

Advice for the usage of the PCs in the computer-labs

For all students of the Cooperative State University computers are available for free use in the computer-labs. You have access both to the internet and to the internal file servers of the Cooperative State University. Furthermore you also have the possibility to print your documents both on colour and black/white printers.

Log on:

Your user name is composed of the first three letters of your first name, a dot, your entire family name (all lowercase letters) and the year in which your course has started. If you have more than one first name or a name affix, this is not included in your user name. Special characters like letters with an accent character will be converted to a non-accented character. Special characters like „ß“ or an Umlaut like the German „ö“ are converted into „ss“ respectively „oe“. In some rare cases a name consisting of more than the first three letters of your given name is also possible.

When you try to log on and get an error message, please be aware that the computers in the computer labs may use an English keyboard layout. This means, that the characters „y“ and „z“ may be interchanged.

In some cases your username may consist of the first four letters of our prename instead of only three. This is the case if your username has been given to someone else.

You have set your initial password yourself by using the Super-PIN you got from the DHBW. Please refer to the student information letter you received.

Examples (course of the year 2013):

„Karl Napf“ with the student ID 123456 logs in as „kar.napf.13“.

„Kurt Döner“ (553399) is converted to „kur.doener.13“.

„Joel Sim Bo Han“ (112233) is converted to „joe.bo.13“.

„Kerstin von der Weide“ (654321) becomes „ker.weide.13“.

„Alfred-Emil Eiersalat“ (665544) becomes „alf.eiersalat.13“.

„Schorsch Eppel-Holzmann“ (112233) becomes „sch.eppel.13“.

And here's how to change your password: Log on and press the keys „Strg“, „Alt“ and „Entf“ simultaneously. Then please click on „Change password“ and follow the dialogue.

Software:

This software is installed on any computer:

- Microsoft Office 2013
- CDburnerXP
- Internet Explorer
- Mozilla Firefox
- Acrobat Reader
- and the common Windows accessories.

Internet:

For accessing the internet you have the choice between Microsoft Internet Explorer and Mozilla Firefox. If you access the internet from your own computer, you will be asked for your user name and your password (see above). Please keep in mind that

in some cases the Microsoft Internet Explorer does not only want to know your username but also the domain you belong to. The username „han.dampf.13“ needs to be prefixed with „mos-lh“ and a backslash „\“. The full username you should type in when using Internet Explorer is e.g. „mos-lh\han.dampf.13“.

Own files:

You can store your own files within your account. To do so please use your personal drive „H:“. You can access these files by using any computer within the network. To transfer data you brought along you can use a CD/DVD or an USB-stick. The USB-port is located on the table (extension cable). Alternatively you can send (small!) files by writing an email to yourself and fetch these files at a computer in the computer lab.

Printing:

Printers:

The copy machines are also available as printers. They are located in the computer labs and the library. You have access to these machines from any computer in the computer lab. Please be aware that the printers are not listed one-by-one but combined as „konica...“. As soon as you have sent a job to this printer you can pick up the printout at any copy machine with your CampusCard.

Printing costs:

The usage of the printers is liable to pay costs. Printing costs are three cent per black and white page and ten cent per colour page.

If your printing balance is used up or you need to print large jobs which are too expensive for your current account, you can load money onto your account by using the vending machines.

Credit balance:

You get the current amount displayed as soon as you put your ID-card into one of the copy machines and press „Kopie“. The current amount available is displayed in the top left corner of the display then.

If you want to print a document with many pages or a colour document, please check your account before printing. Print jobs that produce higher costs which are not covered by your current credit balance will not be printed completely.

Miscellaneous:

- Please turn off the computers when you have finished your work.
- Please do not bring along food or drinks into the computer-lab.
- If you use your own data media – please do not forget them in the computer lab.