An Overview of the Electronic Systems for Students of Justus Liebig University Giessen
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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 vibrant 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. Additionally, 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 a short overview of 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 have also included 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 did 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 on the last two pages. 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 numbers, e.g. “04”. You can also add this after the internet address in the address bar of your browser, e.g. http://setup.uni-giessen.de/04

Alternatively, you can scan QR codes with your smartphone. Scanner apps free of charge can be found on App Store or Google Play.

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. This way you can contribute to this brochure and help us improve it.

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

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.
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 account letter will provide you with all necessary passwords as well as the user identification.

Check list – Your starter kit
1. Student ID/chip card
2. User identification and account letter
3. Email address

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

During orientation week you will be informed when and where to pick up your starter kit. Please do not forget to bring your valid identity card AND your paper temporary student 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 account letter. You will learn when and where to pick up your starter kit during orientation week. Please do not forget to bring your valid identity card AND your paper temporary student card! 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, NVV and VGWS 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

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/01
Flyer explaining the functionalities of the chip card: http://setup.uni-giessen.de/02
Information on how to cancel your chip card: http://setup.uni-giessen.de/03
Information on the public printers: http://setup.uni-giessen.de/04
Students identity card regulations: http://setup.uni-giessen.de/05

1. In case you lose your identity/chip card, it is obligatory to block your chip card in order to avoid any kind of misuse. If a new chip card has to be produced for you, you will have to pay for the expenses. Make sure that you are careful with the card and the account letter!

2. The chipcard has to be topped up separately for the cafeterias and the public copiers.
How long is the student identity/chip card valid?

The chip card contains both an electronic and an imprinted date of expiry (Winter Semester: March 31st; Summer Semester: September 30th). The imprint below your picture is important for its use as a RMV/NVV/VGWS ticket (free local transport in almost all of Hessen). The electronic date of expiry is checked every time you pay for your meal in the cafeteria or when you use the university’s public printers.

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, printout of your confirmation of enrollment). Please remember that the self-service stations are only accessible during opening hours of the students office.

When receiving the chip card, you will also get a flyer with additional information on the use of the card. This information can also be found online.

Links
Opening hours and services of the students office:
http://setup.uni-giessen.de/07

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 using the self-service stations next to the entrance of the students office. Print your confirmation of enrollment and make sure your RMV/NVV ticket is extended.
ACCOUNT LETTER AND USER IDENTIFICATION

Your chip card comes with an account letter which contains all identifications and passwords needed for your everyday life at the university as well as your university email address. We will explain these components in the following paragraphs.

Blocking code
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. If a new chip card has to be produced for you, you will have to pay for the expenses.

User identification
The user identification is your personal identification information (username) 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 FlexNow and Stud.IP, check your university mailbox, use computers in computer labs, and for JLU’s wireless LAN login.
In combination with the user identification, one password is of high importance:

**LDAP-/Net password**
The *LDAP password* and the Net password are the same. You will need it to login to your email inbox, to FlexNow and 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 password can and should be changed regularly. For your own safety you should choose a secure password which cannot be guessed easily. Please note that some systems will “know” the new password only at the beginning of the next full hour. In this case, the old password will keep its validity until then.

The second password (UNIX password) you find on your account letter is only needed in seldom cases and is not relevant for the following services.
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.
- It is obligatory to read all messages sent to the university email address because important information of
JLU is only sent to that address (e.g. records of registration and cancellation in FlexNow, news from the students office and the departments, reminder of overdue books, 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. Among other things this is the reason why it is OBLIGATORY to read the email send to your university email address regularly.
- 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 website).

**Links**
Installation of email programs:
http://setup.uni-giessen.de/10

Webmail access to your university email account:
http://setup.uni-giessen.de/11

![QR Code](http://setup.uni-giessen.de/11)
ELECTRONIC SERVICES

The starter kit allows you access to many electronic services of JLU. The table shows which services demand the User Identification and LDAP-/Net password.

