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Manual

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Welcome!

The online services of Leibniz University offer a wide range of opportunities for eLearning, such as our eLearning management system called Stud.IP, university-wide and free wifi access on campus, a digital library and many more.

Learning and teaching with digital media is daily routine for universities, such as working with books and paper, working in seminars, lectures, laboratories and other places. The use of analog media is self-explanatory and always available.

In contrast, getting access to online services might be more complex or confusing. You will get used to work with online key texts or lecture notes on Stud.IP. You are going to learn how to efficiently use Stud.IP for you progress in your studies and how to make the best of it.

We want to make it easier for you to find your way in our online services. If you happen to have difficulties, you can use this manual for help. In addition, you can ask for help at the help desk, phone the university's service hotline or go to the datacentre (Leibniz University IT-Services), or the library. In each case, an employee can answer your questions and give you advice.

Elfriede Billmann-Mahecha
Vizepräsidentin für Lehre, Studium und Weiterbildung
This manual offers an overview of the university's eLearning System and should make signing up for all services for you as easy as possible. You will find highlighted links in each chapter. Standard links are marked grey, e.g. „uni-hannover.de“. Changing parts are highlighted blue. This way you do not get confused with long internet addresses and only need to take quick glances. 
It is even easier if you can scan the QR codes, printed directly beside the links with a suitable device. In the middle of this booklet you will find an overview of all important contacts and the availability of the university's Wifi.

http://uni-h.de/selfservices

**Bibliotheksauskunft / Lernraum**

Those symbols in this manual appear next to various chapters, meaning that you can ask for help in the library.

- **Service hours:**
  - Mo. - Fr. 09:00a.m. - 10:00p.m.

- **Hotline**
  - Mo. - Fr. 09:00a.m. - 12:00a.m.
  - 02:00p.m. - 05:00p.m.

- **Phone:** +49 511 762-4040
- **E-Mail:** elearning@uni-hannover.de

**Rechenzentrum (LUIS)**

Important Services concerning IT-Services are marked with the Symbol for LUIS (Leibniz Universität IT Services).

If you have questions concerning IT-Services you can also visit the datacenter or call the IT-Service-desk.

- **Service hours IT-Service-Desks:**
  - Mo. - Fr. 09:00a.m. - 05:00p.m.

- **Phone:** +49 511 762-9996
- **E-Mail:** support@rrzn.uni-hannover.de

- **Service hours Datenstation:**
  - Mo. - Fr. 09:00a.m. - 07:00p.m.
The Identity Management (IdM)

What is IdM?

After you have enrolled for university, you got a letter with a student identity sheet. On this sheet, you do not only find your matriculation number, but also a LUH-ID. Both are unique and you can use your LUH-ID for signing up for IT-servics, such as the free wifi on campus.

The Central Login Page

After completing these first steps, you are able to obtain access to the offered services. You can do this on the central login page on the left hand side via „Services“. There you will find a list of the available services, information about them and the option to administrate your passwords. Via „Personal data“ you can see your dates, register a new eMail address and decide which university newsletters are sent to you.

How do I activate my LUH-ID?

1. Login with your LUH-ID and your initial password here:
   
   https://uni-h.de/idm

   Please keep your initial password. If you change your password and have forgotten it, you can only reset the password to the initial password. In this case, this needs to be done in the service center in the main building.

2. Now you are asked to either enter a new e-mail address, or confirm the e-mail address you have stated in your enrollment.

3. You receive a verification code to make sure that it is your e-mail address you have entered. Please enter the code or click on the link.

4. Get a new password for your LUH-ID.

This password is the general key with which you can restore other passwords or login to the online portal. Please make sure that your password is safe!
Bound services

Online-Portal
After your activation at IdM (p. 4), you can use your LUH-ID and your password to login into the online portal (p. 20).

Free Wifi on Campus
There is WIFI in nearly every building belonging to Leibniz university. All members of staff and students who are registered at eduroam are able to use the internet on campus for free. (S. 7).

Stud.IP
Stud.IP is increasingly used for the provision of course documents and communication between lecturers and students. Via the Login page you are able to install your Stud.IP account if required or - in case it slipped your memory - look up your login name. These functions are elaborated in separate chapters, starting on page 21.

