UNIVERSITÄT ZU LÜBECK
IT-SERVICE-CENTER

Introduction to the Computer Environment for freshmen

Max Kaussow   Dimitrios Athanasopoulos   Leo Blöß
Tatjana Renn

IT-Service-Center
http://www.itsc.uni-luebeck.de

UNIVERSITÄT ZU LÜBECK
IT-SERVICE-CENTER

Introduction to the IT-Service-Center

General information on the computer labs

User accounts

Application for a DFN user certificate

Change the password

Printing
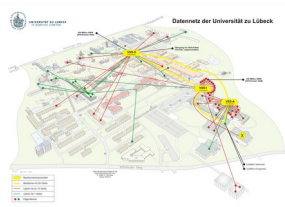
Using the WiFi

Access with a transponder

Mail client

Embedding the DFN certificate

The IT-Service-Center

The IT-Service-Center is responsible for:

- ▶ Software licenses
- ▶ Digital DFN-certificates
- ▶ SSL-VPN-access
- ▶ WiFi
- ▶ Computer rooms

More information can be found at:
`www.itsc.uni-luebeck.de`

IT-Service-Desk

- Building 64, 1st floor, room 103
- Opening hours
    - Monday to thursday
        - 7.30 a.m. – 12 a.m.
        - 1 p.m. – 5 p.m.
    - Friday
        - 7.30 a.m. – 12 a.m.
        - 1 p.m. – 3 p.m.
- Services
    - Password letter
    - Application forms
    - Transponders

Poolhiwis

Max Kaussow   Dimitrios Athanasopoulos   Leo Blöß   Tatjana Renn

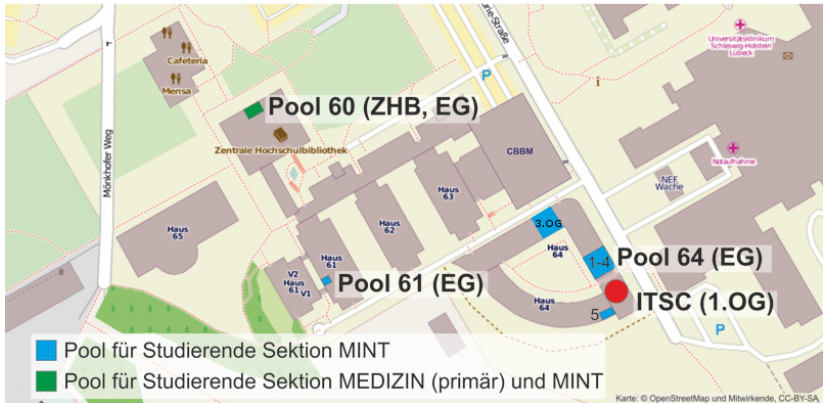In case of questions or problems we are here for you

▶ During consultation-hours

Poolhiwi-office:
building 64, room 27
02.00 p.m. – 03:00 p.m.

▶ Via Email

pool-hotline@itsc.uni-luebeck.de

Computer labs on campus

Pool 60 (ZHB, EG)

Pool 64 (EG)

Pool 61 (EG)

ITSC (1.OG)

Pool für Studierende Sektion MINT

Pool für Studierende Sektion MEDIZIN (primär) und MINT

Karte: © OpenStreetMap und Mitwirkende, CC-BY-SA

Pool 64 (1-4)

Daten von OpenStreetMap (CC-
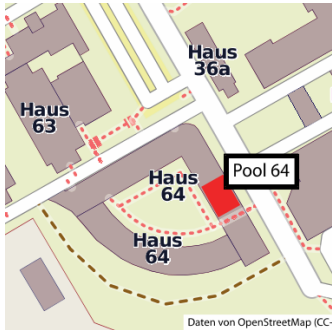
Opening hours

► Monday to friday
  8 a.m. – 8 p.m.

► 24/7 with a transponder

Equipment

► 70 computer workstations

► 1 printer (*Pool64pr01*)

► a beamer in every room
  (VGA-port)

Pool 64 (5)

Daten von OpenStreetMap (CC-By-

Opening hours

► Monday to friday
8 a.m. – 8 p.m.

Equipment

► 6 computer workstations

► Extra space for your laptop

Pool 64 (3.OG)

Daten von Openstreemap
CC BY-SA

Opening hours

► Monday to friday
8 a.m. – 8 p.m.

Equipment

► 11 computer workstations

► Extra space for your laptop

► 1 printer (*Pool64pr02*)

Pool 61

Daten von OpenStreetMap (CC-By-SA)

Opening hours

- ► Monday to friday
  8 a.m. – 8 p.m

Equipment

- ► 20 computer workstations
- ► 1 printer (*Pool61pr01*)

Daten von OpenStreetMap (CC-By-SA)
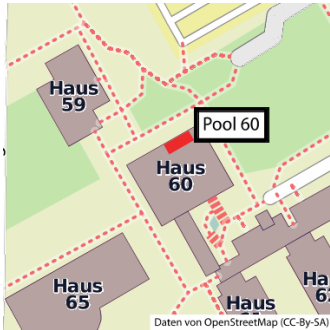
Opening hours

► Monday to friday
9 a.m.– 10.30 p.m.

► Saturday
9.30 a.m. – 6 p.m.

► Sunday
10 a.m. – 6 p.m.

Equipment

► 30 computer workstations

► printer (*ZHBpr01*)

Excerpt from the pool guideline

- ▶ All computer rooms are under camera surveillance.
- ▶ It is forbidden to eat or drink.
- ▶ The hardware must not be altered.
- ▶ The computers must not be turned off.
- ▶ Your session may be ended by any other user after 10 minutes time. Unsaved data will be lost.
- ▶ Data in your home directory are saved permanently.
- ▶ Data in /tmp-directory is deleted every 24 hours.
- ▶ Passwords must not be passed on to third parties.

The whole pool guideline can be found under:

```
http://www.itsc.uni-luebeck.de/pool
```

Possible uses of your account

Access

- ► Login at PCs in the labs
- ► E-Mail system
- ► Printing system
- ► UzL-WiFi / eduroam
- ► Moodle
  (moodle.uni-luebeck.de)
- ► University portal
  (qis.uni-luebeck.de)
- ► SSL-gate
  (sslgate.uni-luebeck.de)
- ► SSH-gate

No access

- ► Lending system of the central university library
- ► Computer pools belonging to institutes

Disk space restrictions

Home directory

- ► 2 GB
- ► May be exceeded up to 500 MB for 14 days
- ► May be locked if exceeded more or for longer period

E-mail account

- ► 500 MB
- ► If exceeded, no more e-mails can be sent

Account data

gültig ab: **20.05.2015**
Benutzername: poolhiwimint
Kennwort: 23ziY.+SAX
E-Mail-Adresse: poolhiwi.mint@student.uni-luebeck.de

Das Abrufen von Details zu Ihrem Benutzeraccount ist auf folgender Webseite möglich:

https://idm.uni-luebeck.de

Zum Ändern Ihres Passwortes registrieren Sie sich auf der pwdregistration-Webseite und ändern danach das Passwort auf der pwdreset-Webseite. Diese Änderung ist sofort auf allen Systemen der Universität zu Lübeck gültig.

