

## JLU-Student-ID Card

### Basics

The JLU student ID card is issued according to § 5 Abs. 2 of the Hessian Immatrikulationsverordnung (HImmaVO, GVBl. I 2010 p. 94, 22.3.2010).

As the ID card has a special identification function, it has to be picked up in person and you will have to show your passport/identity card; this also applies in case you want to replace it with a new one. The ID card is the property of JLU.

The ID card is produced in cooperation with the JLU IT Service Centre and the university's central administration; it is issued by the Registrar's Office of JLU. Please contact the Registrar's Office (Goethestrasse 58) or the IT Service Centre (Heinrich Buff Ring 44, service area) in case of questions or problems.

#### Registrar's Office:

<http://www.uni-giessen.de/studium/studisek>

#### IT Service Centre Service Area/Service Desk:

<http://www.uni-giessen.de/hrz/service-bereich>

### ID Card Usage

The ID card is your multifunctional tool:

With the visible imprint it is your *Student ID card* for the entire duration of your studies.

The RMV-imprint displaying the period of validity is your *Semesterticket* (for use of local public transport).

The bar code on the back allows you to borrow books from the *university library*.

The invisible integrated RFID-Chip (Mifare) allows you to *pay* for copies at copy machines or for meals at student restaurants, for a cup of coffee at a coffee machine, etc. It also allows you *access to restricted areas*, e.g. lockers in the university library, buildings (BFS, chemistry) or parking lots (faculty of veterinary medicine).

### Account-Letter

You will receive the account-letter including a lock code together with the JLU ID card.

The account-letter also contains your login details for your IT-Service-Centre-Account ("HRZ-Kennung"): your username and the already activated email address as well as corresponding initial password.

### Replacement

You will receive a new account-letter for a new ID card (please check the imprinted card sequence number). The lock code is therefore not valid any more for the new ID card.

Your passwords for the IT-Service-Centre-Account ("HRZ-Kennung") stay the same, however.

### Lock Code

The lock code is used when the ID card has to be locked, e.g. after it has been lost (see below).

The lock code may also be used for other online self-service applications in the future.

### Keep It Safe!

Please keep your ID card as safe as your bank card and treat it this way. You should keep it in the protective cover to protect it from scratches. Do not misuse it as a door-opener, etc. Do not keep it in your hip pocket, it might deform. Treating it with hot temperatures (e.g., behind the windshield in your car in summer) and/or water (washing machine, etc.) is also a bad idea.

Keep the account-letter at *home and in a safe place*.

### ID Number

The ID number, e.g. **2619-11234567**, is printed on the front of the ID card and is repeated on its back in form of a barcode. It is composed of the following elements:

- **26**: number of the university
- **1**: card sequence number (1: first card, 2 ff.: replaced cards), this number is repeated on the account-letter
- **9**: error checking number
- **1**: identifies you as a student
- **1234567**: matriculation number

### Data Protection

The ID card with its content as well as the data produced by its use are subject to the Hessian Data Protection Act. Therefore, your data is not to be used for purposes other than the intended use of the ID card. This means that no personal user profiles can be deduced from the use of the card. Your data is deleted or made anonymous within the statutory deadlines.

Please contact JLU's data protection commissioner (currently Mr. Globuschütz, Tel.: 0641 99-12230), or the data protection officer of the Federal State of Hessen (<http://www.datenschutz.hessen.de>) for further questions.

If a data storage medium containing personal data is issued (e.g., your student ID card), the owner of the data storage medium has the following rights according to § 8 Abs. 2 of the HDSG (Hessian Data Protection Act):

- Information on and communication of the personal data stored (§ 18 HDSG):  
On the ID card are printed: first name(s) and last name of the student, passport photograph, identification number including matriculation number, and the barcode (identification number).  
The RFID-Chip contains: the ID number, two rechargeable electronic purses, the status of the owner of the ID card (student, staff, etc.), the validity period of the ID card.
- A check of correct and lawful data processing in case of special personal reasons (§ 7 Abs. 5): the owner can bring forward arguments in writing that oppose the processing of his/her data if s/he believes that his/her personal reasons exceed public interest to process his or her personal data.
- Access to the index of procedures (§ 6 Abs. 2): the index of procedures is accessible via JLU's data protection commissioner.
- Correction, blocking or deletion of data (§ 19) in case of incorrect data.
- Compensation (§ 20);
- Invocation of the data protection officer of the Federal State of Hessen (§ 28): see above.