Get your own E-Mail address for students
Every student at Leibniz University can get a free E-Mail address. You can use it to get discounts on the internet, or create an account for Citavi (p. 18 Citavi provides access to library catalogues and databases) You can get your own address by signing up at IdM.

WebSSO/OpenID
OpenID allows you to store your information and passwords in one place, using one password with your LUH-ID.

DreamSpark
„Microsoft Developer Network Academic Alliance“ (MSDN AA) offers you free license keys for Microsoft software.

Campus-PC
On the ground floor at Leibniz University IT-Services you can use computers for browsing, text- or photo editing or printing. With a Campus-PC, you can also use the university’s Linux Server to create a permanent website, or store data.

Use IT Services to request new Services and manage your login data.
Computer pools of the Faculty of Mathematics and Physics

As a student of the faculty of mathematics and physics you can activate an account for faculty pools. If you belong to another faculty, you can also apply for an account, however, it will only be granted to you if you can prove legitimate interest. (Example: Lecture-ship students belong to the faculty of philosophy, even if the main subjects are mathematics and physics.)

Questions and Problems concerning the IdM

Not all students of Leibniz University Hannover received a LUH-ID. Should you, for example, be a Studienkollegiat, an auditor or a junior student, you are able to apply for an account at the Studentenserver.

Forgot your password?

Should you once have forgotten your self-chosen password, you can use the reset mechanism on the IdM page (http://login.unihannover.de), for which you need your initial password.

Contakt

The LUH-ID and the Login page are results of the Identity management project of the Leibniz University IT-Services. The project deals with the construction of a central and controlled management of user data for the different IT services in the LUH. The IdM team gladly receives any suggestions or criticism. The contact address is: support@idm.uni-hannover.de.

The Leibniz University IT-Services offers wireless internet access (Wireless LAN, Wifi) in many buildings and areas of the university. The access requirement is the LUH-ID. The access is encoded. Two different procedures are available for the encoding (which protects your transferred data against access by strangers). One of these uses additional software, the other one without further installations.

The general map on page 14 and 15 shows which buildings offer free Wifi. The use of the „eduroam“ network is supported by Windows from XP SP1 as well as by Mac OS X from 10.3 native without installation of additional software.

http://uni-h.de/WLAN

Four Steps to get free Wifi on Campus

1. Activate your LUH-ID (S. 4)
2. You can get your password for the wifi on the central login page. Your user name is your LUH-ID complemented with „-W1@uni-hannover.de“ (eg. LUH-ID ABC-D12 —> ABC-D12-W1@uni-hannover.de)
3. Make the needed configurations you can find on the following pages
4. After the first successful login, your computer will automatically connect with the university’s wifi whenever it is available
Open Control Panel via the start menu or via Charm Bar.

1. Then select “View network status and tasks” under „Network and Internet“ in the appearing window.

2. Choose „Manage wireless networks“ and manually create a new Network Profile.

3. Enter „eduroam“ as the network name in the following window. Choose „WPA-Enterprise“ as security type, or if it is supported by your PC, „WPA2-Enterprise“. As Encryption type you select „TKIP“ when using WPA-Enterprise, or „AES“ when using „WPA2-Enterprise“. Afterwards click on „Next“.

4. If available change Connection Settings

5. Choose „Microsoft: Protected EAP(PEAP)“ for authentication method and click on the „Settings“ button right next to it.

6. In the appearing window „Protected EAP Properties“ check „Validate server certificate“ as well as „Enable Fast Reconnect“.

7. Under Trusted Root Certificate Authorities verify that the “Deuts- sche Telekom Root CA 2“ check box is selected. If this option does not appear in the list, make sure that current Windows Updates, especially root certificate updates, were installed.

8. Select “Authentication Method: Secured Password [EAP-MSCHAP v2]“ and click “Configure“.

9. Uncheck “Automatically use my Windows Log-on name and password“ (and domain if any), and click “ok“

10. Select “User authentication“ if available. You can enter your user-name and password here to avoid entering it several times otherwise you enter it later.