Für die Möglichkeit Ihr Passwort zurück zu setzen, registrieren Sie sich auf folgender Webseite:

▶ The account data can be found at the back of your password letter.

Login
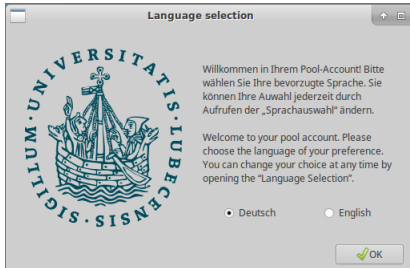
The Linux operating system Xubuntu-16.04 is installed in the computer labs.

► Please log in

► Select preferred language

► Click on *OK*
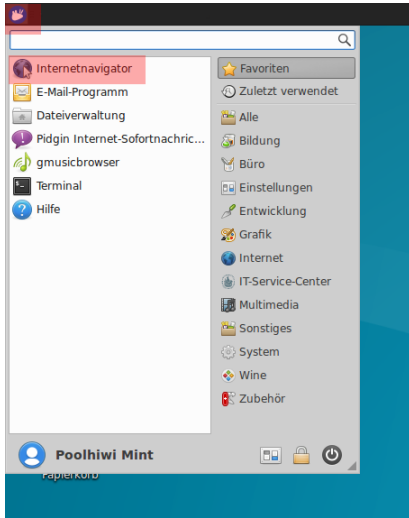
- ▶ Click on the logo in the upper left corner
- ▶ Click on *Web Browser*

▶ Click on *Linksammlung aus der Pooleinführung*

Application for a DFN user certificate

- ▶ The certificate will enable you to digitally sign and/or encrypt e-mails
- ▶ The certificate is valid for a maximum of three years
- ▶ *IMPORTANT*: the certificates private key must never be passed on to third parties!
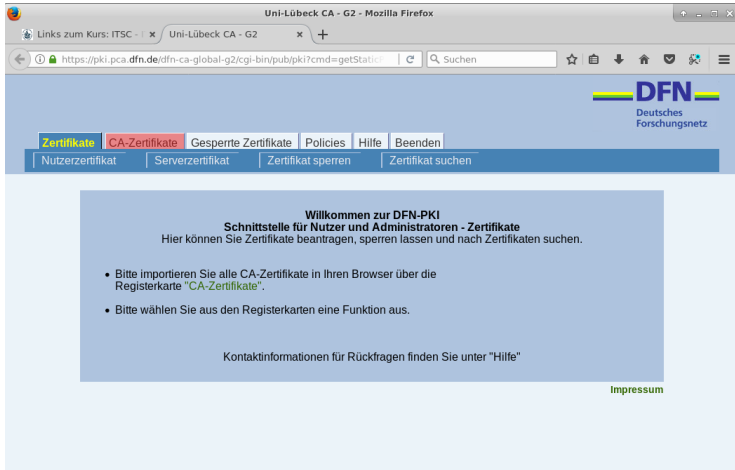
Application for a DFN user certificate

Links aus der Präsentation

1. https://pki.pca.dfn.de/uni-luebeck-ca/pub (Zertifikate)

2. https://webprint.pools.uni-luebeck.de (Webprint-Oberfläche)

3. https://cas.uni-luebeck.de (Webmailer)

4. https://idm.uni-luebeck.de (IDM-Selfservice-Portal)

▶ Click on the first Link in the link overview (*Zertifikate*)

▶ Click on *CA-Zertifikate*

▶ Click on *DFN-PCA-Zertifikat*
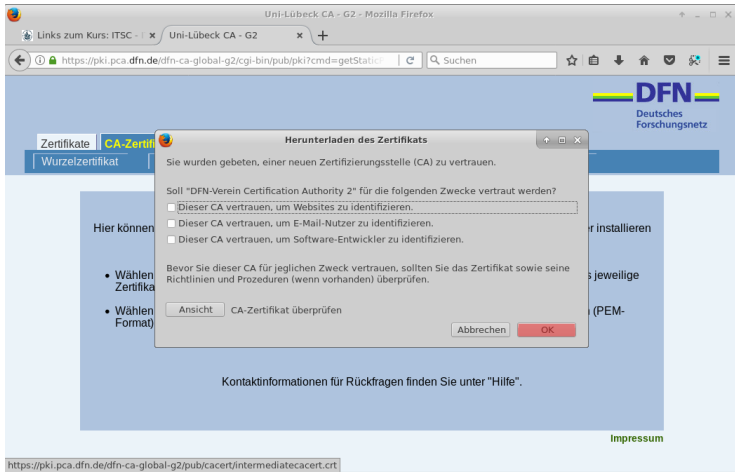
▶ Click on *OK* in the pop-up window

► Click on *DFN-CA Global G2 Zertifikat*

▶ Click on *OK* in the pop-up window

► Click on *Zertifikate*

Application for a DFN user certificate

▶ Click on *Nutzerzertifikat*

- ▶ Please fill in the following fields:
  - ▶ E-mail: your new university e-mail adress
  - ▶ Name: your full name as stated in your ID
    Please change ß to ss and mutated vowels as is custom
  - ▶ Abteilung: *Student*
  - ▶ PIN: arbitrary password, please write it down
  - ▶ Tick both boxes
- ▶ Click on *Weiter*

- Check your data ('Student' as *Abteilung*)
- Click on *Bestätigen*

► Click on *Zertifikatsantrag anzeigen*

Öffnen von pki

Sie möchten folgende Datei herunterladen:

pki

    Vom Typ: PDF-Dokument

    Von: https://pki.pca.dfn.de

Wie soll Firefox mit dieser Datei verfahren?

- ⦿ Öffnen mit   Dokument-Betrachter (Standard)
- ○ Datei speichern

☐ Für Dateien dieses Typs immer diese Aktion ausführen

❌ Abbrechen   ✓ OK

- ► Click on *OK*
- ► The application opens in the document viewer
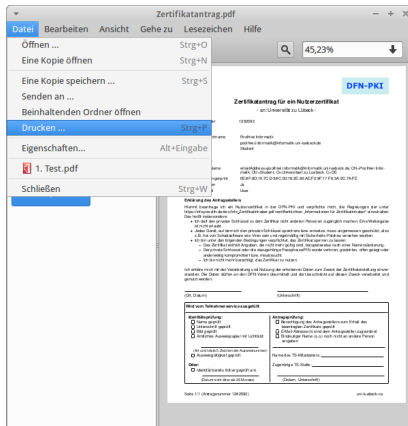
▶ Print the application by pressing File -> Print
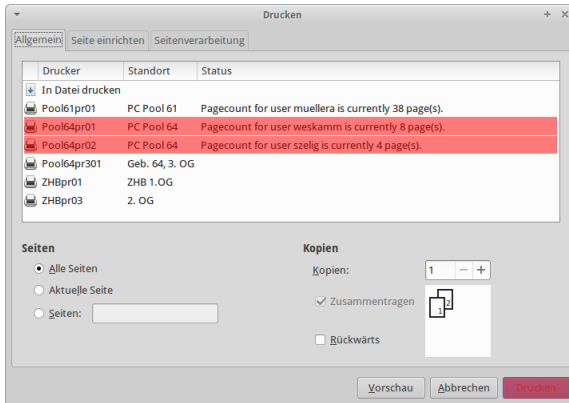
- ▶ Choose the printer *Pool64pr01* or *Pool64pr02*
- ▶ Click *Print*

