

IT Information for Students

Last Update 13.09.2022

Dear Students,

this fact sheet provides information about the key points relating to Information Technology (IT). For IT support, contact either the appropriate laboratory supervisor, your Admin Office, or directly the IT Service at service@dhbw-heidenheim.de. You can also contact us in Marienstraße room 702 or Wilhelmstraße room 215, or by phone 07321 2722-177.

ICT TERMS AND CONDITIONS

For information regarding your rights and obligations when using the Information and Communication Technology at the DHBW Heidenheim, please carefully read the ICT Terms and Conditions of Use. These can be found on the homepage of DHBW Heidenheim at: <https://www.heidenheim.dhbw.de>. Click on **Menü - IT Service-Center** to find the most recent version of the ICT Terms and Conditions.

USER DATA (SINGLE-SIGN-ON)

Please note: Change your initial password immediately. You will not be able to access the services until you have completed this step.

You can change your password on site in the lab, at the lecture PC or at the PCs in the copy rooms.

From outside, you can change your password by following the manual: [Initialkennwort fuer Studierende ENG .pdf](#)

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|---------------------------------|---|
| • Username: | The username is made up of the first 12 letters of your last name (without any umlauts and special characters, ä is ae, û is u, spaces and dashes are eliminated), with the first letter of your first name, a dot, followed by the abbreviation of your course (see page 3) and the year (two digits).
Example: Max Muster - musterm.ais20 |
| • Your Initial Password: | HDH@7-digit matriculation number
Example: HDH@1234567 |
| • Domain: | DHBW-HEIDENHEIM |

Your new password must meet the following requirements:

- Must contain between 8 and 15 characters
- Must contain upper and lower case characters
- Must contain numeric characters

The following criterias may not be included:

- The following letters and symbols: Ä, ä, Ö, ö, Ü, ü, ß, § and µ
- Parts of your first/last name

FORGOTTEN PASSWORDS

Please note: You will always be required to verify your identity before any information is released or your password is reset. Go to your lab supervisor, your Admin Office or IT Service-Center with your ID card/passport or student ID card.

E-MAIL ADDRESSES FOR DHBW STUDENTS

You possess a DHBW student e-mail address with an associated mailbox. You can access this mailbox via the Outlook Web App (OWA) web interface of Microsoft Exchange at the following link <https://outlook.office.com>. The username for access is your DHBW student e-mail address and the password for the DHBW Heidenheim applications.

- Your DHBW-student-email-address is made up of your username and the ending *@student.dhbw-heidenheim.de*
- **DHBW-Student Email Address:** musterm.ais20@student.dhbw-heidenheim.de

PC LABS

The following PC labs can be used as long as they are not being used for lectures:

Marienstraße (M)	Wilhelmstraße (W)
Mechanical Engineering and Industrial Engineering: <ul style="list-style-type: none"> • room 101 • room 103 • room 106 • room 116 <p style="text-align: right;">Lab supervisor: Breitweg, room M408</p>	Social Sciences, Interprofessional Healthcare: <ul style="list-style-type: none"> • room 106 • room 218 • room 330 <p style="text-align: right;">Lab supervisor: ITS, room W215</p>
Banking, Digital Business Management, Digital Commerce Management Management of Commerce, International Business, Management in Industry, Marketing Management, Transport and Logistics, Insurance: <ul style="list-style-type: none"> • room 321 • room 501 <p style="text-align: right;">Lab supervisor: ITS, room M702</p>	Transport and Logistics: <ul style="list-style-type: none"> • room 237 • room 330 <p style="text-align: right;">Lab supervisor: ITS, room W215</p>
Marketing Management: <ul style="list-style-type: none"> • room 623 <p style="text-align: right;">Lab supervisor: Odabas, room M705</p>	
Business Information Systems: <ul style="list-style-type: none"> • room 625 • room 730 <p style="text-align: right;">Lab supervisor: Faber, room M602</p>	
Computer Science: <ul style="list-style-type: none"> • room 202 • room 220 <p style="text-align: right;">Lab supervisor: Bahrs, room M616</p>	

WI-FI

You can use your user data to connect to the wi-fi. You can choose between the "Studenten WLAN" or "eduroam". When you register, please confirm the certificate.

NETWORK DRIVES

Once you have logged in at a PC lab you have access to several network drives:

- **HOME (U:)** Personal drive (only you have read/write access)
- **Studiengang (O:)** Group drive for your course (everyone on your course has read/write access)
- **Transfer-Studenten (S:)** Transfer drive (everyone has read/write access)

IT Information for students

PRINTING AND COPYING

Room	Cost per sheet
<ul style="list-style-type: none"> • Copier Room M017 / W331 Responsible: ITS, room M705 • Print -From the PC labs on "pull edu" ➤ <i>Must be picked up at the students copier room</i> 	<ul style="list-style-type: none"> • black and white 0.05 € / A4 0.10 € / A3 • colour 0.16 € / A4 0.32 € / A3

Activating a Print/Copy account:

Access rights on your student ID have to be activated before you can use the printer or copier. Detailed instructions on how to activate the access rights on your student ID can be found in the **Copier Room / W331**. Once you have registered your ID, you can add credit to your print/copy account at the money charger machine (in room M017 / in room W331). The credit is stored on your account (on the server) and not on the card itself. You can also use your student ID to pay library fees.

FURTHER INFORMATION / INSTRUCTIONS

You can find further information and all instructions on the DHBW Heidenheim homepage under *Menü - IT Service-Center-Weiterführende Informationen (scroll down) – IT-Anleitungen*.

COURSE ABBREVIATIONS

Course	Abbreviations	Course	Abbreviations
International Students	ais	Mechatronics	tmt
Applied Health Care Science	gag	Industrial Engineering	twi
Applied Health Science in Midwifery	gah	Banking	wbk
Interprofessional Healthcare	gig	Digital Business Management	wdb
Medical Science and Technology	gmw	Digital Commerce Management	wdc
Case Management	scm	Management of Commerce	wha
Youth, Family and Social Welfare Services	skj	International Business	wib
Education and Learning Support	ssd	Management of Industry	win
Social Work with the Elderly	sse	Marketing Management	wmm
Social Management	ssm	Transport and Logistics	wst
Computer Science	tin	Insurance	wvs
Mechanical Engineering	tmb	Business Information Systems	wwi