11. Configuration is now complete. Close all Windows by clicking on “Ok“. You can now connect to the eduroam-network by clicking on the Wi-Fi symbol in your taskbar.

On requested enter your username (LUH-ID „-W1@uni-hannover.de“) and your password. Repeated request doesn’t mean username or password is wrong. Maybe you have to enter them again or click on connect.

The following instruction refers to Mac OS10.9.3. There might be slight differences in setting up Wi-Fi with older versions

1. Click on the Wi-Fi symbol in the menu bar and chose „Turn Wi-Fi on“.

2. Choose “eduroam” as your preferred network.

3. A pop-up window shows up. Enter you LUH-ID with the suffix “-w1@uni-hannover.de” (e.g. LUH-ID: ABC-123 = ABC-123-W1@uni-hanno-ver.de). Enter your password. If you want your computer to login into this Wi-Fi network, click “Remember this network“. Then click “Join“. You are asked to verify the certificate. Click “Continue“.

5. Next, you will be asked if your given data should be saved in the “Keychain Access“. Here, you need to click “Always remember“.

6. In the next window, click “Deuts- sche Telekom ROOt CA 2“ and tick “Always trust“ and “Continue“. Your computer/device will now always login whenever the network is available near you.

All instructions are given here e.g. for Linux or mobile devices

http://uni-h.de/WLAN
eduroam – your worldwide Wi-Fi

Using eduroam it is possible to use the wireless network at other Universities and research centers worldwide with your LUH-ID. To do so, you only need to take two variational steps to the Manual for your eduroam. Choose ‘eduroam’ and your username need to be extended with ‘@uni-hannover.de’ (for example: ABC-123-W1@uni-hannover.de). If you have already set up your device with the eduroam network, you will be able to use other eduroam networks at participating universities and research centers. Which universities and research centres participate can be checked here:

http://www.eduroam.org

Dome of Helsinki
VPN–Service

VPN means „Virtual Private Network” and offers the possibility to establish a secure connection to the university’s data network to the members of the Leibniz University Hannover. Such as access to services like the TIB/UB electronic magazines, and a variety of other information, which are only available at the university’s data network. Information about downloads and handbooks can be found on this website:

http://uni-h.de/vpn

The installation and instructions are done directly through your internet browser. The user data must be given, which can be activated through IdM (more information on IdM on page X).

If access is needed from somewhere out of the university network (for example from home), you simply need to start the VPN-Client, log in and then use the service as usual. The operating system Snow Leopard (Mac OS X 10.9.2) uses the Cisco-VPN-Client natively without additional software.
The TIB/UB Library

The Technische Informationsbibliothek and Universitätsbibliothek (TIB/UB) serves all departments of the Leibniz University Hannover and the municipal area of Hannover. With its five locations it has a total of opening hours of 80 per week and offers 1700 seats for working in the reading rooms. Wi-Fi access is also offered in all areas of the library. The TIB/UB is the Deutsche Zentrale Fachbibliothek (Central German specialized Library) for Architecture, Chemistry, Computer Science, Mathematics and Physics. As the major specialized library the TIB provides its excellent stocks of literary content for the Leibniz University.

http://uni-h.de/tib

Sign up

In order to be able to use the different services of the TIB/UB, you have to sign up for an account. A part of the signing up process can be done online, after that you need to go to any of the 5 locations to finish you sign up process. You can also do the whole process at any of the 5 locations if you prefer it this way.

And this is how it works:

1. Open the website of the TIB/UB and click under Advice and service on „Registration”
2. Then click on “Online registration”
3. Fill in the form and click on “Continue”
4. State your address click on “Continue”
5. State your second address if existing and click on “Continue”
6. Check the information and click on “I agree”
7. Now now that is left for you is to have go to one of the five locations of the TIB with your "Immatrikulationsscheinigung", your passport and your "Meldebescheinigung" and finish the signing up process. Please be advised that the library card costs 5 euros.
The TIB/UB on the Internet