Legitimation

Das Drucken von Dokument »Zertifikatantrag.pdf« auf Drucker Pool64pr01 erfordert Legitimation

Benutzername: poolhiwi

Passwort:

Abbrechen   OK
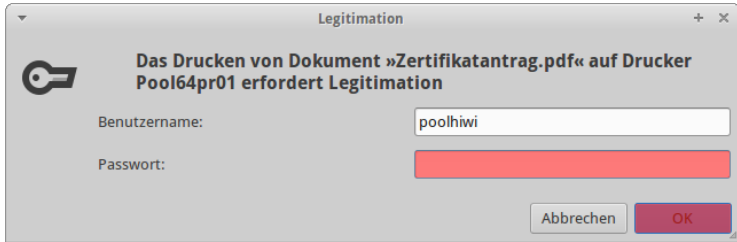
Username: Your matriculation number
Password: Your password from the password letter

► Press the *OK*-button

| Veröffentlichen | Ja |
| Zertifikatprofil | User |

Erklärung des Antragsstellers

Hiermit beantrage ich ein Nutzerzertifikat in der DFN-PKI und verpflichte mich, die Regelungen der unter https://info.pca.dfn.de/doc/Info_Zertifikatinhaber.pdf veröffentlichten „Informationen für Zertifikatinhaber" einzuhalten. Das heißt insbesondere:

- Ich darf den privaten Schlüssel zu dem Zertifikat nicht anderen Personen zugänglich machen. Eine Weitergabe ist nicht erlaubt.
- Jedes Gerät, auf dem ich den privaten Schlüssel speichere bzw. einsetze, muss angemessen geschützt, also z. B. frei von Schadsoftware wie Viren sein und regelmäßig mit Sicherheits-Patches versehen werden.
- Ich bin unter den folgenden Bedingungen verpflichtet, das Zertifikat sperren zu lassen:
  - Das Zertifikat enthält Angaben, die nicht mehr gültig sind, beispielsweise nach einer Namensänderung.
  - Der private Schlüssel oder die dazugehörige Passphrase/PIN wurde verloren, gestohlen, offen gelegt oder anderweitig kompromittiert bzw. missbraucht.
  - Ich bin nicht mehr berechtigt, das Zertifikat zu nutzen.

Ich erkläre mich mit der Verarbeitung und Nutzung der erhobenen Daten zum Zweck der Zertifikaterstellung einverstanden. Die Daten dürfen an den DFN-Verein übermittelt und dort beschränkt auf diesen Zweck verarbeitet und genutzt werden.

(Ort, Datum)   (Unterschrift)

Wird vom Teilnehmerservice ausgefüllt

Identitätsprüfung:
- ☐ Name geprüft
- ☐ Unterschrift geprüft
- ☐ Bild geprüft

Antragsprüfung:
- ☐ Berechtigung des Antragsstellers zum Erhalt des beantragten Zertifikats geprüft
- ☐ E-Mail-Adresse(n) sind dem Antragsteller zugeordnet

▶ Fill in:
- ▶ *Ort, Datum* (location, date)
- ▶ *Unterschrift* (signature)

▶ Leave the lower area blank
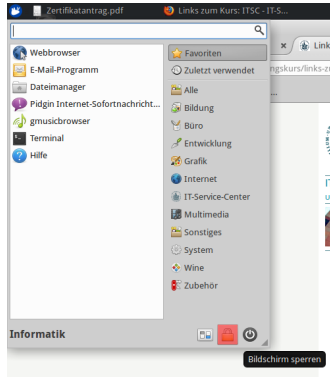
► Please lock your current computer whenever you leave it, even for a short period of time!

► To do so, click on the lock symbol, which you can find on the lower right side of the start menu

Change password

- ▶ You can change your password at the IDM-Selfservice-Portal
- ▶ This website is only reachable from within the university's network
1. Register for Password-Reset-Portal
2. Change password
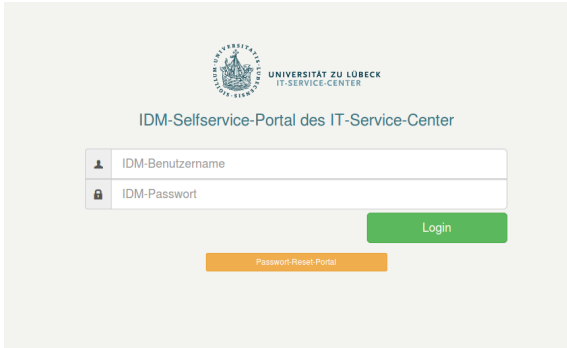
Change password

Links aus der Präsentation

1. https://pki.pca.dfn.de/uni-luebeck-ca/pub (Zertifikate)

2. https://webprint.pools.uni-luebeck.de (Webprint-Oberfläche)

3. https://cas.uni-luebeck.de (Webmailer)

4. https://idm.uni-luebeck.de (IDM-Selfservice-Portal)

► Click on the fourth link in the link overview
(*IDM-Selfservice-Portal*)
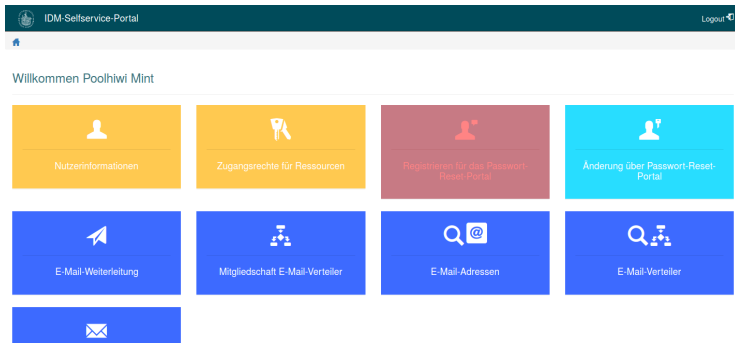
UNIVERSITÄT ZU LÜBECK
IT-SERVICE-CENTER

IDM-Selfservice-Portal des IT-Service-Center

IDM-Benutzername

IDM-Passwort

Login

Passwort-Reset-Portal

▶ State your matriculation number as user name
▶ Type in your password from the password letter
▶ Click on *Login*
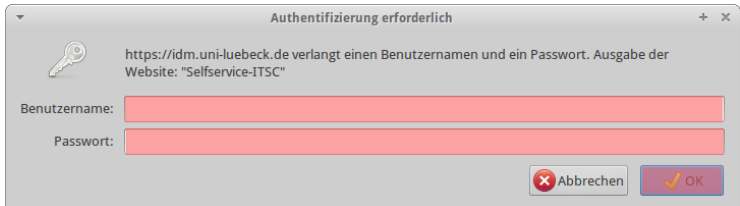
▶ Click on *Registrieren für das Passwort-Reset-Portal*

Register for Password-Reset-Portal

Identify again

- ▶ State your imatriculation number as user name
- ▶ Type in your password from your password letter
- ▶ Click on *OK*

Register for Password-Reset-Portal

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IT-SERVICE-CENTER

Password Registration:

If you ever forget your password, you can reset it yourself without calling your help desk.

