Bauhaus-Universität Weimar

Service Centre for Computer Systems
and Communication

DIRECTIONS FOR WORKING
IN THE COMPUTER POOLS OF THE SCC

The Service Centre for Computer Systems and Communication (SCC) is one of the main service centres of the Bauhaus-Universität Weimar.

www.uni-weimar.de/scc

USING THE IT INFRASTRUCTURE

All members of the university are issued a personal user ID which allows them to access the infrastructure. This contains:

_ the computer in the SCC Pools and other locations
_ mobile Internet (WLAN)
_ the university library

Furthermore, you receive a free but mandatory e-mail address from the Bauhaus-Universität Weimar. Please be sure to use this address for communicating within the university.

e-mail address example
vorname.nachname@
uni-weimar.de

Password Security
When choosing a password, please note the following guidelines:

_ Length: at least 14 characters, maximum 64 characters
_ **not** §, @, „, : , ° , ^ , ä, ö, ü, ß
_ no personal dates or data
_ no word of any known language (including slang and dialect), no keyboard sequences, choose a password you can remember

password generator
www.passwort-generator.eu

change your password
passwort.uni-weimar.de

Central Storage
You are given file space at the Bauhaus-Universität Weimar for your personal data at the Windows pools in SCC (Windows: Windows Library »Home«).
If you want to use this data outside the university, please follow the instructions at

www.uni-weimar.de/webdav

Data Exchange and Collaboration
The Bauhaus-Universität Weimar provides all members – students, employees and external persons with a university account – with the option of using a cloud storage service.
The service can be used to exchange and synchronize data. Contacts, appointments and tasks can also be managed – with »Deck«, a Kanban-style organization tool is available for the project organization of teams.

Cloud Storage
nextcloud.uni-weimar.de

Before you start using the information technology, please make sure you are acquainted with the legal regulations governing its use.

it-agreement
www.uni-weimar.de/it-agreement

COMPUTER POOLS AND PRINTING SERVICES

The SCC operates computer pools at Steubenstraße 6a which can be used by all members of the university. In addition to colour and B/W laser printers, the SCC also offers plotters for printing large-format drawings.

Using Computers with Windows Operating System
_ After starting your computer you will be asked to enter your login-name (= Benutzername) and your password (=Kennwort).
_ After the logon a window with »Bitte Warten… « … (= please wait) appaears. You have to wait till it disappears. Afterwards you can use Windows as usual.
_ You can find the programs installed by clicking the start button in the lower left corner. A menu is shown from which you can choose the desired program. Alternatively, typing the initial letters will find and launch programs installed on the computer.
_ You will find your own files in the Windows Library »HOME«. (access via Windows Explorer or via »Dieser PC« (= this computer) on the Desktop).
_ You have to log out after finishing your work on the computer. (left click on the start button, than cklick on the icon person with your name and choose the option »Abmelden« (= log out) or by cklicking the tile »Abmelden« (= log out) in the start menu.)

Printing
There are various printing devices in the SCC computer pools, some of which are operated via the network. To use these devices, you have to choose the respective printer or plotter beforehand.

www.uni-weimar.de/scc/printing

Printing costs
Costs will be incurred only for the printer and plotter materials used (standard and special paper). At the start of their studies receive an electronic printing account which is attached to their logins. Other public printers are included in this accounting system.

www.uni-weimar.de/scc/printing

The cost of copies is deducted directly from the thoska card.
www.uni-weimar.de/thoska

FURTHER DIRECTIONS

IT-Security
You will find detailed information via our website.
Please pay particular attention to the advice given in the »Golden Rules«:

www.uni-weimar.de/its
www.uni-weimar.de/Goldene_Regeln

For protection against malware a commercial malware protection program is offered to all staff and students of the Bauhaus-Universität Weimar and the LISZT SCHOOL of Music. This program can also be used (free of charge) on private PCs.

software and manual
www.tu-ilmenau.de/unirz/Virenschutz-Software.2389.0.html

When using mains connections in **student housing**

www.uni-weimar.de/swerk

Wifi at the Bauhaus-Universität Weimar (WLAN/WiFi)
All Buildings (this includes all dorms, library, ect.) of the Bauhaus-Universität Weimar are equipped with free Wifi. While being on Campus or dorm no VPN software is needed. Instead you can use **»eduroam«** to connect to the University network.

www.uni-weimar.de/wlan

e-mail
We provide you with the option of reading your e-mail with a web browser of your choice.
You will find general information and advices on configuring several e-mail clients at:

access via browser
webmail.uni-weimar.de
www.uni-weimar.de/mail

Pools outside the SCC
Working in other university computer pools is possible with the same login. User permission is given by the local pool administrator.

If you have any questions or problems when using computers, please contact our hotline or our PC Pool Service directly in room 209/211, Steubenstraße 6a, or via phone at +49 (0) 36 43/58 24 24. You can also send an e-mail to nutzerservice@uni-weimar.de.