

IT INTRODUCTION





FIRST STEPS IN THE IT CHECK-IN

1. Check-in

- Access the link sent to your private e-mail account.
- Enter your matriculation number.
- Please note: You have already received your matriculation number from the International Office (by e-mail).



PASSWORD AND USERNAME

2. Password

Choose your password. It must have:

- 10 to max. 34 characters;
- upper/lower case letters, numbers and special characters, but not space.

3. Username

Username consists of:

- 1st letter of first name
- 1st letter of family name
- day of birth (2 digits)
- last 3 figures of the matriculation no

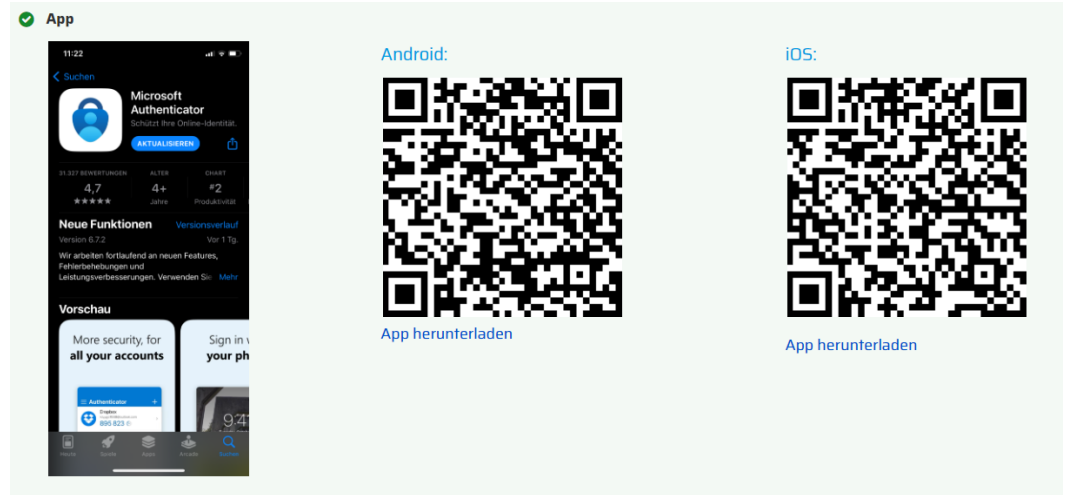
Example: Hans Muster (Matr. no. 00123456), born 05.12.1975=> hm05456



MULTI-FACTOR AUTHENTICATION (MFA)

To protect our infrastructure and your data, a **multi-factor authentication** requirement applies to most services and the VPN.

As a primary second factor in addition to the already known username/password combination, we recommend that students use the smartphone app "**Microsoft Authenticator**" (or any other OATH/TOTP app such as Google Authenticator).

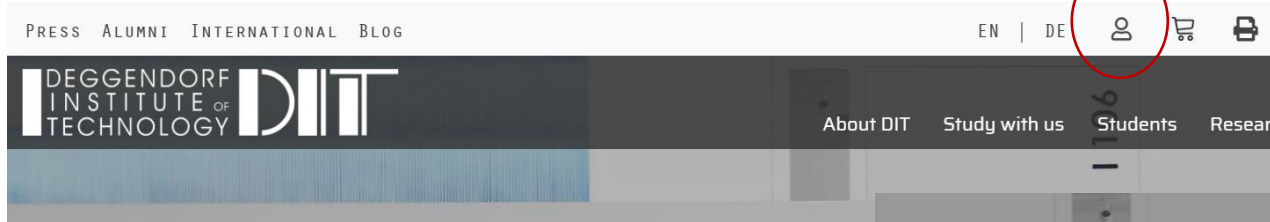


To **set up** the multi-factor authentication please follow the instruction you have received by **e-mail**.