Click 'Next' to begin the registration process.

Next

► Click on *Next*

Register for Password-Reset-Portal

Password Registration: Your Current Password

Enter your current password below, then click 'Next'.
*(logged in as: **UNI-LUEBECK\559975**)*
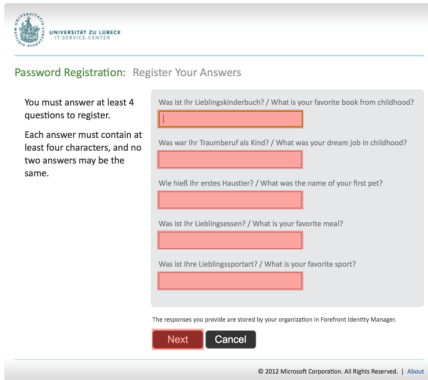
Password:

Next   Cancel

▶ Type in your password from the password letter
▶ Click on *Next*

Register for Password-Reset-Portal

► Please type in a reply to at least 4 of the 5 questions
► These questions have to be answered in order to change the password
► Click on *Next*

Register for Password-Reset-Portal

UNIVERSITÄT ZU LÜBECK
IT-SERVICE-CENTER

Completed: You are now registered

If you ever need to reset your password:

1. Go to the reset password portal
2. Verify your identity
3. Choose your new password

▶ You are now registered and may reset your password
▶ Close the tab

Change password
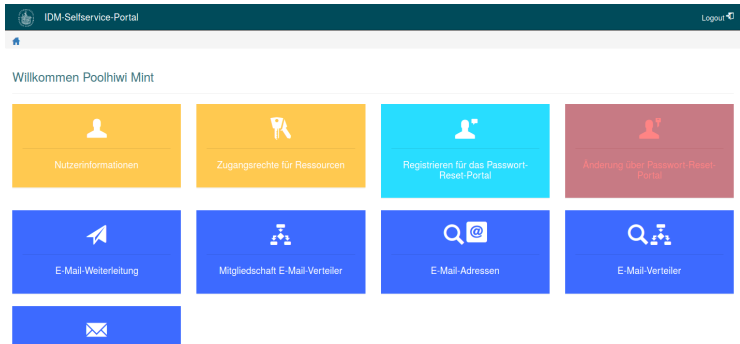
- ► You are in the IDM portal again
- ► Click on *Änderung über Passwort Reset-Portal*

Change password

► State your matriculation number
► Click *Next*

Change password

- ▶ Answer 3 of 4 questions as depicted during the registration
- ▶ Click on *Next*

Change password

UNIVERSITÄT ZU LÜBECK
IT-SERVICE-CENTER

Password Reset: Choose Your New Password

(Resetting password for 559975)

Enter a new password:

Re-enter the password:

Next   Cancel

▶ State your new password twice
▶ The password must contain at least one capital, one small letter and one numeral
▶ Click on *Next*

Change password

UNIVERSITÄT ZU LÜBECK
IT-SERVICE-CENTER

Success: Your password has been reset

You can now use your new password to log in.

► You have changed your password successfully
► The old password from the password letter is now invalid

Printing

- ▶ 800 pages may be printed per term
- ▶ The printers must not to be turned off
- ▶ In case of problems with the printers, please contact us
- ▶ The printers are able to scan (Instructions: https://www.itsc.uni-luebeck.de/pool.html)

Printer locations

Pool 60 (ZHB, EG)

3. OG

Pool 64 (EG)

Pool 61 (EG)

ITSC (1.OG)

Pool für Studierende Sektion MINT
Pool für Studierende Sektion MEDIZIN (primär) und MINT

Karte © OpenStreetMap und Mitwirkende, CC-BY-SA
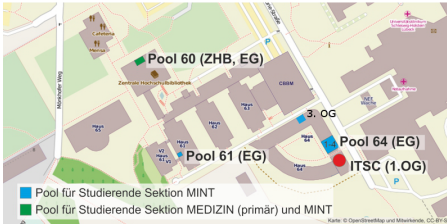
- ▶ Pool 64 (Ground Floor)
  - ▶ Pool64pr01
- ▶ Pool 64 (3rd Floor)
  - ▶ Pool64pr02
- ▶ Pool 61
  - ▶ Pool61pr01
- ▶ Pool 60
  - ▶ ZHBpr01
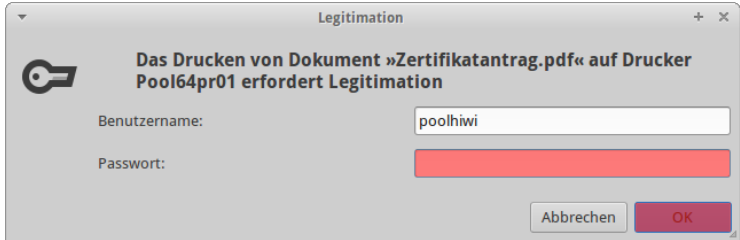
  Here you have to pay
  for printing

UNIVERSITÄT ZU LÜBECK
IT-SERVICE-CENTER
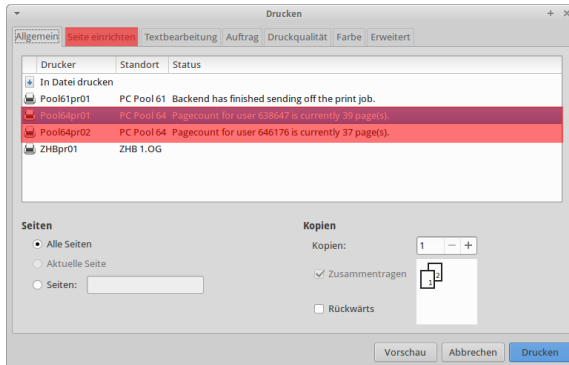
▶ Choose the correct printer
▶ For pool 64 this would be: *Pool64pr01* or *Pool64pr02*
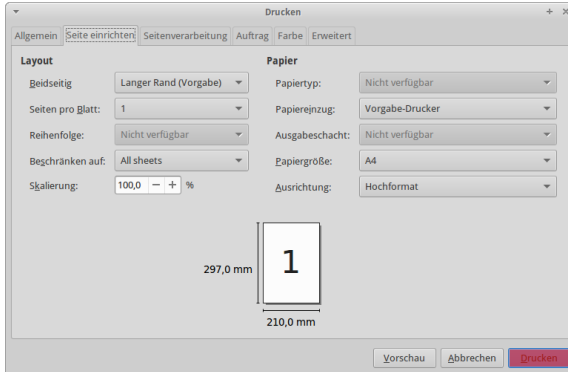
- ▶ After choosing the printer, always check the page properties under *Page setup*
- ▶ You can then click on *Print*

Das Drucken von Dokument »Zertifikatantrag.pdf« auf Drucker Pool64pr01 erfordert Legitimation

Benutzername: poolhiwi

Passwort:

Abbrechen   OK

► Please fill in the fields
  ► User name: your matriculation number
  ► Password: your password
► Click on *OK*

