



# JLU

NEUE WEGE. SEIT 1607.

JUSTUS-LIEBIG-  
UNIVERSITÄT  
GIESSEN



AN OVERVIEW OF THE ELECTRONIC SYSTEMS

# SETUP

Photo: JLU / Katrina Frieze

## Contents

Introduction	4
Key questions	4
The structure of the brochure	5
A note to our readers	5
<hr/>	
Getting started – What do I need?	6
Account (user name and password)	8
Electronic services	9
University email address	10
Student ID card (chip card)	12
<hr/>	
Software for students	15
<hr/>	
Map of Giessen	16
<hr/>	
JLUbox / Hessenbox	18
<hr/>	
myJLU app	19
<hr/>	
Using wireless LAN (WiFi) for internet access	20
<hr/>	
Lending and access to electronic resources of the library system	21
<hr/>	
How to take modules and courses	22
When to take which modules	22
When and where will courses take place?	23
How to register for modules and courses	24
Where do I find information and learning materials for my courses?	28
<hr/>	
Glossary	30

14<sup>th</sup> translated Version, 2024

### Imprint

Publisher: Prof. Dr. Eberhard Kurz  
Justus Liebig University  
IT Service Centre (HRZ)  
Heinrich-Buff-Ring 44  
35392 Giessen, Germany

Design & Layout: STRAIGHT – concept & design, Frankfurt am Main

We would like to thank all who supported us with ideas and suggestions for this brochure!

# WELCOME TO JLU

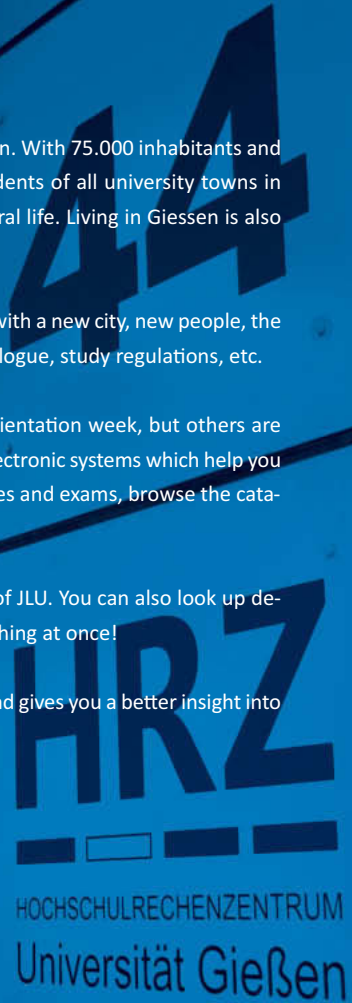
Giessen is a vibrant city with a modern university rich in tradition. With 75.000 inhabitants and 30.000 students Giessen has the highest concentration of students of all university towns in Germany. This, of course, shapes Giessen's character and cultural life. Living in Giessen is also very effective: everything is close-by and easy to reach.

When embarking on your course of studies, you are confronted with a new city, new people, the search for accommodation, the students office, the course catalogue, study regulations, etc.

Many important questions are already answered during the orientation week, but others are likely to remain unanswered. This may include the use of JLU's electronic systems which help you to set up your course schedule, enable you to register for courses and exams, browse the catalogue of the university library, etc.

This brochure is intended as your key to all electronic systems of JLU. You can also look up details later during your studies – there is no need to learn everything at once!

We hope that this brochure eases your start into university life and gives you a better insight into the world of the university's electronic systems.



# INTRODUCTION

First of all, we would like to introduce ourselves. We are a group of students and alumni of JLU (Justus Liebig University Giessen). While writing this brochure we were supported by the university staff responsible for the electronic systems. Some of our team members graduated a few years ago, and some have experienced difficulties in understanding the purpose of the different electronic systems themselves.

We will focus on the major electronic systems. Additionally, there are some departmental systems we are not going to explain in detail. They are included in the final chapter of this brochure.

As a start, we would like to give a short overview of the contents of this brochure.

## KEY QUESTIONS

The structure is based on questions most students ask during the orientation weeks.

- Getting Started – What do I need?  
→ [Page 6](#)
- How to register for *modules* and courses?  
→ [Page 22](#)



## THE STRUCTURE OF THE BROCHURE

We will start with the key questions.

In the middle of this brochure, you will find a **city map** with the most important university facilities as well as contact details. We have also included internet addresses you might want to have a look at, in case you need more information (e.g. information leaflets of the IT Service Centre).

We did our best to explain all technical details as clearly as possible. However, some technical terms cannot be avoided. These terms are written in italics and will be explained in the **glossary** on the last two pages. In order to structure the brochure clearly, we have highlighted some information.

### Links

On the website <https://setup.uni-giessen.de/> you will find this brochure and a list with related links so you do not have to remember the internet addresses.

The links in this brochure are marked with numbers, e.g. "04". You can also add this after the internet address in the address bar of your browser, e.g.

<https://setup.uni-giessen.de/04>

### IMPORTANT:

The pale blue paragraphs summarize the most important information, dealing especially with the security of your personal data.

