

Self-service system (QIS portal) registration

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The self-service system (QIS portal) can be reached at:
<https://qis.zv.uni-augsburg.de/qisserver>

1 Self-service system (QIS) registration

The registration in the self-service system (QIS) is done using

- RZ-Benutzerkennung (Central Computer Login) and Password (all current students and employees),
- Applicant number and date of birth (only university applicants), or
- Matriculation number and date of birth (only students **in their first semester for retrieving their RZ-Benutzerkennung (Central Computer Login) and initial password for the first time**).

1.1 Students

For registering in the self-service system (QIS portal), use your **RZ-Benutzerkennung** (Central Computer Login) and the corresponding password. Your RZ-Benutzerkennung has been generated at the time of your admission and is valid until your withdrawal or termination of enrollment. You use the same login in e.g. the CIP-Pools (computer labs) and for your student email address.

Students in their first semester can retrieve their login details online on the next working day after enrollment at the earliest. For detailed instructions on first-time registration and on how to retrieve your RZ-Benutzerkennung (Central Computer Login) and your initial password please read the section "First-time registration for retrieving your RZ-Benutzerkennung (Central Computer Login)" starting on page 3.

In case you are no longer in your first semester, and do not know or have forgotten your RZ-Benutzerkennung (Central Computer Login), please contact the computer center (computer services – building L). There you will receive your RZ-Benutzerkennung (Central Computer Login) and initial password. Please bring your identification with you.

1.2 Employees

Register with your RZ-Benutzerkennung (Central Computer Login) and your password. Please note that you can search for available rooms or use the telephone directory without registration! **Only employees who edit data in the self-service system (QIS) need to register.** A role will be assigned to such users by the administrator and the RZ-Benutzerkennung will be activated. The same applies for accessing the funding accounts system.

1.3 University Applicants

If you would like to see the status of your application, enter your **applicant number** as a user name and your **date of birth in the format DD.MM.YYYY** as a password. Your **applicant number** can be found on your application form and in the online-application confirmation E-mail.

For example:

User Name: 21024576

Password: 05.06.1990

QIS-Portal Support: qis@zv.uni-augsburg.de
02.11.2011





First-time registration for retrieving your RZ-Benutzerkennung (Central Computer Login)

Students in their first semester can retrieve their login details online on the next working day after enrollment at the earliest. Detailed instructions concerning this can be found below.

In case you have forgotten your RZ-Benutzerkennung (Central Computer Login), please contact the computer center (computer services – building L). There you will receive your RZ-Benutzerkennung and initial password. Please bring your identification with you.

Here are the necessary steps for retrieving your RZ-Benutzerkennung and the initial password:

<p>1. First-time registration</p>	<p>As a new student you can login into the self-service system (QIS) at https://qis.zv.uni-augsburg.de/qisserver/ using your</p> <ul style="list-style-type: none"> • Matriculation Number as a user name and your • Date of Birth in the format DD.MM.YYYY as a password. <p>Benutzerkennung: <input type="text" value="123456789"/> <input type="button" value="Ok"/></p> <p>Passwort: <input type="password" value="....."/>  TT.MM.JJJJ, z.B. 01.01.1950</p> <p>Hilfe zur Anmeldung</p>
<p>2. Retrieving RZ-Kennung (Central Computer Login) and initial password:</p>	<p>After your first-time registration the option „RZ-Kennung und Initialpasswort abholen“ (obtain RZ-Kennung and initial password) will be available.</p> 
<p>3. iTAN-request</p>	<p>In the first step of receiving your RZ-Benutzerkennung (central computer login) you will be asked for an iTAN-Number. Please note that a specified iTAN is deliberately requested.</p>

	<p>iTAN-geschützter Funktion "RZ-Kennung/Initialpasswort" Schritt 1 - iTAN-Eingabe</p> <p><input type="text" value="iTAN-geschützter Funktion"/></p> <p>Für die von Ihnen angeforderte Funktion ist die Eingabe einer iTAN notwendig.</p> <p>iTAN Nr. 4: <input type="text"/></p> <p>Bitte TAN eingeben</p> <p><input type="button" value="Weiter >>>"/></p> <p>Please enter the requested iTAN-Number from the list that you received during enrollment together with your student ID. Then click on "Weiter" (next).</p>						
4.Request Data	<p>Click "Daten anfordern" (request data) to receive your login details.</p> <p>"RZ-Kennung/Initialpasswort" Schritt 2 - Daten anfordern</p> <p>Die eingegebene iTAN ist korrekt. Nun bekommen Sie mit einem weiteren Klick die gewünschte Daten.</p> <p>Daten anfordern</p>						
5. Taking down your RZ-Benutzerkennung (central computer login) and initial password	<p>Take down your RZ-Benutzerkennung and initial password (case-sensitive!) and click "weiter" to change the initial password!</p> <p>Ihre RZ-Kennung und Initialpasswort</p> <p>WICHTIG! Bitte merken Sie sich ihre Kennung und ihr Initialpasswort (Groß- und Kleinschreibung beachten!), und klicken Sie dann auf "Weiter..."</p> <table border="0"> <tr> <td>Kennung:</td> <td>Initialpasswort:</td> <td>E-Mail:</td> </tr> <tr> <td>mustermann_karin</td> <td>geheim!</td> <td>Karin.Mustermann@student.Uni-Augsburg.DE</td> </tr> </table> <p><input type="button" value="Weiter..."/></p> <p>Mit dem Klick auf den "Weiter..." Button, bestätigen Sie, dass Sie ihre Kennung und ihr Initialpasswort erhalten haben.</p>	Kennung:	Initialpasswort:	E-Mail:	mustermann_karin	geheim!	Karin.Mustermann@student.Uni-Augsburg.DE
Kennung:	Initialpasswort:	E-Mail:					
mustermann_karin	geheim!	Karin.Mustermann@student.Uni-Augsburg.DE					
6. Changing your initial password	<p>After you have retrieved your RZ-Benutzerkennung (central computer login) you can use it and your new password for access to the self-service system (QIS), Digicampus, CIP-Pools (computer labs) etc.</p> <p>For security reasons, we ask you to change your initial password immediately and to use a secure password (including both upper and lower case letters, numbers, symbols and at least eight characters). To change your password immediately, click on "Initialpasswort ändern..."</p> <p>Meine Funktionen Veranstaltungen Organisationseinheiten Räume und Gebäude Personen</p> <p>Startseite > RZ-Kennung und Initialpasswort abholen</p> <p>Die Anmeldung zu diesem Webportal ist ab sofort nur noch mit Ihrer RZ-Kennung und Ihrem Passwort möglich! Aus Sicherheitsgründen bitten wir Sie umgehend das Initialpasswort in ein eigenes Passwort zu ändern.</p> <p>Initialpasswort ändern...</p>						