Electronic services

<table>
<thead>
<tr>
<th>Electronic services</th>
</tr>
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<tbody>
<tr>
<td>Receiving and sending Email via webmail or with email clients like Outlook or Thunderbird</td>
</tr>
<tr>
<td>FlexNow</td>
</tr>
<tr>
<td>Stud.IP</td>
</tr>
<tr>
<td>Access to public work stations</td>
</tr>
<tr>
<td>Access to the data network (wireless LAN, public data sockets, VPN)</td>
</tr>
<tr>
<td>Access to electronic resources of the library system from home (e.g. bibliographical databases, e-books, e-journals)</td>
</tr>
</tbody>
</table>
SOFTWARE FOR STUDENTS

Students enrolled at JLU Gießen may use some software for free or at low charge for their studies, e.g.:

- antivirus software Sophos (free)
- reference management Citavi (free)
- statistics software SPSS (for theses, limited quota, available through Asknet at a charge)

For some software products the university holds licences for members of certain departments. Please see the website listed on the right for more information.

Some software companies offer special prices for students. You can get this software e.g. through the provider Asknet. The list includes, among others:

- selected products of Adobe (e.g. Acrobat Pro, Photoshop Elements etc.)
- Matlab (programming language with tool boxes for several fields such as mathematics, metrology, instrumentation and control systems)
- selected products of Corel (e.g. CorelDraw Graphics Suite)

As an alternative to commercial offers there are also useful and good freeware programs, e.g.:

- Libre Office (free office package, comparable to MS Office)
- GIMP (image editing)
- KeePass (password management)

Important: There are no (!) campus licences for Microsoft products (e.g. MS Office, Windows OS) at JLU Gießen. This means that there is no use free of charge. Currently, “Office 365 University” is the cheapest offer.

Links
Software licences for students
http://setup.uni-giessen.de/110

Contact:
software-manage@hrz.uni-giessen.de

Remember
1 FlexNow-Team, Division StL3
Goethestrasse 58 (3rd floor), 35390 Giessen
For questions on and operating instructions of the central examination management system FlexNow
Office hours: See website
Telephone: (0641) 99 - 16400 (Call Justus)
Email: flexnow@uni-giessen.de
Internet: https://flexnow.uni-giessen.de

2 Students Office
Goethestrasse 58, 35390 Giessen
The international Office, Registar’s Office and the Student Advisory Service are also located in the Goethestrasse 58.
Opening hours: see the website of the Students Office:
Telephone: (0641) 99 - 16400 (Call Justus)
Internet: http://www.uni-giessen.de/cms/studium/beratung/studienoffice
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:

- A wireless LAN connection (WiFi) allows you to access the university network as well as the internet without a network cable.
- 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.
- 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. This way, you can access restricted material which are usually only available within the university network.

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

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/02

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/12

Where can I find public data sockets? http://setup.uni-giessen.de/13

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 into 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 (WIFI) 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 Center or any library or by connection to the unencrypted wireless LAN ugifula.

2. Download the wireless LAN installation instructions for your operating system (Windows, Linux, Mac OS X, iOS, Android etc.) from this website: [http://setup.uni-giessen.de/15](http://setup.uni-giessen.de/15)

3. For some versions of Windows you will need additional software which is free of charge. 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, 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 sufficient to install a small software 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.
Nearly all current smart phones and tablets can 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/14

Software and instructions:
http://setup.uni-giessen.de/15

Overview of all wireless LAN hot spots:
http://setup.uni-giessen.de/16

Information on eduroam:
http://setup.uni-giessen.de/17

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
- Mildred-Harnack-Fish-Haus
- Landgraf-Ludwig-Haus
- Unterhof
- Leihgesterner Weg 136 + 138

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.

Links
Internet access in student accommodations: http://setup.uni-giessen.de/18

Terms of use for the internet access in the students apartments: http://setup.uni-giessen.de/19

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 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”.

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/20

Contact:
netz@hrz.uni-giessen.de

ACCESS TO ELECTRONIC RESOURCES OF THE LIBRARY SYSTEM

Within the university network you can access electronic bibliographical databases and the full texts of e-books or e-journals directly. However, this can not be done just like that when you are at home or out and about. The university has to make sure that only members of JLU access these resources. You may search for printed books, articles, journals, and databases in the library’s research portal JUSTfind.