The TIB/UB also enables you to access a number of databases, electronic books, and document delivery. You can access the TIB/UB catalog from any computer, which enables you to do research, order books, make a reservation, and extend your rental period. Beyond that, we also work with foreign rental services. This is a useful tool for searching specific information. If you need more support on in-depth search for scientific literature or the database usage, stop by the field librarian ("Fachreferenten" or "Fachreferentin") of the TIB/UB. More information is available on our website.

http://blogs.tib.eu/wp/tib/

Online Access

The TIB/UB owns a unique collection of electronic literary media data. As a member of the Leibniz University you have access to over 36,000 E-Journals and 67,000 digital documents (e.g. E-Books, E-Dissertations and multimedia documents). You can find access to those digital documents on our homepage. Many of the libraries' services (for example the Catalogue search) are accessible from any computer with an internet connection. On campus you have direct and fast access to a number of electronic publications. Some of the services (for example electronic magazines and databases) are licensed, which means they require an authentication. Such services are accessible outside of campus and independent of library
opening hours by two different means: The authentication with a valid library account from the TIB/UB (Bibliotheksauweis) through a library server is possible for the majority of the licensed data bases and many of the licensed electronic magazines. Your enrolment in Leibniz University Hannover is a requirement. On the homepage of the TIB/UB access the data bases, require a log-in, which should be your Bibliotheksausweisnummer and the corresponding password. The VPN-service of Leibniz University Hannover offers the possibility to connect to the campus network from any location. Once connected to the VPN, you have access to almost all of our licensed databases and electronic magazines. More information can be found on page 11.

Study Environment TIB/UB

The TIB/UB is a place not only for work and study, but also a social meeting point and a place to relax during study phases. Click the menu link “Study environment TIB/UB” and you will find everything necessary for studying efficiently at the TIB/UB, such as information about the seminars, library tours and workshops. You can also find video casts and e-tutorials giving on how to use the TIB/UB. Through our electronic semester folders "Semesterapparate", which are provided on Stud.IP, you can easily access literature for your seminars. Our services include guidance and help for all of our services. Simply go see one of our co-workers during service hours and he/she will be glad to help you out.
Reference Management

Using the reference management software you can browse the library catalog or the data banks. With some simple clicks you can add new found literature to your own literature compilation. From your own data compilation you can easily extract references or citations directly to your text processing software (for exp.: Microsoft Word). It also gives you the possibility to share your references and collection with other students who desire to cite from the same sources you found. You can also administrate citations and attachments from parts of eBooks as PDF files. Citavi is a literature administration software, which is free for all students of Leibniz University Hannover. The campus license for Citavi is available thanks to the cooperation of the Leibniz University IT-Services and the TIB/UB.

http://uni-h.de/litverwaltung

Bibliotheksauskunft

The Bibliotheksauskunft provides guidance and technical support, ranging from signing up for Stud.IP, to the usage of WIFI on campus.

http://uni-h.de/tib

On this website you can receive the software and license key for the full version; also you will find information and support. To receive the license key for the full version you need a Leibniz University Hannover eMail address. You can get it at the Studentenserver (see page 24). It is not possible to get the key with any other type of address (ex: Gmail, GMX, Hotmail, etc). The TIB/UB offers you workshops to get to know and use Citavi. Visit the website of the TIB/UB for more information.
Opening Hours TiB/UB

Haus 1
Technical and Natural Sciences department
Welfengarten 1B, 31067 Hannover
Phone: +49 511 762-2268
Monday-Saturday 8am - 10pm

Haus 2
Offsite Storage Rethen
Bremer Straße 2, 30880 Laatzen, Rethen
Phone: +49 511 762 9377
Monday-Friday 9am - 4.30pm

FBS
Social Sciences Welfengarten 2C, 30167 Hannover
Phone: +49 511 762-4696
Monday-Friday 9am - 8pm
Saturday 9am - 6pm

FBK
Education, Philology, Law, Economics Königsworther Platz 1B, 31067 Hannover
Phone: +49 511 762 8119
Monday-Saturday 8am - 10pm
Sunday 9am - 08pm

FBSBB
History and Religion Sciences Im Moore 21 (Hinterhaus), 30167 Hannover,
Phone: +49 511 762 5738
Monday-Friday 9am - 8pm
Saturday 9am - 6pm
The Online Portal