The Webprint of the ITSC

On the Webprint you can look up your current print jobs and your remaining pages. You may also break off your print jobs.

```
https://webprint.pools.
uni-luebeck.de
```

UNIVERSITÄT ZU LÜBECK
IT-SERVICE-CENTER

Webprint

Links aus der Präsentation

1. https://pki.pca.dfn.de/uni-luebeck-ca/pub (Zertifikate)

2. https://webprint.pools.uni-luebeck.de (Webprint-Oberfläche)

3. https://cas.uni-luebeck.de (Webmailer)

4. https://idm.uni-luebeck.de (IDM-Selfservice-Portal)
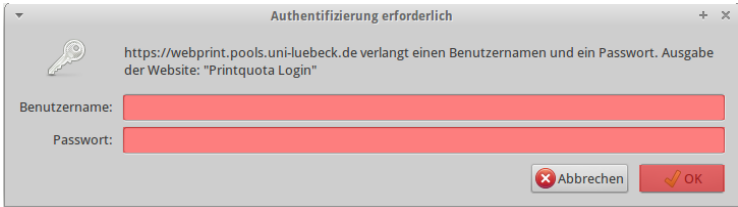
► Click on the second link in the link overview
(*Webprint-Oberfläche*)

▶ Click on *Zur Nutzerübersicht*

Webprint

- ► State your user name and password
- ► Click on *OK*

Webprint

UNIVERSITÄT ZU LÜBECK
IT-SERVICE-CENTER

Willkommen NutzerIn poolhiwi

Quotastand
Sie haben dieses Semester noch 498 Freiseiten übrig.

zur Webprintoberfläche des ITSC

Bei Fragen oder Problemen melden Sie sich bitte per E-Mail an die
Poolhotline (pool-hotline@itsc.uni-luebeck.de)
oder an das ITSC-Service-Center (Geb. 64, EG, Raum 27, Poolbetreuerraum),
täglich von 14:00 – 15:00 Uhr.

Weitere Informationen finden Sie auch auf der Internetseite der Pools.

Aktive Druckaufträge

Pool64pr01

Nutzer	Größe	Verarbeitet seit	Druckauftrag abbrechen
poolhiwi	0.04MB	13:22:35 1. Oct 2014	Abbrechen

Pool64pr02
Keine Aufträge vorhanden.

Pool64pr301
Keine Aufträge vorhanden.

Pool61pr01
Keine Aufträge vorhanden.

ZHBpr01
Keine Aufträge vorhanden.

Warteschlange Aktualisieren

▶ Your amount of remaining pages is stated under
Quotastand

Webprint

- Under *Aktive Druckaufträge* all current print jobs are listed
- Here you can cancel your own print jobs

Webprint

- ▶ Via the Webprint you may print from your laptop
- ▶ To do so, click on *Zur Webprintoberfläche des ITSC*

► Click on *Hilfe* to see further information

Using the WiFi

UzL-Wlan

► Login data as used at the computers

► Secured with WPA2 Enterprise

Eduroam

► User name:
matriculation number@uni-luebeck.de

► Password as used at the computers

► Valid in different universities around the world

For more information visit:
`http://www.itsc.uni-luebeck.de/wlan.html`

Access with a transponder

- The transponder enables students of the MINT section to access the pool in building 64 24/7
- Every transponder has a number, is *personal* and must not be passed on to others!

Requesting a transponder

1. Fill in your application form for a transponder legibly
2. Go to the student council (AStA, building 24) and deposit a security of 20€
3. With the confirmation of the paid security you may go to the IT-Service-Desk and receive your tranponder

▶ You find the application form on the website of the IT-Service-Center: https://www.itsc.uni-luebeck.de/pool

▶ Opening hours of the AStA: monday to thursday, 10 a.m. – 1 p.m.

How to find the AStA
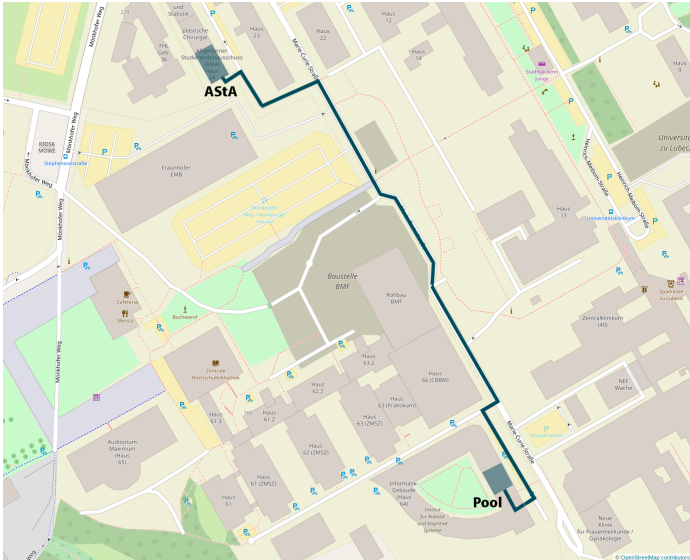
Return

► Please return the transponder before deregistration

► To return the transponder, go to the IT-Service-Desk, return the transponder and a confirmation

► With the confirmation you may go to the AStA and will be returned your security of 20 €

Loss
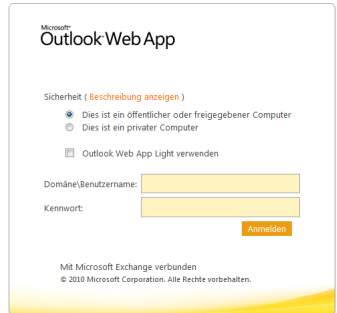
► In case of losing the transponder, please inform the ITSC *immediately* to enable us to remove the transponder's number from the system!

Web mail client

You can use the webmail client to
manage your e-mails.
To check your e-mail inbox visit:

```
https://cas.uni-luebeck.de
```

Setting up the e-mail account

The e-mail client *Mozilla Thunderbird* is installed on the lab computers.

1. Setting up the e-mail account
2. Embedding the DFN certificate

Setting up the e-mail account
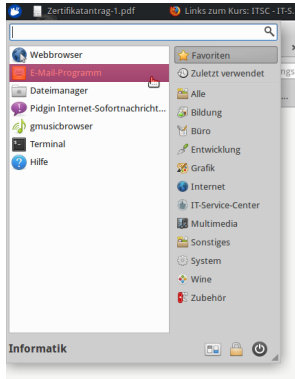
- ▶ Open the start menu
- ▶ Click on *Mail Reader*

Setting up the e-mail account

▶ In the popup window, click on the left button *Skip this and use my existing email*

Setting up the e-mail account

► Please fill in the following fields:
  ► *Your name*: your full name
  ► *Email address*: your university e-mail adress
  ► *Password*: your password to your user name
  ► *Remember password*: tick the box
► Click on *Continue*

