JUSTUS-LIEBIG-
UNIVERSITÄT
GIESSEN

An Overview of the Electronic Systems for Students of Justus Liebig University Giessen

setup

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We would like to thank all who supported us with ideas and suggestions for this brochure!

Welcome to Justus Liebig University Giessen

Giessen is a lively city with a modern university rich in tradition. With 75.000 inhabitants and 30.000 students Giessen has the highest concentration of students of all university towns in Germany. This, of course, shapes Giessen's character and cultural life. Living in Giessen is also very effective: everything is close-by and easy to reach.

When embarking on your course of studies, you are confronted with a new city, new people, the search for accommodation, the students office, the course catalogue, study regulations, etc. With this brochure we want to help you to quickly find your way into university life by using the university's electronic systems.

Most things will become clear during the orientation week. However, not all questions can be solved within one week. This includes the use of JLU's electronic systems which help you to set up your course schedule, enable you to register for courses and exams, browse the catalogue of the university library, etc.

This brochure is intended as your key to all electronic systems of JLU. You can also look up details later during your studies – there is no need to learn everything at once!

We hope that this brochure eases your start into university life and gives you a better insight into the world of the university's electronic systems.

INTRODUCTION

First of all, we would like to introduce ourselves. We are a group of students and alumni of JLU (Justus Liebig University) Giessen. While writing this brochure we were supported by the university staff responsible for the electronic systems. Some of our team members graduated a few years ago, and some have experienced difficulties in understanding the purpose of the different electronic systems themselves.
We are all team members of the IT Service Centre (HRZ) of JLU or work as student assistants. If you want to get more information on the team, please have a look at the imprint.
We will focus on the major electronic systems. However, there are some departmental systems we are not going to explain in detail. They are included in the final chapter of this brochure.

As a start, we would like to give you a short overview on the contents of this brochure.

KEY QUESTIONS

The structure is based on questions most students ask during the orientation weeks.

- Getting Started – What do I need? ➜ **Page 6**
- How do I get internet access? ➜ **Page 20**
- How to register for *modules* and courses? ➜ **Page 26**

THE STRUCTURE OF THE BROCHURE

We will start with the key questions.
In the middle of this brochure, you will find a **city map** with the most important university facilities as well as contact details. We also include internet addresses you might want to have a look at in case you need more information (e.g. information leaflets of the IT Service Centre).
We do our best to explain all technical details as clearly as possible. However, some technical terms cannot be avoided. These terms are written in *italics* and will be explained in the **glossary**. In order to structure the brochure clearly, we have highlighted some information.

Links

On the website ***http://setup.uni-giessen.de/*** you will find this brochure and a list with related links so you do not have to remember the internet addresses. The links in this brochure are marked with the letter "L" and a number, e.g. "L4". You can also add this after the internet address in the address bar of your browser, e.g. ***http://setup.uni-giessen.de/L4***

The orange paragraphs summarize the most important information, dealing especially with the security of your personal data.

Check lists:

1. The check lists try to explain all processes step by step.
2. Follow these instructions as given.
3. Please make sure you use the right check list for the right task.

A note to our readers

In case you think something is not explained clearly or you think significant information is missing, we kindly ask you to contact us immediately. In this way you can contribute to this brochure and help us improve it.

Please send your suggestions to:
setup@uni-giessen.de

GETTING STARTED – WHAT DO I NEED?

Additionally to your own email address, you will also receive one of the most important tools of JLU: your student identity/chip card. The corresponding *PIN*-letter will provide you with all necessary passwords as well as the *user identification*.

Check list – Your starter kit

1. Student ID/chip card and PIN
2. User identification and PIN-letter
3. Email address

The starter kit is of the utmost importance since it allows you access to many essential electronic systems of JLU.

Remember

You will have to pick up your starter kit at the students office (Goethestrasse 58) personally. Please do not forget your identity card! It is not allowed to let others collect your starter kit!

STUDENT ID/CHIP CARD

Upon enrollment, you should have received your preliminary student ID. In order to use the electronic systems of JLU, you will need your starter kit including the student identity/chip card and the *PIN*-letter. You will learn when and where to pick up your starter kit during the orientation week. A deposit of € 15 has to be paid (the deposit is usually paid together with the first registration fee). You will be reimbursed when you leave the university and return the card within one year after your exmatriculation. If you want to keep your student identity card, simply do not return it upon exmatriculation, and the card is yours (you will not be reimbursed, however).

What does the student identity/chip card allow me to do?

The chip card is a multifunctional tool that also identifies you as a student of JLU. It has the following functions:

- Student identity card with picture
- Ticket for all means of transport (buses, regional trains, trams, underground) within the RMV and NVV networks (regional public transport systems)
- University library card
- Access to some university facilities and dormitories
- Cashless payment method in all student restaurants and cafeterias. Other payment methods are not accepted!
- Cashless use (with a second electronic purse) of public printers and copiers at several sites at JLU

Important: You also need the chip card together with the *PIN* in order to register for courses and exams in the examination management system *FlexNow*.

As you can see, the student identity/chip card is an important tool in your everyday life at university. Make sure not to lose it! Although it can be replaced, it is rather expensive.

