

A background photograph of two men in a professional setting. The man in the foreground, with a beard and dark hair, is wearing a grey sweater and gesturing with his right hand while looking towards the camera. The man behind him is partially visible, wearing a blue shirt and a grey sweater, looking down. The background is blurred, showing indoor plants and architectural elements.

srh

# SRH Hochschule Heidelberg

## Introduction to IT

# Agenda

## **01 Campus web portal / Mobile Apps**

schedule, exams, etc.

## **02 In-house network at university**

WLAN, PC pool

## **03 Web applications**

E-Mail and Office365 for students  
Citrix

## **04 Use of SmartCard**

parking deck and dining

## **05 IT support**

# Web portal / Mobile-apps

# 01

# Web portal

## Overview of functions

- Schedule
- My Studies
- Documents
- My (personal) Data
- Application

# Mobile

In stores available app „SRH Hochschule Heidelberg“



— Apple



— Android



# In-house network at university

# 02

# Where can I register?

- PC rooms of the respective faculties; information available at the secretariat
- Central library (Bonhoefferstraße 8, vis-à-vis CUBE canteen)

## **Please note:**

The PC rooms except the library are mainly used by the respective faculties on their own. If you would like to borrow technical equipment, please ask the secretariat of your own faculty first.

# How can I register? (username)



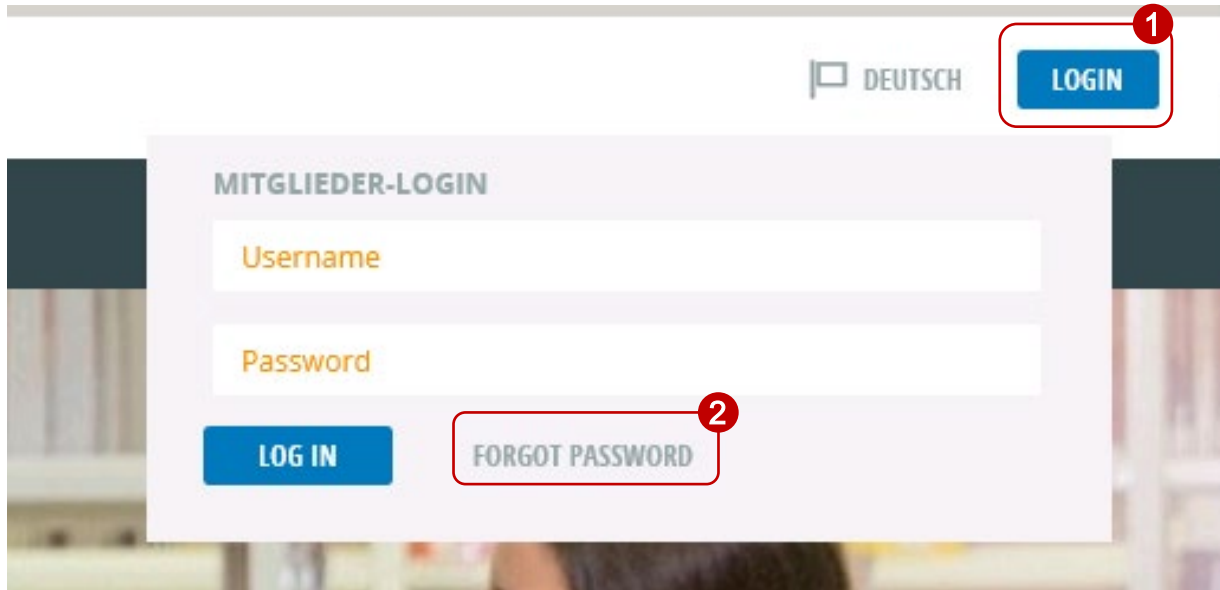
Systems or environments	Username
Campus web portal	matriculation <u>number@stud.hochschule-heidelberg.de</u>
Windows (e.g. PC pool)	matriculation <u>number@stud.hochschule-heidelberg.de</u>
E-Mail/ Web applications	matriculation <u>number@stud.hochschule-heidelberg.de</u>
Citrix remote desktop	matriculation <u>number@stud.hochschule-heidelberg.de</u>

**Please note:** For registration at further, specific systems that are used at your faculty, please contact the person in charge.



