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

The following online functions are now available on the university portal LSF (= Lehre - teaching, Studium – study courses, Forschung - research) at http://lsf.uni-heidelberg.de:
➜ You can pay your re-enrolment fee and tuition fees by direct debit and so **re-enrol online**,
➜ You can **print out** your **documents** yourself,
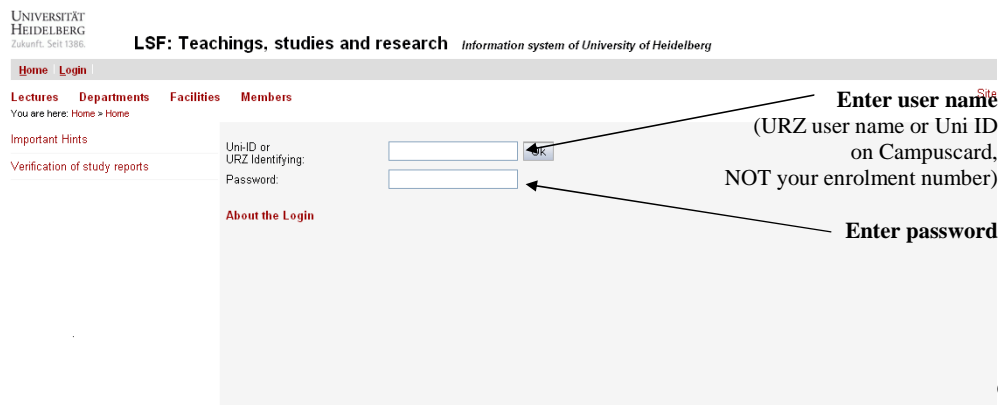➜ You can **change** your **contact details** (address, telephone, email) yourself

➜ ① **Login with your user name and password**



If you already use the university's online services (e.g. PC pools), you will have a user name and password, which you can also use for the LSF and/or online functions. Newly enrolled students will find their user name/Uni ID on their Campuscard. It is NOT their enrolment number.

If you have not used the online services yet or have forgotten your user name/password, please contact the **Benutzerverwaltung** (user help desk) of the University Computer Centre (URZ). If you have any technical or organizational questions you can consult its central advisory service in room 015 (ground floor, Im Neuenheimer Feld 293, 69120 Heidelberg). It is open from Monday to Friday from 10:00 to 12:00 and from 13:00 to 17:00 (Fridays only to 15:00). You can also use the Infoservice in the University Library (Mon-Fri 11:00-12:30, Mon-Thurs 13:00-16:00, Fri 13:00-15:00). All information is also available (in German) at http://web.urz.uni-heidelberg.de/service.
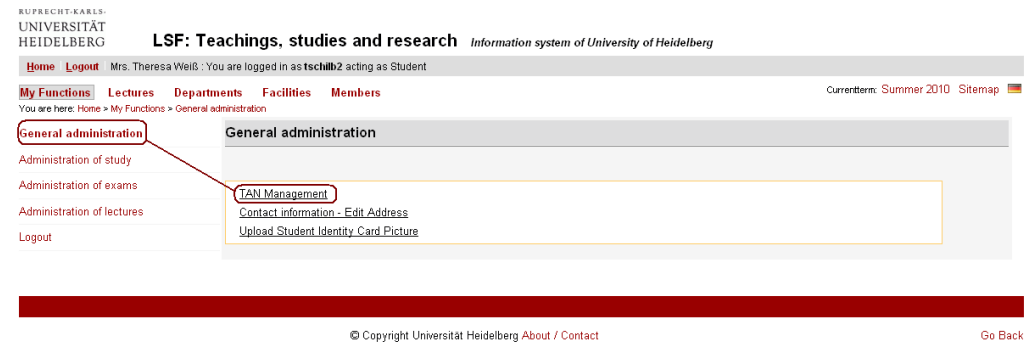