### CHECK LISTS:

1. The check lists try to explain all processes step by step.
2. Follow these instructions as given.
3. Please make sure you use the right check list for the right task.



Alternatively, you can scan QR codes with your smartphone. Scanner apps free of charge can be found on App Store or Google Play.

### A note to our readers

In case you think something is not explained clearly or you think significant information is missing, we kindly ask you to contact us immediately. This way you can contribute to this brochure and help us improve it.

Please send your suggestions to:

[setup@uni-giessen.de](mailto:setup@uni-giessen.de)

# GETTING STARTED – WHAT DO I NEED?

Your starter kit consists of your account (user name and password) for the electronic systems of JLU. You also get your university email address.

Your student ID card in form of a chip card encompassing elaborated features will be explained later on.

You will receive your starter kit without having to pick it up in person. You will receive

information about the activation of the different components of the starter kit via email or regular mail.

On the following pages we will explain the single components of your starter kit in detail.

## **IMPORTANT:**

You will get informed about the way you will receive the different components of your starter kit by email or regular mail. Please take care that your contact information is up to date. Changes to contact details can be made in the GUDE portal (see links). The postal address at which you can be contacted during the semester should always be changed there as soon as possible.



### CHECK LIST – YOUR STARTER KIT

1. Account (user name and password)
2. Email address
3. Student ID (chip card)

### Links

Information on receiving your starter kit:

<https://setup.uni-giessen.de/001>

GUDE portal:

<https://setup.uni-giessen.de/02>



## ACCOUNT (USER NAME & PASSWORD)

The user name and the corresponding password are the key access data to important online services of JLU.

The user name usually starts with a "j\_" followed by a combination of letters and numbers.

The password can and should be changed at the latest if it is suspected that someone else may have obtained the password. This can be done in the self-service portal IAM. You can find further information about this in the email considering your account activation. For your own safety you should choose a secure password which cannot be guessed easily. Please note that some systems will "know" the new password only at the beginning of the next full hour. In this case, the old password will keep its validity until then.

## How do I get my account?

After enrolment, you will receive an email and you can view your matriculation number in the GUDE portal. This is important in order to activate your account.

You will also receive an email to the email address you provided when you applied or enrolled. Please follow the instructions in the email to activate your account - stating your matriculation number - and receive your username and password. You will then need this data to use the Deutschland-Semesterticket and other services (see table on page 9).





## Links

Changing the password:

<https://setup.uni-giessen.de/08>

How to choose a secure password:

<https://setup.uni-giessen.de/09e>



## ELECTRONIC SERVICES

The starter kit allows you access to many electronic services of JLU. The overview below shows which services demand the user name and password.

You can find further electronic services of JLU with other access ways in the chart on page 29.

### Electronic services which demand user name and password:

Electronic services
GUDE portal (after enrolment and activation of the account)
Deutschland-Semesterticket (bus/train)
Receiving and sending Email via webmail or with email clients like Outlook or Thunderbird
Examination management system <i>FlexNow</i>
Learning management and information systems <i>Stud.IP, ILIAS, k-MED, sports-edu</i>
<i>JLUbox/Hessenbox</i>
Access to public work stations
Access to the data network (wireless LAN, <i>public data sockets</i> )
Access to electronic resources of the library system from home (e.g. bibliographical databases, e-books, e-journals)



## UNIVERSITY EMAIL ADDRESS

You will receive your university email address within the process of JLU account activation (see page 8).

Your university e-mail address consists of the following scheme:

first name.surname@stud.uni-giessen.de

You might ask yourself why you need the university email address since you probably already have one. The university email address should be used for the following purposes:

- It should be used for electronic correspondence with lecturers and central facilities of JLU as it identifies you as a student of JLU.
- It is obligatory to read all messages sent to the university email address because important information of JLU is only sent to that address (e.g. records of registration and cancellation in *FlexNow*, news from the students office and the departments, reminder of overdue books, or important information from the electronic systems).
- Some faculty only process email requests sent from the university email address.
- Certain licensed software (e.g. the literature administration program Citavi) can only be ordered free of charge with the university email address. A subject-related ending may be required for the email address. In this case, you can have a so-called alias address set up (see links).
- The IT Service Centre (HRZ) can only ensure the delivery of important information to your university email address.

If you use an email program such as Thunderbird or Outlook, you can create two accounts so you are able to check both of your mailboxes (private and university mail). You can also check your university emails by using Webmail (follow the link on JLU's website) or via the myJLU app (see page 19).

You can find out how to deal safely with the risks that can emanate from emails in the e-learning programme of the cyber security awareness training course. Occasionally, you will receive simulated phishing emails to your university email address to raise your awareness of cyber risks.

