

## ► For your safety

- ! For your own safety, never share your TU-ID password with anyone.
- ! Choose a secure password:
  - ▶ at least 12 characters (not more than 30)
  - ▶ with upper and lowercase letters, numbers and symbols
  - ▶ no personal data, names or the identification of users (not even in part or as part)
  - ▶ no known words from a dictionary - not even from foreign languages
- ! Change your password regularly.

For details review our password policy (German):  
[www.tu-darmstadt.de/it-sicherheit](http://www.tu-darmstadt.de/it-sicherheit)



Find the most important services of the HRZ for students (German):  
[www.hrz.tu-darmstadt.de](http://www.hrz.tu-darmstadt.de)

## ► HRZ-Service



HRZ-Service is your point of contact if you have any questions or problems regarding the services of HRZ. You can find us at Stadtmitte and at Lichtwiese.

### Stadtmitte

S1|02 room 036  
Hochschulstr. 3

**Hotline:** 06151/16-71 112

**Contact:** [www.hrz.tu-darmstadt.de/kontakt](http://www.hrz.tu-darmstadt.de/kontakt)

**Office hours**

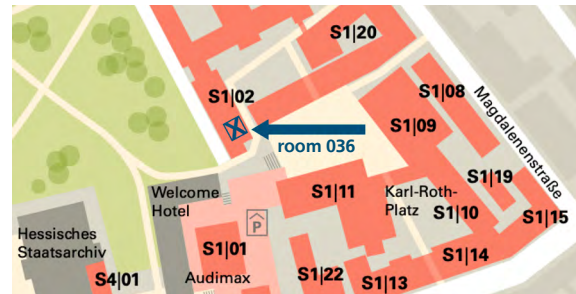
[www.hrz.tu-darmstadt.de/service](http://www.hrz.tu-darmstadt.de/service)

### Lichtwiese

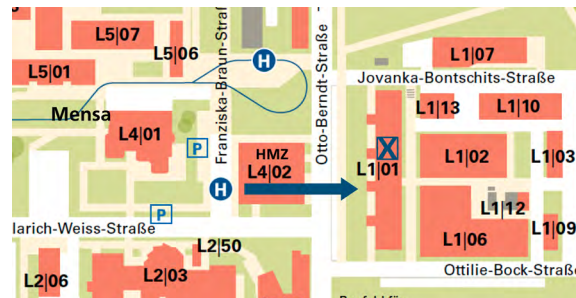
L1|01 room 062  
Otto-Berndt-Straße 2

### Visit us at Stadtmitte:

*Note: Access only from the outside via the ULB yard.*



### Visit us at Lichtwiese:



# Information for students

## Overview of HRZ services



## ▶ TU-ID



Your TU-ID is your main user identification. It allows you access to certain services at TU Darmstadt, such as TUCaN and Moodle. Please find the code to activate your TU-ID on the data sheet you received before your first semester.

[www.hrz.tu-darmstadt.de/tuid](http://www.hrz.tu-darmstadt.de/tuid)

## ▶ Athene-Karte



Athene-Karte combines useful functionalities for your daily life at TU Darmstadt: Payment at Mensa or HRZ-Service, library card for Universitäts- und Landesbibliothek Darmstadt (ULB) and access to Unisport-Zentrum.

To get your Athene-Karte, upload your passport photo at user management. You can find more information on the following website (German):

[www.hrz.tu-darmstadt.de/athenekarte](http://www.hrz.tu-darmstadt.de/athenekarte)

## ▶ Sync & Share-System



Hessenbox - DA allows you to save your data online and you can synchronize it with several devices.

This is what Hessenbox- DA offers:

- ▶ 30 GB of memory for students
- ▶ the possibility to store and access your data from a central location

[www.hrz.tu-darmstadt.de/hessenbox](http://www.hrz.tu-darmstadt.de/hessenbox)

## ▶ E-Mail



After activating your TU-ID you will have an e-mail address with TU Darmstadt. Then you can log in at user management and choose how you want to receive e-mails.

You can receive them either via your TU mailbox or forward them to your private e-mail-address.

[www.hrz.tu-darmstadt.de/email](http://www.hrz.tu-darmstadt.de/email)

## ▶ Software



HRZ has purchased licenses so you can buy software at lower prices. The anti-virus software Sophos as well as, for example, the use of Microsoft Office products are free of charge.

[www.hrz.tu-darmstadt.de/software](http://www.hrz.tu-darmstadt.de/software)

## ▶ VPN



Using virtual private network (VPN) technology, you can access TU Darmstadt's network off campus with a secure connection. Having this functionality enables you to access, for example, the online library of ULB at home.

[www.hrz.tu-darmstadt.de/vpn](http://www.hrz.tu-darmstadt.de/vpn)

## ▶ Wi-Fi



You can use the TU Darmstadt Wi-Fi network free of charge using your personal ID, which you create in the IDM portal. Since the TU Darmstadt is a member of the eduroam network you can also connect to the Wi-Fi network at other universities in the eduroam network.

[www.hrz.tu-darmstadt.de/wlan](http://www.hrz.tu-darmstadt.de/wlan)

## ▶ Print and Scan



PC pools allow you to print at a low fee and scan for free. Printing in A3/A4 is possible in black and white or colour. Formats from A2 to A0+ as well as intermediate formats can be requested at HRZ-Service. You can load credit for printing to your Athene-Karte at the loading station at PC pools.

[www.hrz.tu-darmstadt.de/drucken](http://www.hrz.tu-darmstadt.de/drucken)

## ▶ Pools



HRZ runs public PC pools study purposes at Stadtmitte and Lichtwiese. Here you can find common software, you may need as a student. Log in with your TU-ID.

[www.hrz.tu-darmstadt.de/pcpool](http://www.hrz.tu-darmstadt.de/pcpool)

## ▶ E-learning-Platform



In cooperation with HDA HRZ operates among other platforms the internal learning platform Moodle. The online platform OpenLearnWare offers free access to learning material and to the e-portfolio system Mahara. Read more about how these platforms can support your studies on the websites about TU Darmstadt's e-learning workgroup.

[www.e-learning.tu-darmstadt.de](http://www.e-learning.tu-darmstadt.de)

## ▶ ShareLaTeX



With the help of ShareLaTeX you can edit LaTeX documents together in a team. No local installation is necessary: You can create and edit documents directly online in the browser.

[www.hrz.tu-darmstadt.de/sharelatex](http://www.hrz.tu-darmstadt.de/sharelatex)