# Password forgotten?

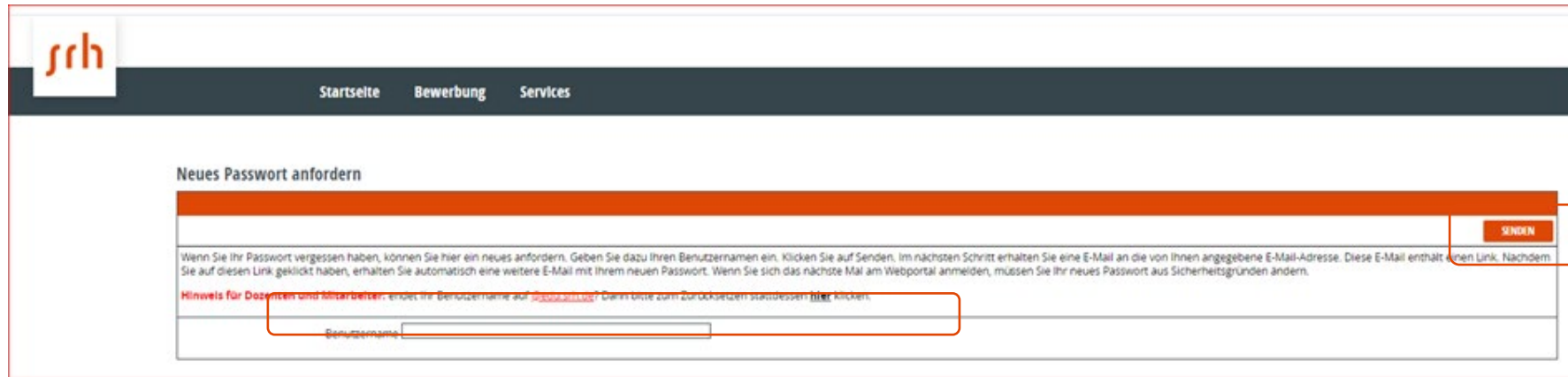
1. If you forgot your password you can request a new one: <https://campus.hochschule-heidelberg.de/>



The screenshot shows the login interface of the SRH Hochschule Heidelberg campus portal. At the top right, there is a language selector set to 'DEUTSCH' and a blue 'LOGIN' button, which is circled in red with a red circle containing the number '1' next to it. Below this is a light purple box titled 'MITGLIEDER-LOGIN'. Inside this box, there are two input fields: 'Username' and 'Password'. At the bottom of the box, there are two buttons: a blue 'LOG IN' button and a white 'FORGOT PASSWORD' button. The 'FORGOT PASSWORD' button is circled in red with a red circle containing the number '2' next to it.

# Password forgotten?

Please enter your username and click **Send**:



**Neues Passwort anfordern**

Wenn Sie Ihr Passwort vergessen haben, können Sie hier ein neues anfordern. Geben Sie dazu Ihren Benutzernamen ein. Klicken Sie auf Senden. Im nächsten Schritt erhalten Sie eine E-Mail an die von Ihnen angegebene E-Mail-Adresse. Diese E-Mail enthält einen Link. Nachdem Sie auf diesen Link geklickt haben, erhalten Sie automatisch eine weitere E-Mail mit Ihrem neuen Passwort. Wenn Sie sich das nächste Mal am Webportal anmelden, müssen Sie Ihr neues Passwort aus Sicherheitsgründen ändern.

**Hinweis für Dozenten und Mitarbeiter:** Geben Sie Benutzernamen auf [dozenten@srh.de](#) ein. Dann bitte zum Zurücksetzen stattdessen [hier](#) klicken.

Benutzername:

**SENDEN**

**Hint:**  
For using this feature, your private e-mail address must always be kept up-to-date in the Campus web portal.

# Password forgotten?

2. You will receive an e-mail to your private e-mail-address that will contain a link.

## **ATTENTION:**

- This link is valid for 48 hours!
- If you check your e-mails later the link will be expired.
- In this case please start with the first step again.

# Password forgotten?

## — Link (example):

Please click the following link. If your browser will not open the link correctly, copy the link and paste it into your browser. A new password will be sent to this e-mail address

<<https://campus.hochschule-heidelberg.de/scripts/mgrqispi.dll?APPNAME=CampusNet&PRGNAME=LOSTPASSEND&ARGUMENTS=-N000000000000002,-N000000000000000,-AE4CF6CBECE919EC5F2745B844F671862BB541424FE7FDE473DAAAB6CFE3E2DFDABFCF68FB3A26C29586EA1CF065B2B843>>

3. Click this link to get another e-mail with your new password.

— Next time you log in to the web portal, you will have to change this password.