## Links

Installation of email programs:

<https://setup.uni-giessen.de/10>

Webmail access to your university email account:

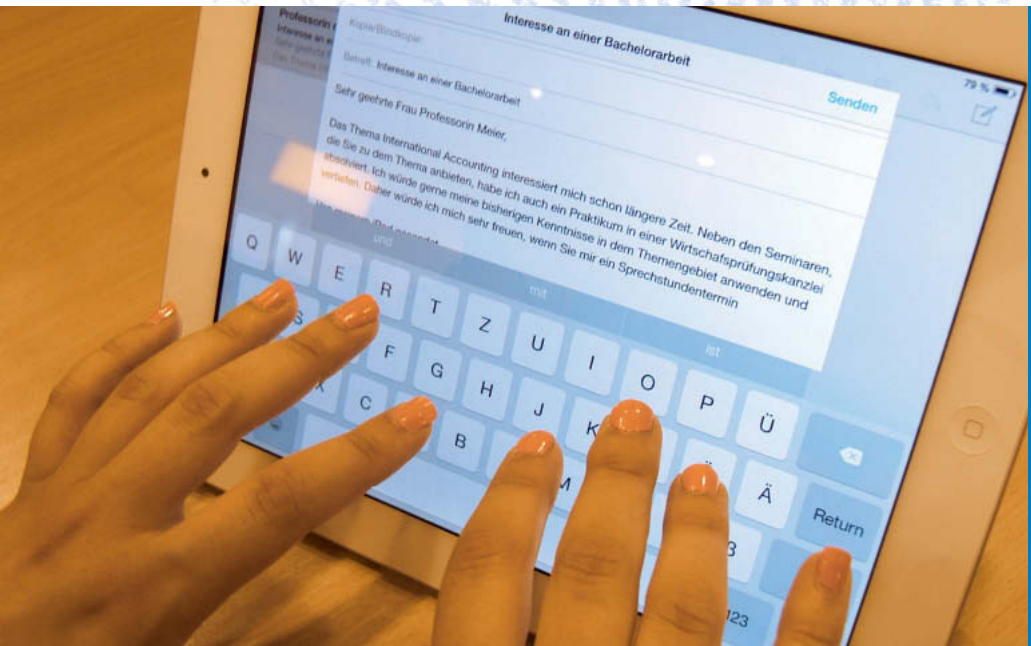
<https://setup.uni-giessen.de/11>

Set up a subject-related alias address:

<https://setup.uni-giessen.de/11b>

Awareness training on cyber security:

<https://setup.uni-giessen.de/11c>



## STUDENT ID CARD (CHIPCARD)

You can download your confirmation of enrolment together with your enrolment documents via the GUDE portal. However, the certificate of enrolment alone is not sufficient for many functions. You will receive a student ID card in the form of a chip card.

The chip card is a multifunctional tool that also identifies you as a student of JLU. It has the following functions:

- Student identity card with picture
- University library card
- Access to some university facilities and dormitories
- Cashless payment method in all student restaurants and cafeterias at JLU
- Cashless use (with a second electronic purse) of public printers and copiers at several sites at JLU

### IMPORTANT:

From the winter semester 2024/25, you will NOT be able to use public transport with your student ID card. Instead, you can apply for the Deutschland-Semesterticket online (see links). You will need your user name and password (see page 8).

As you can see, the student identity card is an important tool in your everyday life at university. Make sure not to lose it! Although it can be replaced, it is expensive and rather cumbersome.



### How do I get my student ID card?

You will receive an email before the production of your card with a request to upload your photo for the student ID as well as to confirm a shipping address. Your student ID card will then be produced and sent to you by mail. Please note that student ID card cannot be sent abroad, so please provide a German shipping address.

If you are only moving to Germany for your studies, it is only possible to send the student ID card once you can receive mail at your German address. In this case, please enter this address in Germany in the GUDE portal (see links).

### IMPORTANT:

1. In case you lose your student ID card, it is obligatory to inform us to avoid any kind of misuse. If a new card has to be produced for you, you will have to pay for the expenses. Make sure that you are careful with the card!
2. The student ID card has to be topped up separately for the cafeterias and the public copiers.

### Links

General information on your student ID card:

<https://setup.uni-giessen.de/01>

In case of loss or damage of your student ID card:

<https://setup.uni-giessen.de/03>

Information on the public printers:

<https://setup.uni-giessen.de/04>

Student ID card regulations:

<https://setup.uni-giessen.de/05>

Notification of address in Germany for foreign students via the GUDE portal:

<https://setup.uni-giessen.de/02>

Information on the Deutschland-Semesterticket:

<https://setup.uni-giessen.de/06>



## How long is the student ID card valid?

The student ID card contains both an electronic and an imprinted date of expiry (Winter Semester: March 31st; Summer Semester: September 30th). The electronic date of expiry is checked every time you pay for your meal in the cafeteria or when you use the university's public printers.

Upon re-registration for the new semester, the validity of your student ID card has to be extended by updating it. The update takes place at a self service station that can be found at different places on the campus (see Links). Please take notice that the self service stations are only accessible during opening hours of the buildings resp. organisational unit where they are housed.