The online portal of Leibniz University Hannover offers you many handy tools to organise your studies.

http://uni-h.de/onlineportal

Sign up for Exams Online

More than 50% of all students can sign themselves up, or cancel their registration for final exams, check their study progress, look up grades, and print grade transcripts online. If you wish to know if these services are also available for your major then please visit:

https://uni-h.de/pruefungen

The Online Course Catalog

In the online course catalog you will find detailed information about all lectures, seminars, and activities offered by the Technical Language Center (Fachsprachenzentrum), the Center for Teaching Profession, and offers for high school students, people interested in studying, and guest students. You can browse through the catalog or using keywords. You will also find information concerning the specific courses, location, date and time, description of the course, or recommended literature. Besides the course catalog you can also find facility and person directory. There is a handbook available specifically for the online catalogue, where all the functions and catalogues are dealt with in a more specific way. You can also download the current semester's catalogue as a PDF file.

All functions of the online catalogue can be used by any student of the Leibniz University Hannover. After a successful log-in you can use the “My Functions” to change your address, create your timetable, or construct your course plan.

Questions

If you have questions regarding the online catalogue, online service or the online exam registration please visit the ServiceCenter of Leibniz University Hannover
E-Mail: studium@uni-hannover.de
Phone number +49 511 762-2020

You need an activated LUH-ID and the corresponding password, in order to access the online portal. For activation of the LUH-ID please see page 5.
Stud.IP

Stud.IP is a study management system and will support you with many useful functions during your studies. You will find Stud.IP at:

https://uni-h.de/elearning

You can think of it as your own Swiss Army Knife: you will find all the classes of Leibniz University Hannover, you can build your own timetable, set up appointments, find information about classes, communicate with your fellow students, exchange data, access electronic semester tools and much more. Read page 4 on how to activate your Stud.IP account.

Classes

The most important of all the Stud.IP functions is the courses function. Many departments use Stud.IP for class registration. Within the course section you’ll find an overview of your current classes. On the right, next to the name of each class, you will find symbols, that are hyperlinks to the different specific areas of the class; if any symbol is highlighted, there are new information. You can customize this list and order your classes according to specific groups (example: according to semester). You will find the customize option in the info-box on the right side, it is shown in many of the different areas of the system, and offers you different configurations that you can adopt. You can also change many other setting trough “Settings” at the right, e.g. the language setting.

If you wish to register for a class, simply click on the magnifier symbol. You can directly search for a specific course or browse the course catalog. Please pay special attention to whether you have chosen the right semester. When you find your class you can click on the title to be directed to detailed info. The infobox on the right shows your current and your possible for the class. To register for the class simply click on “Enter yourself for the course here”. Now you will receive a message saying whether the registration was successful or not.

Navigate to the different features of Stud.IP via the icons. New content is marked with a red asterix.
Overview of the Funktions

Start - Brings you to the home page of the system

Courses - Here you can get an overview of your current courses and specific information on each class.

Massages - You can send and receive massages from other users.

Community - Via Community you can see who is online, organize your contacts and share the latest news with other users.

Profile - Organize your personal Profile and upload a picture.

Planner - Stud.IP will automatically compose a timetable and a timer based on the classes you registered for.

Search - Here you can search for all kind of things.

Tools - Here you can make announcements, surveys and tests.

Schwarzes Brett (Blackboard) - This function enables you to sell and offer things or services, for example: when you are trying to sell a book or offer tutoring. Any advertisement put on the black board can be read by any Stud.IP user.

not. It is possible that some classes have a special application-procedure. In such cases you might asked for further information about your area of studies. You can add this information to your profile directly at “Profile -> User data”. If your registration is successful, you will see the course on the main page of the course area.

If you click on any of the courses that you are registered for, will be directed to the overview page. Depending on which functions were enabled by the professor, leading to the specific functions available.

Study Groups

Via Stud.IP you have the opportunity to create a virtual working space, initialte study groups, communicate and work with your fellow students.