# Password forgotten?

## Rules for creating a new password:

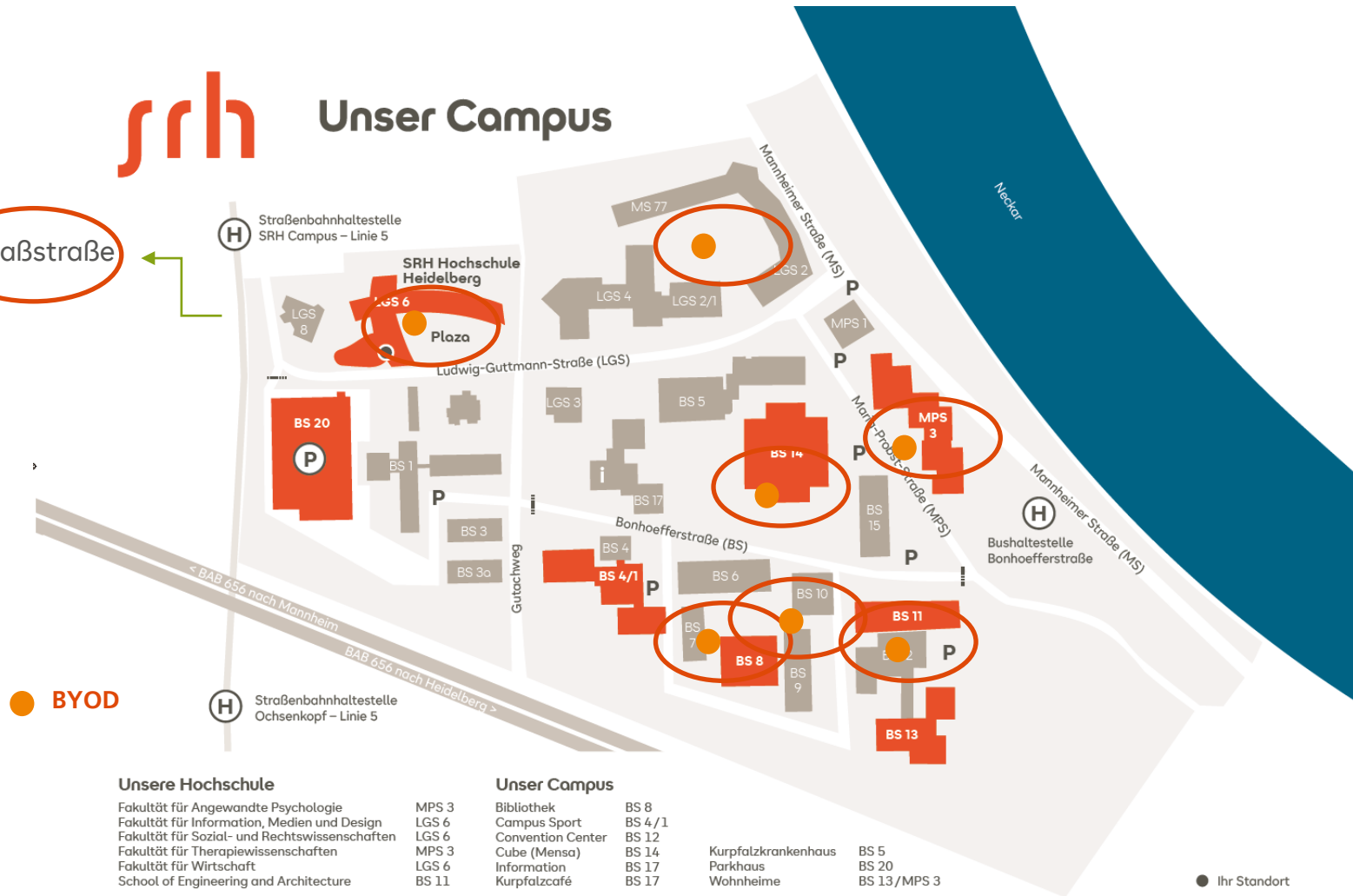
- The password must not contain parts of your first or last name
- The password must contain at least 14 characters
- The password must consist of at least three of the following categories:
  - Latin **upper case letter (A-Z)**
  - Latin **lower case letter (a-z)**
  - numbers **(0-9)**
  - **characters** like e.g.: !, ?
- Please **avoid** the following characters to ensure proper functioning: ä, ö, ü, @, #, \$

# Registration at Wifi (WLAN)

- BYOD (in-house-network)
- Login:
  - username: BYOD
  - password: **zFqzKADxyjNc6EJ4**