### Links

Information about the locations of the self-service stations and on how to print your confirmation of enrolment:

<https://setup.uni-giessen.de/072>

Opening hours and services of the students office:

<https://setup.uni-giessen.de/07>



## CHECK LIST – RE-REGISTRATION

1. Make sure to transfer the re-registration fee on time.
2. Check the GUDE portal (see Links) to see whether the fee has been booked and the re-registration has been completed. If there is no re-registration block, you can then download your confirmation of enrolment directly from the GUDE portal.
3. After the money has been transferred, you can go to one of the self-service stations on campus to update your student ID there. Please keep in mind the opening hours of the respective building (see Links).
4. You can receive your confirmation of enrolment electronically at any time via the GUDE portal (see 2.).
5. Changes to personal data (e.g. new address, change of name on marriage) can be announced in the GUDE portal. You only have to contact university staff if you are facing any problems.



## SOFTWARE FOR STUDENTS

Students enrolled at JLU may use some software for free or at low charge for their studies, e.g.:

- MS Office 365 ProPlus - Word, Excel, Powerpoint etc. (free)
- reference management Citavi (free)
- SPSS statistical software for certain courses and theses (discounted licence contingents)

For some software products the university holds licences for members of certain departments. Please see the website listed on the right for more information.

Some software companies offer special prices for students. The list includes, among others:

- selected products of Adobe (e.g. Acrobat Pro, Photoshop Elements etc.)
- selected products of Corel (e.g. Corel-Draw Graphics Suite)

As an alternative to commercial offers there are also useful and good freeware programs, e.g.:

- Libre Office (free office package, comparable to MS Office)
- GIMP (image editing)
- KeePass (password management)

For subject-specific software that the department provides to its students, a subject-specific ending may be required for the e-mail address. In this case, you can have a so-called alias address set up (see links).

### IMPORTANT:

For Microsoft Office (Word, Excel, Powerpoint etc.) there is a campus license at JLU, i.e. you can use the programs free of charge and install them on up to 5 devices as long as you are enrolled. To get the license, you have to log in to the Microsoft office.com portal according to a certain scheme. Please read the information concerning the registration to the Microsoft office.com portal carefully to avoid any technical problems (see Links).

### Links

Software licences for students

<https://setup.uni-giessen.de/110>

Registration to Microsoft office.com portal:

<https://setup.uni-giessen.de/1101>

Set up a subject-related alias address:

<https://setup.uni-giessen.de/111b>

Contact:

[software-manage@hrz.uni-giessen.de](mailto:software-manage@hrz.uni-giessen.de)



## IMPORTANT:

Please inform yourself about accessibility and opening hours of the campus buildings on the websites of the concerning departments.

1

**FlexNow-Team, Division StL**  
Ludwigstrasse 23 (3<sup>rd</sup> floor), 35390  
Giessen

For questions on and operating instructions of  
the central examination management system  
FlexNow

Telephone: (0641) 99 - 16400 (Call Justus)

Email: [flexnow@uni-giessen.de](mailto:flexnow@uni-giessen.de)  
Internet: <https://flexnow.uni-giessen.de>

2

**Students Office**

The international Office, Registrar's Office and  
the Student Advisory Service are also located  
in the Goethestrasse 58.

Opening hours: see the website of the  
Students Office

Telephone: (0641) 99 - 16400 (Call Justus)

Internet: <https://www.uni-giessen.de/studienservice>

Campus Natur- und Lebenswissenschaften  
**Seltersberg/Medizin**  
Campus Natur- und Lebenswissenschaften  
**Seltersberg/Veterinärmedizin**

B429

B49



Bus-Haltestelle



Schiienenverkehr



Zufahrt

Ausfahrt  
Gießen - Kleinlinden





## JLUBOX / HESSENBOX

The JLUbox/Hessenbox is a tool for saving and synchronising your files online, so that you can manage all your important documents from different devices. No matter whether you are at home working with your PC or out and about with only your notebook or smartphone at hand, you will always have your updated files right at your side.

With the JLUbox/Hessenbox you can easily give other people – e.g. fellow students or lecturers – access to your saved files. In this way you and others are able to edit your Office documents directly in a web browser, whereby you will be in full control of access authorisations at any time.

The JLUbox/Hessenbox offers features comparable to the ones of Dropbox or Google docs, but despite this likeness your files are not stored in a cloud but saved in a secure and data protected internal system of the JLU.

Furthermore, you are offered 30 gigabytes of storage capacity and by using web

browsers, such as Firefox or Safari, you will have instant online access. In order to keep your files synchronised on all your devices, the JLUbox/Hessenbox client software – available for Windows, MacOS, Linux as well as for IOS and Android in the app store – is needed. Additionally, if you want to register for the JLUbox/Hessenbox, your user name and your password is required.

### Links

Entrance to the JLUbox/Hessenbox:

<https://setup.uni-giessen.de/111>

Further information:

<https://setup.uni-giessen.de/112>

Contact:

[support@hrz.uni-giessen.de](mailto:support@hrz.uni-giessen.de)



## MYJLU APP

With the myJLU app you always have your studies in view. This app helps facilitate your everyday collegiate life.