Links

General information on your chip card:
http://setup.uni-giessen.de/L1
Flyer explaining the functionalities of the chip card:
http://setup.uni-giessen.de/L2
Information on how to cancel your chip card:
http://setup.uni-giessen.de/L3
Regulations of JLU concerning your student identity card:
http://setup.uni-giessen.de/L4

The student identity/chip card is your master key to many electronic systems and services of JLU. Without it, you can neither pay for lunch in the cafeteria nor register for courses and modules.
In case you lose it, it is obligatory to have your chip card cancelled in order to avoid any kind of misuse.

Web-Anwendungen
FLEXNOW
STUD.IP
(S3C)
KOBIL

How long is the student identity/chip card valid?

The student identity/chip card includes two basic functions with temporal validity.

- The imprint below your picture is important for its use as a RMV/NVV ticket (free local transport within nearly all of Hessen). As indicated on the card, the ticket is valid until the end of the respective semester [Winter Semester (WS): March 31st; Summer Semester (SS): September 30th].

Remember

You can only register for courses and modules via the examination management system FlexNow when you have updated your certificate.

- The certificate on your chip in the student identity/chip card can be compared to an electronic confirmation of enrollment. A valid certificate is needed in order to register for courses and *modules* by using the examination management system *FlexNow*.
  The certificate is valid for three years.

Upon re-registration for the new semester, the validity of your chip card has to be extended by updating it. The update takes place at a self-service station at the students office (including RMV/NVV ticket update) and a computer with a chip card reader (update of the certificate). Please remember that the self-service stations are only accessible during opening hours of the students office. A computer with a chip card reader is also what you need for the examination management system *FlexNow* (more information about this system will follow later in this brochure). These computers can therefore also be found at other facilities of the university, e.g. at the IT Service Centre (HRZ). Here, you can also purchase a card reader which you can use at home.
When receiving the chip card, you will also get a flyer providing you with additional information on the use of the card. This information is also to be found online.

Link
Locations of computers with chip card readers:
http://setup.uni-giessen.de/L5
Opening hours and services of the students office:
http://setup.uni-giessen.de/L5a

Check List – Re-registration

1. Make sure to transfer the re-registration fee on time.

2. After the money has been transferred, go to the students office and the self-service station. You only have to contact university staff if your personal data has changed (e.g. your address, your name, etc.) or if you are facing any technical problems.

3. Update your chip card by following these two steps:

   a. Use the self-service stations next to the entrance of the students office to print your confirmation of enrollment and make sure your RMV/NVV ticket is extended.

   b. The computers with chip card readers (next to the self-service stations) can update your certificate (if applicable). Keep in mind that you can only use FlexNow with a valid certificate.

PIN-LETTER AND USER IDENTIFICATION

So that you can use the chip card, you will be given a letter with a *PIN* (Personal Identification Number) when picking up your starter kit. You will also receive all passwords needed for your everyday life at university as well as your university email address. We will explain these components in the following paragraphs.

Initial PIN

The initial *PIN* can be compared to the *PIN* of your debit card. Every time you are asked to enter your password in connection with your chip card, e.g. when registering for courses or *modules*, you have to have your *PIN* ready. The *PIN* is only needed when using your chip card. As the name already indicates, you may change the initial *PIN* to personalize it. The password can be changed at any computer with a chip card reader.

You are the only person that will receive the PIN as well as the PUK. There are no copies of this data. If you lose it, the information will be irrevocably lost and you will need to ask for a new chip card - which you would have to pay for.

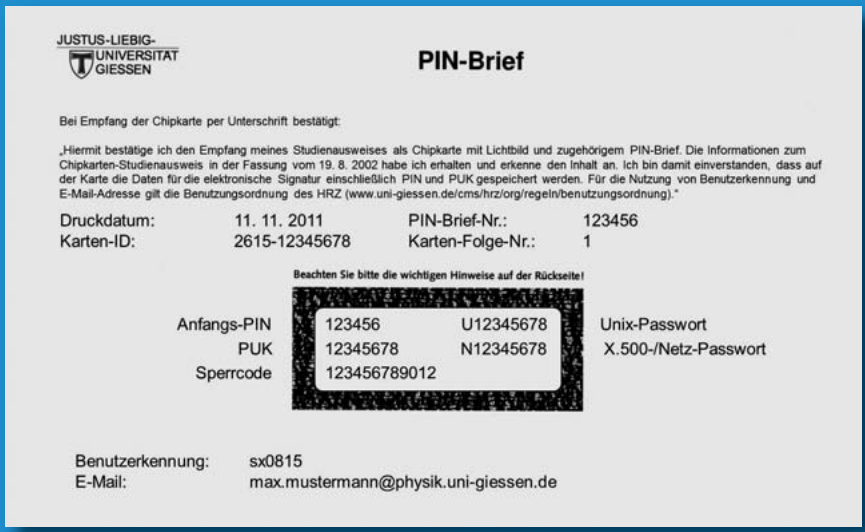
We strongly suggest that you keep the PIN-letter and the chip card separately at a safe place at home. In case you lose both at the same time, there might be the risk of misuse of your personal data.

PUK and blocking code

Similar to your cell phone, you can use the PUK (Personal Unblocking Key) to unlock your chip card, e.g. if you have entered the wrong *PIN* more than ten times (in this case your chip card will automatically be blocked). You can also replace a *PIN* you cannot remember by entering the PUK. You will only need the blocking code in case you have lost your chip card and you cannot block it personally in the IT Service Centre (HRZ) or the students office. This can be done online.