# Drahtlos Netzwerk Lageplan

Maaßstraße




# Web applications

# 03



# Access your e-mails

Open <https://campus.hochschule-heidelberg.de/>

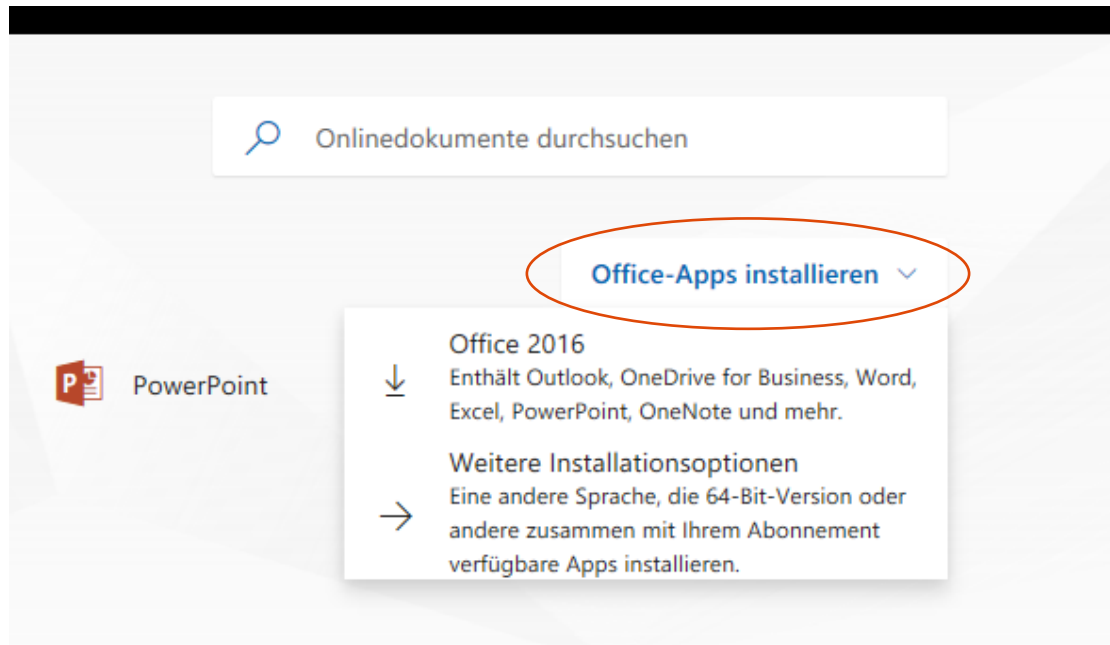


The screenshot shows the SRH Hochschule Heidelberg campus portal. The navigation bar at the top includes 'Startseite', 'Bewerbung', and 'Services' (annotated with a red circle and the number 1). On the left, a sidebar lists various applications, with 'Anwendungen' highlighted. The main content area, titled 'Anwendungen', displays several service tiles. The 'O365 & E-Mail' tile is highlighted with a red circle and the number 2. Below it, the 'Terminalserver' tile is highlighted with a red circle and the number 3. Other visible tiles include 'ILIAS', 'Microsoft Azure for Education', 'Moodle', 'Redmine', and 'Mail-Server für Mitarbeiter und Dozenten mit @srh.de'.

Login: matriculation number@stud.hochschule-heidelberg.de + standard password

# Office365 for students

- As a student of SRH University Heidelberg you are permitted to download Office365 free.



- Please follow the steps below to download Office365

# CITRIX Remote desktop

- Fully-fledged Windows desktop with access to internal resources
- Access to an own drive / D2S and optionally to add on programs (e.g. SPSS)
- Install Citrix Receiver (is provided for download)
- Manual for further information (currently only available in German)



Terminalserver [\(Handreichung PDF\)](#)

# SmartCard

# 04

# Use of Smartcard

- You can use your Smartcard (student card) for several services at the campus:
  - Parking (please ask the administrative staff in building MPS3 / room E37a)
  - Paying at the canteen (CUBE). You can recharge your card at the canteen

# Manuals & IT support

# 05

# Manuals

On the following website you find several manuals: <https://campus.hochschule-heidelberg.de>



The screenshot shows the SRH Heidelberg web portal. The header features the SRH logo and navigation links: 'Startseite', 'Bewerbung', and 'Services' (annotated with a red circle and the number 1). A left sidebar contains a list of links: 'Anwendungen', 'Bekanntmachungen', 'Bibliothek', 'Campusleben', 'Studierendenvertretung', 'Anleitungen' (annotated with a red circle and the number 2), 'Info & Formulare', 'Campusplan', and 'think-cell'. The main content area is titled 'Willkommen in Ihrem Webportal der SRH Heidelberg' and includes the text 'In diesem Bereich finden Sie verschiedene Anleitungen.' Below this, a list of links is provided (annotated with a red circle and the number 3):

- [Handreichung CampusNet Webportal für Studierende](#)
- [Handreichung CampusNet Webportal für Dozierende](#)
- [Handreichung EDURoam](#)
- [Handreichung Zugriff auf Bibliotheks-Datenbanken](#)
- [Anleitung Wahlmodule der Fakultät für Wirtschaft](#)
- [Handreichung Office SRH](#)
- [Handreichung Terminalserverfarm / Citrix](#)

# IT support

- Please ask your fellow students
- Consultation hour for students:
  - **Monday - Thursday: 1:00pm – 2:00pm (06221/4275-712)**
  - At the Info point / **WelcomeDesk** at the Tower, Ludwig-Guttman-Str. 6
  - Don't forget to bring your **student card**
- Only in **exceptional cases**: [info.hshd@srh.de](mailto:info.hshd@srh.de)



**Thank you for your attention  
and good luck for your studies!**