Information for new students

HS Mannheim student email account and Campus IT services

Dear Student,

From the beginning of the lecture period, the university provides all newly enrolled students with a mailbox with a university email address. Automated forwarding of emails to private mailboxes outside of Mannheim University of Applied Sciences is prohibited for legal reasons.

The use of the university email address is mandatory for all inquiries regarding your studies.

A user ID is available for your access to most central systems.

Your user ID and initial password

The data for your personal access to the computer services listed above is generated as follows:

- Your user ID is: <matriculation number>
- Your initial password is: <matriculation number + date of birth>

Example:

- Matriculation number (without leading zeros): 1819999
- Date of birth (without leading zeros):
  a) 03.08.1985 (DD/MM/YYYY)
     Your password would be: 1819999381985
  b) 10.02.1983 (DD/MM/YYYY)
     Your password would be: 18199991021983

Before you can access the university email account and the WLAN, POS or Moodle platform, you have to change your password at https://ldap.hs-mannheim.de.

Changing your password via the website of the Campus IT user administration

Go to the website of Campus IT and choose Benutzerbetreuung\Passwörter. At Kennung enter your user name (student ID number without leading zeros) and next your initial password, and then enter your new password twice. Make sure to use at least 7 and at most 20 characters. It must contain at least one uppercase and lowercase letter, a number and a special character (., + - _! #).

Note that this requires you to accept the terms of use. Your access to all computer services will then be activated.

Changing your password at Campus IT

You can also change your password at one of the computers in Campus IT (Building H, floors 4 and 5). If the computer is already running, you have to reboot the system. After rebooting, select Lokales System starten (Start local system). The website of the Campus IT user administration will then open. Follow the path to Passwortänderung (change password). You will now be able to set a new password. Campus IT can provide you with an illustrated manual in German.

Forgot your password?

A forgotten password can only be requested personally from us. You can only get a new password sent to you if you have either entered a further contact address or answered a security question in logging in beforehand at the portal https://ldap.hs-mannheim.de/PWPortal/.
Access to the computers in the computer center

Have a look at the website of Campus IT to find the current opening hours.

Your central user ID (e.g. 1819999) enables you to use the computers at Campus IT (Building H, floors 4 and 5). Simply use the password set by you.

Free use is only possible when the pools are not being used for classes. Information on when the pools are used for teaching is posted outside the rooms.

Central drive / Cloud services

Online storage of 500 MB or 2GB (cloud) has been reserved for you. A detailed description of the procedure for integrating the storage can be found on the Campus IT website.

Your central mail address / mailbox

A mailbox with the mail address: matriculation number@stud.hs-mannheim.de e.g. 1819999@stud.hs-mannheim.de has been set up for you on the mail system. The mailbox can also be accessed via your alternative email address in the form first.name.family.name@stud.hs-mannheim.de. The mail server has a web interface that can be accessed with any browser at https://stud.hs-mannheim.de/. You can use any mail client (Thunderbird, Outlook, etc.) to access the emails or, even easier, just use the collection service of your private mail provider and collect the email in the same mailbox. Your private mail provider will have instructions for this.

Information from the library

All information from the library, such as reservation notifications and reminders of expiring loan periods, will only be sent to your student email account.

WLAN (Eduroam network) access

Before accessing the wireless network with your private laptop or before establishing VPN access, please read the installation instructions on the website. In both cases, your identifier is matriculation number@hs-mannheim.de. This is not your email address, just your ID for the University.

Access to your exam results in POS

You can access your grades, obtain printouts and check your exam applications at https://noten.hs-mannheim.de/. To do this, use the user name and password as described above.

Access to the e-learning platform Moodle

You can find information about Moodle at https://moodle.hs-mannheim.de. Moodle is also accessed with the user name and password described above.

HSCard service

If you have any questions, problems, you have lost your HSCard or you want to activate the autoload option, contact HSCard services at hscard@hs-mannheim.de.

Expiry of access authorization

Access authorization expires shortly after your deregistration from the university (§12 HSchulDV, May 14, 2019). Please report any existing examination appeals to us within 14 days by ticketing. If not, your access and all data will be removed.

You can find more information on the website of Campus IT: http://www.cit.hs-mannheim.de/

Our information obligations according to GDPR (In German)
https://www.cit.hs-mannheim.de/it-sicherheit/datenschutz.html

Data protection (In German).
https://www.cit.hs-mannheim.de/datenschutzerklaerung.html

Best regards
Your Campus IT & Services