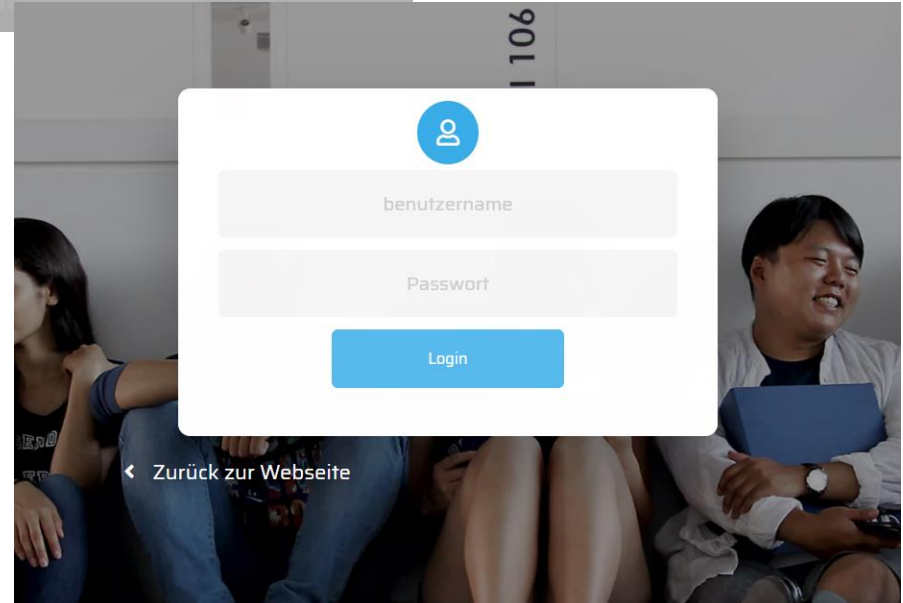


GENERAL INFORMATION

DEGGENDORF
INSTITUTE OF
TECHNOLOGY



- Open <https://th-deg.de/en> and click on the red circled symbol in the upper right corner
- You will be asked to type in username and password



At “**MyTHD**” you can have the overview of all necessary IT portals and functions

Or via these **links**:

The University website:

<http://www.th-deg.de>

Access to the e-mail system:

<https://webmail.th-deg.de>

Intranet: <https://intranet.th-deg.de/en>

E-Learning: <https://ilearn.th-deg.de>

Cloud-Storage: <https://nextcloud.th-deg.de>

Primuss/My ECTS:



Meine ECTS (TM-B): 178/210

Find a contact person



iLearn



Mail



Nextcloud



Canteen/Cafeteria

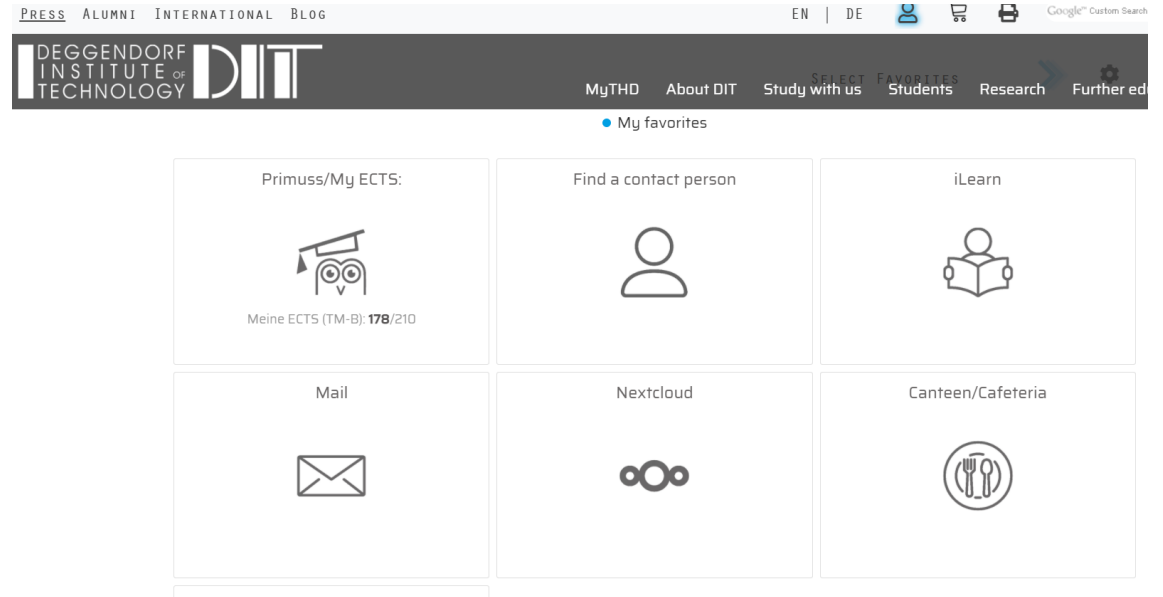


iLearn = for lecture materials,
announcements

PRIMUSS = for certificate of
enrolment, grade sheet, exam
enrolment

Webmail = student e-mail

Nextcloud = data storage cloud



E-MAIL ADDRESS

TH-DEG ID

TH-DEG

E-mail address

- Your email address: firstname.lastname@stud.th-deg.de
- Note: In case of similar names, the e-mail address will be extended by a consecutive number: firstname.lastname2@stud.th-deg.de
- Your e-mail password: see point 2

(Visit <https://idm.th-deg.de> (access only on campus or via VPN) if unclear what your e-mail address looks like)



PRINTING AND PHOTOCOPYING

TH-DEG

TH-DEG

Printing and photocopying

In order to be able to print or copy you first have to register the student card at a copier with a card reader once.

Then you can charge your credit at the terminal next to the copyshop (Room C 012).

Further information can be found in the intranet at: <https://intranet.th-deg.de/en/rz/drucken>

Connect a printer: Windows Explorer -> enter in address bar - > \\print (return) -> add selected printer by double clicking.

Please refer directly to the staff in the copyshop if any problems (missing paper, paper jam, damages, and so on) occur: Room C012, Tel. 0991/3615-362



CERTIFICATE OF ENROLMENT

Certificate of Enrolment

- Open the Primuss-portal in your browser: <https://www.primuss.de/portal-thd> (Login with your username; see point 1)
- Click on „My Study“.
- Click on „Continue with Notifications“.
- Select the required form of enrolment certificate.
A PDF-file will be created which can be printed or saved and sent by e-mail.



Offers

- Microsoft Azure Dev Tools for Teaching (incl. Windows 10)
- Microsoft Office 365 ProPlus
- Sophos Antivirus
- campusAuction (auction system)
- Pinboard (small advertisements)
- Survey systems (LimeSurvey, THDoodle)

Further information: <https://intranet.th-deg.de/en/angebote>



IT-Support

- For any **problems related to the IT facilities** our IT support team will be happy to help you.
- Contact: it-support@th-deg.de

Important: Always inform your full name and matriculation number in your email!



VIDEO CONFERENCING TOOLS

Zoom and Microsoft Teams

Online lectures will be held via **Zoom** or **Microsoft Teams**. Therefore it's important to download both programmes.

You will also need it for the **Orientation Weeks**.