User identification

The *user identification* is your personal identification information (“name”) for many electronic systems at JLU. As a student, you will probably be asked more than once to provide your “s-code (s-Kennung)”. This is your *user identification*. It starts with the “s” followed by another letter and ends with a combination of four numbers. You will need the *user identification* in order to register for *Stud.IP*, check your university mailbox, use computers in computer labs, and for JLU’s wireless LAN login.



JUSTUS-LIEBIG-UNIVERSITÄT GIESSEN

PIN-Brief

Bei Empfang der Chipkarte per Unterschrift bestätigt:

„Hiermit bestätige ich den Empfang meines Studienausweises als Chipkarte mit Lichtbild und zugehörigem PIN-Brief. Die Informationen zum Chipkarten-Studienausweis in der Fassung vom 19. 8. 2002 habe ich erhalten und erkenne den Inhalt an. Ich bin damit einverstanden, dass auf der Karte die Daten für die elektronische Signatur einschließlich PIN und PUK gespeichert werden. Für die Nutzung von Benutzerkennung und E-Mail-Adresse gilt die Benutzungsordnung des HRZ (www.uni-giessen.de/cms/hrz/org/regeln/benutzungsordnung).“

Druckdatum:	11. 11. 2011	PIN-Brief-Nr.:	123456
Karten-ID:	2615-12345678	Karten-Folge-Nr.:	1

Beachten Sie bitte die wichtigen Hinweise auf der Rückseite!

Anfangs-PIN	123456	U12345678	Unix-Passwort
PUK	12345678	N12345678	X.500-/Netz-Passwort
Sperrcode	123456789012		

Benutzerkennung: sx0815
E-Mail: max.mustermann@physik.uni-giessen.de

In combination with the user identification, two additional passwords are of high importance:

UNIX password

The password in connection with the email address is the *UNIX-password*. You will need it in combination with your *user identification* in order to check your mailbox. Moreover, the password is also needed for special intranet areas on JLU's website. These webpages are clearly marked as internal.

X.500/Net password

The *X.500 password* and the Net password are the same. You will need it to login to *Stud.IP* or as a password for public work stations, *public data sockets* or for JLU's wireless LAN login. This will be explained in more detail later on.

The *UNIX* and *X.500/Net password* can and should be changed regularly. Please note that some systems will "know" the new password only at the beginning of the next full hour or the next day. In this case, the old password will keep its validity until then.

Link

Changing the UNIX and X.500 password:
http://setup.uni-giessen.de/L5b

UNIVERSITY EMAIL ADDRESS

The university email address is composed of your first and your last name – if applicable your middle initial – and your study area. You might ask yourself why you need the university email address since you probably already have one. The university email address should be used for the following purposes:

- It should be used for electronic correspondence with lecturers and central facilities of JLU as it identifies you as a student of JLU.
- Important information of JLU is only sent to your university email address (e.g. news from the students office, the departments, or important information from the electronic systems).
- Certain licensed software (e.g. the literature administration program Citavi) can only be ordered free of charge with the university email address.
- The IT Service Centre (HRZ) can only ensure the delivery of important information to your university email address.

If you use an email program such as Thunderbird or Outlook, you can create two accounts so you are able to check both of your mailboxes (private and university mail). You can also check your university emails by using Webmail (follow the link on JLU's homepage).

Electronic services and login details

Electronic Services	Login details
FlexNow	Chip Card + PIN
University Email Address	User Identification + UNIX password
Internal Websites	
Public Computers	User Identification + X.500/Net password
Access to the data network (wireless LAN, Public Data Sockets)	
Stud.IP	
Access to libraries from home	

Links
Installation of email programs:
http://setup.uni-giessen.de/L6
Webmail access to your university email account:
http://setup.uni-giessen.de/L7

ELECTRONIC SERVICES AND LOGIN DETAILS

The starter kit allows you access to many electronic services of JLU. The table shows which kind of *user identification* is needed for which service.

