Westsächsische Hochschule Zwickau
University of Applied Sciences

# Information for 1st Year Students

## Winter Semester 2019/20

THE IT SUPPORT CENTRE (ZKI)
WELCOMES YOU TO THE WHZ AND
WISHES YOU ALL THE
BEST FOR YOUR STUDIES!

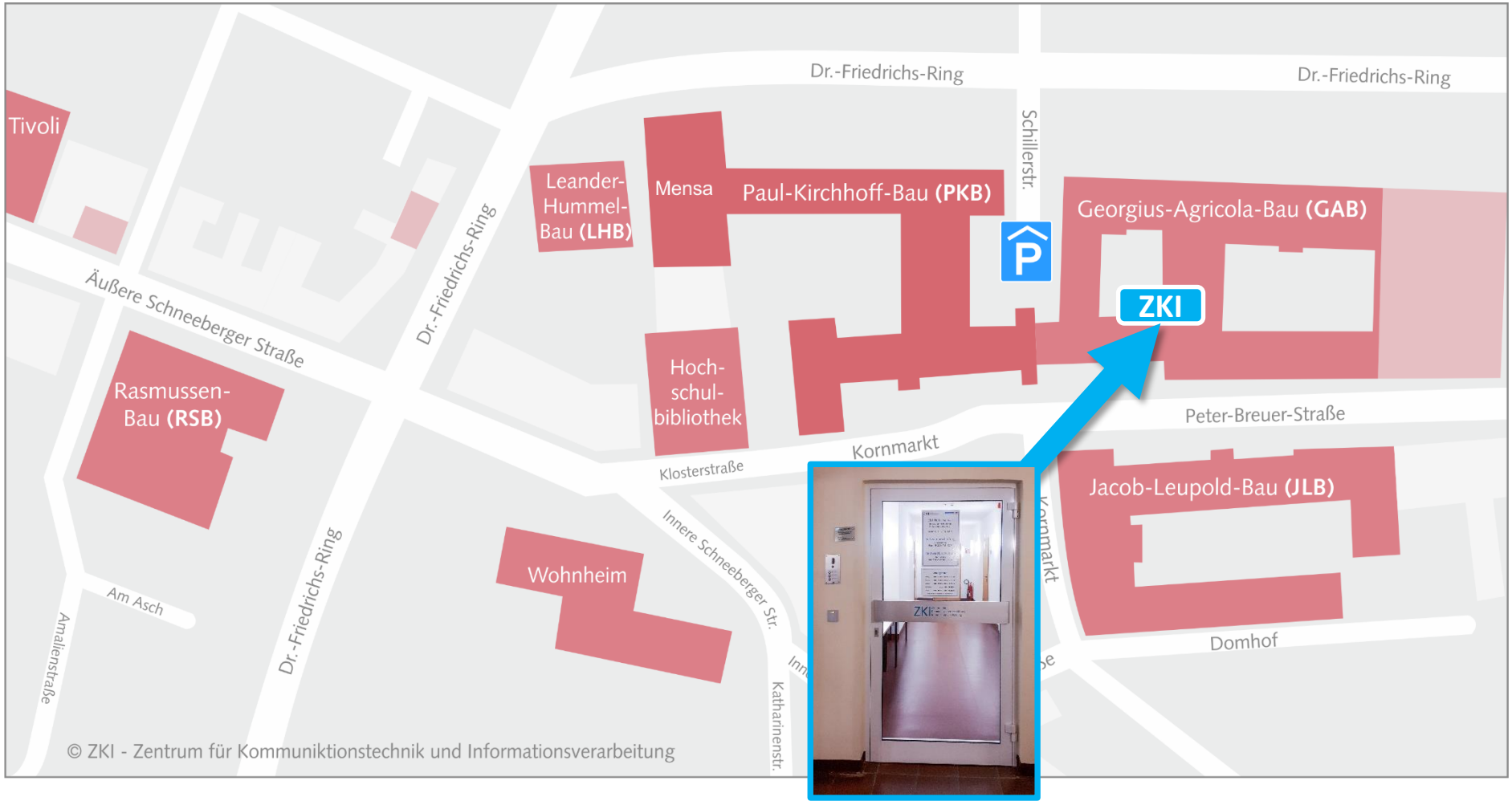
# Tasks and services

- **IT Basic services**
  E-Mail, Wi-Fi/WLAN, VPN, WWW, DNS, DHCP, virtualization, …
- **IT Projects**
  ERP, IT Administration, Campus-Management-System, Document-Management …
- **Computer Pools**
- **Services for Staff-PCs**
  Soft- and Hardware procurement, Antivirus, Anti-Spam, Helpdesk, Lifecycle Management
- **Central software(license-)management**
- **IP-phones / access control system**
- **Identity management (MetaDirectory)**
  AAI/PKI Auth/PublicKey
- **User service**
  print/plotting services, user trainings, consultations, further support