Microsoft Teams

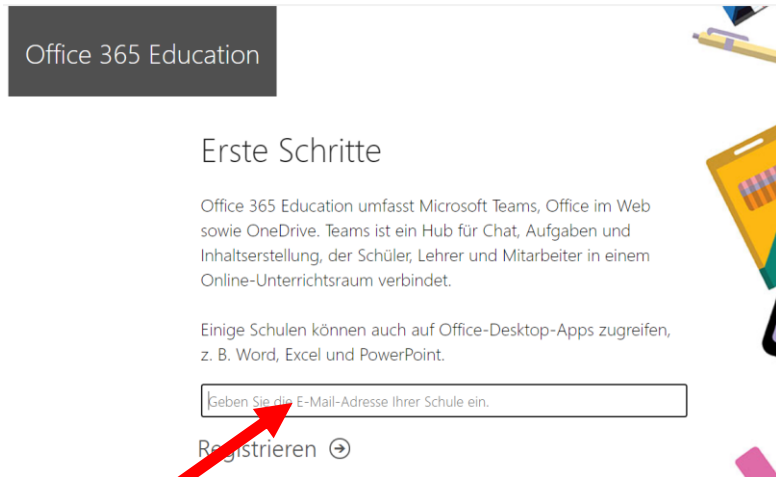


VIDEO CONFERENCING TOOLS

Microsoft Teams

Registration guidelines:

1. Open <https://signup.microsoft.com/signup?sku=student>.



Office 365 Education

Erste Schritte

Office 365 Education umfasst Microsoft Teams, Office im Web sowie OneDrive. Teams ist ein Hub für Chat, Aufgaben und Inhaltserstellung, der Schüler, Lehrer und Mitarbeiter in einem Online-Unterrichtsraum verbindet.

Einige Schulen können auch auf Office-Desktop-Apps zugreifen, z. B. Word, Excel und PowerPoint.

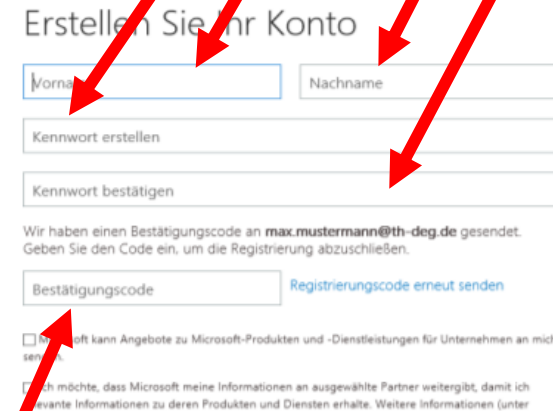
Geben Sie die E-Mail-Adresse Ihrer Schule ein.

Registrieren ➔

2. Insert your DIT e-mail address here and click on “Registrieren”.



3. Fill in your first name, last name and a password. Repeat the password.



Erstellen Sie Ihr Konto

Vorname Nachname

Kennwort erstellen

Kennwort bestätigen

Wir haben einen Bestätigungscode an **max.mustermann@th-deg.de** gesendet. Geben Sie den Code ein, um die Registrierung abzuschließen.

Bestätigungscode [Registrierungscode erneut senden](#)

☐ Microsoft kann Angebote zu Microsoft-Produkten und -Dienstleistungen für Unternehmen an mich senden.

☐ Ich möchte, dass Microsoft meine Informationen an ausgewählte Partner weitergibt, damit ich relevante Informationen zu deren Produkten und Diensten erhalte. Weitere Informationen (unter

4. Open your e-mails. You should have received a code from Microsoft. Enter it here. Then click on “Start”.

Start ➔



VIDEO CONFERENCING TOOLS

Microsoft Teams



Microsoft Teams

5. Authentication

Choose authentication via phone or your private e-mail address.



The screenshot shows the Microsoft Teams authentication interface. At the top, there's a Microsoft logo and a user email address 'tony.stark@th-deg.de'. The main heading is 'Verlieren Sie nicht den Zugriff auf Ihr Konto!'. Below it, a paragraph explains that this measure is for security. Two options are listed: 'Authentifizierungstelefon ist nicht konfiguriert' and 'E-Mail-Adresse zur Authentifizierung ist nicht konfiguriert'. Both options have a red box around the text 'Jetzt einrichten' (Set up now). A large red word 'oder' (or) is placed between the two options. At the bottom, there are two buttons: 'Fertig stellen' (Finish) and 'Abbrechen' (Cancel).

