

► **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
- ▶ not just a simple password with a single number or one of the usual special characters (\$, !, ?, #) at the beginning or end of the word

- ! Change your password regularly.

For details review our password policy (German):

www.tu-darmstadt.de/it-sicherheit



Find the most important services of the HRZ for students (German):

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 Stadtmittte and at Lichtwiese.

Stadtmitte

S1|02 room 036
Hochschulstr. 3

Lichtwiese

L1|01 room 48
Otto-Berndt-Straße 2

Hotline: 06151/16-71 112

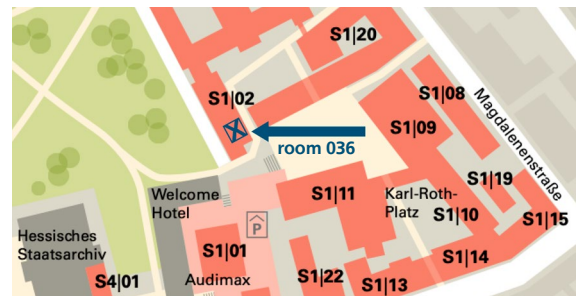
Contact: www.hrz.tu-darmstadt.de/kontakt

Office hours

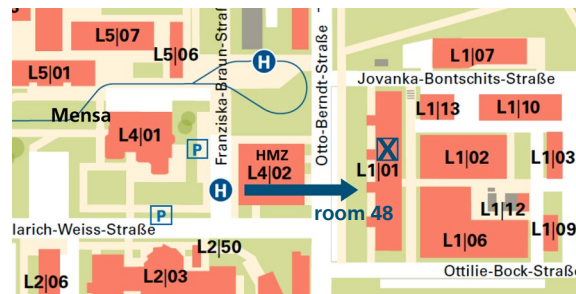
www.hrz.tu-darmstadt.de/service

Visit us at Stadtmittte:

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

► 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

► 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

► E-Mail



When you activate your TU-ID, you will receive an e-mail address from TU Darmstadt, usually in the form `firstname.lastname@stud.tu-darmstadt.de`.

TU Darmstadt will only send important information about your studies to this e-mail address. You should therefore set up your own TU mailbox in the IDM portal.

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

► VPN



With Virtual Private Network technology (VPN) you can also access the TU Darmstadt data network outside TU Darmstadt via a secure connection. So you can, for example, use the ULB's online library at home.

www.hrz.tu-darmstadt.de/vpn

► WIFI



Use TU Darmstadt's WIFI almost everywhere on campus, at some central locations in Darmstadt and at other universities. To do this, create one or more device IDs in the IDM portal and connect your notebook or smartphone to the geteduroam app.

www.hrz.tu-darmstadt.de/wlan

► 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

► 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

► 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