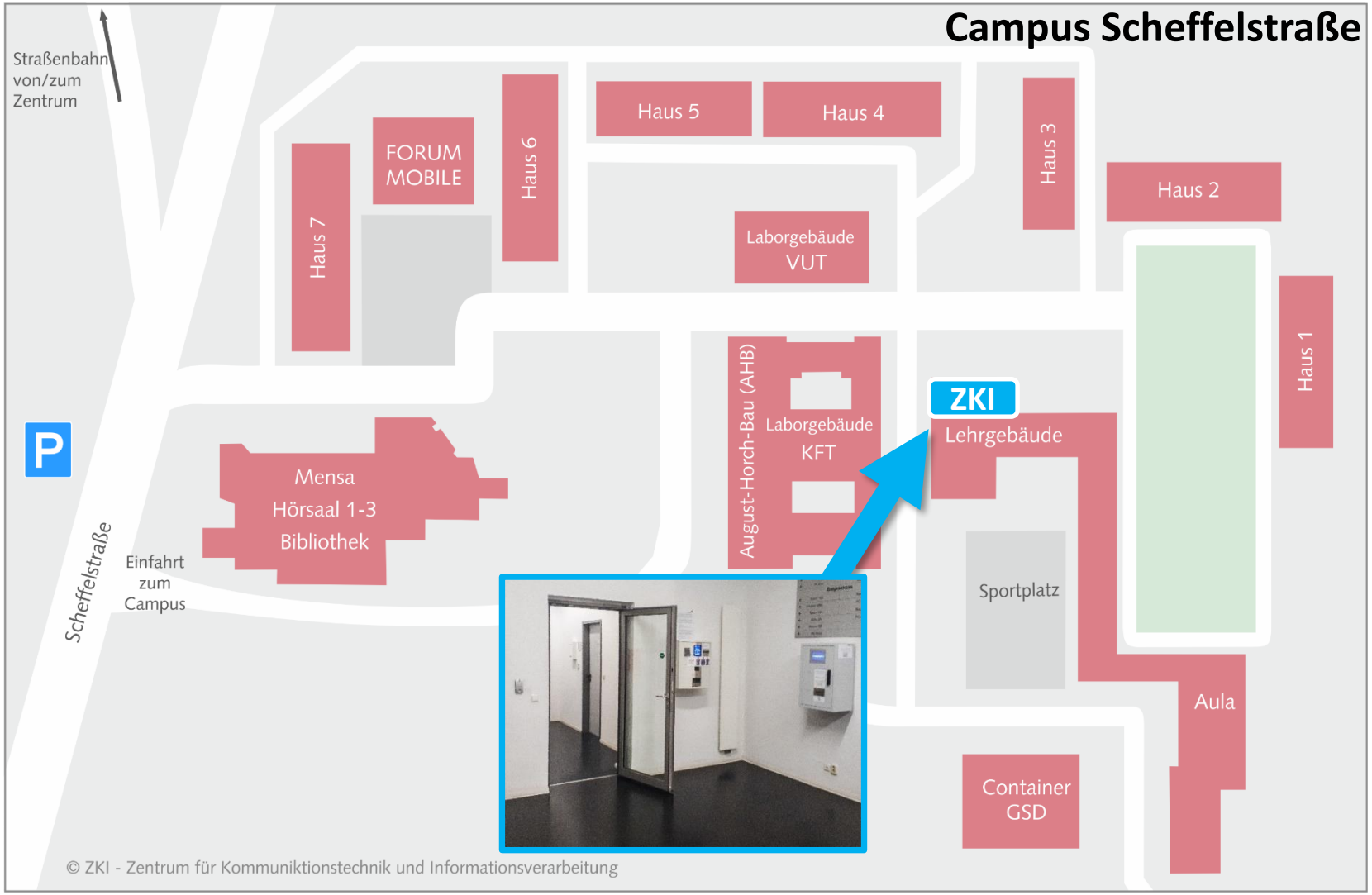
https://www.fh-zwickau.de/zki

# You can find us here:

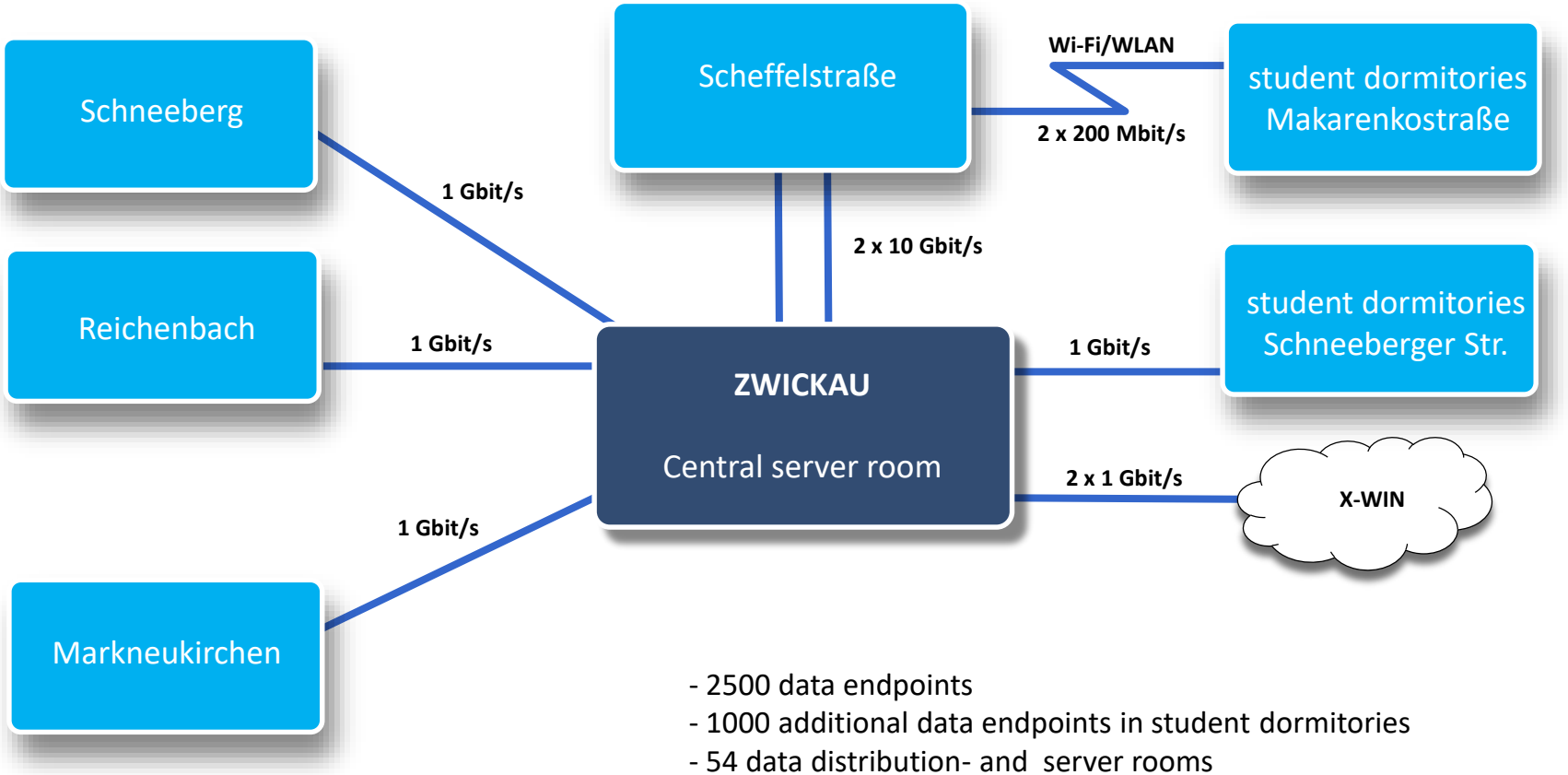
## Campus Downtown



# You can find us here:



# Data Network – Overview




- 2500 data endpoints
- 1000 additional data endpoints in student dormitories
- 54 data distribution- and server rooms
- 160 network switches and routers
- about 100 servers with 120 services running

# Computer Pools – Campus Downtown

| | |
|---|---|
| room-Nr. : | **GAB 236** |
| equipment: | **20 PCs** |
| OS: | **Windows 10 , Linux** |
| room-Nr. : | **GAB 239** |
| equipment: | **16 PCs** |
| OS: | **Windows 10** |
| room-Nr. : | **GAB 240** |
| equipment: | **16 CAD-PCs** |
| OS: | **Windows 10** |
| room-Nr. : | **GAB 242** |
| equipment: | **30 PCs** |
| OS: | **Windows 10** |
| room-Nr. : | **GAB 325** |
| equipment: | **15 PCs** |
| OS: | **Windows 10, Linux** |
| room-Nr. : | **GAB 327** |
| equipment: | **30 CAD PCs** |
| OS: | **Windows 10** |

**Learning room for students**

| | |
|---|---|
| room-Nr. : | **GAB 241** |
| equipment: | **4 ZeroClient PCs, large conference table, projector, whiteboard** |

# Computer Pools – Campus Scheffelstraße

**Learning room for students**

| | |
|---|---|
| room-Nr. : | **LG 201** |
| equipment: | **3 ZeroClient PCs, large conference table** |

| | |
|---|---|
| room-Nr. : | **LG 106** |
| equipment: | **20 CAD PCs** |
| OS: | **Windows 10 , Linux** |
| room-Nr. : | **LG 109** |
| equipment: | **30 ZeroClient PCs** |
| OS: | **Windows 10** |
| room-Nr. : | **LG 110** |
| equipment: | **15 CAD PCs** |
| OS: | **Windows 10** |
| room-Nr. : | **LG 206** |
| equipment: | **30 + 1 PCs** |
| OS: | **Windows 10** |
| room-Nr. : | **LG 209** |
| equipment: | **30 ZeroClient PCs** |
| OS: | **Windows 10** |
| room-Nr. : | **LG 210** |
| equipment: | **15 PCs** |
| OS: | **Windows 10** |
| room-Nr. : | **LG 303** |
| equipment: | **15 PCs** |
| OS: | **Windows 10** |

# Computer and Technology Pools – Other University Locations

## Schneeberg

| | |
|---|---|
| room-Nr. : | **128** |
| equipment: | **15 PCs** |
| OS: | **Windows 10** |
| software: | **Cinema 4D, Adobe Photoshop** |
| room-Nr. : | **211** |
| equipment: | **15 PCs** |
| OS: | **Windows 10** |
| software: | **Adobe Photoshop, LECTRA** |

## Reichenbach

| | |
|---|---|
| room-Nr. : | **209** |
| equipment: | **10 PCs** |
| OS: | **Windows 10** |
| software: | **Adobe Photoshop, Success** |

## Markneukirchen

| | |
|---|---|
| room-Nr. : | **311** |
| equipment: | **6 PCs** |
| OS: | **Windows 10** |
| software: | **Adobe Photoshop, CorelDraw, Catia** |

# Computer Pools – Overview

## Campus Downtown

- **GAB 236** — 20 PCs | 2016 - 2022
- **GAB 239** — 15 PCs | 2015 - 2021
- **GAB 240** — 15 PCs | 2014 - 2020
- **GAB 241** — 4 PCs
- **GAB 242** — 30 PCs | 2012 - 2022
- **GAB 325** — 15 PCs | 2013 - 2019
- **GAB 327** — 30 PCs | 2014 - 2020

## Campus Scheffelstraße

- **LG 106** — 20 PCs | 2014 - 2020
- **LG 109** — 30 PCs | 2014 - 2020
- **LG 110** — 15 PCs | 2016 - 2022
- **LG 201**
- **LG 206** — 30 PCs | 2014 - 2020
- **LG 209** — 30 PCs | 2012 - 2018
- **LG 210** — 18 PC | 2015 - 2021
- **LG 303** — 15 PCs | 2015 - 2021

## Schneeberg

- **R 211** — 15 PCs | 2013 - 2019
- **R 128** — 15 PCs | 2015 - 2021

## Markneukirchen

- **R 312** — 5 PCs | 2015 - 2021

## Reichenbach

- **R 209** — 10 PC | 2011 - 2018

# Software for Students

## Microsoft Imagine:

For educational and research purposes:  developer software, operating systems and server operating systems by Microsoft.

The following faculties or programs of study are eligible to use this software:

- Automotive Engineering
- Mechanical Engineering
- Electrical Engineering
- Economics/Business Administration
- Languages and Business Administration
- Physical Engineering
- Computer Sciences

A user account can be request via download portal. Please be aware the process can take up to 2 days.

All other students can purchase selected software from Microsoft.

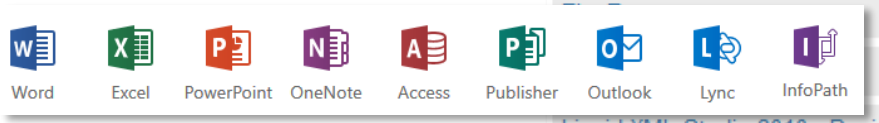
https://www.fh-zwickau.de/zki/softwareservice/software-fuer-studenten-und-mitarbeiter

# Software for Students

## Sophos

Antivirus software, available for all students to use freely
https://www.fh-zwickau.de/zki/softwareservice/anti-virenmanagement/

## Microsoft Office 365 ProPlus




ALL students of the WHZ are eligible to use this software via:
https://campussachsen.tu-dresden.de

Office 365 ProPlus can be used for the duration of your studies with up to 5 devices.

## Student versions by other producers

- ARIS
- Abaqus Student Edition
- Autodesk
- Microsoft Imagine an der WHZ
- Liquid XML Studio 2010 - Designer Edition
- Mathcad
- mh-software
- Microsoft Office 365 ProPlus für Studenten
- Microsoft Office Professional Plus für Mitarbeiter
- MSC Software
- Siemens PLM / Solid Edge
- think-cell

A series of software producers offer students the possibility to purchase student versions for free or for a small fee.

https://www.fh-zwickau.de/zki/softwareservice/software-fuer-studenten-und-mitarbeiter

# IT “Handbooks”

The Regional Computing Center for Lower Saxony (RRZN) at the University of Hanover offers a range of Manuals (“Handbooks”) on a variety of topics.

- Get them via the ZKI
- All students and employees are entitled to their own use
- Cost price (€ 4-10)

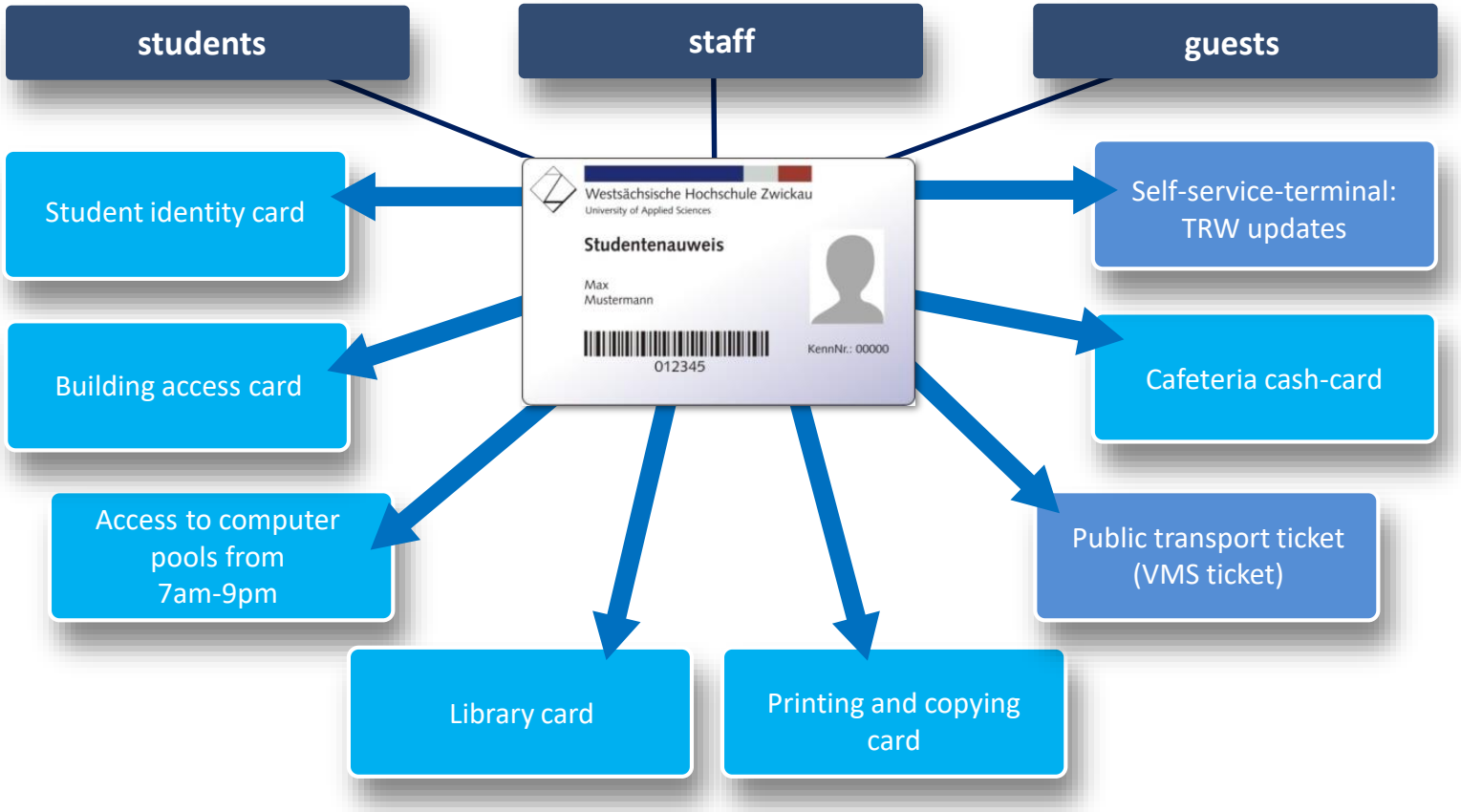
Some available topics:

- Microsoft Office products
- Programming languages
- AutoCad software
- CATIA software
- Windows
- Linux
- Databases
- SAP etc.

IT Handbooks are also available as **eBook**

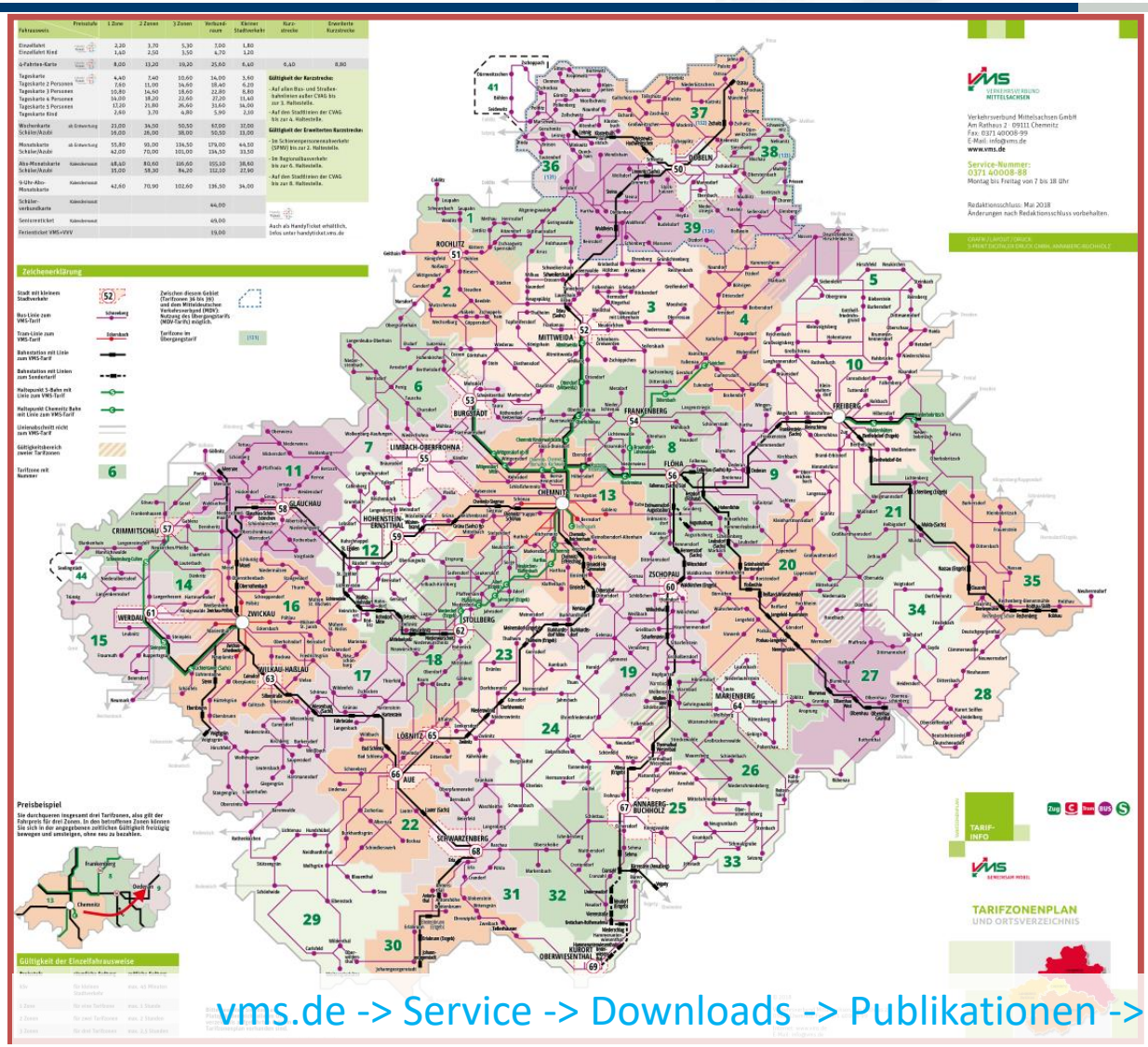
https://www.fh-zwickau.de/zki/softwareservice/it-handbuecher

# Multifunctional Chip Card




https://www.fh-zwickau.de/zki/anleitungen-infos/studentenausweis-chipkarte

# Public transport ticket (VMS ticket)



Public transport ticket
(VMS ticket) within the TRW strip

STG KFT - VSTU
VMS STIK gueltig bis: 29.02.2020

studentenwerk
CHEMNITZ · ZWICKAU
für Validierung

vms.de -> Service -> Downloads -> Publikationen -> Schematischer Tarifzonenplan

# Excerpt from the User Regulations of ZKI

§ 9 (2) M E R K B L A T T 1/94

for students

When using chipcards for door opening, the following must be observed:

1. The chip card is personal and may not be passed on to other persons.
2. Access to the computer-pool is only permitted to the card holder outside the course of lectures!
   It is not permitted to allow access to other or unauthorized persons.
   This is also true when someone is knocking!
3. The doors must be closed immediately after opening, even if the pool is left only for a short time.
4. The card is to be stored safely. If the card is lost, it must be blocked for its own security at:
   https://mobile.fh-zwickau.de/verlust/
5. The card entitles you to use the computer cabinets in a fixed time. The times depend on the opening time of the building and depend on this room in each computer cabinet. At least 2 persons must be present in the computer-room to avoid the dangers of a one-man workplace. Should only 1 user in the pool work in the exceptional case, this call the operator immediately. Tel .: 1215
   This exceptional case is only possible on Mondays - Fridays from 7 am - 9 pm!
6. The employees of the ZKI are entitled to control the users in the computer cabinets.
   The users have to legitimate themselves with their card!
   If they can't, they are forced to leave the computer-pool immediately!
7. If any problems occur with the use of your magnetic card or if it has been lost, please report this to the ZKI User Service immediately.

# Electronical Student Account

The electronical student account eSKo is the central cashless payment system at the university.

You can use it to pay for the following services:
- **Sports**
- **Self-service printer**
- Other **print and plot services**

**Step 1:**
Charge money to your card account

Chargers‘ locations:
- Campus Downtown
- Campus Scheffelstraße
- HT Schneeberg
- HT Reichenbach

**Step 2:**
Transfer money to your eSKo-account

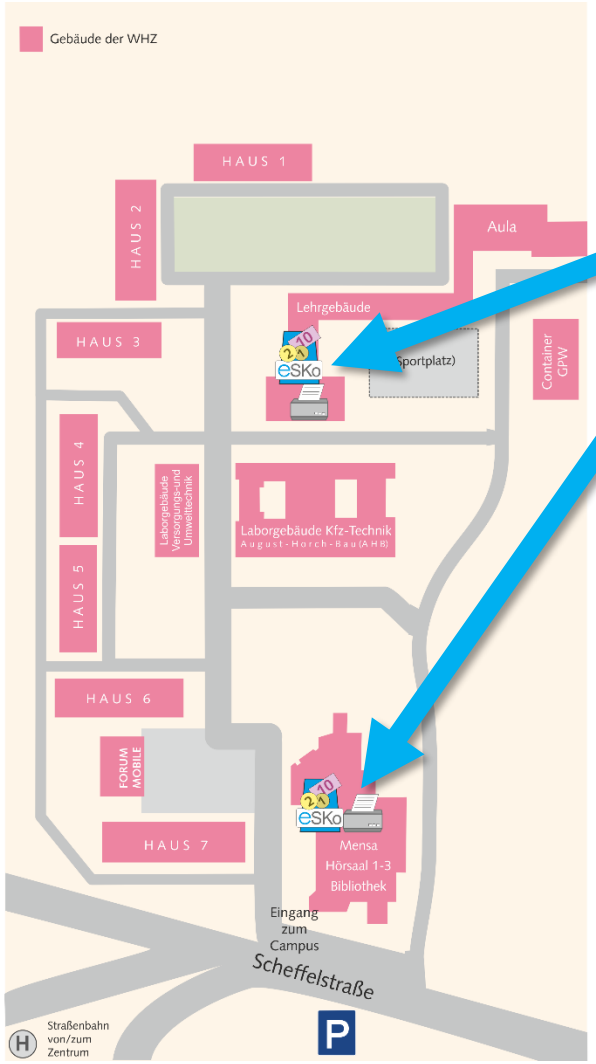
You can transfer money to your eSKo-account directly at the chargers with the button „Artikel buchen“.

https://www.fh-zwickau.de/zki/nutzerservice/esko-elektronisches-studentenkonto

# Electronical Student Account

**Campus Downtown**

„Mensa“




**Campus Scheffelstraße**

„Lehrgebäude“

„Mensa“

# Self-service Printers

All students have access to a uniform self-service printing and copying service (“Papercut”).