Now your done with registration. You can login online for all Microsoft tools: <https://login.microsoftonline.com>.



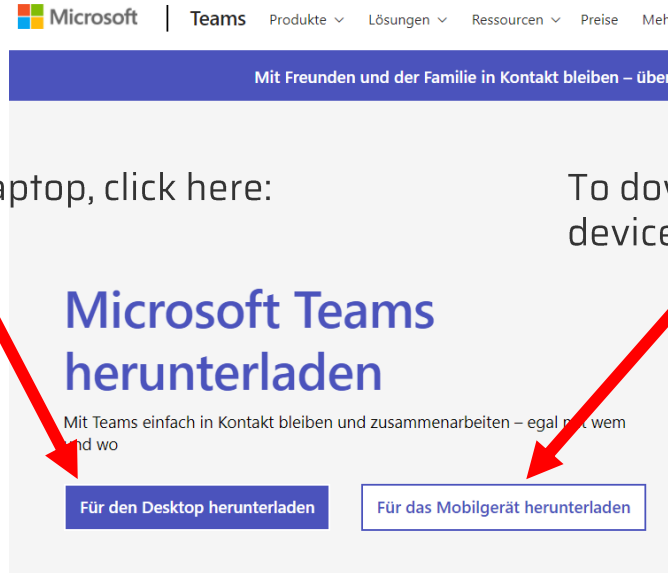
VIDEO CONFERENCING TOOLS

Microsoft Teams



6. Download the Web Application for the best usage.

Open this link: <https://www.microsoft.com/de-de/microsoft-teams/download-app>.



To download it on your laptop, click here:

To download it on your mobile device, click here:

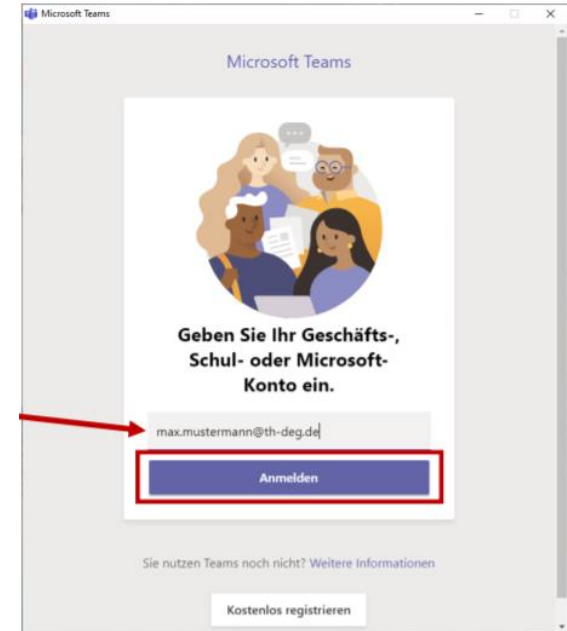


VIDEO CONFERENCING TOOLS

Microsoft Teams

7. Open the App. Now you can log in with your user account you just created.
Type in your e-mail address, click on “Anmelden” and then type in your password.

