



## Online-Service for Students – LSF: <http://lsf.uni-heidelberg.de>

You can (among other functions)

- check your re-enrolment **fees and payments**
- print out your **certificates**
- change your **contact information** (address, phone number, etc.).

### 1. Activating your Uni-ID

First of all, you must activate your Uni-ID and log on to the LSF-Portal:

<http://freischalten.uni-hd.de>

Please log on with your Uni-ID (as stated on your student ID) and the password that was sent to you by post. You will then receive a new password and your own university e-mail address.

### 2. Logging on to LSF with your user name and password

<http://lsf.uni-heidelberg.de>

The screenshot shows the LSF portal interface. At the top left is the University of Heidelberg logo. The main header reads "LSF: Teachings, studies and research" followed by "Information system of University of Heidelberg". Below this is a navigation bar with "Home" and "Login" (the "Login" button is circled in blue). Further down are links for "Courses", "Departments", "Facilities", and "Members". A breadcrumb trail shows "You are here: Home". A list item "Verification of study reports" is visible. On the right, there is a login form with two input fields: "Uni-ID or URZ Identifying:" and "Password:". The "Uni-ID or URZ Identifying:" field is circled in blue, and a blue arrow points from a text box to it. The "Password:" field is also circled in blue. An "Ok" button is to the right of the first field. A text box at the bottom left contains the instruction: "Log on with your Uni-ID (not your student number!) and your new password."

**Problems** activating your Uni-ID or logging on? Please contact the IT Service:

IT-Service-Point of the Universitätsrechenzentrum (URZ)  
Im Neuenheimer Feld 330, room E11

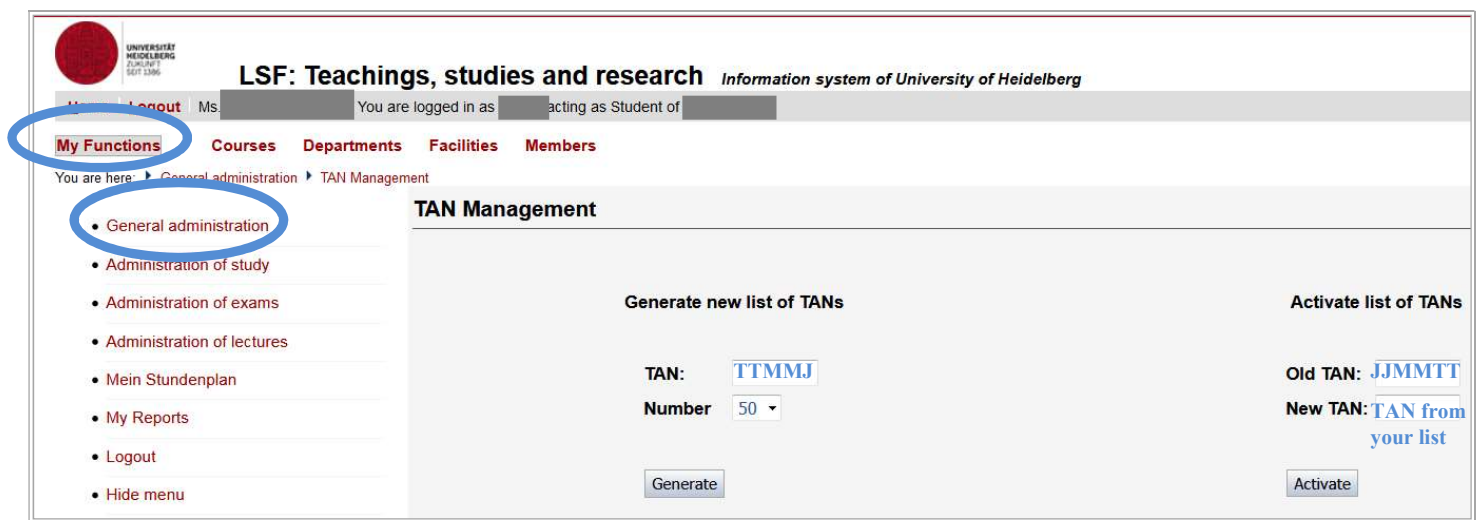
IT-Service in the University Library  
Plöck 107-109, ground floor in the IZA

Opening hours and further information at <https://it-service.uni-heidelberg.de/>.

### 3. Generating and activating TAN lists

Some functions of LSF can only be accessed by using transaction numbers (**TANs**). You must generate your own TAN list.

**Generating your first TAN list:** My functions → General Administration → TAN Management



**Step 1:** As “TAN” enter your birth date in the formate DDMMYY (e.g. 8 February 1984 = 080284) and click on “Generate”. Please save and print this TAN list immediately.

**Step 2:** As “Old TAN” enter your birth date in the formate YYMMDD (e.g. = 840208). As “Old TAN” enter one of the TANs from your newly generated list and click on “Activate”.

You should cross out the TANs you have already used since each TAN can only be used once. Please note: Do not use all the TANs on your list – you will need two of them to generate and activate a new TAN list.

### 4. Online services

#### **4.1 Checking re-registration fees and payments**

By paying the semester fee (student service fee, administrative costs, contribution for the constituted student body, tuition fees – when applicable) by the end of the re-registration period, you notify the university that you intend to continue your course in the next semester.

