

Getting started with your university accounts

Dear Students,

Below, you'll find information how to access your personalized student accounts and online tools, which you will be using during your studies. Keep in mind that, from the system administrator's side, you have two accounts – one for your email (step 4) and one for the other platforms (steps 1-3). They share the same user name (*Benutzername*).

1) Your user account at the University of Erfurt

With your enrolment, a user account (access to university platforms) and an email account (mailbox at the university) have been set up for you.

- a) Upon enrollment, your username, initial password and email address were provided in the [application portal](#).
- b) Your generated password was or will be sent to the email address you provided during application. Should you not get it automatically, please walk by the [IT Service Desk](#) to request it (during weekdays) in the KIZ building on campus.
- c) Once you received both, immediately change your password online at the [user portal](#) after logging in with your name and initial password.



My new password:

Do not show this password to anyone! Writing it down is optional and only for you to memorize.

2) Online learning platform (moodle) and language course registration

Now, please login to [moodle](#) using your university account credentials. There, you will enroll (will be enrolled) into your courses, allowing you to access course materials, such as syllabi, tasks, texts etc. Also, on moodle is the [information desk](#) for general announcements and *information*.



- a) You can permanently switch the language to English in your profile (upper right corner; “*Einstellungen*”; “*Sprache*”)
- b) Now, you can self-register to elective courses. On the task bar on top, you’ll find the link “*Alle Kurse*”. Clicking on this and the drop-down of the semester (currently “*Wintersemester 2023*”) will lead you to a list (letters), standing for the surnames of lecturers (e.g. Prof. Grimm). To self-enroll in electives, you will need a password. You will always find all passwords to MPP-courses in the academic schedule (current version [on moodle](#)).
- c) Language course registration also takes place via moodle. Please check the [Language Centre’s Website](#) for the link to the relevant moodle course.

3) Student self-service portal

Now, please login to [E.L.V.I.S.](#) using your university account credentials. There, you can access your proof of registration/enrolment (“*Meine Immabescheinigung*”). This is also where you must register for your courses during third and fourth week of lecture period.



4) University Email Account

- a) Please also login to your [university mail account](#). The account name (*Benutzername*) is the same as for your university accounts. Initially, the password is the generated



password that you have used for the first login to your university account in step 1.

- b) You can permanently switch the language to English by clicking on “*Einstellungen*” / “*Benutzeroberfläche*” / “*Sprache*”.
- c) Please change this to a different password than for your general university account.

My new email password: _____

Do not show this password to anyone! Writing it down is optional and only for you to memorize.

- d) Please send us (publicpolicy@uni-erfurt.de) a test mail containing:
 - (a) your student ID number, (b) your address in Erfurt, (c) your German phone number and (d) by which name you would like us to address you.

From now on, please use your university e-mail address for any correspondence with Brandt School and the university. We will likewise only contact you on that account. Make sure to check it regularly!

5) Services of the University

- a) To set-up your university mail on mobile devices, see the [URMZ website](#).
- b) For Wifi on campus ([eduroam](#)) functioning on all your mobile devices, please follow the linked guidelines.
- c) During online classes, Brandt School will use the conference tool WebEx. Therefore, please already download the following app: [Cisco WebEx Meetings](#). Your activated university mail-address is required for the registration! For student purposes, you can webex as guest.



- d) To study efficiently, the university provides a range of software for your devices (e.g. Microsoft Office). To make use of them, check out the [page of the URMZ](#).



If you have any questions about your accounts, please contact the Service Section at URMZ (see <https://www.uni-erfurt.de/en/it-services-and-support>).



Please be aware that **only after activating your user account** you will be able to use student services at the University of Erfurt (e.g. university e-mail address, campus wifi Eduroam, services of the university library, access to the study and examination portal E.L.V.I.S.).