

WHAT WE OFFER STUDENTS

COMPUTING CENTRE



UNIVERSITÄT HEIDELBERG
ZUKUNFT SEIT 1386

CONDITIONS OF USE

By activating your Uni-ID for the use of the URZ services you agree to the following declaration:

“I accept the URZ administration policy and the user policy as well as the operating regulations and payment conditions. I took knowledge of the documents on software and data networks. I am aware of the university chancellor advising against the misuse of university IT facilities. I assure not to hand on my Uni-ID to other persons and to only use it for study-relevant purposes. I know that I must not use any of the results in commercial connections.

I agree to the URZ reprocessing my personal data in terms of administration, accounting and reporting.“

You can find the policies mentioned above at <http://urz-benutzerordnung.uni-hd.de>. We also provide access on-side.

News about the URZ

On our homepage <http://www.urz.uni-heidelberg.de> you'll find the latest news from the URZ. Check our website regularly for upcoming details. In addition, our newspaper UPDATE is published twice a year. Copies are displayed free of charge in the URZ entrance, in our Infoservice and in central places of the university. There are more information flyers available on topics of special interest (but currently they are all in German language).

Questions?

If you have further questions please visit our Infoservice in room number 015 in the URZ building or in Heidelberg Altstadt in the University Library (IZA). Opening hours for both: Mon-Fri 9-12 and 1-4 pm. You can also write us an email to Infoservice@urz.uni-heidelberg.de, or reach us on the phone at **06221/54-4522**.

How to reach the URZ

The Computing Centre (URZ) is situated at Im Neuenheimer Feld 293, 69120 Heidelberg. The number 21 and 24 trams run every five minutes from Heidelberg main station, the number 31 bus leaves every ten minutes from „Universitätsplatz“. You can alight at either „Technologie-Park“ or „PH“.

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You can count on us!

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August 2013



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The URZ-Infoservice

The URZ Infoservice is the first contact for all your questions. It is located in the URZ building, ground floor, room number O15. Email address: Infoservice@urz.uni-heidelberg.de, Tel.: **06221/54-4522**, (German) website: <http://infoservice.uni-hd.de>. The opening hours are Monday to Friday 9-12 am and 1-4 pm. In the Infoservice you can load your printing account, browse through the latest IT literature or purchase software-scripts. You'll find the updated list of scripts at <http://www.urz.uni-heidelberg.de/service/skripten.html>. You can also visit the URZ Infoservice in the University Library building in Heidelberg Altstadt. It has similar opening hours. Thus you don't have to take the long way to the Neuenheimer Feld.

Uni-ID

With immediate effect all students receive a multifunctional study identity card when they register. On this card you'll find your Uni-ID. It is a unique identification number which you need to make use of the URZ services. Students of other institutions, such as the Pädagogische Hochschule, may register with the URZ. At <http://freischalten.uni-hd.de> you can activate your Uni-ID and choose a password which must be kept secret.

Email

Students receive a Heidelberg University email address. It is generated when you activate your Uni-ID. You can organize your emails using an email client of your choice. We also offer access via a webbrowser at <http://mail.uni-hd.de>. Please note that you are obliged to use your university email account and that it may only be used for study-related purposes. You can find the university email policy at <http://www.urz.uni-heidelberg.de/md/urz/orginfo/ordnungen/em.pdf>.

Storage Space

In addition to the storage space for emails, the URZ provides you with a home folder. It is backed up on a file server and equipped with what is called a snapshot function. This function allows accidentally deleted or altered data to be restored. You'll find more information at <http://www.urz.uni-heidelberg.de/datenhaltung>.

PC pools

During the renovation phase of the URZ building there will be at least three PC pools available. They contain Windows-PCs, each with DVD-drive, USB port and access to the Internet. Programmes like MS Office, SAS und SPSS or EndNote. You'll find a complete list of the installed programmes at <http://urz.uni-hd.de/windows/software.html>. From the pool computers and from outside the URZ you can reach our terminal servers which also offer a variety of software.

Printing

We offer you printing via the „FollowMe“ printing technology by the Ricoh company. This way you can send printing jobs to the central printing server from wherever you are - from a pc pool or via a website by downloading postscript or pdf documents. You can then pick up your printouts at the public Ricoh printers throughout the university, also at the URZ. In addition, the URZ offers you a Ricoh high performance printer with a variety of postprocessing features. For printing posters up to DIN-A0 we provide a plotting service for a fee. Learn more about printing at <http://www.urz.uni-heidelberg.de/drucken>.

Scanning and Burning

All computers in our public computer pools are equipped with DVD-writers. In addition, in PC-room 006 you can find two Windows computers with scanners, graphics programmes and DVD-writers. More scanners and writers are available in the URZ Media Centre.

URZ Media Centre

On the second floor of the URZ building, room number 214, you will find our Media Centre with nine Apple computers. They are equipped with up-to-date hardware and software and also with scanners, DVD- and Blu-ray-writers. The focus of the software is picture and video editing. The Media Centre is accessible for all students who have a basic knowledge of Mac systems. If this isn't the case, you are invited to attend one of our courses (see section "Computer Courses").

Antivirus Protection

Protect your computer with an antivirus programme! We recommend free antivirus software for Windows-, Mac- and Linux systems. Please find more information at <http://www.urz.uni-heidelberg.de/security/nutzer/virusinst.html>.

Internet Access and eduroam

You can access the WLAN/WiFi network of Heidelberg University by registering with your Uni-ID. We recommend "eduroam" as WLAN authentication. You are also able to log in from other universities. At <http://eduroam.uni-hd.de> you'll find further information. While using eduroam outside the university or with specific applications we recommend to additionally activate VPN. Read more at <http://vpn.uni-hd.de>.



On the campus there are various laptop plug-in places, some of them with Gigabit LAN. Read more at <http://laptoplan.uni-hd.de>.

Computer Courses

For students and employees of the Heidelberg University the URZ offers free computer courses. More information can be found at <http://www.urz.uni-heidelberg.de/kurse>. Upcoming events and courses are also announced at the appointment calendar on our homepage: <http://www.urz.uni-heidelberg.de>.

LSF: Teachings, Studies and Research

With your Uni-ID you can log in to the LSF information system. In LSF you can sign up for courses online, create your timetable, manage your personal data, re-register and print out your study certificates. You can email your questions to us at sos-team@listserv.uni-heidelberg.de.