▶ Click on *Done*

Setting up the e-mail account
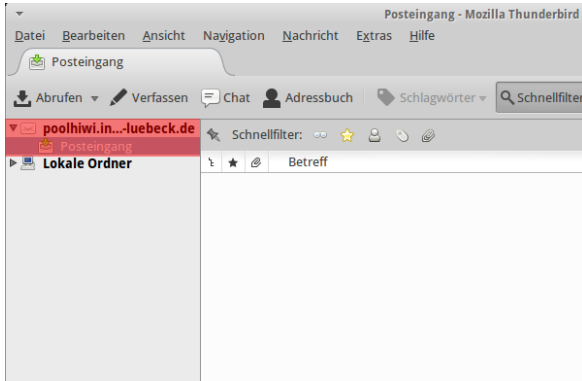
- ▶ Your account is now visible on the left
- ▶ Click on *Inbox* to see your e-mails on the right

Embedding the DFN certificate

► You must not pass the private key of the certificate on to other people

► Save the private key in a secure place

► Upon losing the private key encrypted e-mails can no longer be decrypted
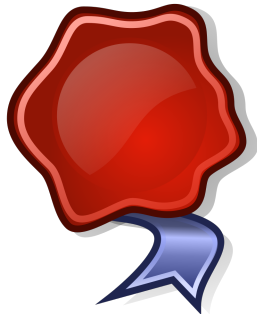
Embedding the DFN certificate
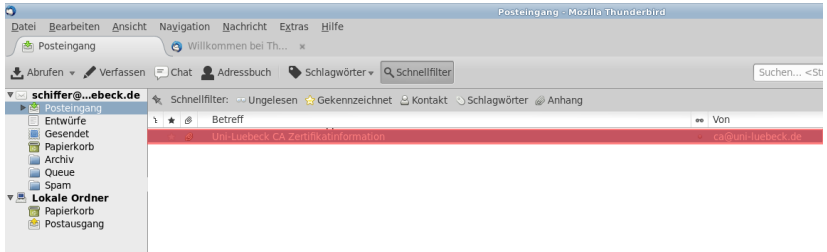
- ▶ In the inbox of your e-mail account, there is an e-mail sent by *ca@uni-luebeck.de* with the subject *„Uni-Luebeck CA Zertifikatinformation"*
- ▶ Open this e-mail with a double click

Embedding the DFN certificate

Sie benötigen die Seriennummer, um Ihr Zertifikat gegebenenfalls sperren zu können.

Um Ihr Zertifikat nutzen zu können, müssen Sie alle folgenden Zertifikate in Ihren Browser importieren. Achten Sie darauf, dass Sie die Zertifikate auf dem Rechner importieren, von dem aus Sie den Antrag gestellt haben, weil sich dort der zugehörige Schlüssel befindet.

1. Für die CA-Zertifikate wählen Sie bitte die Seite
https://pki.pca.dfn.de:443/uni-luebeck-ca/cgi-bin/pub/pki?cmd=getStaticPage;name=index;id=2
und folgen den Anweisungen.

2. Ihr eigenes Zertifikat erhalten Sie direkt über folgenden Link:

https://pki.pca.dfn.de:443/uni-luebeck-ca/cgi-bin/pub/pki?cmd=getcert&key=5762936768368724&type=CERTIFICATE

Befolgen Sie bitte die in dem Dokument "Informationen für Zertifikatinhaber" aufgeführten Regelungen: https://info.pca.dfn.de/doc/Info_Zertifikatinhaber.pdf

Mit freundlichen Grüßen

Ihr PKI-Team der Universitaet zu Luebeck

—cert-5762936768368724.pem—

▶ 📎 1 Anhang: cert-5762936768368724.pem 1.9 KB

▶ Click on the link below
  2. Ihr eigenes Zertifikat erhalten Sie...

Embedding the DFN certificate

Benutzen Sie den Button, um Ihr Zertifikat in Ihren Browser zu importieren.

Bitte beachten Sie, dass einige Browser einen erfolgreichen Import nicht gesondert melden.

Wenn Sie bei der Antragsstellung bestimmt haben, dass Ihr Zertifikat nicht veröffentlicht werden soll, so werden Sie nach der PIN gefragt, die Sie in Ihren Zertifikatantrag eingegeben haben.

Zertifikat importieren

▶ The web browser shows the DFN certificate's website
▶ Click on *Zertifikat importieren*

Embedding the DFN certificate

Benutzen Sie den Button, um Ihr Zertifikat in Ihren Browser zu importieren.

Bitte beachten Sie, dass einige Browser einen erfolgreichen Import nicht gesondert melden.

Wenn Sie bei der Antragsstellung bestimmt haben, dass Ihr Zertifikat nicht veröffentlicht werden soll, so werden Sie nach der PIN gefragt, die Sie in Ihren Zertifikatantrag eingegeben haben.
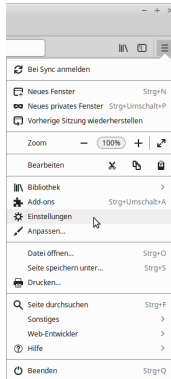
Zertifikat importieren

Warnung

Ihr persönliches Zertifikat wurde installiert. Sie sollten eine Sicherungskopie dieses Zertifikats aufheben.
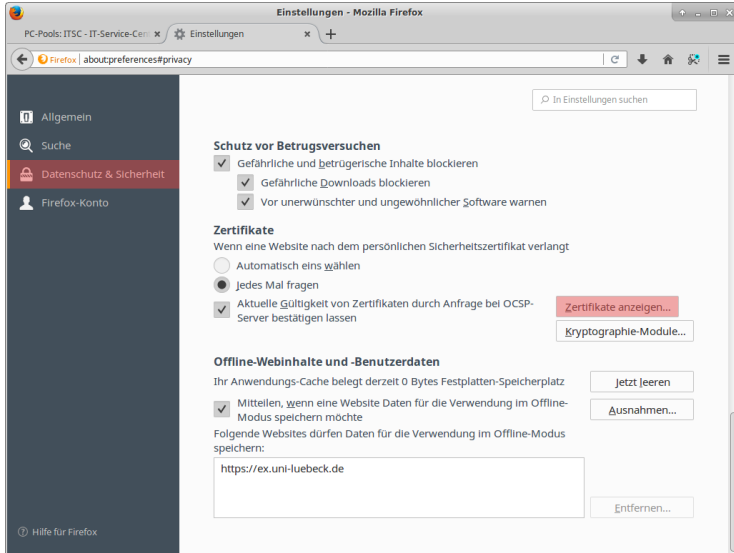
OK

Impressum

► Check whether the certificate has been imported successfully

► Click on *OK* and the notification will disappear

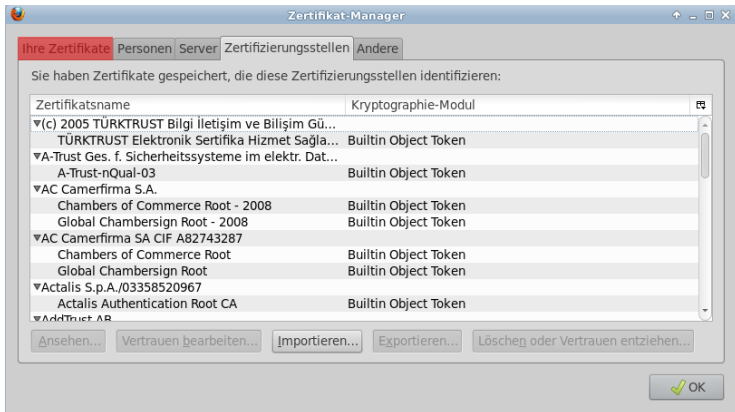**Embedding the DFN certificate**

- ▶ Click on the three lines on the upper right side of the firefox window
- ▶ Click on *Preferences*