**Please note:** Before transferring your contributions, you should check your status in LSF: Under “My functions” and “Administration of study” please click on “View charges account” – there you can see your fee status for the current and next semester.  
(My functions → Administration of study → View charges account)



LSF: Teachings, studies and research

Home Logout M: [redacted] You are logged in as [redacted] acting as [redacted]

My Functions Courses Departments Facilities Members

You are here: Administration of study

- General administration
- Administration of study**
- Administration of exams
- Administration of lectures
- Mein Stundenplan
- My Reports
- Logout

**Administration of study**

- [Mandate Management](#)
- [Re-enrolment fees and payments](#)
- [View/Edit BAföG data](#)
- [View charges account](#)
- [Study reports for all terms](#)

You have to pay the fees via bank transfer (more information under *My functions* → *Administration of study* → *Reregistering, paying fees and contributions*). When paying via bank transfer, please make sure that you specify a purpose of use (name, first name, student number) and check if you have the right amount of money.

## 4.2 Printing out certificates

After successful (re-)registration, you can print out the following certificates (without using a TAN):

- Core data sheet ("Stammdatenblatt")
- Certificate of Enrolment / Studienbescheinigung (in English and in German)
- Confirmation for BAföG

To print out a certificate, please go to *My functions* → *Administration of study* → Study reports for all terms.

LSF: Teachings, studies and research

Home Logout M: [redacted] You are logged in as [redacted] acting as Student [redacted]

**My Functions** Courses Departments Facilities Members

You are here: Administration of study

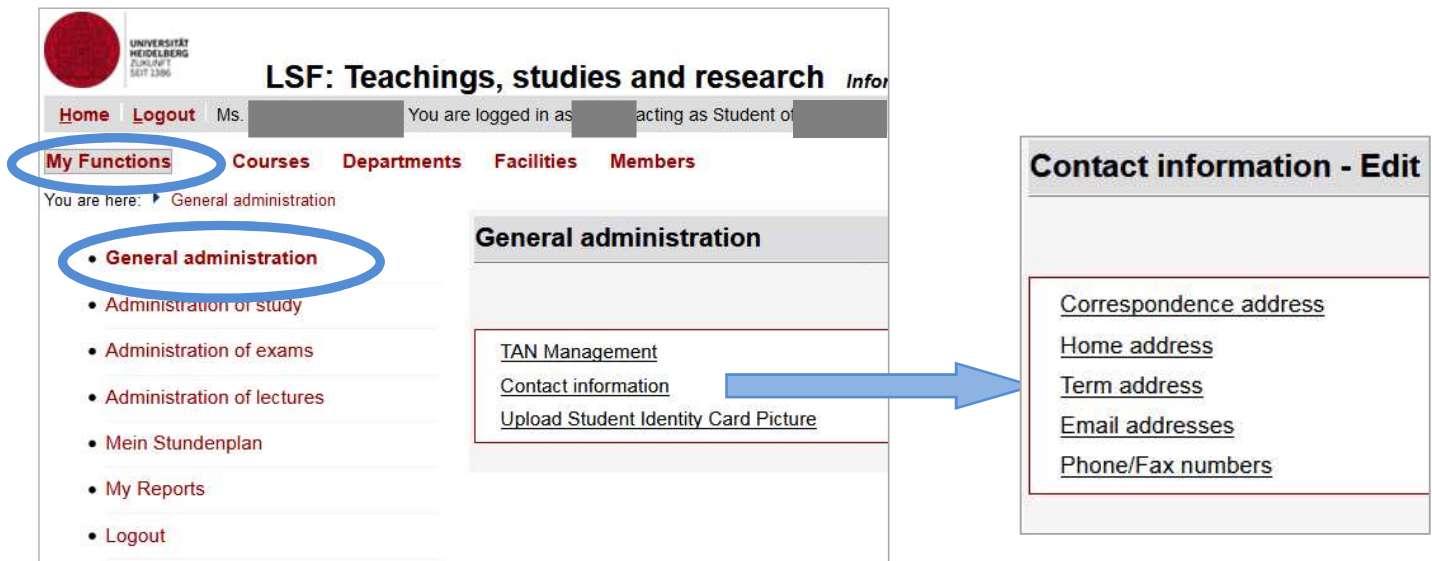
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**Administration of study**

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### 4.3 Changing your contact information

Under *My functions* → *General Administration* you can update your contact information. Please do keep the information in your LSF account updated. Important information will be sent to your e-mail address or to your “Correspondence address” (either home address or term address).



The screenshot shows the LSF (Teachings, studies and research) interface. The top navigation bar includes 'Home', 'Logout', and a user profile section. Below this, a menu bar highlights 'My Functions' (circled in blue), with other options like 'Courses', 'Departments', 'Facilities', and 'Members'. Under 'My Functions', 'General administration' is selected (circled in blue). A list of sub-options follows: 'Administration of study', 'Administration of exams', 'Administration of lectures', 'Mein Stundenplan', 'My Reports', and 'Logout'. The 'General administration' section is expanded, showing 'TAN Management', 'Contact information' (highlighted with a blue arrow), and 'Upload Student Identity Card Picture'. To the right, a separate box titled 'Contact information - Edit' lists fields for 'Correspondence address', 'Home address', 'Term address', 'Email addresses', and 'Phone/Fax numbers'.

### 4.4 Other functions

- enter, update or delete BAföG data (protected by TANs)
- create your syllabus using the academic calendar

Further information on the online services can be found at

[https://www.uni-heidelberg.de/courses/undergraduates/online-service/online\\_service.html](https://www.uni-heidelberg.de/courses/undergraduates/online-service/online_service.html)

In case of problems with the online services, please write an e-mail to

[it-service@uni-heidelberg.de](mailto:it-service@uni-heidelberg.de)