Here you can check your e-mails, borrow books, check your grades, or organize appointments. Other functions such as the current cafeteria schedule, a job portal, and even mini-games are also integrated. You can also book your sports courses directly via the myJLU app. Moreover, there are multiple newsfeed channels where the departments, student councils, and other JLU institutions will let you know about everything related to your studies, current events, deadlines, dates, and much more.

You can download the myJLU app quickly and easily from the app stores.

JUSTUS-LIEBIG-  
 UNIVERSITÄT  
GIESSEN

# YOUR CAMPUS APP

SAFE.  
EFFICIENT.  
SMART.



## Links

Information on the myJLU app:

<https://setup.uni-giessen.de/120e>

How to integrate the personal Stud.IP schedule:

<https://setup.uni-giessen.de/121e>

How to set up the e-mail inbox:

<https://setup.uni-giessen.de/122e>

Contact:

[myJLU@admin.uni-giessen.de](mailto:myJLU@admin.uni-giessen.de)



## USING WIRELESS LAN (WIFI) FOR INTERNET ACCESS

The IT Service Centre operates several wireless LAN networks that differ in terms of data encryption and user authentication. We strongly recommend using the eduroam network since it provides the highest security standards and a convenient handling. Not only does it allow you to access the internet at JLU and the University of Applied Science (Technische Hochschule) Mittelhessen, many other universities also participate in the eduroam network.

### Where do I find the wireless LAN hot spots?

Wireless LAN hot spots can be found almost everywhere on campus. Usually libraries, cafeterias, auditoriums and class rooms are equipped with wireless LAN.

### Links

Wireless LAN at JLU:

<https://setup.uni-giessen.de/14>

Software and instructions:

<https://setup.uni-giessen.de/15>

Information on eduroam:

<https://setup.uni-giessen.de/17>

Contact:

[netz@hrz.uni-giessen.de](mailto:netz@hrz.uni-giessen.de)



## CHECK LIST – WIRELESS LAN INSTALLATION

1. Connect your portable computer, smart phone or tablet with the internet. At the JLU you can do so by using the unencrypted wireless LAN ugifula.
2. Download the wireless LAN installation instructions for your operating system (Windows, Linux, Mac OS X, iOS, Android etc.) from this website:  
<https://setup.uni-giessen.de/15>
3. Open the installation instructions and follow the steps described.
4. You can now access the internet via eduroam at all wireless LAN hot spots of JLU.



## LENDING AND ACCESS TO ELECTRONIC RESOURCES OF THE LIBRARY SYSTEM

In order to borrow printed books or articles you need to set an initial password in your account for borrowing books (see Links). Your university email address is already configured as your contact address. After setting a password you can borrow literature, (pre-)order books and papers and extend your borrowing period.

Within the university network you can access electronic bibliographical databases and the full texts of e-books or e-journals directly. However, this can not be done just like that when you are at home or out and about. The university has to make sure that only members of JLU access these resources. You may search for printed books, articles, journals, and databases in the library's research portal JUSTfind.

If you want full access from home or out and about you need to use the button "Login Full access (VPN)" and enter your user name and password, which you find in your account let-



ter. Thus, you identify as a student of JLU Gießen. The underlying technique is called "EZ-Proxy".

### Links

Research portal JUSTfind:

<https://setup.uni-giessen.de/201>

EZ-Proxy of the library system:

<https://setup.uni-giessen.de/202>

Setting password for lending account:

<https://setup.uni-giessen.de/203>

Contact:

[auskunft@bibsys.uni-giessen.de](mailto:auskunft@bibsys.uni-giessen.de)



Quelle: JLU/Sebastian Ringleb

# HOW TO TAKE MODULES AND COURSES?

It is only a few more weeks until the semester starts and you know that you have to register for a course or *module*. Before doing so, it is important, however, that you get an overview of which courses or *modules* you have to attend, which courses or *modules* are offered and when and where courses take place.

Everything about courses and modules will be discussed in detail during the orientation week and days. You should definitely take part in these events.

## WHEN DO I HAVE TO TAKE WHICH MODULES?

An important reference are the “Rechtliche Grundlagen – Mitteilungen der Universität Giessen (MUG)” (Notifications of JLU), in which you can find information on the legal framework for your course of study as well as your exams. We strongly recommend that you carefully read the parts referring to your course of study since they include important information on your study program. In “examination matters and regulations” (“Prü-

**IMPORTANT:**  
Find out online about the structure and regulations of your study program. Use "Courses of Study at JLU from A-Z" (see Links) to go to the corresponding information page for your study program. There you will also find the link to the respective study and examination regulations in the "Further information" tab. Please also use the information provided in orientation week to inform yourself about this topic!

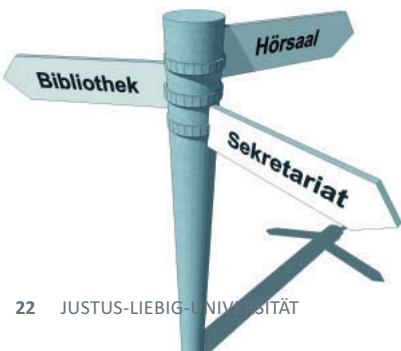
fungsangelegenheiten und -ordnungen”) you can find study plans and *module* descriptions for bachelor and master programs. These documents show when to attend which *modules*.