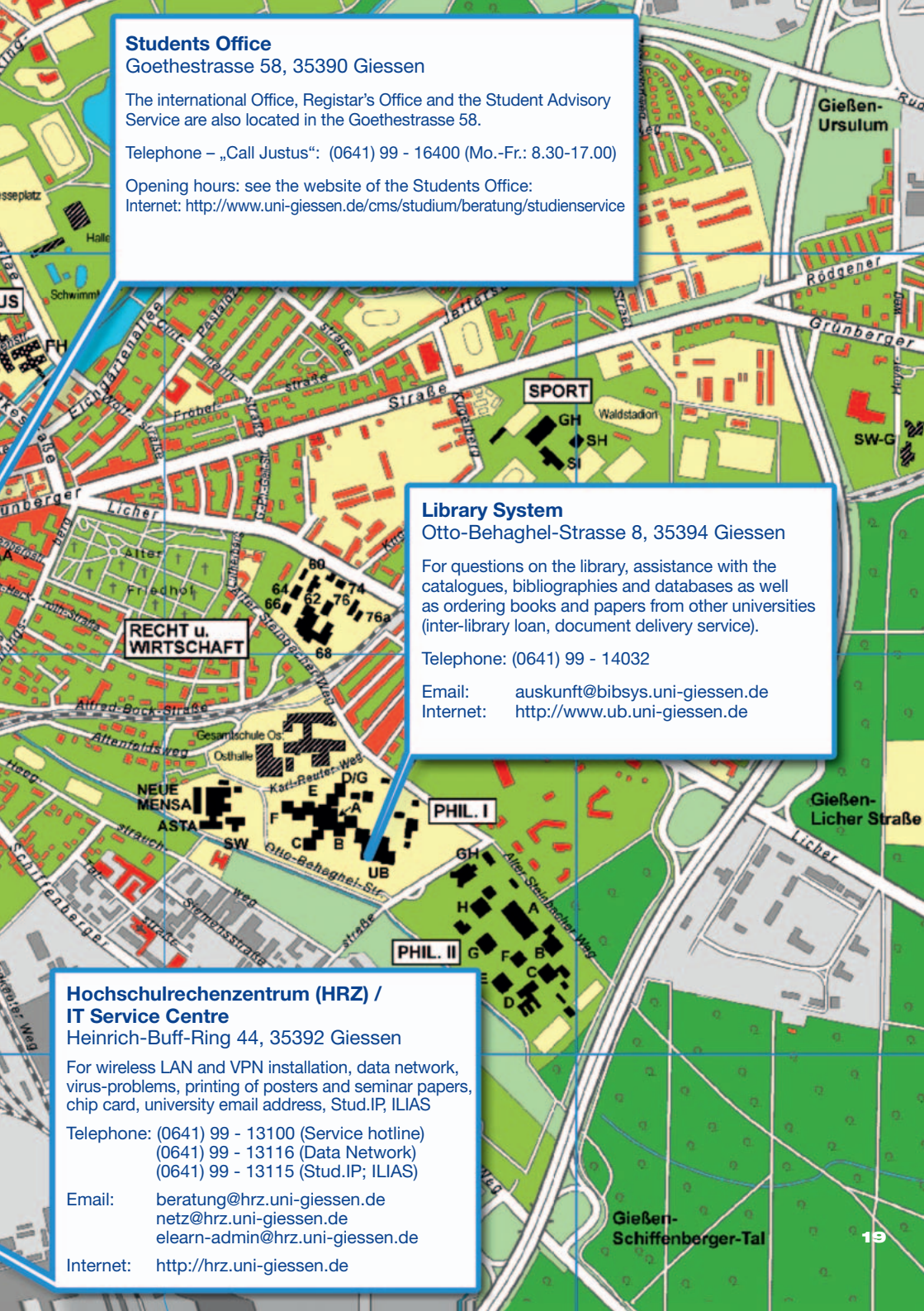
FlexNow-Team, Department A 2.3
Bismarckstrasse 16, 1st Floor, 35390 Giessen

For questions on and operating instructions of FlexNow

Office hours: See website

Telephone: (0641) 99 - 12128

Email: flexnow@uni-giessen.de
Internet: https://flexnow.uni-giessen.de



Students Office
Goethestrasse 58, 35390 Giessen

The international Office, Registar's Office and the Student Advisory Service are also located in the Goethestrasse 58.

Telephone – „Call Justus": (0641) 99 - 16400 (Mo.-Fr.: 8.30-17.00)

Opening hours: see the website of the Students Office:
Internet: http://www.uni-giessen.de/cms/studium/beratung/studienservice

Library System
Otto-Behaghel-Strasse 8, 35394 Giessen

For questions on the library, assistance with the catalogues, bibliographies and databases as well as ordering books and papers from other universities (inter-library loan, document delivery service).

Telephone: (0641) 99 - 14032

Email: auskunft@bibsys.uni-giessen.de
Internet: http://www.ub.uni-giessen.de

Hochschulrechenzentrum (HRZ) / IT Service Centre
Heinrich-Buff-Ring 44, 35392 Giessen

For wireless LAN and VPN installation, data network, virus-problems, printing of posters and seminar papers, chip card, university email address, Stud.IP, ILIAS

Telephone: (0641) 99 - 13100 (Service hotline)
(0641) 99 - 13116 (Data Network)
(0641) 99 - 13115 (Stud.IP; ILIAS)

Email: beratung@hrz.uni-giessen.de
netz@hrz.uni-giessen.de
elearn-admin@hrz.uni-giessen.de

Internet: http://hrz.uni-giessen.de

INTERNET ACCESS

By offering a variety of possibilities for internet access or access to the university network, the IT Service Centre (HRZ) allows students to get valuable information for their studies. Using your own computer, you can choose from the following options:

- In order to access the internet or the university network, you can connect a *network cable* to a *public data socket*, which can be found in the libraries as well as the IT Service Centre.
- A wireless LAN connection allows you to access the university network as well as the internet without a *network cable.*
- Most of the student apartments of the student services (Studentenwerk) allow internet access with a *network cable*.
- If you have internet access at home, you can connect your computer via *VPN* with the university network. That way, you get access to literature data bases and further restricted material which are usually only available within the university network.
- If you do not have a computer at home, do not hesitate to use the computers in the public computer labs of the IT Service Centre, the university library or some of JLU's faculties.

Link
Flyer on internet access for students:
http://setup.uni-giessen.de/L2

Remember

In order to get internet access and VPN, you need your user identification and Net password.

USING PUBLIC DATA SOCKETS FOR INTERNET ACCESS

At some university facilities, the IT Service Centre provides *public data sockets,* allowing internet access with a *network cable.* These *public data sockets* are marked by a green dot and can be found in the university libraries as well as the IT Service Centre. You will neither need additional software nor special computer settings. All your computer needs is a LAN-interface which has to be set on “Obtain an IP address automatically” and “Obtain DNS Server address automatically”. This is usually the default setting for computers.
You will find more detailed instructions on internet access via *public data sockets* on the website of the IT Service Centre.