You can find the tool using „Community -> Study groups“. 
Planner

With just a click on the calendar button, on the navigation's list, you will be directed to an area specifically designed to help you organize all your courses and appointments. In “Appointment calendar” each meeting of each course, in which you are registered, will be shown. You can also manually enter appointments. Your timetable will be adjusted automatically. The option to change and customize your schedule is available in the info box on the right side.

Communication

In the areas Massages and Community, you will be able to communicate between yourself and other students or even professors. You can send and receive messages and take part in public and private chat rooms. Besides data and your uploaded profile picture, there is a guest book, which you can activate and enable people that visit your profile to leave messages.

Features in Courses

Overview - shows the main information of the course.

Forum - gives you the opportunity to communicate and discuss topics with other students in the course.

Participants - shows all the registered students in the course and offers the possibility to register for the different study groups under “Functions / Groups”.

Documents - shows an overview of all the available data that was uploaded by the professor or students. Here you may also find an electronic version of your homework and scripts.

Schedule - gives information on when and where the course will take place.

Literature - serves as a link between your course and the TIB/UB catalog, which makes it easy to check whether recommended literature is available at the TIB/UB.

Wiki - offers a Wiki for the specific course.

Semesterapparat - if an electronic Semesterapparat is set up for your course, you will find it here.

Aufzeichnungen - if a course is videotaped, you will find the corresponding videos here.
Other Services

You will find the following services on the next two pages on the website of the Leibniz University IT-Services:

http://uni-h.de/RRZN

Software

Sophos-Antivirus
Because viruses and worms are a big problem for all Windows user, the Leibniz University IT-Services offers all students Sophos- Anti-virus-Software for free. If you are currently using the university WLAN, you can automatically start the download. If you are outside of the university WLAN, you need to register yourself for the download by using your matriculation number. You will receive an eMail to the address you gave to the “Immatrikulationsamt”.

Inexpensive software
Software (for example: Microsoft Office or Adobe products) can be acquired through the Leibniz University IT-Services and its cooperating partner at special prices.

Handbooks and Courses

Courses
The Leibniz University IT-Services offers students of Leibniz University Hannover courses in many important IT-areas, such as: operating systems, software applications, programming, net services and security. You can only register online through the “Kurse” button on the Leibniz University IT-Services website.

IT-Handbooks
The Leibniz University IT-Services has been offering practically oriented and cheap IT-handbooks in cooperation with other universities for 25 years. Titles are various opera- ting systems, networking, office use (MS-Office, StarOffice, LaTeX, etc), programming and application software (Photoshop, InDesign, SPSS, AutoCAD, etc). More information can be found on the website for the Leibniz University IT-Services at "Handbücher”.

FTP-Server
The FTP server operated by the Leibniz University IT-Services offers various Linux distributions and a special version of Office-Suite StarOffice 8 for all students of the university.

Laptop rental
Laptops can be rented for a maximum of 24 weeks within the framework of a specific course. The rental is only possible if the
professor registers the class for this service at the Leibniz University IT-Services. With proof of registration for the course, a copy of your identification card and a certificate of matriculation you can apply for one.

**Datenstation**

The Datenstation helps you with questions concerning PC, IdM-Registration, WIFI, and VPN. Additionally, you can use one of eight workspaces, where you can surf the internet and work with OpenOffice. You may also print 200 pages per term for free. In order to use the workspaces you only need to activate your LUH-ID (p. 4).

**Professional printing**

At the Leibniz University IT-Services students with previous permission of their mentoring institutes can professionally print technical drawings or blueprints in DIN A4 to DIN A0. The service is mostly used by architecture or mechanical engineering students, but is not limited to them.
Flowcasts – Lecture Recording

Some lectures at Leibniz University Hannover are recorded and uploaded via Stud.IP. In some cases you can also download the provided videos on iTunes U. We not only record the lecture, but also the provided presentation. The video is divided into several chapters, so you can access your needed content directly for your lecture preparation.