3 printers at Campus Downtown
3 printers at Campus Scheffelstraße
2 printers at HS Schneeberg
1 printer at HS Reichenbach

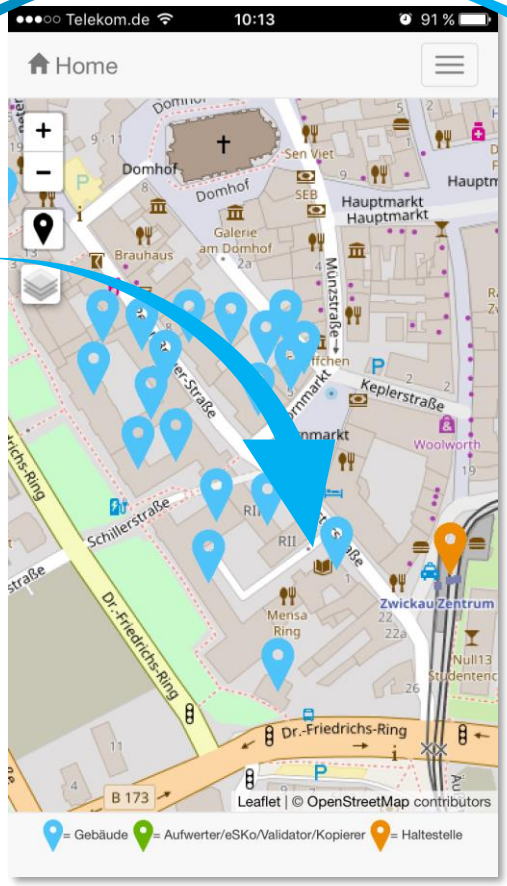
Payment via **eSKo**

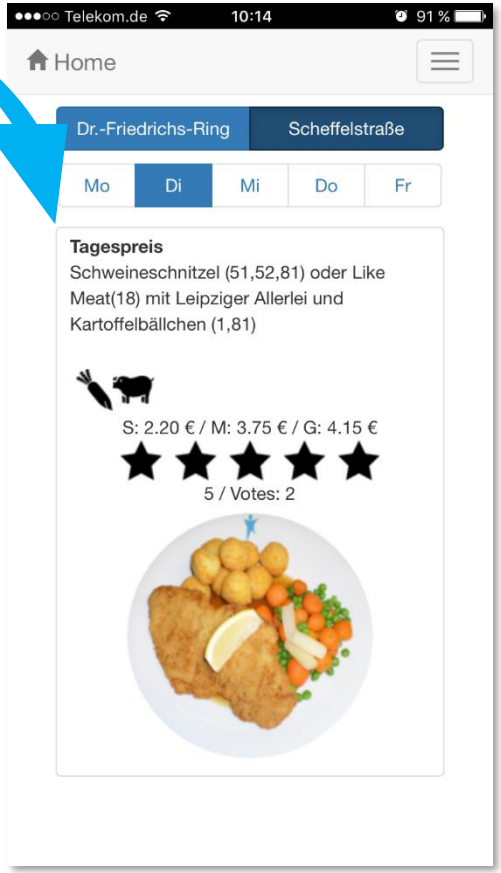
Authentication with the student ID card

- Accessible from all computers at university
- Drivers pre-installed on computers in the library and ZKI Computer Pools
- Choice between DIN A3 and A4 format
- Print in color or black and white

https://www.fh-zwickau.de/zki/anleitungen-infos/selbstbedienungsdrucker/

# WHZ WebApp




more information: https://www.fh-zwickau.de/zki/projektbetreuung/whz-webapp

https://mobile.fh-zwickau.de/

# File System – Network Shares

For all staff and students the following network shares are available:

**Information (Y):** \\WHZ-FFak-00.zw.fh-zwickau.de\Information

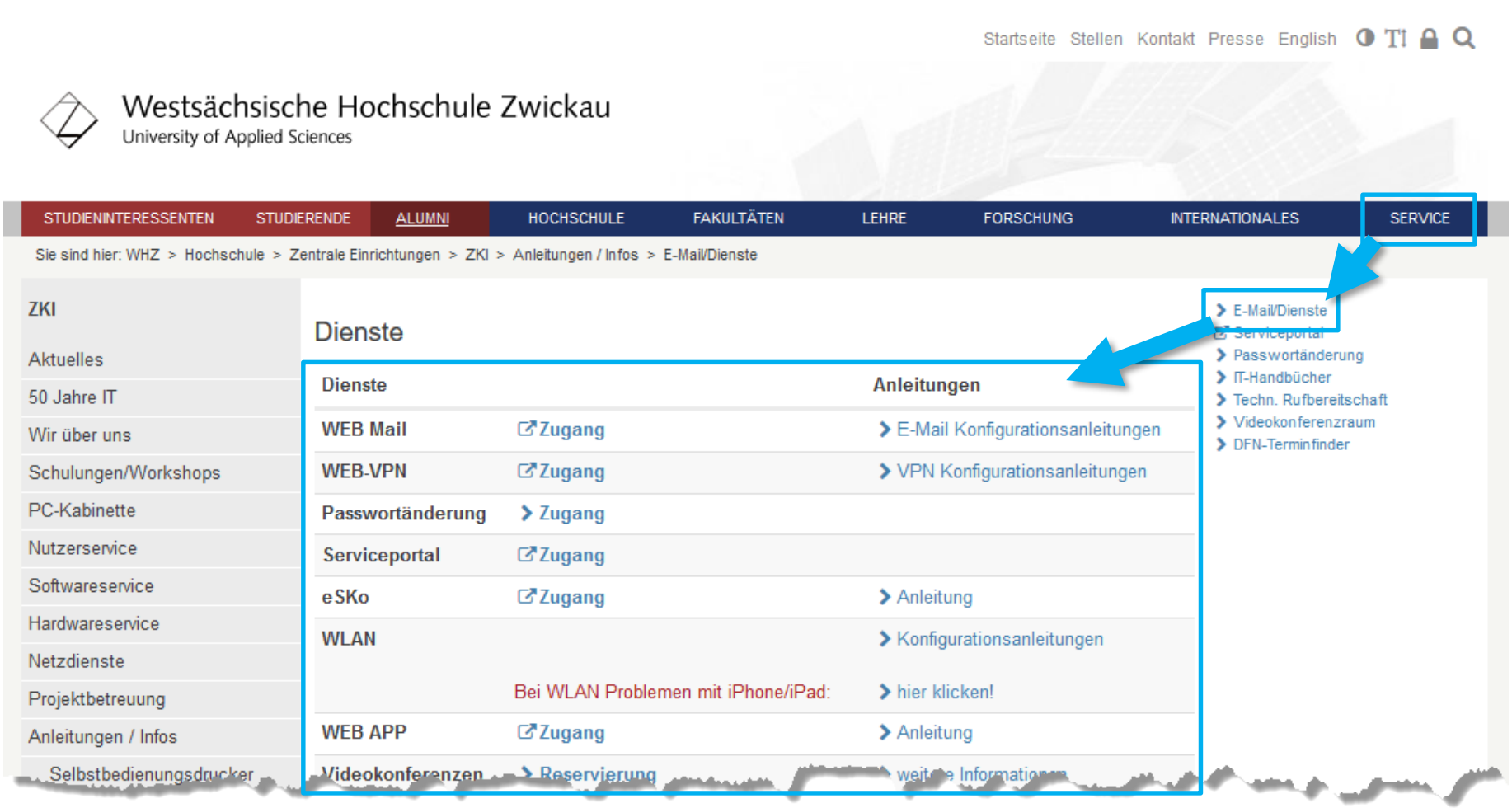
**Homeshare (S):** \\WHZ-File-10.zw.fh-zwickau.de*LOGINNAME*

**Webshare (W):** \\WHZ-CMS-10.zw.fh-zwickau.de\Web_Space\LOGINNAME

**Note:** please replace LOGINNAME with your own personal user name (e.g. „xyz20abc“)

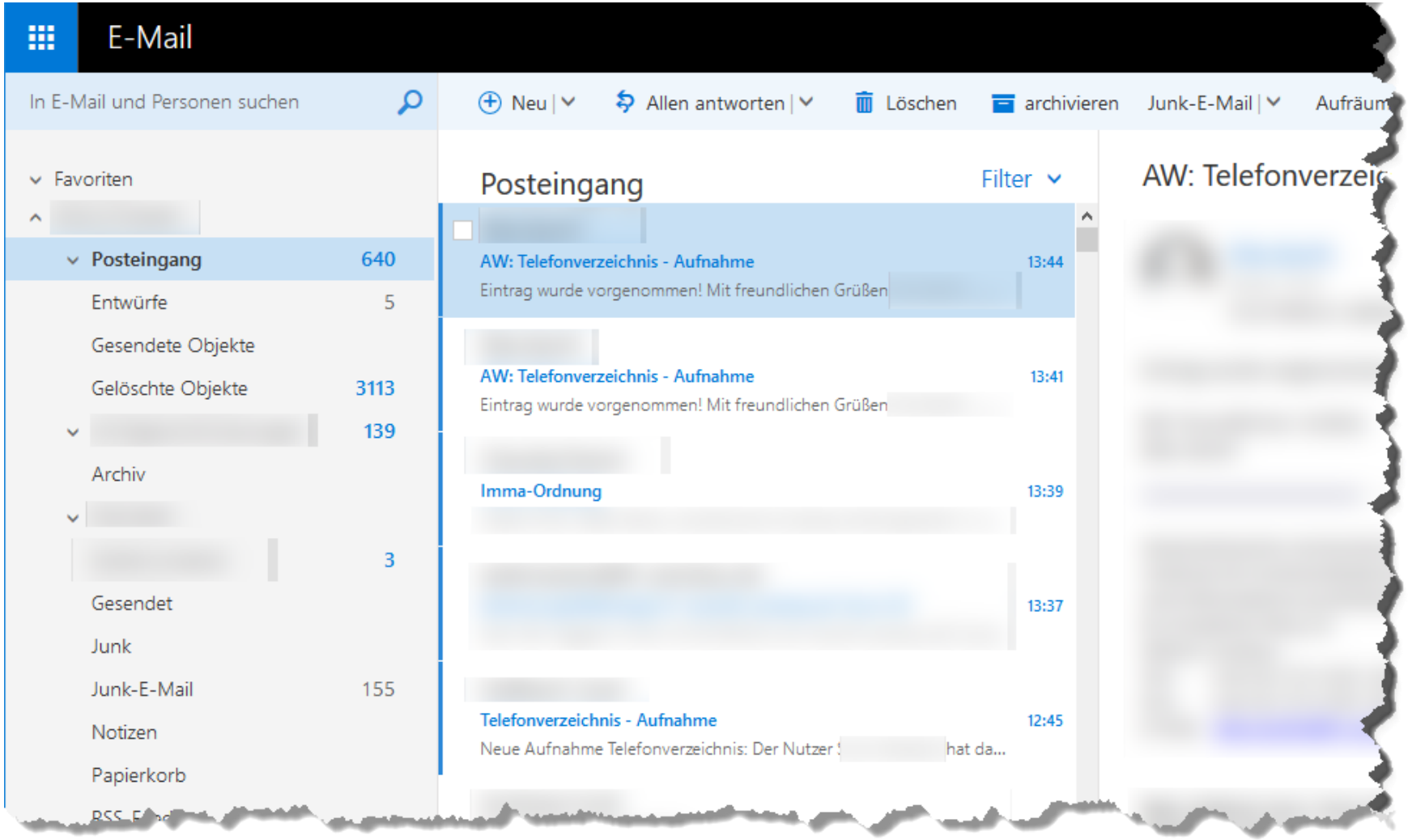
https://www.fh-zwickau.de/zki/netzdienste/campus-filesystem