Additionally, faculties also offer guidelines for your course of studies. Find out more on the website of your faculty.

### Links

Courses of Study at JLU from A-Z:  
<https://setup.uni-giessen.de/211e>

Information on the orientation week:  
<https://setup.uni-giessen.de/212e>



## WHEN AND WHERE DO COURSES TAKE PLACE?

*Modules* consist of one or more courses (lecture, seminar, internship) and you can sometimes choose among a variety of courses you have to take to complete the *module*. *Module* descriptions are meant to provide exactly this information. The course catalogue tells you when and where courses will take place. The course catalogue changes every semester and is updated every March 1st for the summer semester and every September 1st for the winter semester.

Make sure you have a look at it to find out details on courses you would like to attend.

Please keep in mind that rooms and dates may change and that lecturers names might be given later.



### IMPORTANT:

The electronic course catalogue (German: elektronisches Vorlesungsverzeichnis – eVV) provides you with information on the topic, lecturer, and where and when courses take place.

**Summer Semester: Updated every March 1st**

**Winter Semester: Updated every September 1st**

### Link

Course catalogue:

<https://setup.uni-giessen.de/23>



## HOW TO REGISTER FOR MODULES AND COURSES

The system used for course registration at JLU depends on your course of study or your study element or *module*.

Usually **FlexNow** and **Stud.IP** are the important systems within the process of registration. You should carefully inform yourself about the specific roles of the systems in your study program or element. Some rules and exceptions have been summarized in the table below.



**IMPORTANT:**  
If electronic systems are used for course registrations, it is mostly either *FlexNow* or *Stud.IP*.

you find out how registrations are handled for your course of study or *modules*. The electronic course catalogue as well as the websites of the faculties provide you with information on the registration process.

The table is meant as a first orientation and does not claim to be complete. Make sure



## COURSE, MODULE AND EXAM REGISTRATIONS WITHIN DIFFERENT MODULIZED DEGREE PROGRAMS

Target Group	Registration for modules and courses	Registration for module examinations*
Bachelor, Master and teacher training degree programmes (Faculty 03 – except arts and music, Faculty 04 and 05 – except slavica studies – Faculty 06)	<i>FlexNow</i>	
Bachelor, Master and teacher training degree programmes (Faculty 02, 05 – only slavica studies – Faculty 07, 08, 09)	<i>Stud.IP</i>	<i>FlexNow</i>
Interdisciplinary competencies “Außerfachliche Kompetenzen” (AfK)	<i>Stud.IP</i>	<i>FlexNow</i>
Language courses of the Center of Competence Development (ZfbK)	Siehe Webseite des ZfbK	<i>FlexNow</i>



## Links for information on deadlines and registrations

FlexNow:

<https://setup.uni-giessen.de/24>

Dates & Deadlines of faculty 02:

<https://setup.uni-giessen.de/25>

Dates & Deadlines of faculty 09:

<https://setup.uni-giessen.de/26>

Other qualifications (AFK):

<https://setup.uni-giessen.de/27>

Foreign Language Courses:

<https://setup.uni-giessen.de/28>

## FlexNow

FlexNow is the centralized examination management system of JLU. This service is used to manage your examinations as well as your course participation. If you want to register for courses or modules, you can do so on the FlexNow website. After each re-

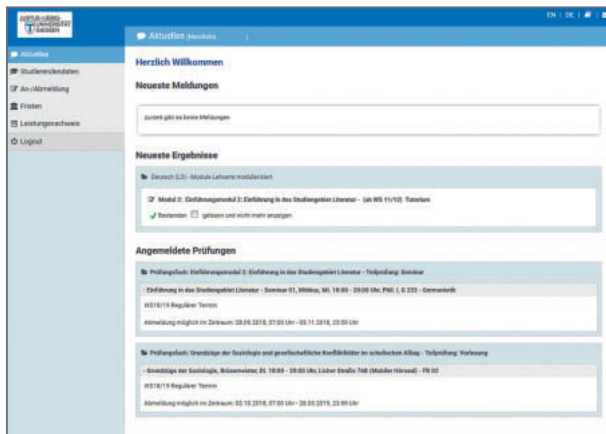
### IMPORTANT:

Check early for your course of studies or your subjects of study how the obligatory registration has to be done.



gistration or cancellation a confirmation record is sent to your University email address. Additionally you can also check your examination results online after their publication. You may also create an online certificate list (Leistungsübersicht) for many study programs. Certificate lists for all other programs can be requested of the examination

office responsible for your course of studies.



In case of any further questions on the examination management system *FlexNow*, please contact division "Studium, Lehre, Weiterbildung, Qualitätssicherung (StL)". Additional information can be found on the *FlexNow* website including contact details and instructions. For questions on examinations please contact the respective examination office (see Links on this page).