Psychological – Therapeutical Consultation for Students (ptb)

The psychological-therapeutical consultation supports and advises students from all universities in Hannover at no charge and confidentially. Ptb helps concerning all psychosocial problems (e.g. Exam anxiety, burnout, relationship problems, and stress).

http://www.ptb.uni-hannover.de

Usually, consultations are held in personal appointments, but are also offered via chat, or e-mail. There are also group meetings for different topics.
Glossary

Blubber
Blubber realtime communication system within Stud.IP. You leave messages and answers on a wall and get your answers directly.

Citavi
Citavi is a reference management software which, without much complexity, accesses data from the catalogues of the TIB/UB and other data bases. Thus you can work on papers etc. more efficiently and share your information with other fellow students. A full version of Citavi is available for you through a campus license.

Datenstation
The “Datenstation” is a contact point that helps you for example when you have problems with the set up of the WIFI on your computer. Here you can request an access to the student server.

DreamSpark
This program gives you the opportunity to acquire some Microsoft products for free during your studies at Leibniz Universität Hannover. For example you can get new Windows 8.

eAssessment
eAssessment covers electronic exams, quizzes and admission exams. ILIAS is the most common plattform used for those needs.

eduroam
Several Universities united to the eduroam network, offering free and easy internet to students from all involved Universities. Once the account is registered it automatically connects at other locations.

Flowcasts
Flowcasts is our central function for lecture recording. (It contains the whole automatical process to record a lecture, build the video format and provide the lecture for example in Stud.IP.) Flowcasts is a word combination of „Workflow“ and „Podcast“.

IdM
IdM means “Identity Management” for the Leibniz Universität Hannover. Here you can find and manage all your student accounts. IdM is often referred to as “central login site”.

ILIAS
ILIAS is a web-based testing environment used for quizzes as well as exams.

Initialpasswort
This is an automatically generated password for each students of Leibniz Universität Hannover and
can be found on the “Studiendatenblatt”, your studentdatasheet, where you also find your LUH-ID. You need it to activate your LUH-ID and it looses validity after you change personalize the password on your first login.

**LUH-ID**
You need your LUH-ID to register for the IdM services. The LUH-ID consist of 6 numbers and letters and is generated for each student. The log-in allows no direct relation to any of the personal data of the student, which insures more security to the users.

**Student Data Sheet „Studiendatenblatt“**
This is a sheet of paper you receive with your „Bescheinigungen“ and „Semester-ticketh“. Here you will find your LUH-ID and your initial password.

**Online-Portal**
The Online-Portal manages the online course catalogue and features to manage your course plan, grades and registration for exams.

**Rechenzentrum (LUIS)**
The Leibniz Universität IT Services (LUIS) is a central department taking care of data traffic and administration.

**Sophos**
Sophos is an antivirus software, which is available for free during your studies at Leibniz Universität Hannover.

**Stud.IP**
Stud.IP is a learn management system. The acronym stands for „studiengleitender Internetsupport von Präsenzlehre“. Stud.IP supports primarily students, with regards to content and organization during their studies. It also offers a way for students to exchange information and interact.

**TIB/UB**
The university’s library offers not only a great number of „normal“ books, but also an increasing digital repertoire.

**VPN-Dienst (-Client)**
VPN means Virtual Private Network. A VPN-Client will simulate that you are inside of the university’s network, when you are at home or anywhere else. This way you are granted access to services only available to users directly connected to the network.

**twitter**
Twitter is a microblogging service. It provides mostly public messages of 140 figures which are interlinked
WLAN
WLAN stands for Wireless Local Area Network and means wireless internet access for you in most of the buildings of the university.

WPA/WPA2
These abbreviations stand for a variety of encryption methods used to protect data you transmit from third parties. WPA or WPA2 are requirements to access the WLAN of the University, if your computer only has WEP you have to download additional software to access the WLAN.
Legal Information

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Hannes Früchtenicht, Cornelis Kater

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Helge Kletti

Authors
Marc-André Brinkforth (Dezernat 6), Anna Hruska (elsa), Cornelis Kater (elsa), Sascha Klopp (Rechenzentrum), Uwe Oltmann (Rechenzentrum), Philip Schrenk (TIB/UB)

Translation
Lena Battermann (elsa), Nicole Wertecki (elsa)

Composition
Hannes Früchtenicht, Anna Hruska, Clara Hruska

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