# Fast Access to Services of the ZKI

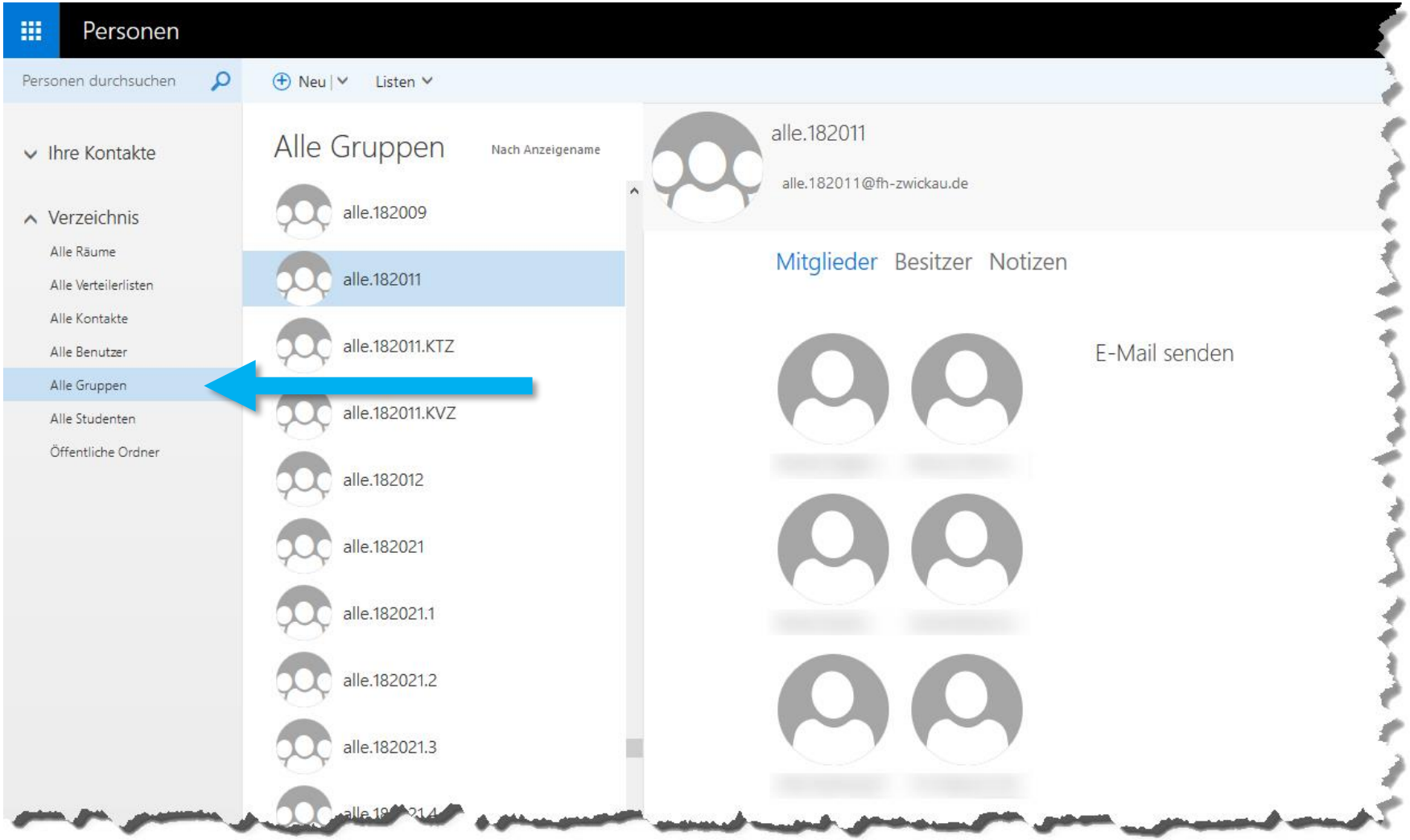



https://www.fh-zwickau.de/zki/anleitungen-infos/e-maildienste

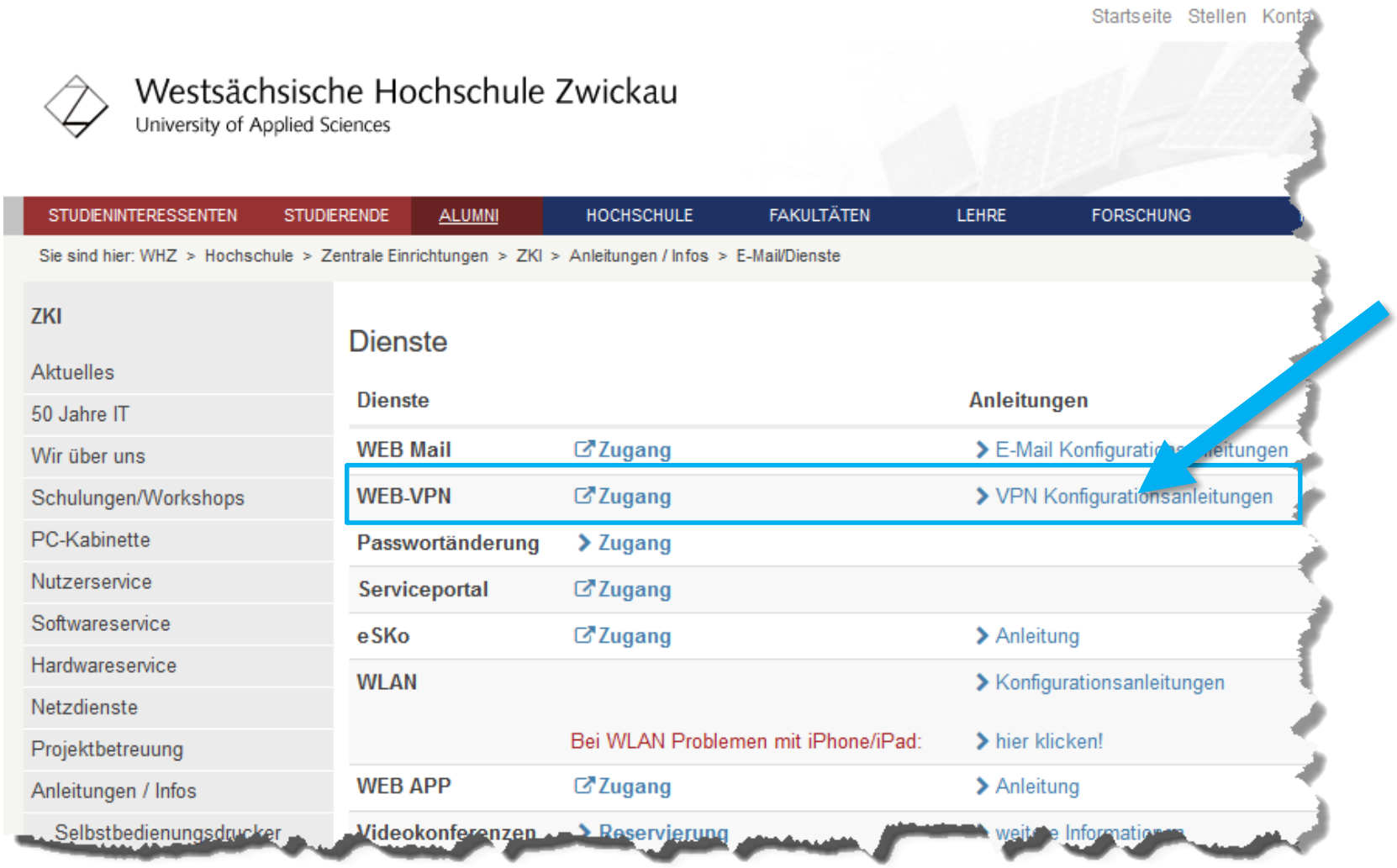
# E-Mail at WHZ – Mailbox



# E-Mail at WHZ – Groups



# VPN Access


Startseite Stellen Konta
Westsächsische Hochschule Zwickau
University of Applied Sciences
STUDIENINTERESSENTEN STUDIERENDE ALUMNI HOCHSCHULE FAKULTÄTEN LEHRE FORSCHUNG
Sie sind hier: WHZ > Hochschule > Zentrale Einrichtungen > ZKI > Anleitungen / Infos > E-Mail/Dienste
ZKI
Aktuelles
50 Jahre IT
Wir über uns
Schulungen/Workshops
PC-Kabinette
Nutzerservice
Softwareservice
Hardwareservice
Netzdienste
Projektbetreuung
Anleitungen / Infos
Selbstbedienungsdrucker
Dienste
Dienste
Anleitungen
WEB Mail
Zugang
E-Mail Konfiguration
WEB-VPN
Zugang
VPN Konfigurationsanleitungen
Passwortänderung
Zugang
Serviceportal
Zugang
eSKo
Zugang
Anleitung
WLAN
Konfigurationsanleitungen
Bei WLAN Problemen mit iPhone/iPad:
hier klicken!
WEB APP
Zugang
Anleitung
Videokonferenzen
Reservierung

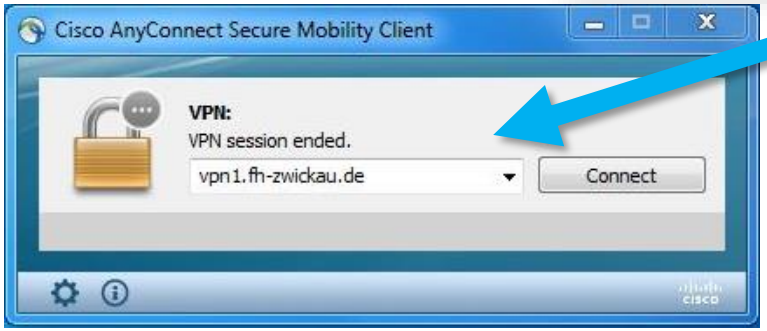
# VPN Access

VPN -> guaranteed secure access to intranet from internet

**You have to use VPN, if you**

- want access to protected websites from other places than at university
- want access to your homeshare or other network shares
- want access to **licensed Databases** of our library