If you want full access from home or out and about you need to use the button “Login Full access (VPN)” and enter your user identification and LDAP-/Net password, which you find in your account letter. Thus, you identify as a student of JLU Gießen. The underlying technique is called “EZ-Proxy”.

Links
Research portal JUSTfind: http://setup.uni-giessen.de/201

EZ-Proxy of the library system: http://setup.uni-giessen.de/202

Contact:
auskunft@bibsys.uni-giessen.de
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 “Rechtliche Grundlagen – Mitteilungen der Universität Giessen (MUG)” (Notifications of JLU), in which you can find information on the legal framework for your course of study as well as your exams. We strongly recommend that you carefully read the parts referring to your course of study since they include important information on your study program. In “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.

Links
Study regulations: http://setup.uni-giessen.de/21
Examination regulations: http://setup.uni-giessen.de/22
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 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 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.

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

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

**Link**
Course catalogue:
http://setup.uni-giessen.de/23
**HOW TO REGISTER FOR MODULES AND COURSES**

The system used for course registration at JLU depends on your course of study or your study element or module. Usually **FlexNow** and **Stud.IP** are the important systems within the process of registration. You should carefully inform yourself about the specific roles of the systems in your study program or element. Some rules and exceptions have been summarized in the table below. The table 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 or modules. The electronic course catalogue as well as the websites of the faculties provide you with information on the registration process.

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**Course, Module and Exam Registrations within different modulized degree programs**

<table>
<thead>
<tr>
<th>Target Group</th>
<th>Registration for modules and courses</th>
<th>Registration for module examinations*</th>
</tr>
</thead>
<tbody>
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<td>Bachelor, Master and teacher training degree programms (Faculty 03 – except arts and music, Faculty 04 and 05 – except slavic studies – Faculty 06)</td>
<td>FlexNow</td>
<td></td>
</tr>
<tr>
<td>Bachelor, Master and teacher training degree programms (Faculty 02, 05 – only slavic studies – Faculty 07, 08, 09)</td>
<td>Stud.IP</td>
<td>FlexNow</td>
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<tr>
<td>Interdisciplinary competencies “Außerausfachliche Kompetenzen” (AfK)</td>
<td>Stud.IP</td>
<td>FlexNow</td>
</tr>
<tr>
<td>Language courses of the Center of Competence Development (ZfbK)</td>
<td>see website of ZfbK</td>
<td>FlexNow</td>
</tr>
</tbody>
</table>

*Earning Credit Points (CPs)*
Links for information on deadlines and registrations

FlexNow:   
http://setup.uni-giessen.de/24

Dates & Deadlines of faculty 02:   
http://setup.uni-giessen.de/25

Dates & Deadlines of faculty 09:   
http://setup.uni-giessen.de/26

Other qualifications (AFK):   
http://setup.uni-giessen.de/27

Foreign Language Courses:   
http://setup.uni-giessen.de/28

FlexNow

*FlexNow* is the centralized examination management system of JLU. This service 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. After each registration or cancelation a confirmation record is sent to your University email address. Additionally you can also check your examination results online after their publication. You may also create online certificates (Leistungsnachweise) for some bachelor and master programs. Certificates for all other programs can be requested of the examination office responsible for your course of studies.

Check early for your course of studies or your subjects of study how the obligatory registration has to be done.
In case of any further questions on the examination management system FlexNow, please contact division StL3. 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/24

Overview Examination Offices:  
http://setup.uni-giessen.de/29

Contact FlexNow Team:  
flexnow@uni-giessen.de

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. In contrast to FlexNow, Stud.IP offers a couple of features accompanying you throughout the semester. Therefore, you will probably not only use Stud.IP for the 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, pinboards, surveys, and a platform.

You can check your registered and attended examinations at any time by accessing your student records.

Check List – First steps in FlexNow
1. Login to FlexNow at https://flexnow.uni-giessen.de with your user identification and your LDAP-/Net password.
2. Check your course of studies in “Studentendaten” as well as your personal data (name, date of birth, matriculation number, postal address).