#### CHECK LIST – FIRST STEPS IN FLEXNOW

1. Login to *FlexNow* at <https://flexnow.uni-giessen.de> with your user name and your password.
2. Check your course of studies in "Studierendendaten" as well as your personal data (name, date of birth, matriculation number, postal address).

#### IMPORTANT:

After you have registered for a seminar or a *module* via *FlexNow*, you are not automatically registered for the corresponding course in *Stud.IP*. Please register additionally for individual courses in this system.

#### IMPORTANT:

You can check your registered and attended examinations at any time by accessing your student records.

#### Links

*FlexNow*:

<https://setup.uni-giessen.de/24>

Contact *FlexNow* Team:

[flexnow@uni-giessen.de](mailto:flexnow@uni-giessen.de)

Overview Examination Offices:

<https://setup.uni-giessen.de/29>



#### Stud.IP

*Stud.IP* is JLU's central information and communication platform for all seminars and courses. If *Stud.IP* is used by your lecturers, you have to register for courses on this platform. In contrast to *FlexNow*, *Stud.IP* offers a couple of features accompanying you throughout the semester. *Stud.IP* offers the possibility to download files, to hand in written assignments, to download reading assignments, to read news (such as changes of lecture rooms, etc.), to work with others on a project using *Stud.IP*'s Wiki, or to discuss lecture topics in the forums.

There are even further interesting features, such as a virtual billboard for advertisements, pinboards, surveys, and a platform to register

## CHECK LIST – FIRST STEPS WITH STUD.IP

1. Login with your user name and password on <https://studip.uni-giessen.de>
2. Accept the user agreement (“Nutzungsbedingungen”) as well as the terms of data protection (how does the IT Service Centre handle your data, who has access to your profile).
3. Check “Profile -> User details” in *Stud.IP* and verify your personal information (name, gender, matriculation number). Please also take a look at your course of study in the field Study details.
4. Use “Settings” (top right) to adjust your personal settings (language, layout, etc).

for consultation hours. Departmental student bodies also use *Stud.IP* for the distribution and exchange of information.

If you go to “My courses/Meine Veranstaltungen” in *Stud.IP*, you will immediately see which course has updated information or published new files. You will therefore immediately see what has changed since your last login.

*Stud.IP* is a service offered by the IT Service Centre (HRZ). On the *Stud.IP* website, you will find all necessary information, help, and contact details.

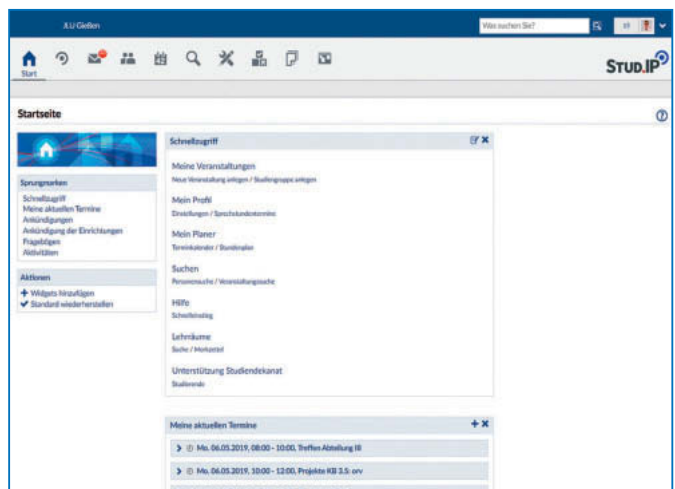
### Link

*Stud.IP*:

<https://setup.uni-giessen.de/30>

Contact the *Stud.IP* team:

[studip@uni-giessen.de](mailto:studip@uni-giessen.de)



## WHERE DO I FIND INFORMATION AND LEARNING MATERIALS FOR MY COURSES?

Different systems are on offer, depending on what you need, e.g. lecture notes, task descriptions, interactive learning units, examination results or if you want to do literature research.

### Learning Material

Learning materials and tools for group work are mostly available on *learning platforms*. The *learning platforms* of JLU are *Stud.IP* as well as *ILIAS*.

The IT Service Centre operates both. *ILIAS* is mostly used in courses with a high percentage of electronic resources (e-learning). The *e-learning label* in *Stud.IP* and the course catalogue indicate the amount of e-learning activity. The specialist platforms k-MED (Human Medicine) and sports-edu (Physical Education) are also based on *ILIAS*.

### Learning modules for first-year students

In *ILIAS* you will find online learning modules for scientific work, learning and organizational techniques as well as many other topics you need for your studies. All learning modules are free of charge and can be used for self-study independent of time and place.

### Examination Results

Your examination results can be found in *FlexNow* (see page 25).