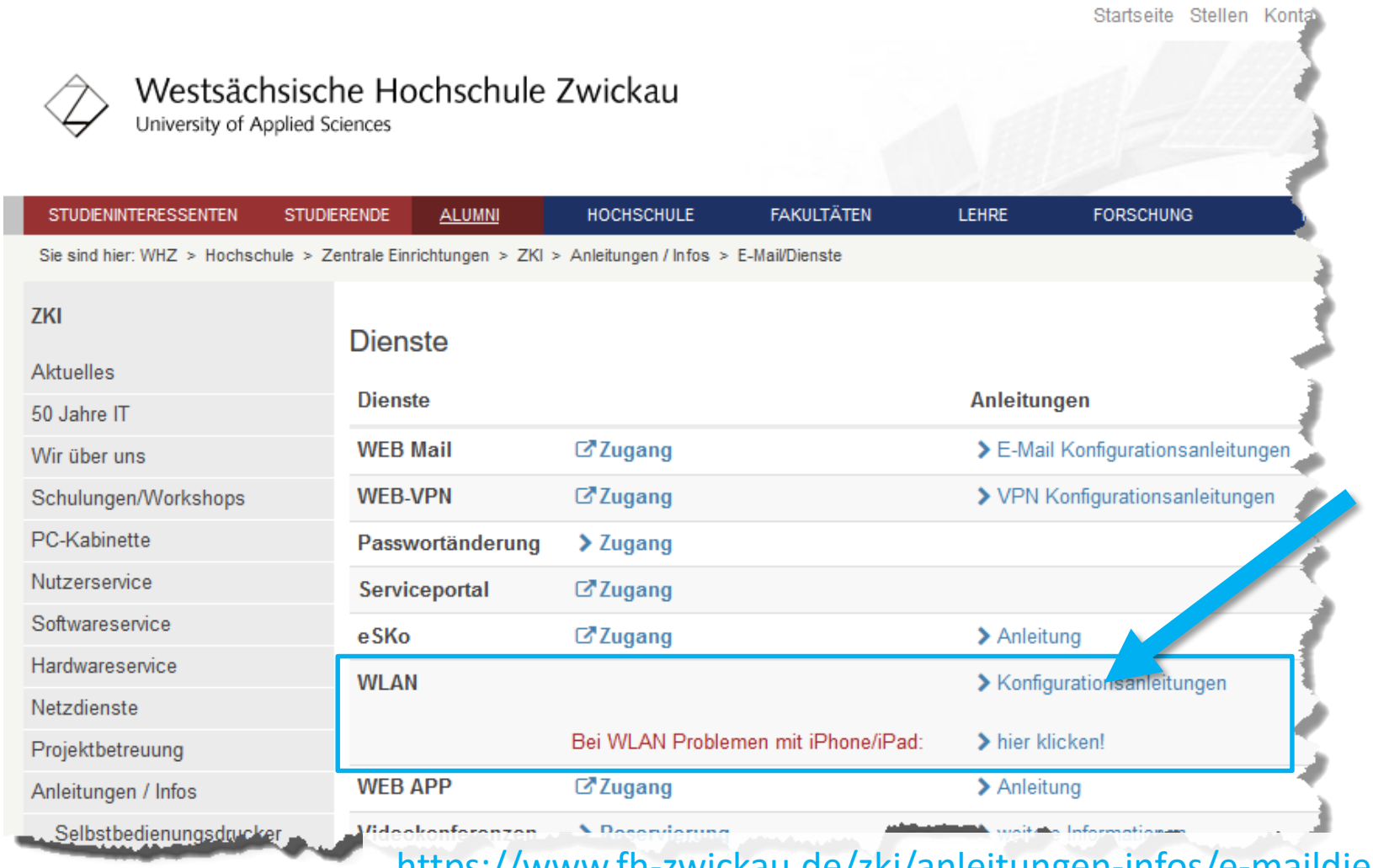
Install necessary Software first: **Cisco AnyConnect**




Split-Tunnel **or** Full-Tunnel ?

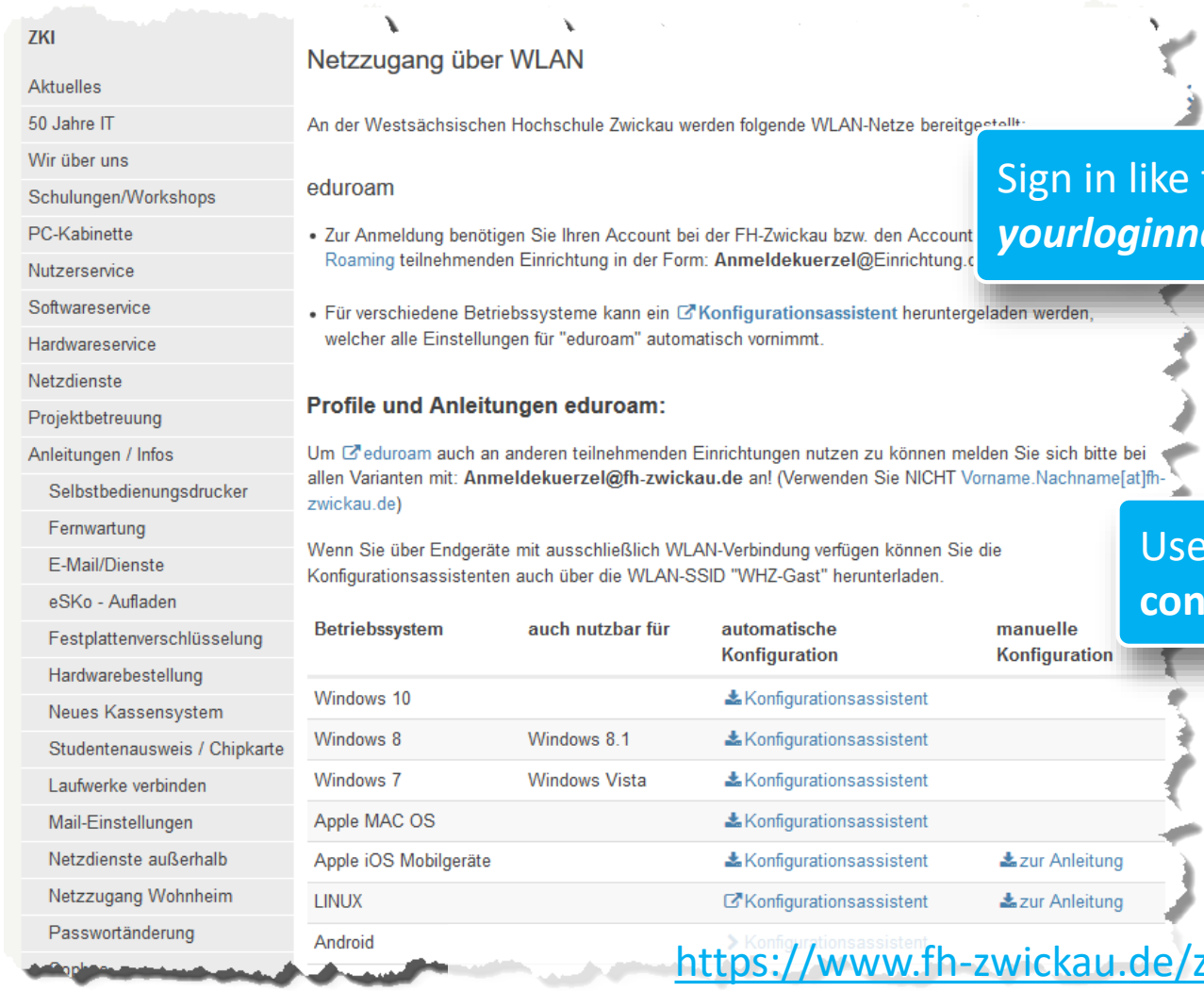
https://www.fh-zwickau.de/zki/netzdienste/vpn-einwahl