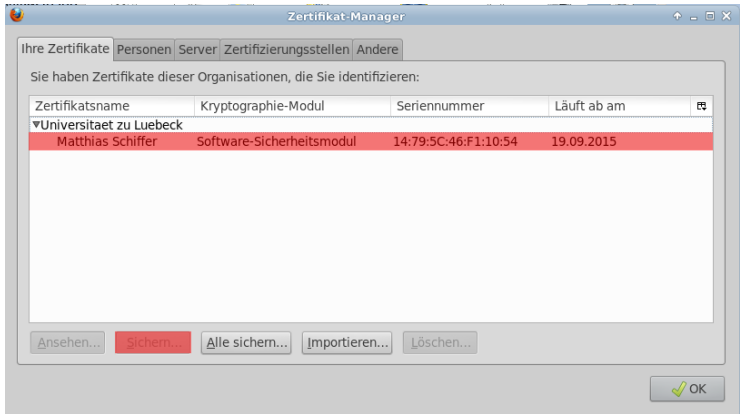# Embedding the DFN certificate
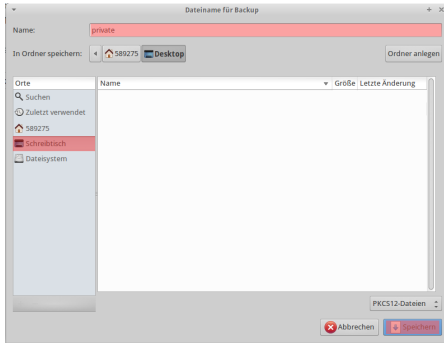
Embedding the DFN certificate

▶ Click on the tab *Your Certificates*
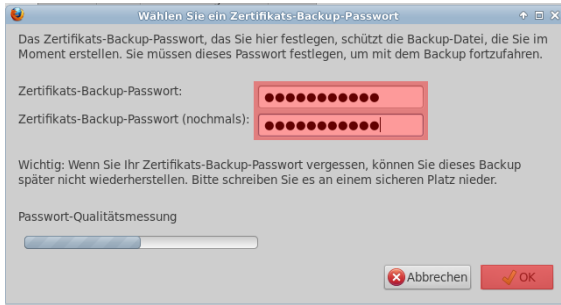
Embedding the DFN certificate

- ▶ Click on the certificate with your name
- ▶ Click on *Backup...*
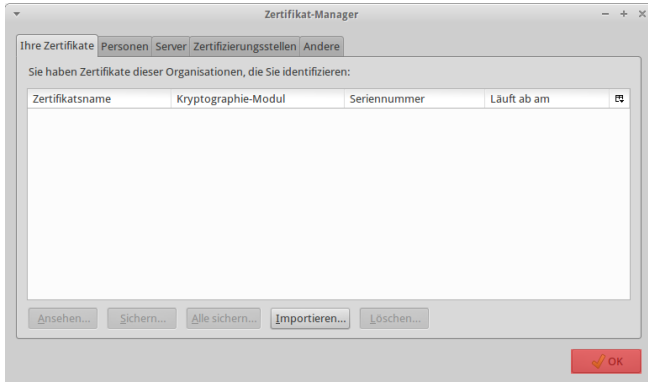
Embedding the DFN certificate

- ▶ Click on *Desktop* on the left side
- ▶ Type in *private* in the text field above
- ▶ Click on *Save*

Embedding the DFN certificate

- ▶ Think of a password and *remember it*
  - ▶ Type in the password at *Zertifikats-Backup-Passwort*
  - ▶ Type in the password again below
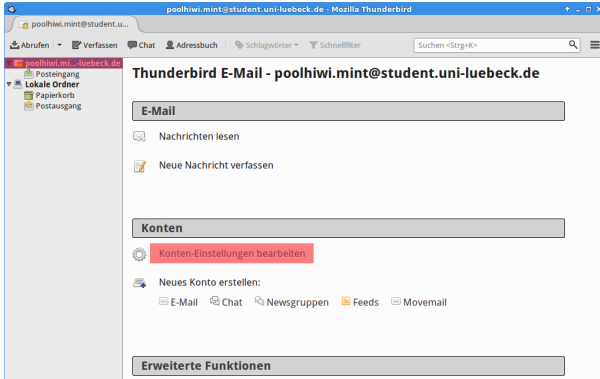- ▶ Click on *OK*

▶ Click on *OK* and the certificate manager closes
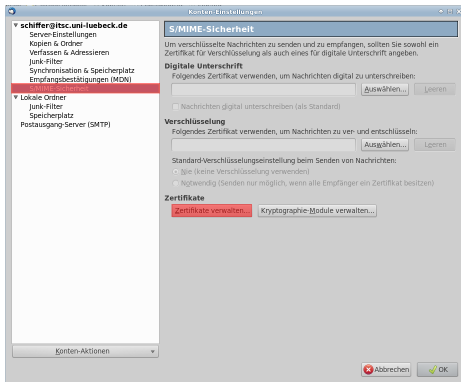
Embedding the DFN certificate

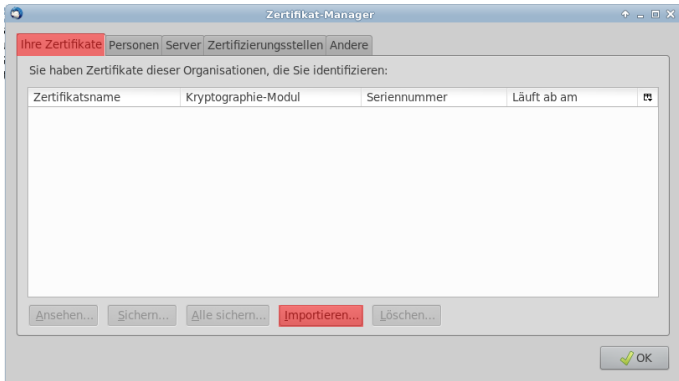▶ Change to *Thunderbird*

Embedding the DFN certificate

▶ Click on your new account in the left side bar
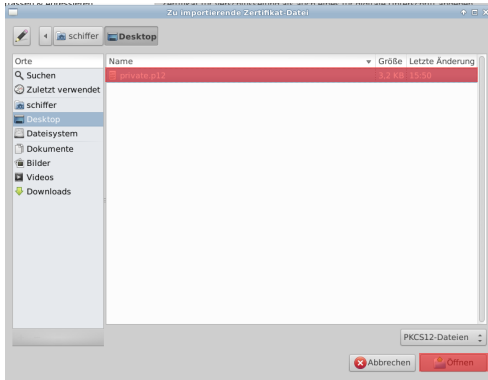▶ Click on *View settings for this account*