### Literature Research

Literature research is an essential part of scientific work. Google might be helpful in many situations but is not the ideal tool to search for academic literature available at the library of JLU. The library contains more than 3.7 million books and printed journals as well as a large number of DVDs and other media such as e-journals, e-books, specialized databases, video tutorials and so on. To find out which is where, check out the research portal *JUSTfind*. Accessing licenced online media from home will require your user name and password



### CHECK LIST

1. Make sure you know your study regulations and *module descriptions*.
2. Have a look at the course catalogue in order to get more information on your seminars.
3. Make sure you are aware of what kind of registration procedure is used for your course of studies.
4. Find out whether any learning materials are provided on an online *learning platform*.
5. Use the university library for literature on seminar papers or presentations.

## ONLINE PLATFORMS AT THE JLU

Platform	Functions	Access	Usage
<i>Stud.IP</i>	Registration, allocation of participants into groups, exchange of data, forum, news on courses, wiki-web, schedule, tests, surveys, electronic course packs, video tutorials, registrations for consultation hours, etc.	user name and password	In almost all faculties
<i>ILIAS</i>	See <i>Stud.IP</i> and additionally: online learning modules for first-year students, lecture recordings, interactive learning units, tests, blogs, e-portfolios	user name and password	In almost all faculties
BigBlue Button (BBB)	Video conferences	none, the lecturers activate a BBB meeting within Stud.IP, ILIAS or k-MED or you get an invitation email	In almost all faculties
Zoom	Video conferences	none, the lecturers invite you to a meeting via email	In almost all faculties
k-MED	See <i>ILIAS</i>	user name and password	Faculty 11
sports-edu	See <i>ILIAS</i>	user name and password	Faculty 06, Physical Education

(see p. 19). In case you have problems with the literature research, do not give up! The library system offers workshops about literature research and management (e.g. with Citavi). You will find the dates on the website of the library in "Courses & Tutorials". Moreover, you are always more than welcome to ask questions directly when studying in the library. For your self-studies, you can also get information on effective literature research on the *ILIAS* platform.

### Links

Library system:

<https://setup.uni-giessen.de/31>

Literature research unit in *ILIAS*:

<https://setup.uni-giessen.de/32>

Online learning modules in *ILIAS*:

<https://setup.uni-giessen.de/34>



# GLOSSARY

## E-Learning Label

The e-learning label characterizes courses in the course catalogue as well as in Stud.IP which are supported by electronic resources (e.g. discussion forums or electronic books). There are three levels characterizing the degree of integration of e-learning elements into the schedule (supplementary – basic – intensive).

## EZ-Proxy → Page 21

Via EZ-Proxy you can easily access licensed electronic media from anywhere (e.g. from home, a hotel, a conference,...). You only need a web browser, your user name and your password.

## FlexNow → Page 24

FlexNow is the central examination management system of JLU. In FlexNow you can register for *modules/courses* and (*module*) examinations as well as cancel registrations. Additionally, you can check for personal data, registration deadlines, and examination results. Also, online certificates (*Leistungsnachweise*) for some courses of studies can be created as a self-service.

## GUDE portal → Page 6

You can update your contact details and download study certificates in the GUDE portal. Electronic applications are also possible.

## ILIAS → Page 28

ILIAS is one of the two central learning platforms of the JLU. Additionally to features already covered by Stud.IP, ILIAS also offers the possibility to create interactive learning units, to visit pre courses online or to test your knowledge. The interface between Stud.IP and ILIAS enables users of Stud.IP to access ILIAS.

## JLUbox/Hessenbox → Page 18

With JLUbox/Hessenbox you can save files online and synchronize them with different devices. It is the "dropbox" of JLU. The JLUbox ist also called Hessenbox by now.

## k-MED → Page 28

A learning platform based on ILIAS used in human medicine.

## Learning Platform

A learning platform is a web portal that provides learning materials and learning tools online. It offers a user administration which requires a registration with a login. The central learning platforms of JLU are Stud.IP and ILIAS.



### Matriculation Number → Page 8

The matriculation number will be assigned by the students office and is a registration number that identifies you as a student. You will receive it upon enrolment or if you change your course of studies. If you have a look at your student identity card, you will see a number similar to “2617-11234567”. The last seven digits are your matriculation number.

### Module

As far as Bachelor and Master Programs are concerned, a module is a learning unit that consists of several lectures and seminars in a particular discipline. The workload for parts of a module is indicated and credit points are given for successfully completed modules according to the European Credit Transfer System (ECTS). Upon completion of the module, you will receive a certificate.

### sports-edu → Page 28

A learning platform based on ILIAS used in sports science.

### Stud.IP → Page 24

Stud.IP is one of the two learning platforms of the JLU and is used for the organization of study programs. It accompanies you and your lecturers throughout your studies. It is operated by the IT Service Centre.

**Justus-Liebig-Universität Gießen**

Ludwigstraße 23

35390 Gießen

Tel.: 0641 99-16400 (Call Justus)

<https://www.uni-giessen.de>

**Hochschulrechenzentrum**

Heinrich-Buff-Ring 44

35392 Gießen

Tel.: 0641 99-13100

email: [support@hrz.uni-giessen.de](mailto:support@hrz.uni-giessen.de)

<https://www.uni-giessen.de/hrz>