# Wi-Fi/WLAN at WHZ




https://www.fh-zwickau.de/zki/anleitungen-infos/e-maildienste

# Wi-Fi/WLAN at WHZ




Sign in like this:
***yourloginname*@fh-zwickau.de**

Use the **automatic configuration wizard**

https://www.fh-zwickau.de/zki/anleitungen-infos/wlan

# Wi-Fi/WLAN at Student dormitories

**Campus Downtown**

Innere Schneeberger Str. 23

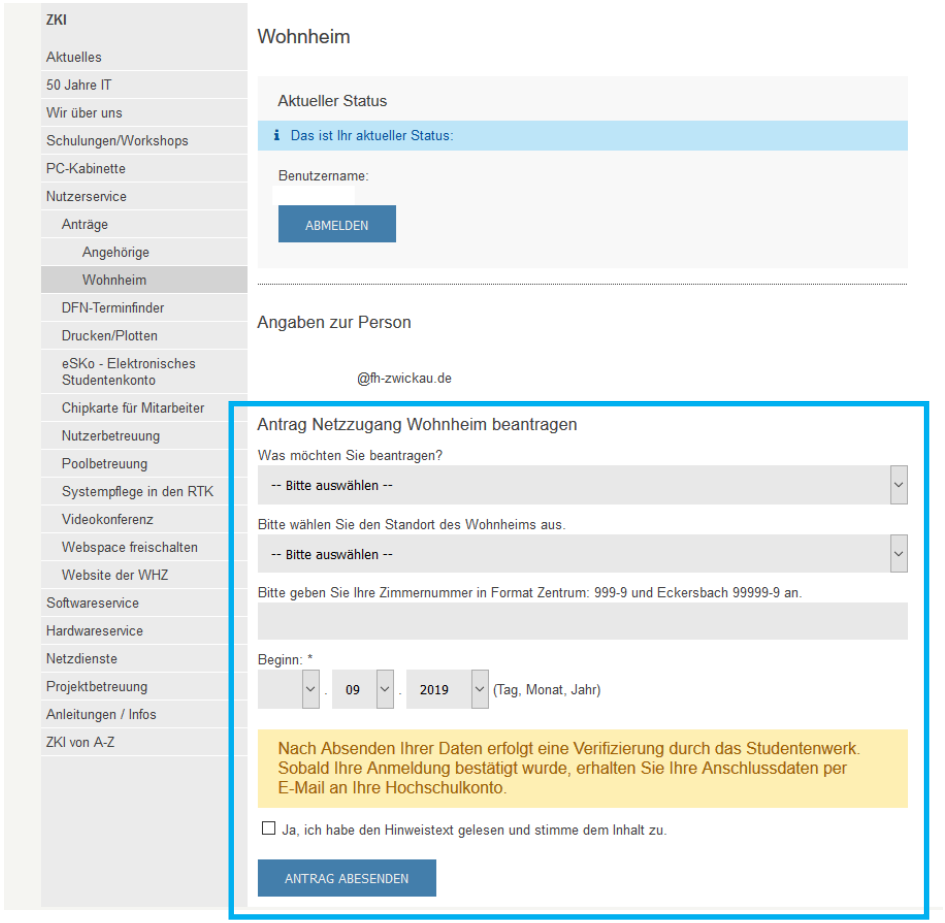
**Campus Scheffelstraße**

Makarenkostrasse 12/13

Wi-Fi is only available in the dormitories at Campus Downtown

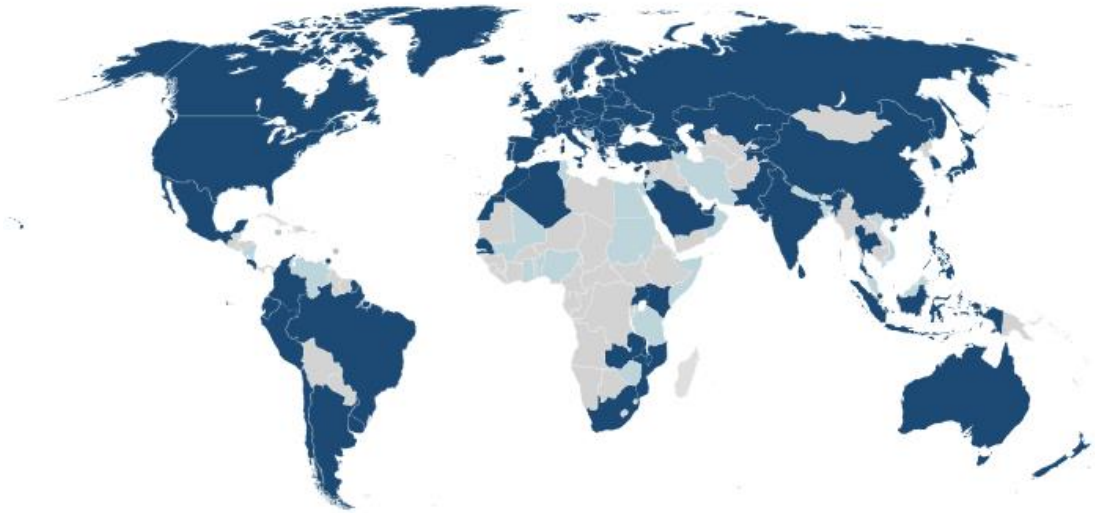
Wi-Fi in the dormitory is tied to the activation of the wired connection

# Network Access for dormitory tenants



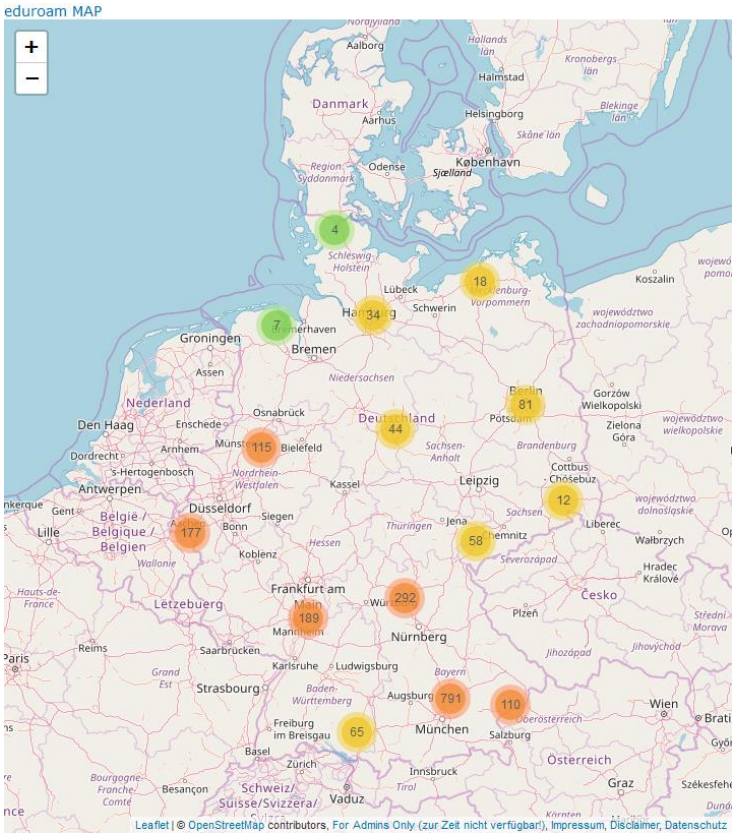

https://www.fh-zwickau.de/zki/nutzerservice/antraege/wohnheim/

# eduroam



- Wi-Fi/WLAN Roaming worldwide
- Free access to the Internet
- More than 6.000 Hotspots

deutsches forschungsnetz



# ZKI‘s Service Portal

https://zki-service.fh-zwickau.de

# Student information and Exam Portal

Sign in with your university account

Your applicant login is no longer valid

https://www.fh-zwickau.de/studierende/studienorganisation

# Student information and Exam Portal

**Stammdaten des Studierenden**

| | |
|---|---|
| Name des Studierenden | |
| Geburtsdatum und -ort | |
| (angestrebter) Abschluss | [84] Bachelor |
| Studiengang | [144] Biomedizinische Technik |
| Matrikelnummer | |
| Anschrift | |

| Modul | Prüfungstext | Semester | Note |
|---|---|---|---|
| **PF-M** | **Module des Studienganges** | | |
| **AMB304** | **Werkstofftechnik** | | **1,0** |
| AMB304-I | Werkstofftechnik - schriftliche Prüfungsleistung | WS 17/18 | 1,0 |
| **ELT520** | **Elektrotechnik / Elektronik** | | **3,3** |
| ELT520-I | Elektrotechnik / Elektronik - schriftliche Prüfungsleistung | SS 18 | 3,3 |
| **PTI021** | **Mathematik I** | | **2,3** |
| PTI021-I | Mathematik I - schriftliche Prüfungsleistung | WS 17/18 | 2,3 |
| **PTI216** | **Experimentalphysik I** | | **3,6** |
| PTI216-I | Experimentalphysik I - schriftliche Prüfungsleistung | WS 17/18 | 4,0 |
| PTI216-II | Experimentalphysik I - alternative Prüfungsleistung (Praktikumstestat) | WS 17/18 | 2,0 |
| **PTI217** | **Chemie** | | **3,3** |
| PTI217-I | Chemie - schriftliche Prüfungsleistung | SS 18 | 3,3 |
| **AMB409** | **Konstruktionstechnik / Darstellungslehre / 2D-AutoCAD** | | **1,7** |
| AMB409-I | Konstruktionstechnik / Darstellungslehre / 2D-AutoCAD - alternative Prüfungsleistung | SS 18 | 1,3 |

Grade Report

Certificates

Startseite | Abmelden | Sie sind angemeldet als: Frau Theresa Rudolph (thr15fnm) | in der Rolle: Student/-in

Persönlicher Bereich | Öffentlicher Bereich

Sie sind hier: Startseite ▸ Bescheinigungen

- Kontaktdaten
- Angaben zur amtlichen Statistik
- Rückmeldung und Semesterbeitrag
- **Bescheinigungen**
- Prüfungsverwaltung
- Navigation ausblenden

## Bescheinigungen für Ihr Studium

Sie können sich hier ihre Studienbescheinigungen als PDF-D

Immatrikulationsbescheinigung für das Semester

Bescheinigung nach § 9 BAföG für das Semester

### Datenkontrollblatt

Sie haben hier ebenfalls die Möglichkeit sich ihr Datenkontrol mit denen Sie an der Westsächsischen Hochschule Zwickau Studienangelegenheiten zur Aktualisierung.

### Hinweis zu PDF-Dokumenten

Zum Anzeigen und Ausdrucken benötigen Sie ein Programm können dies. Sollte ihr Webbrowser keine PDF-Dateien unter verwenden.

Impressum

QIS, LSF und HISinOne sind Produkte der HIS: eG, die von der Westsächsischen Hochschule Zwickau ein

# Excerpt from the User Regulations of ZKI

## § 1
## Scope of Application

(1) The user regulations apply for all systems connected to the communication network of the WHZ, irrespective of membership status at the WHZ for all users, system operators, and service providers.

(2) The user regulation regulates:

1. Access for users of the information, communication and data-processing services offered by the communication network at the WHZ.
2. The rights and duties of users.
3. The tasks, rights, and duties of the ZKI as system operator and service provider for the users.

# Excerpt from the User Regulations of ZKI

## § 2
## System Operators

The system operators are:

1. The ZKI for all computer systems, computer rooms, and the communication network of the WHZ.
2. The relevant structural unit for other decentralized computer systems. (e.g. telecommunication systems, computer labs, computer-supported measuring stations etc.).

# Excerpt from the User Regulations of ZKI

## § 3
## Service Provider

The service providers are:

1. The ZKI for all standard IT services provided: central user administration, including administration of email addresses, provision of storage resources, protection of data files, software delivery, operation of various central servers.
2. The university library with a range of information in electronic form.
3. The "Rektorat" (university administration) and central administration with a range of information in electronic form.
4. All departments and central facilities which provide or offer information or services in electronic form.
5. Student representatives, institutions outside the WHZ, and promotional facilities and associations following application procedures according to § 5 of the ZKI.

Service providers according to § 3 sections 2 to 5 are providers, independent of where the relevant server is. If the server is with the ZKI, it will be administrated by the ZKI. If the server comes from a service provider, this is to be first presented to the ZKI in writing. The ZKI as operator of the communication network of the WHZ has the power of veto and is the technical decisional authority.
For the content of the services the relevant service provider is legally responsible.

# Excerpt from the User Regulations of ZKI

## § 4
## User Group

(1) The following groups are authorised to use the computers/systems:

1. Students of the WHZ as part of their degree course.
2. Professors and staff of the WHZ to carry out their tasks.
3. Students, professors, and staff of other universities of applied sciences in the Free State of Saxony, or universities of applied sciences outside of the Free State of Saxony, based on agreements.
4. Other individuals and legal entities (freelancers, contract teachers, interns upon agreements, if the interests of users from parts 1 to 3 are not affected).