Links
Public data sockets at JLU:
http://setup.uni-giessen.de/L8
Where can I find *public data sockets*?
http://setup.uni-giessen.de/L9
Contact:
netz@hrz.uni-giessen.de

Check list – Using public data sockets for internet access

1. Look for a public data socket. These are marked with a green dot and can be found in the reading rooms of the university library (1st and 2nd floor, north) as well as the departmental libraries “Law and Economics”, the “Philosophikum II” as well as the IT Service Centre, for example.

2. Start your computer and connect the LAN-interface with a network cable (RJ45 patch cable, length 1-2m). The other end of the cable is plugged to the data socket. If you need a network cable, you can purchase one at a computer store.

3. Start your web-browser (e.g. Firefox, Internet Explorer) and browse any website. You will now be automatically forwarded to the website of the IT Service Centre for login.

4. Login with your user identification and net password. You will stay logged in for up to 24 hours or until you shut down your computer or until you log out.

5. You can now browse the internet.

USING WIRELESS LAN FOR INTERNET ACCESS

Portable computers (laptops, net books, etc) usually come with a wireless LAN-adapter. This allows you to connect the computer to JLU's wireless LAN and access the internet without a *network cable*.

The IT Service Centre operates several wireless LAN networks that differ in terms of data encryption and user authentication. We strongly recommend using the eduroam network since it provides the highest security standards and a convenient handling. Not only does it allow you to access the internet at JLU and the University of Applied Science (Technische Hochschule) Mittelhessen, many other universities also participate in the eduroam network.

Check list – wireless LAN installation

1. Connect your computer with the internet. At the university you can do so by using a public data socket in the IT Service Centre or any library. You can also use your internet access at home or any another internet connection.

2. Download the wireless LAN installation instructions for your operating system (Windows 7, Windows XP, Windows Vista, Linux, Mac OS, Smart phones) from this website:
   http://setup.uni-giessen.de/L11

3. If you use Windows, you'll need additional software which is free of charge. ("SecureW2"). This is also available on the website above.

4. Open the installation instructions and follow the steps described.

5. You can now access the internet at all wireless LAN hot spots of JLU.

Wireless LAN installation on your computer

The procedure of connecting your computer to wireless LAN depends on the operating system of your computer (e.g. Windows 7, Windows Vista, Windows XP, Mac OS X, or Linux) as well as additional wireless LAN software that might be installed on your computer.

If you use Windows, it is usually sufficient to install the program “SecureW2”, which is free of charge. The HRZ offers an installation kit for this program that includes the necessary configurations for the wireless LAN profile. The installation of your wireless LAN access to the university network is therefore very simple and accomplished with a few clicks.

There are a number of cell phones (smart phones) that include a wireless LAN-adapter and can therefore connect to the eduroam wireless LAN. More information on this can be found on the website of the IT Service Centre.

Links

Wireless LAN at JLU:
http://setup.uni-giessen.de/L10
Software and instructions:
http://setup.uni-giessen.de/L11
Overview of all wireless LAN hot spots:
http://setup.uni-giessen.de/L12
Information on eduroam:
http://setup.uni-giessen.de/L13
Contact:
netz@hrz.uni-giessen.de

Where do I find the wireless LAN hot spots?

Wireless LAN hot spots can be found almost everywhere on campus. Usually, libraries, cafeterias, auditoriums and class rooms are equipped with wireless LAN. A more detailed overview of all available hot spots can be found on the website of the IT Service Centre.

HOW TO ACCESS THE INTERNET FROM YOUR STUDENT APARTMENT

Most of the student apartments of the Studentenwerk in Giessen are equipped with internet access (data sockets). The sockets, the network in the dormitories as well as the direct connection to the IT Service Centre is operated by the Studentenwerk itself. Login and transfer to the internet are provided by the IT Service Centre. The respective student accommodations are:

- Eichendorffring
- Grünberger Strasse
- Otto-Eger-Heim
- Landgraf-Ludwig-Haus
- Unterhof

Internet connections in other student apartments of the Studentenwerk (e.g. “Legoland”, Leihgesterner Weg 124-134) are operated by the Studentenwerk without involvement of the IT Service Centre. In case of problems, please contact the IT Service Centre of the Studentenwerk.

If you want to use internet in one of the student accommodations mentioned, no additional software is needed. Access works the same way as with JLU’s *public data sockets*.

More information on internet access in student accommodations as well as detailed instructions can be found on the website of JLU’s IT Service Centre.

Link

Internet access in student accommodations:
http://setup.uni-giessen.de/L14
Contact at the IT Service Centre of JLU:
netz@hrz.uni-giessen.de
IT Service Centre of the Studentenwerk:
IT-Koordinator@studwerk.uni-giessen.de

VPN CONNECTION TO THE UNIVERSITY NETWORK

Some websites as well as some downloads from university servers (e.g. literature data bases, electronic journals and other offers of the library system) are only accessible from computers within JLU's internal network.

If you use the internet connections provided by the IT Service Centre, e.g. *public data sockets*, wireless LAN or one of the student accommodations, you are already connected with the internal network and have access to these contents.