You can now use MS Teams 😊

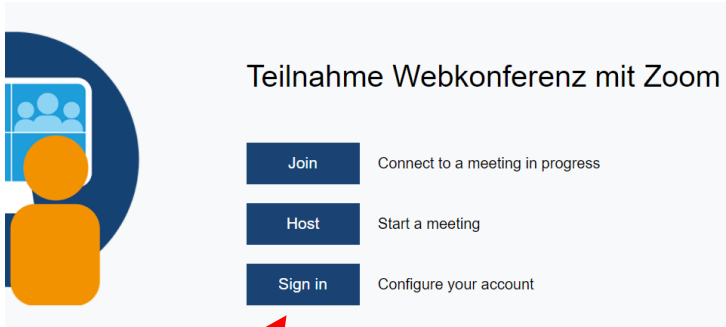


VIDEO CONFERENCING TOOLS

Zoom

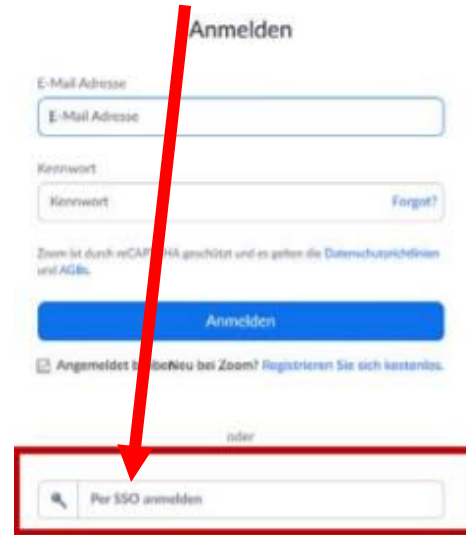
Registration guidelines:

1. Open <https://th-deg-de.zoom.us/>.



2. Click on “Sign in” to configure your account.

3. The left square appears. Click on “per SSO anmelden” to get to the THD surface.



The screenshot shows the THD login page. At the top, the text 'Anmelden' is displayed. Below it, there are input fields for 'Benutzername' (Username) and 'Passwort' (Password). A blue button labeled 'Anmeldung' is visible. At the bottom, there is a checkbox labeled 'Lösche die frühere Einwilligung zur Weitergabe Ihrer Informationen an diesen Dienst.' and a link 'Anmeldung'. The page also features the THD logo and the text 'English version'.

4. Fill in your username and password from your MyTHD account and click on “Anmeldung”.



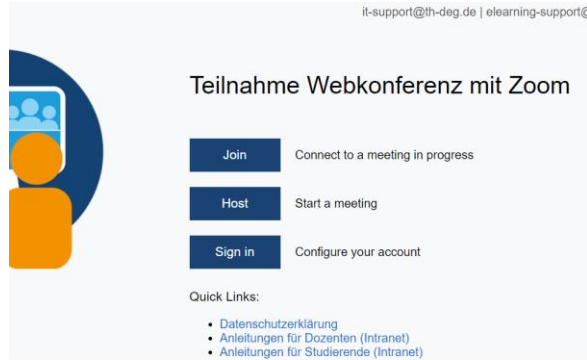
VIDEO CONFERENCING TOOLS

Zoom



Download the Application

5. Open <https://th-deg-de.zoom.us/>.



Getting Started **Download Client** Zoom Support

6. Click on "Download Client".

7. Download the App.

Download-Center

Download

Zoom-Client für Meetings

Der Webbrowser-Client wird automatisch heruntergeladen, wenn Sie Ihr erstes Zoom-Meeting eröffnen oder an einem solchen teilnehmen, und steht hier auch zum manuellen Download bereit.

Download

Version 5.5.2 (12494.0204)



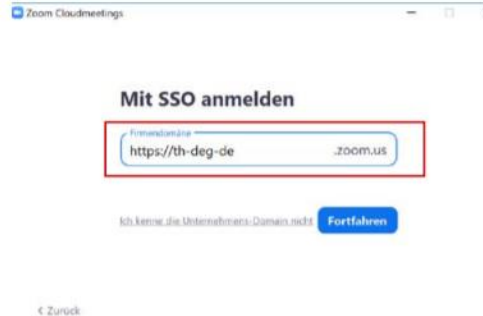
VIDEO CONFERENCING TOOLS

Zoom



8. Open the App and follow the steps (red circled).


Now you are ready to use Zoom 😊




SOCIAL MEDIA CHANNELS




 /HochschuleDeggendorf

 /th_deggendorf

 /TH_Deggendorf

 /THDeggendorf

 thdeggendorf

 th-deg.de





THANK YOU FOR YOUR ATTENTION!