(2) Proof of eligibility for students is the student card, which is to be shown upon request to the head of the ZKI or other appointed person.

# Excerpt from the User Regulations of ZKI

## § 8
## Duties of the Users

(1) The user is obliged to use the available equipment, resources and consumables responsibly and economically. The user is also obliged to refrain from and avoid interference with any operation which could cause harm to the DV system or other users, as far as it is foreseeable.

(2) The user is to refrain from every type of misuse of DV systems. In particular, they are obliged to actively participate in maintaining security on the communication network.
This includes the following in particular:

- Protecting access to the DV resources by appropriate means and measures.
- Taking precautions so that unauthorised access to the resources from third parties can be prohibited.
- Reporting safety hazards and flaws to the ZKI immediately when discovered.

(3) The user carries the complete responsibility for their data and for every action which is undertaken under their username, including that from third parties, caused where access has been granted by the user, in violation of the regulation's obligations. They are liable for all damages caused to the university which arise out of gross negligence and releases the university from any third-party claims for damages.

# Excerpt from the User Regulations of ZKI

(4) The user is further obliged:

- To adhere to the legal regulations when using the resources.
- To be informed about and to observe the conditions of using the resources. The software provided, unless explicitly expressed otherwise, is not to be copied or passed on.
- To adhere to the user regulations of the DFN association in cooperation with the user with the DFN communications services in the validated version (see attachment). Particular care should be taken to ensure that access to the scientific network and the internet is only used in keeping with the objectives of a state university and is not for commercial use.
- To refrain from actions on the net of a political nature.
- To refrain from actions which may infringe on or impair other users whilst carrying out official and student tasks.

(5) It is explicitly expressed that the following conduct is particularly prosecutable by law:

- Acquiring passwords, data espionage.
- Unauthorised changes, deleting, suppressing or disabling of data.
- Sabotage of computers and computer fraud.
- The distribution of propaganda from unconstitutional organisations or from racist ideologies.
- The distribution of pornography online.
- Insults and slander.

# Excerpt from the User Regulations of ZKI

(6) The user is obliged to protect personal rights and the copyrights of third parties.

(7) The user is to refrain from all actions which could harm the reputation of the university either internally or externally.

(8) Should a user or system operator intend to offer services according to § 2 section 2, they will be deemed equivalent to a service provider according to § 3. The services offered are to be provided in writing and shown to the ZKI. The ZKI, as operator of the communication network of the WHZ, has the power of veto and is the technical decisional authority.

(9) When demands for online services result in commercial operations within the framework of recognised job-related tasks, the user is to inform the relevant department and/or university administration so as to ensure the allocation of the resulting costs to the cost centre *(Kostenstelle)*.

# Antrag auf Netz-Dienste des ZKI (für Mitarbeiter und Studenten)

Name, Vorname: _____ geboren am: _____

Fakultät/Studiengang: _____ Matrikel-Nr./Seminargruppe: _____

Personal-Nummer: _____ (Dez. Personalangelegenheiten) Nutzungsdauer von: _____ bis _____

Eintrag Telefonverzeichnis (Telefon, Raum-Nr.): _____

Ihre Daten werden ausschließlich zum internen Gebrauch und für Ihre Benachrichtigung benötigt!

**Ich verpflichte mich, die Nutzerordnung des ZKI der WHZ und die Hinweise anzuerkennen und einzuhalten. Diese wurden mir zur Einsichtnahme vorgelegt. Über Aktualisierungen, die zu Semesterbeginn erfolgen können, informiere ich mich selbst. Die Nutzerordnung des ZKI ist in jedem rechentechnischen Kabinett und unter https://www.fh-zwickau.de/zki > Wir über uns > Nutzerordnung einzusehen.**

**Ich verpflichte mich außerdem, Mitteilungen der WHZ in Prüfungsangelegenheiten auf elektronischem Weg entgegenzunehmen.**

I obligate myself to refrain from all actions that:

Mit meinem Antrag auf Erteilung einer Nutzungsberechtigung für die gesamte Kommunikationstechnik und Informationsverarbeitung der WHZ gemäß § 2 Abs. 2 der Ordnung des ZKI, bestehend aus Kommunikationsnetz und der daran angeschlossenen Hardware ordnung des ZKI einzuhalten und insbesondere alle

- Violate German Law and/or

- gegen deutsches Recht verstoßen und/oder

- Damage the WHZ's image and/or

Ich werde die Kommunikationstechnik und Informationsverarbeitung nicht kommerziell nutzen. Mir ist bekannt, dass die

- Are no way connected to your studies

Von: max.muster@fh-zwickau.de
An: alle@fh-zwickau.de
Cc:
Betreff: Sexpartner
Anlagen:

Gesendet: Mi 19.03.1999 15:21

Hey you cute babes,

I am an athletic, handsome, ambitious career oriented man with a cute hair cut.
Since I am suffering from extreme exam stress, I am longing for compensatory physical activities.
You should preferably be female and not too skinny, but big boobs are a must have.
I am the proud owner of a bright red sports coupe, garanteeing unlimited mobility, so visiting you at home, in a hotel or your dormitory is no problem

Please contact me asap, don't be shy!

Yours Buster (my real name will be revealed after the first meeting, just wait and see).

P.S. I am also open to homoerotic experiences!

# Please abide by our regulations.

Misuse or abuse will result in more complicated access to the network and increased formalities.

Violation of these regulations may result in the immediate loss of all access to available services.

# Your Account

**Bestätigung des Antrags auf Netzdienste des ZKI der Westsächsischen Hochschule Zwickau**

**Personendaten**

| | |
|---|---|
| Name, Vorname | Max Muster |
| Geburtsdatum | 01.01.2000 |
| Matrikelnummer | S40500 |
| Studiengang | Betriebswirtschaftslehre |

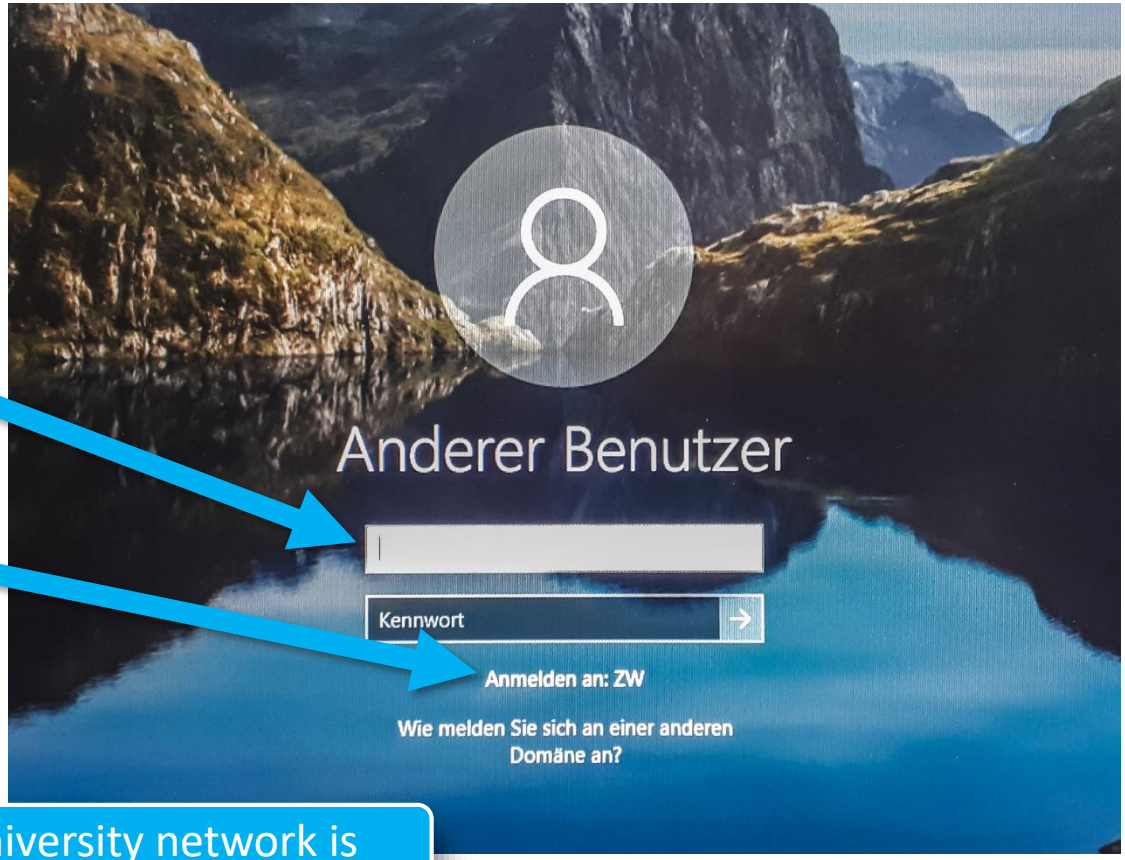
**Kontodaten**

| | |
|---|---|
| Benutzername | mamu123 |
| Passwort | abcABC&123 |
| E-Mail | Max.Muster.123@fh-zwickau.de |
| Vertragsart | Student |
| Laufzeit | 24.09.2019 bis Vertragsende/Exmatrikulation |

# User Login

**user name**
(e.g. „xyz20abc“)

domain: **ZW**




**login from outside** the university network is possible by using **VPN**, access to WebMail is possible by using z**w\username** as login name

# Change Passwords

To increase your safety within the network infrastructure of the university you **have to change your password regularly.**

Your password is valuable for **180 days**

## General Rules:

- Don‘t give your password to other people.
- Don‘t write it down > memorize it!
- When entering your password, make sure nobody is watching you.
- Never leave your workplace/PC without signing out
  > for a short leave lock the monitor.
  - Press Windows Key + „L“ to lock your monitor
- Change your password regularly.

**If you lose/forget your password or miss the deadline to change it, you must <u>personally appear</u> at the ZKI‘s User Service office!**

Pay attention to the email reminder!

https://www.fh-zwickau.de/passwort

# Important Contacts – Where to look for help

| | |
|---|---|
| ZKI Website | https://www.fh-zwickau.de/zki |
| ZKI Service Portal | zki-service.fh-zwickau.de |
| Help Desk<br>(Pool Support and User Service) | Tel. 1215<br>nutzerservice@fh-zwickau.de |

https://www.fh-zwickau.de/zki

THE IT SUPPORT CENTRE (ZKI)
WELCOMES YOU TO THE WHZ AND
WISHES YOU ALL THE
BEST FOR YOUR STUDIES!