**Enter user name**
(URZ user name or Uni ID
on Campuscard,
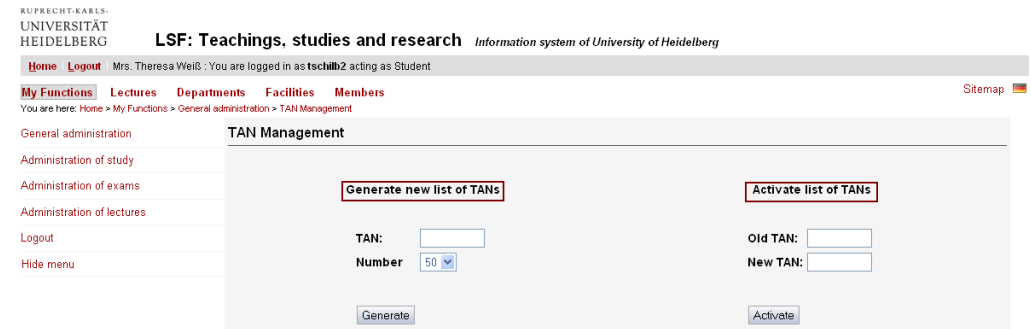NOT your enrolment number)

**Enter password**

② **Generate your first TAN list**

Please generate your **first TAN list** before you use LSF functions.
To do so, click first on **General Administration** top left under **My Functions**.



Then click on **TAN Management** under **General Administration**.



To generate the **first** TAN list, enter your **date of birth** on the left in the **TAN** box, starting with the day (DDMMYY). (For example: if your birthday is on 8 February 1984 write 080284). Then confirm by pressing **Generate**. Your TAN numbers will appear (TAN list).

Please print this TAN list immediately, so that you do not lose it. If you work at your own PC, you can save the TAN list as a file.

③ **Activate your first TAN list**
In order to activate your **first** TAN list, enter your date of birth **backwards** in the box to the right called **Old TAN** (YYMMDD). (For example: if your birthday is on 8 February 1984 enter 840208.)
Enter a TAN number from the new TAN list in the box **New TAN**. Click **Activate** to activate.

Delete the TAN numbers on the TAN list after use, including the one just used to activate; they can only be used once. Make sure you keep your list in a safe place.

Do not use all the TAN numbers on the TAN list, as you will need two of them to generate and activate a new TAN list.

## ④Generate other TAN lists

Generating and activating all other TAN lists requires **two** more valid, old TAN numbers from an already activated TAN list (not your date of birth!): one old TAN number to generate the new TAN list and the second old TAN number to activate it.

To activate the new TAN lists, enter a TAN number from the still valid, old TAN list and then use the first TAN number from the new TAN list.

## ⑤ Print your own Bescheinigungen (documents)



**Study Reports** is a general term for various personal documents, listed in the box below: German student grant attestation, semester data sheet, enrolment confirmation.

To print e.g. your enrolment confirmation, go to the button **My Functions** on the homepage, and click the left-hand button **Administration of study**. Then click **Study Reports**.



Under the heading **Certificate of Study** enter a number **from the TAN list** in the **TAN box** and click **Generate**.

Please note: as it is only possible to print documents for the latest semester in which you are enrolled (and not for earlier semesters), so we recommend that you always print several copies of the desired documents. If you are working at your own PC you can also save them as files.

## ⑥ Re-enrol for the next semester

Should you need documents for the current semester (see point 5 above), then print (or save) them before your next re-enrolment.



To re-enrol online on the LSF homepage, select **Administration of Study**, then **Re-enrolment, fees and payments**. Enter your bank and account number for withdrawal by direct debiting.
After re-enrolling online you should **immediately print out your documents** for the next semester. They **will no longer be sent by post**, since you can print them out yourself.
Please note: after re-enrolling online you cannot print any documents for the current semester.

The permission granted for **Lastschrifteinzug (direct debit) only applies to re-enrolment** for the respective semester and must be granted again for **each semester.** Shortly before the beginning of the re-enrolment period you will receive a reminder by email to your university email account.

## ⑦ Change contact details (postal address, telephone, email)



You can also change your contact details online.
We urgently request that you keep all your contact details up to date. Important information about your degree course (re-enrolment, occasional messages, etc) will be sent either to your postal address or to your university email account – but not to both.