Small volume private use is tolerated.

Setting up internet services is strictly forbidden, this includes the **participation on peer to peer networks.**

Electronic mail: Messages from the university and its tutors are sent to your students mailbox. Please check this mailbox regularly. Forwarding to your private mail address is possible, but you should ensure that the messages can be delivered properly.

Please note, that nearly all your activities on the internet are logged. Abuse of your account may result in claims for compensation, or even prosecution.

■ **RESIDENCE HALLS**

Several residence halls are connected to the university network. There are contact persons (called "Internet tutors" or "Netzbeauftragte") who will help you with network problems. For more information see

<http://uni-marburg.de/4FWKX>

■ **WORKSHOPS, HELPDESK, MANUALS**

Workshops, low priced manuals (RRZN Hannover) and online-tutorials can help you to learn more about the software that is used in our university. For details please follow the link:

- **Workshops, manuals, tutorials**

<http://uni-marburg.de/qGM5N>

If you have a problem or special questions, please contact:

- **Tel.: 06421 28-28282 (Mon.-Fri. 09:00-18:00 h)**
- **E-mail: helpdesk@hrz.uni-marburg.de**
- **Helpdesk at UB: Mon.-Fri. 16:00- 21:00 h
Sat.,Sun. 12:00-18:00 h**

Internet access for students

The computing center of the university (HRZ) creates personal Internet accounts for all registered students. This provides the use of various internet services such as electronic mail, LSF, ILIAS, or access to the university network with students' own computers. In this flyer you will find brief descriptions of these services.

For detailed up-to-date information see
<http://uni-marburg.de/MKBzT>