To allow external access to the internal network (e.g. from home) for members of JLU, the IT Service Centre provides *VPN*, the abbreviation for "Virtual Private Network". It is an encoded, safe tunnel that links a computer via the public internet with JLU's network. Your computer will be assigned an IP address of the internal university network. In this way your computers acts as if directly connected to JLU's network, although it is located somewhere else.

Most of the literature databases as well as electronic journals can be accessed from your computer at home by using *VPN*. The only prerequisite is a computer with internet access. *VPN* comes in two variants:

WebVPN is browser-based and requires no additional software. It allows access to most internal services, but not all. For a universal *VPN* connection for all internal services you can install a free *VPN* client software. Software downloads, installation instructions and further information on *VPN* can be found on the website of the IT Service Centre.

Link

VPN access to the university network:
http://setup.uni-giessen.de/L15
Contact:
netz@hrz.uni-giessen.de

Remember

VPN allows access to literature data bases, electronic journals and other information that are usually only accessible from computers within the internal network of JLU.

HOW TO TAKE MODULES AND COURSES?

It is only a few more weeks until the semester starts and you know that you have to register for a course or *module*. Before doing so, it is important, however, that you get an overview of which courses or *modules* you have to attend, which courses or *modules* are offered and when and where courses take place.

WHEN DO I HAVE TO TAKE WHICH MODULES?

An important reference are the "Mitteilungen der Universität Giessen" (MUG – "Notifications of JLU"), where you can find information on the legal framework for your course of study as well as your exams.
We strongly recommend that you read carefully the parts referring to your course of study since they include important information on your study program. Under "examination matters and regulations" ("Prüfungsangelegenheiten und -ordnungen") you can find study plans and *module* descriptions for bachelor and master programs. These documents show when to attend which *modules*.
Additionally, faculties also offer guidelines for your course of studies. Find out more on the website of your faculty.

Remember

Make sure to know your study plans and module descriptions.

Links
Study regulations:
http://setup.uni-giessen.de/L16
Examination regulations:
http://setup.uni-giessen.de/L17

WHEN AND WHERE DO COURSES TAKE PLACE?

Modules consist of one or more courses (lecture, seminar, internship) and you can sometimes choose among a variety of courses you have to take to complete the *module*. *Module* descriptions are meant to provide you with exactly this information. The course catalogue tells you when and where courses will take place. The course catalogue changes every semester and is updated every March 1st for the summer semester and on every September 1st for the winter semester.

Make sure you have a look at it to find out details on courses you would like to attend.

Remember

The electronic course catalogue (German: elektronisches Vorlesungsverzeichnis – eVV) provides you with information on the topic, lecturer, and where and when courses take place.

Summer Semester:
Updated every March 1st
Winter Semester:
Updated every September 1st

Please keep in mind that rooms and dates may change and that lecturers names might be given later.

Link

Course catalogue:
http://setup.uni-giessen.de/L18

HOW TO REGISTER FOR MODULES AND COURSES

The system used for course registration at JLU depends on your course of study. Students of all modularized degree programs (Bachelor and Master programs) as well as all teaching degree programs have to register via **FlexNow**. In this case, registration for a *module* is directly connected with the registration for the *module* examinations.

Students of Faculty 09 are an exception since they have to register for courses via **Stud.IP** but use *FlexNow* for exam registrations. Further rules and exceptions have been summarized in the table at the bottom of this page.

The table below is meant as a first orientation and does not claim to be complete. Make sure you find out how registrations are handled for your course of study. The electronic course catalogue as well as the websites of the faculties provide you with information on the registration process.

If electronic systems are used for course registrations, it is more often than not either FlexNow or Stud.IP.

Course, Module and Exam Registrations within different study programs

Target Group	Registration for modules and courses	Registration for module examinations
Modularized degree programs (except FB09) and teacher training degree programs	FlexNow (via Chip Card)	
Modularized degree programs at Faculty 02	SPIC	FlexNow (via Chip Card)
Modularized degree programs at Faculty 09	Stud.IP	FlexNow (via Chip Card)
Interdisciplinary competencies “Außerfachliche Kompetenzen” (AfK)	Stup.IP and FlexNow (via Chip Card)	
Language courses of the Center of Competence Development (ZfbK)	With Credit Points: Stud.IP and FlexNow (via Chip Card) Without Credit Points: Stud.IP	
Language practice (English and Romance Studies)	Via the faculty website	FlexNow (via Chip Card)

Links for information on deadlines and registrations
FlexNow:
http://setup.uni-giessen.de/L19
Other qualifications (AFK):
http://setup.uni-giessen.de/L20
Foreign Language Courses:
http://setup.uni-giessen.de/L21
Language courses – Romance Studies:
http://setup.uni-giessen.de/L22
Language practice – English Studies:
http://setup.uni-giessen.de/L23

FlexNow
FlexNow is the centralized examination management system of JLU. It is used to manage your examinations as well as your course participation. If you want to register for courses or *modules*, you can do so on the *FlexNow* website. Additionally to registrations and cancellations, you can also check your examination results online. This can be of high importance especially when you are not on campus (e.g. during an internship in another city). Additionally, the Faculty 09 conducts surveys (evaluations) with *FlexNow*.

Remember

Registrations for and cancellations of exams and modules/courses have to be made with your chip card and PIN in FlexNow. Exam results are accessible with a combination of your matriculation number and a personalized password in FlexNow.

