



## kiz Quick Guide for New Students

### kiz: Library – IT – Media

Welcome to the University of Ulm! The Communication- and Information center (kiz) is the main provider of library, IT, and media services on campus. Regardless of whether you need access to your e-mail account, want to print out lecture notes, or are interested in checking out a textbook – kiz is your single source for a variety of services. Please consult this flyer for further information.

More information concerning our complete service package is available on our website: <http://kiz.uni-ulm.de>

### Chip Card

All enrolled students receive a chip card that combines several functions:

- student ID
- library ID
- card key for the computer labs
- self-service terminal ID
- electronic purse
  - account 1: mensa, cafeterias, library, print credits
  - account 2: parking fees

### Self-Service Terminals

The terminals are located at the university's north and south entrances as well as in the lobby of the central library. At a terminal you can do various things such as

- update chip card data and overprint
- change your PIN
- view chip card data
- change your kiz account passwords
- view and purchase print credits

### kiz-Account

Upon enrollment, each student receives an individual IT account, which is activated immediately.

You do not have to submit an application of any kind.

#### Basic Functions

access options:

- Portal Studium & Lehre  
(Portal of the kiz Web-Services)
- university's campus network
- your e-mail account
- your library account
- e-learning platform Moodle
- kiz Linux computer labs login
- kiz Windows computer labs login

#### Option Unix

- compute server login



### Service-Points

Our staff provides competent assistance and advice at various service points on campus.

#### Service-Points Media

##### ■ Print Services

Central Library, West campus  
Albert-Einstein-Allee 37, 2nd Floor, Room 2.308/309  
telephone: +49 (0)731 50-22444  
opening hours: Mon - Thur 8:30-15:30 h, Fri 8:30-12 h

Info point und customer order handling for your printing, photography/reproduction.

Online ordering system: <http://www.uni-ulm.de/index.php?id=82463>

#### Service-Points Library

##### ■ Central library

Albert-Einstein-Allee 37, telephone: +49 (0)731 50-15543/-15544  
reading room: Mon - Thur 8-20 h, Fri 8-18 h, Sat 10-16 h \*  
circulation desk: Mon - Thur 8-19:30 h, Fri 8-17:30 h,  
Sat 10 - 15:30 h \*  
full service: Mon – Fri 8-16 h | Sat 10-13 h \*  
\* (Saturday - only during lecture notes)

##### ■ Helmholtzstraße departmental library

Helmholtzstraße 18, Room R46  
telephone: +49 (0)731 50-23580

Please note the current  
information about contact hours  
on our kiz website:  
<https://kiz.uni-ulm.de>

## Research Workstations

### Computer labs

The kiz operates various computer labs, running either Windows or Linux systems, with over 300 workstations. Students have access to the computer labs via their student IDs 24 hours a day (except for the computer lab 4a). For lab locations and available software, please consult our website.

<https://www.uni-ulm.de/index.php?id=1610>

### Library research workstations

In the central library reading room you can connect to the Internet, browse e-journals, library catalogs, and databases with your own tablet or laptop devices via WLAN. In addition, the library maintains re-search workstations in both library locations to provide access to electronic resources.

## Workshops

An overview of our courses, e.g. on scientific working, and the online training courses at LinkedIn Learning can be found on our internet pages:

pages: <https://www.uni-ulm.de/index.php?id=8828>



## Library Services

You can

- search for literature
- request or reserve material and renew loans
- make a purchase suggestion, e.g. for textbooks
- lend media
- study in the reading rooms or reserve a study carrel
- view new acquisitions
- use the semester apparatus for individual courses online and in the reading rooms
- order materials via interlibrary loan
- search for literature in research databases
- view online journals and e-books
- contact our reference librarians at the Information Desk for expert advice on library collections and services

## IT & Media Services

We operate

- the Portal of the kiz Web-Services which provides various campus services revolving around academics and teaching (e.g. change of address, certificate printouts, access to grades, course registration or deregistration, class schedules, etc.)
- e-learning platform Moodle
- lecture capture of your lectures or events
- servers and computer labs; software distribution
- a personal home directory (save data to a kiz server)
- the Campus Network, including access to the Internet via WLAN, VPN

We provide

- e-mail services
- printing on kiz printers (laser printers)
- IT support, especially for notebook-related questions

## Contact Us

### Postal Address

Universität Ulm

kiz | Kommunikations- und Informationszentrum  
89069 Ulm

### Delivery and Visitor Addresses

#### ■ kiz Universität Ost

Abteilungen Infrastruktur und Informationssysteme  
Albert-Einstein-Allee 11 (building O26, level 5)  
89081 Ulm

#### ■ kiz Universität West

Abteilungen Informationsversorgung, Informationsmedien  
und Medien  
Albert-Einstein-Allee 37 (central library building)  
89081 Ulm

### Helpdesk

Consultation hours: 9-12 h and 13-15:30 h | Fri 9-12 h

Phone: +49 (0)731 50-30000

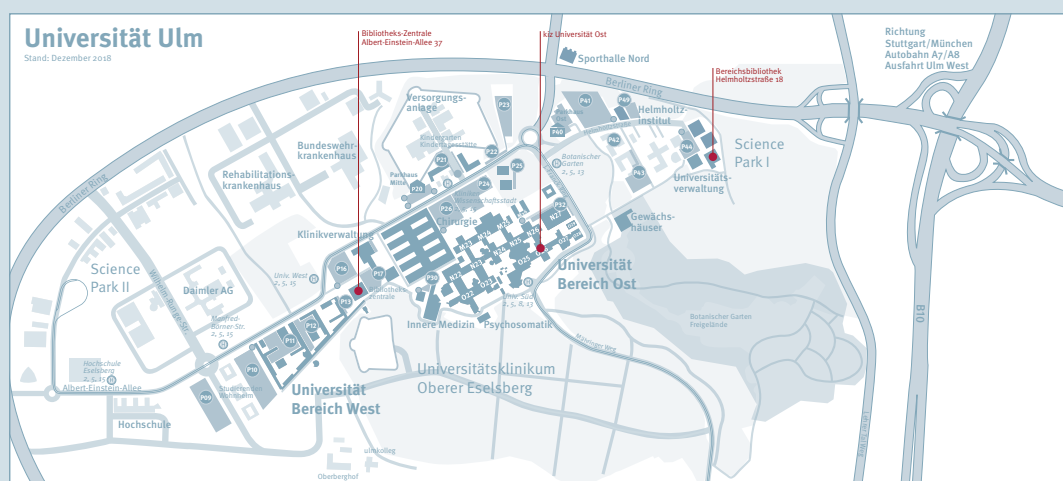
Telefax: +49 (0)731 50-1230000

E-Mail: [helpdesk@uni-ulm.de](mailto:helpdesk@uni-ulm.de)

### Internet

<http://kiz.uni-ulm.de>

Please use our guide for students:



### Imprint

Universität Ulm  
kiz | Kommunikations-  
und Informationszentrum  
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