

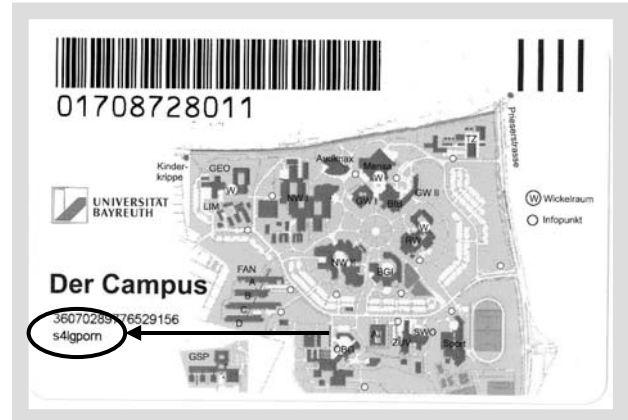
### 1. User name

Your personal user name (Benutzerkennung) is sent to you with the **affirmation of enrolment (Einschreibung)** by e-mail.

Additionally, it is printed on your student card (UBT-Campus-Card).

With it you can access

- the computers in the **PC-pools**
- your e-mails via **Webmail** (or POP, IMAP)
- the electronic examination office **FlexNow**
- the online services of the **Registration Office**
- the **eLearning** Server
- the VPN-Services of the **Computing Center**



#### **Please note:**

You will not be able to access the system until two working days after your enrolment at the earliest.

For questions about the user name please contact the **Registration Office ("Studierendenkanzlei")**.

### 2. Password

The password for your first access can be found on the last page of the **printout of the online-enrolment (Antrag auf Immatrikulation)**. If you apply for a restricted program you receive the password on the third page of your **approval (Zulassung) by traditional mail**.

**Please note:** For your own security please change this password into a new one when you first access the system! (Valid characters a...z, A...Z, 0...9, no umlaut, no special characters)

On the desktop of the computers in the PC-pools you will therefore find the menu „Change Password“. Alternatively, you can change the password via Webmail through the "Options" menu.



### 3. E-mail address

You receive an e-mail address in the form of

**username@stmail.uni-bayreuth.de**

This e-mail address is an official communication mechanism of the university with students. You can check and edit your e-mails via **Webmail** at <https://stmail.uni-bayreuth.de/> or, alternatively, via an e-mail client (POP, IMAP).

### 4. TAN list

For security reasons you need a transaction number (**TAN**) in addition to your password for each transaction. This TAN only can be used once and will then expire.

You will receive **your first TAN list** with 30 TAN a few working days after your enrolment. A PDF-file with the list will be sent to your student e-mail address (described in part 3.). The PDF-File is encoded with the **provisionally password** described in part 2.

You can order a **new TAN list** on the FlexNow-website <https://flexnow.uni-bayreuth.de>. Attention, you need a valid TAN to do so! Please keep one TAN for ordering the next TAN list!

If you have **lost your TAN list or password** you will get a new one at the Registration Office.

## 5. Online services of the Registration Office (“Studierendenkanzlei”)

You enter the online services of the Registration Office at

**<https://www.uni-bayreuth.de/studierende/online-dienste>**

### • Confirmations

- Studiennachweis (certificate of study)
- BAföG confirmation
- Studienbescheinigung (certificate of enrolment)

*You will need the collection of your certificates of study usually at the final examinations. So keep them well.*

### • Change of address

If you change your home address or semester address, enter it here.

*You are obliged to maintain your address data thoroughly. The university will use it to contact you.*

### • Information about financial contributions

Please read the website of the Registration Office for information about financial duties, changes in study regulations, deregistration etc.

## 6. FlexNow (electronic examination office)

You can register for, or cancel registration for, certain exams, seminars and classes (including language courses) via **FlexNow**. Electronic exam records can also be checked.

**<https://flexnow.uni-bayreuth.de>**

*If you have **questions concerning grades, exams and registration**, please contact the respective Examination Office (“Prüfungsamt”) or the Language Centre (“Sprachenzentrum”).*

*In case of **technical problems** with FlexNow, please send an e-mail to [flexnow@uvw.uni-bayreuth.de](mailto:flexnow@uvw.uni-bayreuth.de).*

## 7. UBT-Campus-Card

Current features of the UBT-Campus-Card:

- Student card
- Library card
- Sport card
- Semester ticket for local public transport
- Money card (copier, college sports, ...)

*In case of **problems** with UBT-Campus-Card, please send an e-mail to [chipkarte@uvw.uni-bayreuth.de](mailto:chipkarte@uvw.uni-bayreuth.de).*

## 8. Validity

The user name is valid for as long as the student is enrolled as a student of the University of Bayreuth, unless changes are necessary for technical reasons or the right of use is withdrawn because of a violation of the rules of information technology (IT-rules) of the University of Bayreuth.

## 9. Compulsory user guidelines

- The student has taken note of the IT-rules. The IT-rules can be consulted on the notice-board of the registration office or the computer centre.
- The computers may only be used for purposes of study and under no circumstances for commercial purposes.
- Improper use of the computers may constitute a criminal offence. It leads to the withdrawal of the right of use and may be reported to the police.
- The right of use may not be passed on to others.
- The computer centre must be informed in advance and in writing about the processing of data which are sensitive according to the Bavarian Law of Data Protection and the Federal Law of Data Protection.