Registrations and cancellations in *FlexNow* are so-called legally secure transactions. This means that no-one can register for exams in your name without your knowledge. Registrations are therefore only possible online with your chipcard and *PIN*. Examination results, however, can be viewed without your chip card and *PIN*. Choose a password in *FlexNow* and enter it in combination with your *matriculation* number. In this way you do not need a chip card reader and you can login to check your exam results any time from any computer with internet access.

In case of any further question on the examination management system *FlexNow*, please contact the department A 2.3. Additional information can be found on the *FlexNow* website including contact details, office hours as well as instructions. For questions on examinations please contact the respective examination office (see the webpages of your faculty).

Links
FlexNow:
http://setup.uni-giessen.de/L19
Overview Examination Offices:
http://setup.uni-giessen.de/L24
Contact *FlexNow* Team:
flexnow@uni-giessen.de

When you have registered for a seminar or a module via FlexNow, you are not automatically registered for the corresponding course in Stud.IP. Please register additionally for individual courses in this system.

Check List – First steps in FlexNow

1. Use a computer with a chip card reader (e.g. PC labs at JLU).
2. Login on ***https://flexnow.uni-giessen.de*** with your chip card and your PIN.
3. Do not forget to enter your email address in the field “change email address”. You will then automatically receive a protocol as soon as you have registered or cancelled modules or exams.
4. Do not forget to enter a password of your choice in the field “change password”. In combination with the matriculation number, it allows you to check your examination results.

Stud.IP
Stud.IP is JLU’s central information and communication platform for all seminars and courses. If *Stud.IP* is used by your lecturers, you have to register for courses on this platform.
Additionally to *FlexNow*, *Stud.IP* offers a couple of features accompanying you throughout the semester. Therefore, you will probably not only use *Stud.IP* for registration at the beginning of the semester but on a regular basis. *Stud.IP* offers the possibility to download files, to hand in written assignments, to download reading assignments, to read news (such as changes of lecture rooms, etc.), to work with others on a project using *Stud.IP*’s Wiki, or to discuss lecture topics in the forums.
There are even further interesting features, such as a virtual billboard for advertisements, chat rooms, surveys, and even a platform to register for consultation hours.

Check List – First steps with Stud.IP

1. Login with your user identification and X.500/Net password on ***https://studip.uni-giessen.de***
2. Accept the user agreement ("Nutzungsbedingungen") as well as the terms of data protection (how does the IT Service Centre handle your data, who has access to your profile).
3. Check "Personal Homepage – User data" in Stud.IP and verify your personal information. Is everything correct (name, gender, matriculation number)?
4. Do not forget to check your "Study details" and make sure you enter your study course of study correctly here.
5. Use "MyStud.IP" to adjust your personal settings (language, layout, etc).

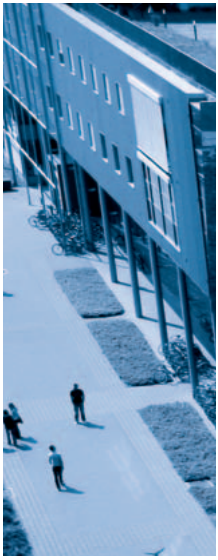
Departmental student bodies also use *Stud.IP* for the distribution and exchange of information.

When you go to "My courses/Meine Veranstaltungen" in *Stud.IP*, you will immediately see which course has updated information or published new files. You will therefore immediately see what has changed since your last login.

Stud.IP is a service offered by the IT Service Centre (HRZ). On the *Stud.IP* website, you will find all necessary information, help, and contact details.

Links

Stud.IP:
http://setup.uni-giessen.de/L25
Contact the *Stud.IP* team:
elearn-admin@hrz.uni-giessen.de



WHERE DO I FIND INFORMATION AND LEARNING MATERIALS FOR MY COURSES?

Different systems are on offer, depending on what you need, e.g. lecture notes, task descriptions, interactive learning units, examination results or if you want to do literature research. Some departments, organizations or professorships even use their own systems instead of the central systems on offer. We are aware that this does not always make things easier.

Check List

1. Make sure you know your study regulations and module descriptions.
2. Have a look at the course catalogue in order to get more information on your seminars.
3. Make sure you are aware of what kind of registration procedure is used for your course of studies.
4. Find out whether any learning materials are provided on an online learning platform.
5. Use the university library for literature on seminar papers or presentations.

Learning Material

Learning materials and tools for group work are mostly available on *learning platforms*. The *learning platforms* available to all students and teachers alike are *Stud.IP* as well as *ILIAS*. The IT Service Centre operates both. *ILIAS* is mostly used in courses with a high percentage of electronic resources (e-learning). The *e-learning label* in *Stud.IP* and the course catalogue indicate the amount of e-learning activity. The local platforms k-MED (Human Medicine), sports-edu (Physical Education) and vet-learn (Veterinary Medicine) are also based on *ILIAS*.

Examination Results

Your examination results can be found in *FlexNow* (see above).

Literature Research

Literature research is an essential part of scientific work. Maybe this task is not absolutely necessary at the beginning of your studies, but it will definitely become important at a later stage. Google might be helpful in many situations but is not the ideal tool to search for academic literature available at the university library. The library system of JLU includes about 3.8 million books and magazines. In order to find out where exactly you can find your resources, you can visit our online library catalogue, the OPAC – the catalogue of Giessen's library inventory.

