

Guide to your RZ-Kennung (Central Computer Login) and iTAN-Lists

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1 RZ-Kennung

Students that already have an RZ-Kennung (central computer login), can log on to the QIS-Portal directly using their login and password. **New students that have not yet received an RZ-Kennung** can retrieve their login details online (on the next working day after enrollment at the earliest).

1.1 QIS-Portal Registration

For registration, use your RZ-Kennung (Central Computer Login) and the corresponding password. Your RZ-Kennung (Central Computer Login) has been generated at the time of your admission and is valid until your withdrawal or termination of enrollment.

New students that have enrolled for the first time can retrieve their login and password details in the QIS-Portal.

Applicants can log on using their applicant number and their date of birth to check the status of their application and print out application documents.

1.2 Changing your password

The password associated with your RZ-Kennung (Central Computer Login) can be changed directly at: <https://www.student.uni-augsburg.de/cgi-bin/passwd>

1.3 Troubleshooting problems with logging in

- Your RZ-Kennung (Central Computer Login) is case sensitive (only lower case), as is your password (may include digits, special symbols, as well as lower and upper case letters).
- **Normally your central computer login details and password are used for registration. Only new students that have not yet received an RZ-Kennung (central computer login)** can log in using their matriculation number and date of birth to retrieve their login details online (on the next working day after enrollment at the earliest).

- If you are an **applicant** use your applicant number and date of birth to log in
- Try logging in to your student E-mail account at <https://webmail.uni-augsburg.de/> . Log in using your RZ-Kennung (central computer login).
- Try changing your password at <https://www.student.uni-augsburg.de/cgi-bin/passwd>
- If all of the above fails, contact Computer Services (Building L). There you will receive your new log in details. Please take your identification with you. Contact information for Computer Services: <http://www.rz.uni-augsburg.de/de/zebra/>
- If you have any further questions send an E-mail to qis@zv.uni-augsburg.de



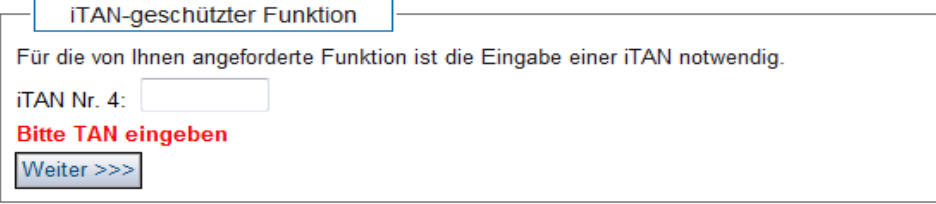
1.4 Forgotten RZ-Kennung (Central Computer Login) and/or password

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

Further information regarding your RZ-Kennung (Central Computer Login) can be found at: <http://www.rz.uni-augsburg.de/de/service/login/>.

1.5 Instructions on how to retrieve your RZ-Kennung (central computer login) after first-time admission

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>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>
<p>4. Request Data</p>	<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. Daten anfordern</p>

<p>5. Taking down your RZ-Benutzerkennung (central computer login) and initial password</p>	<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					
<p>6. Changing your initial password</p>	<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. Initialpasswort ändern...</p>						

2 iTAN-List

Students receive an iTAN list for the QIS-Portal upon enrollment. Please note that the TAN list for STUDIS is a different list that is provided by the examination office.

2.1 iTAN number not being accepted

Have you created and also activated your iTAN list? Self-generated lists by students need to be activated before they can be used. This requires one iTAN number from the old list and one iTAN number from the new list.

Also make sure that you are using the correct iTAN list (NOT the list for STUDIS provided by the examination office).

2.2 iTAN list locked

iTAN lists are locked after three incorrect attempts. To get a new list in this case please contact the Registrar's Office (see 2.3).

2.3 Where to get a new iTAN list

If an iTAN list was locked, lost, or never received in the first place, a new one can be retrieved at the Registrar's Office. In certain cases the list can also be sent to you by Mail.

3 Certificates of Enrollment

You can automatically generate and print out your own certificates of enrollment online in the QIS-Portal. The verification code can be used to prove validity of the certificate.

3.1 *Generating enrollment certificates*

To automatically generate an enrollment certificate, log in to the QIS-Portal using your RZ-Kennung (Central Computer Login) and password. Under "Studienbescheinigungen" you can create and download a PDF of your certificate and print it out. This requires an iTAN number.

3.2 *Proof of validity of the certificate*

Your self-generated enrollment certificate is verifiable. Each certificate has a unique code that can be used to prove its validity. The verification code consists of a combination of 20 characters, which may include upper/lower case letters and digits. **Online verification and proof of the certificates validity is a service we provide for authorities, companies or organizations that may require proof of validity of your certificate.**

3.3 *In case an authority will not accept your certificate*

This electronic method of proof of validity of your certificate is not yet very common; this could lead to an authority not accepting your certificate. Please ask the authority to log onto the website <http://qis.zv.uni-augsburg.de/verifikation.htm> (the link can also be found on the certificate next to the verification code). There is a telephone number available on the website, which the authority can call to receive detailed information regarding the verification procedure.