Embedding the DFN certificate

▶ Click on *Security* in the left bar
▶ Click on *Manage Certificates*
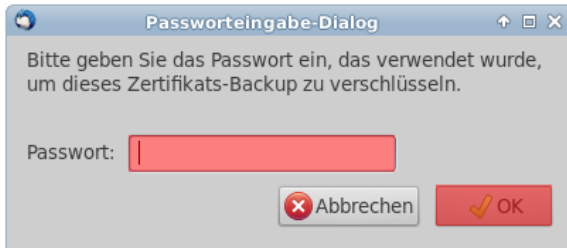
Embedding the DFN certificate

- ► Click on the tab *Your Certificates*
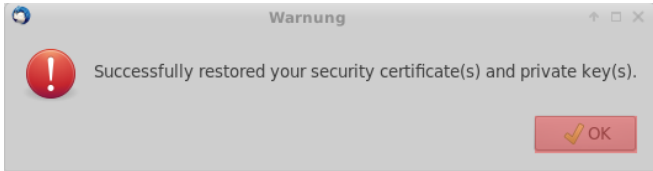- ► Click on *Import...*

Embedding the DFN certificate

- ▶ Click on *Desktop* in the left bar
- ▶ Choose the previously saved certificate *private.p12*
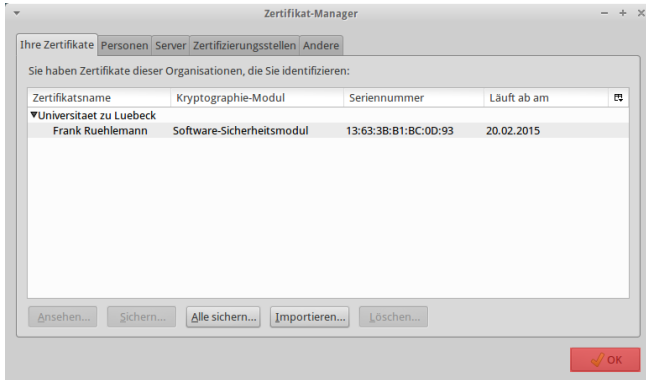- ▶ Click on *Open*

Embedding the DFN certificate

▶ Type in the password that you have chosen during the export

▶ Click on *OK*
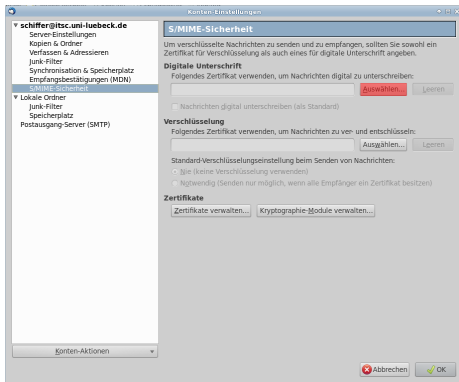
Embedding the DFN certificate

- ▶ Check whether the import was successful
- ▶ Click on *OK* and the window closes
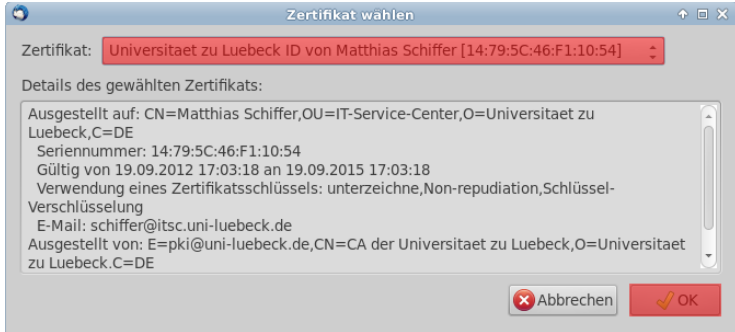
Embedding the DFN certificate

► Click on *OK* and the certificate mangager closes

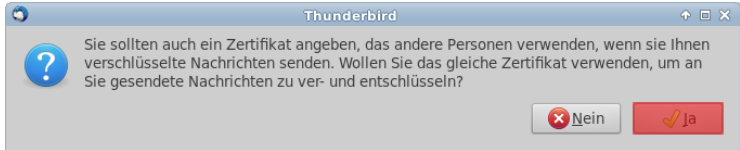**Embedding the DFN certificate**

▶ Under *Digital Signing* click on *Select*
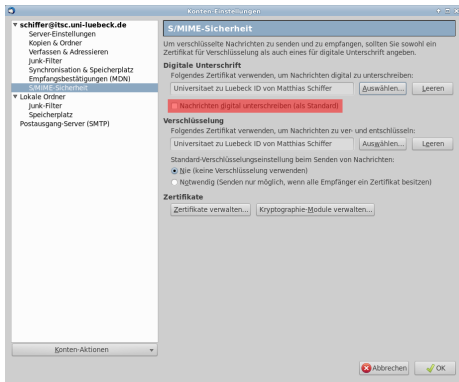
Embedding the DFN certificate

▶ Make sure that your certificate is chosen
▶ Click on *OK*

Embedding the DFN certificate

- ► Thunderbird asks, whether the certificate should be used for both en- and decrypting
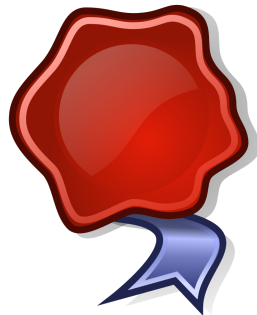- ► Click on *Yes*

Embedding the DFN certificate

▶ Tick off the box at *Digitally sign messages (by default)*

▶ Click on *OK* and the settings window closes

Embedding the DFN certificate

- Secure the key file *private.p12* on a memory stick
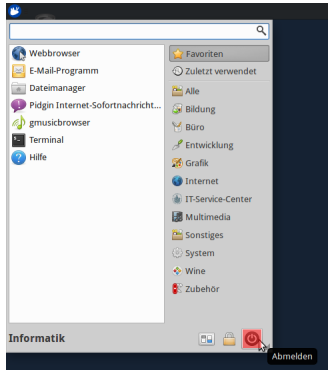- Please keep the key file safe and secure
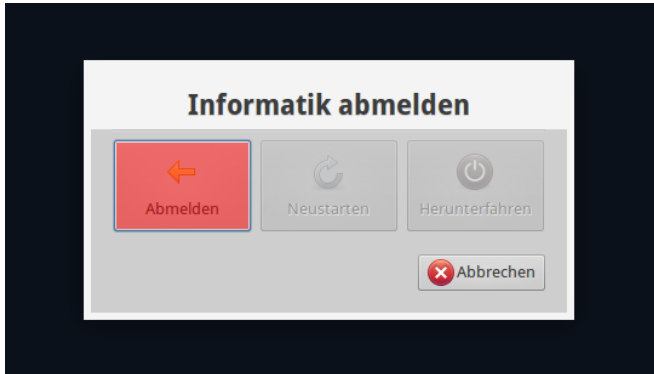
Logout

► Close *Thunderbird*

Logout

▶ Close Firefox

Logout

▶ Open the start menu and click on the shutdown symbol on the lower right side

Logout

▶ Choose *Log Out*

Thank you for your attention
- your IT-Service-Center

For further information and help visit:
`www.itsc.uni-luebeck.de`