

## What you should know about using the computers

### Network drives

u: (\\hs-ulm.de\fs\users\<loginname>) permanent individual storage  
w: (\\hs-ulm.de\fs\work\<loginname>) temporary individual storage, will be deleted at 4 a.m. daily  
q: (\\hs-ulm.de\fs\scratch\<loginname>) temporary public storage, will be deleted at 4 a.m. daily  
p: (\\hs-ulm.de\fs\public\<loginname>) public storage of lecturers

### Email

email address: <loginname>@mail.hs-ulm.de

You can check your mailbox by

- web-browser (<http://webmail.hs-ulm.de>, best with Internet Explorer)
- Exchange-access (Android, iOS, Outlook)

### Printing at the Technische Hochschule

If you want to know your account balance, press windows key + R, and type in command "Konto".

#### Costs for prints per page:

- |                             |        |        |
|-----------------------------|--------|--------|
| ▪ laser printer black&white | DIN A4 | 0,03 € |
| ▪ laser printer colour      | DIN A4 | 0.10 € |

### You may only use the paper from the Centre of Information and Media (IMZ)!!!

Credit (you have to apply for it): 5.00 € for student research projects  
15.00 € for your bachelor and master thesis

You can transfer money to your print-account at the terminal in the rooms F34, N01 and S202.

|                        |                      |   |
|------------------------|----------------------|---|
|                        | <b>Computer Lab:</b> | <b>Kyocera-Printer Location:</b>  |
| Prittwitzstraße:       | C011, F17, F34, F108 | A11, A117a, A216, A303, B122**, B320a,<br>C036, E11 (2 printers), F08, F34** (2 printers) |
| Albert-Einstein-Allee: | S202, Q127, V001     | Q109, Q181f, S202**   |
| Eberhard-Finckh-Str.   | N01, Z106            | N01, O151**   |
|                        |                      | **with hole punching and stapling facility  |

### WLAN "eduroam"

<loginname>@hs-ulm.de (not your email address!)

Instructions: <http://www.hs-ulm.de/wlan>

### Access to the network from the outside

- by web-browser: <https://fs.hs-ulm.de> (only for downloading certain file types)
- by VPN-client: <http://www.hs-ulm.de/vpn-client>
- by WebDAV: <http://www.hs-ulm.de/webdav>

Detailed Information: [www.hs-ulm.de/rzfaq](http://www.hs-ulm.de/rzfaq)

## How can I change my password?

Use the following webpage:

<http://www.hs-ulm.de/Kennwort/>

You will see the following screen (except for the English translation):

Benutzername / user name (your login name)  
altes Kennwort / old password  
neues Kennwort / new password  
neues Kennwort bestätigen / confirm new password

Buttons:

Kennwort ändern / change password  
Kennwort testen / test password

## Directive for password

- Your password has to have a length of at least 10 characters
- Your password has to contain characters from at least three different character classes.
- **Your password must not contain your login name, first name or last name**

Recommended characters are:

**Lower-case:**

a b c d e f g h i j k l m n o p q r s t u v w x y z

**Upper-case:**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

**Numerals:**

0 1 2 3 4 5 6 7 8 9

**Special characters**

! " # \$ % ( ) \* - , ; < > [ \ ] \_ { | } ~