## Loss and Locking of ID Card

If an ID card get lost or have been accessed by a third party, the ID card has to be locked. You can communicate the loss of your ID card or your wish to lock the ID card by indicating your lock code.

### Locking your ID card:

<https://www.uni-giessen.de/chipkarte/sperrantrag.html>

as well as

- send a fax to the IT Service Centre: 0641 99-13019,
- send a letter to the Registrar's Office or go to the Registrar's Office.

You will need to give your lock code, name, address, and – if possible – ID card number. Should your lock code and ID card number not be available, please indicate this in your letter or fax. In this case you should at least give your telephone number.

If you do not explicitly indicate that you only want a temporary locking of the ID card (or the temporary locking is not revoked early enough by the card holder), it will be finally locked. This necessitates the issue of a new ID card (currently € 50, including refundable deposit) if (e.g. due to loss of the ID card or damage of the card) it's not the university which is responsible for the locking of the card.

The electronic purses cannot be locked. Any person with access to the card can use the electronic purses.

## Re-Matriculation and ID Card Update

Re-matriculation for the next semester takes place automatically once you have paid the semester contribution. With your student ID card you can print out your student certificates for the respective semester at the self-service print-stations of the Registrar's Office in Goethestrasse 58.

The RMV-Ticket („Semester-Ticket“ for local public transport) is valid until the end of the semester and is updated when you print out your student certificates for the next semester. An expiry date in the mifare chip which may be read by the electronic purses (see below) is also updated during this process.

## Returning Your ID Card

If you return your student ID card within one year after your exmatriculation, you will get your deposit back. If you withdraw your matriculation or if you exmatriculate before the end of the semester, you will have to hand in your ID card immediately

## Electronic Purse

The ID card includes two *separate* electronic purses.

The *electronic copy purse* can be charged at various stations at JLU and used for copy machines and the flexible print-function (“Follow-me-Printing”) of JLU.

### Print-and-Copy-System (Follow-Me-Printing):

<http://www.uni-giessen.de/kopierer>

The *electronic purse of the Studentenwerk (Student Services)* can be charged at *other* stations in student restaurants and cafeterias up to an amount of € 100. Payments are made with the use of an alias-function and independently from JLU. The system uses the cash office of the Studentenwerk/Student Services.

In case of malfunction of the electronic purse or at the end of the use of the ID card please contact the Studentenwerk/Student Services for a refund.

If a card is lost, the finder could use the electronic purses. It is not possible to lock the electronic purses or to get the money back.

## IT-Service-Centre Account, Email

The IT-Service-Centre account comprises the username (“Benutzerkennung”), your password and an email account (with backup, spam filters and antivirus software). **According to the HRZ terms of use, you must regularly read mail in this account** (e.g. because of delivery of reminders by the library).

We recommend that you change your password soon.

With the LDAP password you can also enter the self-service area where you can inspect und partially edit your personal data which are stored at the JLU IT Service Centre.

The account also includes internet access (in your student dormitory and at public work stations, accessible with wireless LAN and public data outlets), web space for your personal web pages, access to various databases (bibliographic databases, reference databases, etc.), e-learning platforms (*Stud.IP*, ILIAS, etc.) exam registration (*Flexnow*), and other personal or intranet web services.

### Password change:

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

### Exam registration Flexnow:

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

### E-Learning Stud.IP:

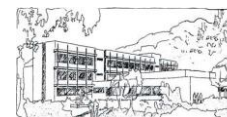
<https://studip.uni-giessen.de>

### Configuration of email software:

<http://setup.uni-giessen.de/L6>

### Access to the internet (student dormitory, WLAN, VPN):

<http://www.uni-giessen.de/hrz/svc/netz/campus>



JLU Giessen > Chipkarte

## IT Service Centre (HRZ) of Justus Liebig University Giessen



## Digital Identity JLU Student ID Card Username Email Address

IT Service Centre (HRZ)

Heinrich Buff Ring 44  
D-35392 Giessen

Tel.: 0641 99-13100  
Fax: 0641 99-13019

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

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