

Prohibited while using the IT facilities and labs:

- ▶ food, beverages, smoking, use of cell phones, private Internet surfing and Internet telephoning.
- ▶ using other people's personal access data.

Hotline for Students:

phone: 0511/92 96-14 41

e-mail: support-it@hs-hannover.de

Important HsH weblinks:

Services for students:

<http://www.hs-hannover.de/it/services/stud/>

Hochschule: <http://www.hs-hannover.de>

IT Office: <http://www.hs-hannover.de/it/services/>

WebFile-Service: <https://webfiles.hs-hannover.de>

StudIntern: <https://student.it.hs-hannover.de>

- ▶ check printing accounts,
- ▶ register for DreamSpark Premium and Eduroam,
- ▶ search for e-mail addresses of HsH students,
- ▶ change your password.



Opening hours:

When classes are in session:

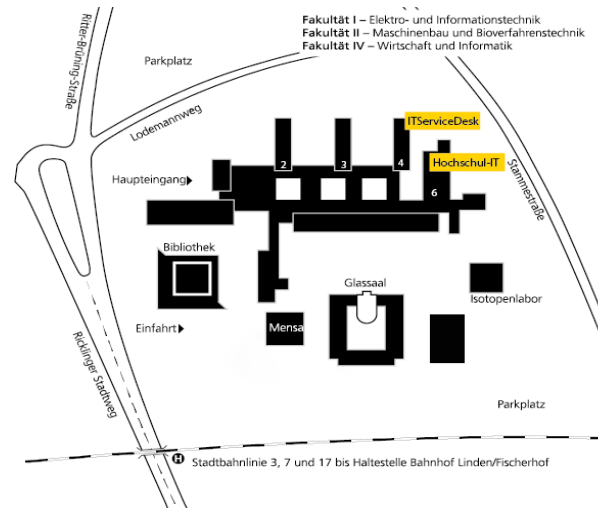
Monday - Friday: 8 am to 8 p.m.

Saturday: 8 am to 6 pm

During the semester break

special opening hours.

See the postings in the showcases of the IT Office.



Contents and Layout:

Dipl. Ing. Inge Marmont

Picture:

Emile Ducke

Issued:

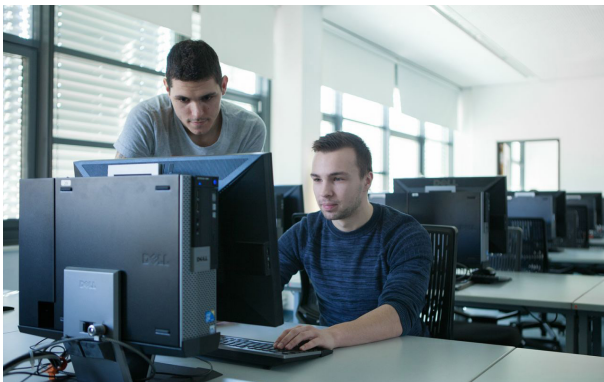
24. February 2017

**HOCHSCHULE
HANNOVER**
UNIVERSITY OF
APPLIED SCIENCES
AND ARTS

–
Service

IT Office User's Guide Linden Campus





Account / Access Rights

Students at faculties I+II receive their access data in room 1633 of the Computer Centre, all other students at their faculties.

Please be aware of differing opening hours. Your account will be deactivated 4 weeks after your exmatriculation.

User's Guide:

These guidelines are to ensure a largely trouble-free, unrestricted and secure use of the communications and data processing infrastructure at the Hochschule Hannover (HsH).

www.hs-hannover.de/it/services/stud/hochschul-account/

Changing your Password:

Changing your password also activates your e-mail box.

<https://student.it.hs-hannover.de>

E-Mail:

Your e-mail address has the following format:

firstname.lastname@stud.hs-hannover.de

- ▶ Receiving/sending e-mails:
Via Internet-Browser: <http://mail.hs-hannover.de>
- ▶ More information at:
<http://www.hs-hannover.de/it/services/stud/e-mail>

Home Directory:

Up to 5GB storage capacity (can be expanded if needed). Accessible via the U: drive.

Checking Test Results Online:

At the end of your exchange semester you will receive a transcript of records.

Printing:

Five powerful A4 / A3 printers are available in the Computer Centre. Each computer lab has its own b/w laser printer, which also allow double-sided prints. A laser printer for colour prints is located in the hallway on the ground floor and another one in room 2603. To use these printers, you must have sufficient credit on your printing account.

- ▶ Printing account reloader (see CampusCard flyer)
- ▶ Printing costs:
b/w prints (A4/A3): 0,04 € / 0,08 €
colour prints (A4/A3): 0,16 € / 0,32 €
b/w plotting: A1: 2,60 €; A2: 1,30 €; A3:0,70 €
Foils: 0,50 € (use of your own foils must be approved!)

Several printers will be to your disposal on our campus. You can use them with the campus card.



Scanning:

Two flatbed scanners each are available in room 1632 and 1635.

Sophos Antivirus Program:

The software and instructions for installation can be downloaded from the following website:

<http://www.hs-hannover.de/it/services/stud/software>



WLAN:

The wireless network "eduroam" is broadcasted on the campus. You can find further information in our brochure "**WLAN(eduroam)**".

Instructions and downloads for VPN and WLAN:

<http://www.hs-hannover.de/it/services/stud/zugaenge-zum-hochschulnetz>

<http://www.hs-hannover.de/it/services/stud/wlan-eduroam>

Remote Access to Home Files and HsH Directories via:

WebFile-Service: <https://webfiles.hs-hannover.de>

Restoring Files from Network Drive

Right click on folder in Explorer and then:click on: Eigenschaften/Vorgängerversion (Properties/ predecessor version)