The library portal can also be used to access electronic documents, articles and specialized databases. If you want to do this

Online Platforms at the JLU Giessen

Platform	Functions	Access	Usage
Central System Supervision by the HRZ – www.uni-giessen.de/hrz/komm			
Stud.IP	Registration, allocation of participants into groups, exchange of data, forum, news on courses, wiki-web, schedule, chat, tests, surveys, electronic course packs, video tutorials, group calendar, registrations for consultation hours, evaluations, etc.	User Identification X.500/Net password	In almost all faculties (rarely used by Faculties 01 and 02)
ILIAS	See Stud.IP and additionally: interactive learning units, test exams, electronic tests	User Identification X.500/Net password	Only in courses with a high level of e-learning activity
k-MED	See ILIAS	via “meinSTUDIUM” (see below)	Faculty 11
vet-learn	See ILIAS	User Identification X.500/Net password	Faculty 10
sports-edu	See ILIAS	Contact your lecturer	Faculty 06, Physical Education
Local Systems			
SPIC	Downloads, forum, interactive learning units, e-portfolio-functions, course information, evaluations, etc.	Online Registration	Faculty 01 Faculty 02
mein-STUDIUM	Downloads, allocation to courses and practicals, exam registrations and results, newsletter, access to k-MED (see above)	Online Registration	Faculty 11

from home, you will need the *VPN* client, your *user identification* and the *X.500/Net password*.

In case you have problems with the literature research, do not give up! It is not that easy. The library system offers a variety of training courses, e.g. within the Bachelor AfK-*module*. You will find the exact dates scheduled on the library website under “Lernort Bibliothek/learning in the library”. Moreover, you are always more than welcome to ask questions directly when studying in the library.

For your self-studies, you can also get information on effective literature research on the *ILIAS* platform.

Links

Library system:
http://setup.uni-giessen.de/L26
Literature research unit in *ILIAS*:
http://setup.uni-giessen.de/L27
SPIC:
http://setup.uni-giessen.de/L28
meinSTUDIUM:
http://setup.uni-giessen.de/L29

GLOSSARY

E-Learning Label

The e-learning label characterizes e-learning courses in the course catalogue as well as in Stud.IP. E-learning courses are seminars which are supported by electronic resources (e.g. discussion forums or electronic books). There are three levels characterizing the degree of integration of e-learning elements into the schedule (supplementary – basic – intensive).

FlexNow ➜ Page 29

FlexNow is the central examination management system of JLU. In combination with the PIN, the chip card allows you to register for seminars and modules or cancel your participation. Moreover, you can check your examination results by entering your matriculation number (German: "Matrikelnummer") as well as your personalized password. Do not hesitate to contact the department A 2.3 if you have any questions.

ILIAS ➜ Page 33

ILIAS is one of the two central learning platforms of the JLU. Additionally to features already covered by Stud.IP, ILIAS also offers the possibility to create interactive learning units as well as electronic (test) exams. The interface between Stud.IP and ILIAS enables users of Stud.IP to access ILIAS.

Learning Platform

A learning platform is a web portal that provides learning materials and learning tools online. It offers a user administration which requires a registration with a login. The central learning platforms of JLU are Stud.IP and ILIAS.

Matriculation Number ➜ Page 29

The matriculation number will be assigned by the students office and is a registration number that identifies you as a student. You will receive it upon enrollment or if you change your course of studies. If you have a look at your student identity card, you will see a number similar to "2617-11234567". The last seven digits are your matriculation number.

Module

As far as Bachelor and Master Programs are concerned, a module is a learning unit that consists of several lectures and seminars in a particular discipline. The workload for parts of a module is indicated and credit points are given for successfully completed modules according to the European Credit Transfer System (ECTS). Upon completion of the module, you will receive a certificate.

Network Cable ➜ Page 21

A network cable, also referred to as Ethernet-Cable or RJ45-Patch Cable, is used to connect the network adapter of a computer to a data socket. It consists of an 8-core cable with a RJ45-plug at each of the endings.

PIN ➜ Page 12

(Personal Identification Number) In combination with the chip card, the PIN is the key to register for modules and courses via FlexNow or to update your chip card.

Public Data Sockets ➜ Page 20

Public data sockets are internet connections at JLU, allowing access to the internet with a network cable. They can be found in libraries as well as the IT Service Centre and are marked with a green dot.

Stud.IP ➜ Page 30

Stud.IP is one of the two learning platforms of the JLU and is used for the organization of study programs. It accompanies you and your lecturers throughout your studies. It is operated by the IT Service Centre.

Unix password ➜ Page 14

In combination with your user identification, the UNIX-Password is the key to your university email address and internal websites of the JLU.

User Identification ➜ Page 13

Also referred to as “HRZ-Kennung” or “s-Kennung”. The user identification can be compared to your login data for Facebook or similar network services, where you have to register. However, your real name is not part of the user identification. The login for students starts with an “s”, sometimes followed by another letter (e.g. c, t or x) and four numbers. Together with the X.500/Net password or the Unix-Password you can login to Stud.IP, check your university emails, etc.

VPN ➜ Page 25

The abbreviation “VPN” stands for “Virtual Private Network” and characterizes a secure internet connection (a “tunnel”) between two computers.

X.500/Net password ➜ Page 14

In combination with your user identification, the X500/Net password is the key to Stud.IP, the public computer labs, data sockets, JLU’s wireless LAN, the electronic services of the library system, etc.

HRZ
HOCHSCHULRECHENZENTRUM
Universität Gießen