Dear Students,

This document is provided by the Universitätskolleg to make getting started with your studies and IT at Universität Hamburg easier.

Getting started with IT at Universität Hamburg

As soon as you are enrolled at Universität Hamburg, you should familiarize yourself with the essential IT systems at the university as it is mandatory and necessary that you use the Study Information Net (STiNE) and your university e-mail to manage your studies successfully. STiNE is generally used to register for classes and exams, and a large majority of communication takes place by means of your university e-mail. On STiNE, you can also access documents such as proof of enrollment and notification of payment. First, you must log in to Universität Hamburg’s user administration tool in the identity management system to activate your user account. More detailed instructions can be found below. The identity management system manages your account details and passwords, which you will need, for example, to access STiNE.

Who are we?
What is the Universitätskolleg?

The Universitätskolleg at Universität Hamburg is a project network funded by the Federal Ministry of Education and Research (BMBF) that supports students at Universität Hamburg during the introductory phase. We coordinate various activities and projects for current, prospective, and first-year students as well as for teaching staff. You can find out more about these on our homepage at uhh.de/uk-angebote. Information about our activities is also available in the Universitätskolleg’s annotated program (Veranstaltungsverzeichnis, KVV). The new KVV is available online since the beginning of the winter semester 2014–15 (uhh.de/uk-kvv).

The Universitätskolleg is composed of subprojects with various objectives. The “Schreibwerkstatt Mehrsprachigkeit”, for example, is a writing workshop which provides writing assistance to individuals and groups, and “Selbstorganisation und Lernstrategien für Erstsemester-Studierende der Rechtswissenschaft” (organization and study skills for first-semester law students) offers tutorials specially designed for law students in the introductory phase. The Universitätskolleg also offers preparatory courses and discovery days and weeks.

Contents

Page 2  Logging in to the user administration tool
Page 3  Brief facts and forwarding STiNE messages
Page 4  Forwarding university e-mails to a personal e-mail account
Instructions for the user administration tool

Logging in to the user administration tool

To log in to Universität Hamburg’s user administration tool, enter the URL https://benutzerverwaltung.uni-hamburg.de into your browser. On the page that appears, enter the username that begins with a capital B, (B-username, e.g., BAE1234) and your corresponding password. You can find this information in the first-semester documents that you received from Universität Hamburg.

Once you have logged in, the first thing you should do is change your password. Then select a master password, which you will need if you lose or forget your password. Make sure to carefully follow the instructions on the screen.

You should now activate your UHH account (e.g., abcd000). This should not be confused with your B-username (e.g., BAE1234) and is important for a variety of services. Among other things, you may use your UHH account to access your internal university e-mail account. Student e-mail addresses follow the format firstname.lastname@studium.uni-hamburg.de.

The UHH account is particularly important as it allows you to access your e-mail account and other IT tools. In addition, you will need it as an interface in order to be able to receive STiNE messages at your personal e-mail address. We therefore recommend that you set up your account to forward your e-mails to the e-mail address of your preference, i.e., the one that you primarily use. A step-by-step guide for doing this can be found on page 4.

You may also provide your cell number as additional security information to be used if you forget your master password. This information is optional. However, it helps the STiNE office to verify your identity if you forget both your password and master password. If you lose or forget both passwords, please contact the STiNE line at +49 40 428 844-844.

The information is confirmed by the system each time you click on the appropriate button, if the step has been executed successfully.

Do not forget to select a new password. You can read more about forwarding your e-mails by clicking on the word “Here” (in red print), which is under the heading “Important Information.” You should now log out and spend some time to familiarize yourself with the Study Information Net STiNE.
Brief facts about the central administration system STiNE

STiNE is Universität Hamburg's centralized administration system; it is used by all degree programs. Most degree programs enter both grades and exams on STiNE and use it to provide information about their courses. In addition, you will be able to use STiNE to register for seminars, classes, and modules each semester and to contact your professors and lecturers. You will also regularly receive general and event-related STiNE messages. It is therefore important to regularly log in to STiNE. Although some degree programs require course completion certificates as proof of completed coursework, the majority successfully manage examination results directly in STiNE. In any case, please become familiar with the applicable examination requirements and formalities for your degree program.

You can access STiNE at https://www.stine.uni-hamburg.de
You might consider bookmarking the site in your browser. STiNE messages are not e-mails, but they can be forwarded as e-mails to your university e-mail address (see column on the right)—but, unfortunately, not to an address of your choice. However, you can forward e-mails that are sent to your university account to an e-mail address of your choice (see page 4). You can therefore receive STiNE messages in the inbox of your personal e-mail account if you set up both forwarding options. We recommend that you set up both of these forwarding options so that you will always be well informed and keep up to date.

The login information (account details) for STiNE and your e-mail account are different.

With the different accounts, it is sometimes difficult to keep track of everything. Here is a brief list of the main differences between your STiNE and UHH usernames:

**STiNE username:** consists of three letters and four numbers; always starts with a B
**UHH username:** consists of four letters and three numbers; starts with a different letter for each of the University's departments

Forwarding messages from STiNE to your university e-mail address

At https://www.stine.uni-hamburg.de you may log in using your user account (see below), after you have activated it by logging in to the user administration tool.

Under the menu item Nachrichten (Messages), you may access all new and archived messages. In the menu item Benutzerkonto (User Account), you may view information about yourself that is automatically stored in STiNE (e.g. your university e-mail address).

Click on the [Ändern/Change] button. Now you may enter additional information, such as your cell number, and it will be stored in the system. You may also select the option “Messages an Uni-Mail-Adresse weiterleiten?” (Forward messages to university e-mail address?) by checking the relevant box. Then click on [Speichern/Save]. Your STiNE messages will now be forwarded to your university e-mail address.
Forwarding messages from your university e-mail address to a personal e-mail account

If you do not want to check your university e-mail regularly via a web browser under the URL https://surfmail.rrz.uni-hamburg.de, you may set it up to forward messages to your personal e-mail account. In addition, you may configure your e-mail client program (e.g., Outlook or Thunderbird) so that it is connected to your university e-mail account.

For instructions on how to connect your university e-mail address to an e-mail client program or use your smartphone to check your e-mail, please go to the Regional Computing Center’s (Regionales Rechenzentrum, RRZ) web pages at http://www.rrz.uni-hamburg.de/de/services/e-mail/fuer-studierende.

Using your web browser, go to surfmail.rrz.uni-hamburg.de and log in using your UHH account details.

Select the menu item Filter located in the top menu bar.

We would like to share some rules with you that you may select according to your needs. In this case, Rule No. 4 “Weiterleitung” (Forwarding) is essential. Click on the rule.

Enter an e-mail address in the text box (e.g. your personal e-mail address) which your university e-mails should be forwarded to. Then click on [Speichern und aktivieren / Save and activate].

Congratulations!
You now have successfully set up your accounts.

We wish you all the best for a successful start at Universität Hamburg!

www.universitaetskolleg.uni-hamburg.de

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