Remember
After 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 with Stud.IP

1. Login with your user identification and LDAP-/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 “Profile -> User details” in Stud.IP and verify your personal information (name, gender, matriculation number). Please also take a look at your course of study in the field Study details.

4. Use “Settings” (top right) to adjust your personal settings (language, layout, etc).

to register for consultation hours. Departmental student bodies also use Stud.IP for the distribution and exchange of information.

If 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.

Link
Stud.IP:
http://setup.uni-giessen.de/30

Contact the Stud.IP team:
studip@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.

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 page 29).

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 contains more than 3.7 million books and printed journals as well as a large number of DVDs and other media such as e-journals, e-books, specialized databases, video tutorials and so on. To find out which is where, check out the research portal JUSTfind. Accessing licenced online media from home will require your user identification and LDAP-/Net password (see p. 25).

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.
## Online Platforms at the JLU Giessen

<table>
<thead>
<tr>
<th>Platform</th>
<th>Functions</th>
<th>Access</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Central System Supervision by the HRZ</strong> – <a href="http://www.uni-giessen.de/hrz/komm">www.uni-giessen.de/hrz/komm</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Stud.IP</strong></td>
<td>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.</td>
<td>User Identification LDAP-/Net password</td>
<td>In almost all faculties</td>
</tr>
<tr>
<td><strong>ILIAS</strong></td>
<td>See Stud.IP and additionally: open educational resources for beginners, lecture recordings, interactive learning units, tests, blogs, e-portfolios</td>
<td>User Identification LDAP-/Net password</td>
<td>Only in courses with a high level of e-learning activity</td>
</tr>
<tr>
<td><strong>k-MED</strong></td>
<td>See ILIAS</td>
<td>see website of faculty 10 (see below)</td>
<td>Faculty 11</td>
</tr>
<tr>
<td><strong>vet-learn</strong></td>
<td>See ILIAS</td>
<td>User Identification LDAP-/Net password</td>
<td>Faculty 10</td>
</tr>
<tr>
<td><strong>sports-edu</strong></td>
<td>See ILIAS</td>
<td>User Identification LDAP-/Net password</td>
<td>Faculty 06, Physical Education</td>
</tr>
<tr>
<td><strong>mein-STUDIUM</strong></td>
<td>Downloads, allocation to courses and practicals, exam registrations and results, newsletter, access to k-MED (see above)</td>
<td>see website of faculty 10 (see below)</td>
<td>Faculty 11</td>
</tr>
</tbody>
</table>

### Local Systems

In case you have problems with the literature research, do not give up! The library system offers workshops about literature research and management (e.g. with Citavi, Endnote, or Mendeley), also within the bachelor AfK module. You will find the dates on the website of the library in “Courses & Guided Tours”. 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/31](http://setup.uni-giessen.de/31)

**Literature research unit in ILIAS:**
[http://setup.uni-giessen.de/32](http://setup.uni-giessen.de/32)

**Access to meinSTUDIUM & k-MED:**
[http://setup.uni-giessen.de/33](http://setup.uni-giessen.de/33)
**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 FlexNow you can register for modules/courses and (module) examinations as well as cancel registrations. Additionally, you can check for personal data, registration deadlines, and examination results. Also, online certificates (Leistungsnachweise) for some courses of studies can be created as a self-service.

**ILIAS ➔ Page 32**
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, to visit pre courses online or to test your knowledge. The interface between Stud.IP and ILIAS enables users of Stud.IP to access ILIAS.

**LDAP-/Net password ➔ Page 12**
In combination with your user identification, the LDAP-/Net password is the key to your university emails, FlexNow, Stud.IP, the public computer labs, data sockets, JLU’s wireless LAN, the electronic services of the library system, etc. The LDAP-/Net password is identical to the former X.500/Net password.

**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 30**
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 20
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.

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 12
In combination with your user identification, the UNIX-Password is the key to internal websites of the JLU.

User Identification ➔ Page 11
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 LDAP-/Net password you can login to FlexNow and 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.