kiz Quick Guide for New Students

kiz: Library – IT – Media
Welcome to the University of Ulm! The Communication- and Information center (kiz) is the main provider of library, IT, and media services on campus. Regardless of whether you need access to your e-mail account, want to print out lecture notes, or are interested in checking out a textbook – kiz is your single source for a variety of services. Please consult this flyer for further information.

More information concerning our complete service package is available on our website: http://kiz.uni-ulm.de

Self-Service Terminals
The terminals are located at the university’s north and south entrances as well as in the lobby of the central library. At a terminal you can do various things such as:
- update chip card data and overprint
- change your PIN
- view chip card data
- change your kiz account passwords
- view and purchase print credits

Chip Card
All enrolled students receive a chip card that combines several functions:
- student ID
- library ID
- card key for the computer labs
- self-service terminal ID
- electronic purse
account 1: mensa, cafeterias, library, print credits
account 2: parking fees

Service-Points Library
- Central library
  Albert-Einstein-Allee 37, telephone: +49 (0)731 50-15543/-15544
  reading room: Mon - Thur 8-20 h, Fri 8-18 h, Sat 10-16 h *
  circulation desk: Mon - Thur 8-19:30 h, Fri 8-17:30 h,
  Sat 10 - 15:30 h *
  full service: Mon – Fri 8-16 h | Sat 10-13 h *
  * (Saturday - only during lecture notes)
- Helmholtzstraße departmental library
  Helmholtzstraße 18, Room R46
  telephone: +49 (0)731 50-23580

Service-Points Media
- Print Services
  Central Library, West campus
  Albert-Einstein-Allee 37, 2nd Floor, Room 2.308/309
  telephone: +49 (0)731 50-22444
  opening hours: Mon - Thur 8:30-15:30 h, Fri 8:30-12 h
  Info point und customer order handling for your printing, photography/reproduction.
  Online ordering system: http://www.uni-ulm.de/index.php?id=82463

Service-Points
Our staff provides competent assistance and advice at various service points on campus.

kiz-Account
Upon enrollment, each student receives an individual IT account, which is activated immediately. You do not have to submit an application of any kind.

Basic Functions
access options:
- Portal Studium & Lehre
  (Portal of the kiz Web-Services)
- university’s campus network
- your e-mail account
- your library account
- e-learning platform Moodle
- kiz Linux computer labs login
- kiz Windows computer labs login

Options Unix
- compute server login

Please note the current information about contact hours on our kiz website: https://kiz.uni-ulm.de
Research Workstations

Computer labs
The kiz operates various computer labs, running either Windows or Linux systems, with over 300 workstations. Students have access to the computer labs via their student IDs 24 hours a day (except for the computer lab 94). For lab locations and available software, please consult our website: https://www.uni-ulm.de/index.php?id=1610

Library research workstations
In the central library reading room you can connect to the Internet, browse e-journals, library catalogs, and databases with your own tablet or laptop devices via WLAN. In addition, the library maintains re-search workstations in both library locations to provide access to electronic resources.

Library Services

You can
- search for literature
- request or reserve material and renew loans
- make a purchase suggestion, e.g. for textbooks
- lend media
- study in the reading rooms or reserve a study carrel
- view new acquisitions
- use the semester apparatus for individual courses online and in the reading rooms
- order materials via interlibrary loan
- search for literature in research databases
- view online journals and e-books
- contact our reference librarians at the Information Desk for expert advice on library collections and services

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IT & Media Services

We operate
- the Portal of the kiz Web-Services which provides various campus services revolving around academics and teaching (e.g. change of address, certificate printouts, access to grades, course registration or deregistration, class schedules, etc.)
- e-learning platform Moodle
- lecture capture of your lectures or events
- servers and computer labs, software distribution
- a personal home directory (save data to a kiz server)
- the Campus Network, including access to the Internet via WLAN, VPN

We provide
- IT support, especially for notebook-related questions
- e-mail services
- printing on kiz printers (laser printers)

Helpdesk
Consultation hours: 9-12 h and 13-15:30 h | Fri 9-12 h
Phone: +49 (0)731 50-30000
Telefax: +49 (0)731 50-123000
E-Mail: helpdesk@uni-ulm.de

Internet
http://kiz.uni-ulm.de

Please use our guide for students:

Contact Us
Postal Address
kiz | Kommunikations- und Informationszentrum
89069 Ulm

Delivery and Visitor Addresses
- kiz Universität Ost
  Abteilungen Infrastruktur und Informationssysteme
  Albert-Einstein-Allee 11 (building 026, level 5)
  89081 Ulm

- kiz Universität West
  Abteilungen Informationsversorgung, Informationsmedien und Medien
  Albert-Einstein-Allee 37 (central library building)
  89081 Ulm

Workshops
An overview of our courses, e.g. on scientific working, and the online training courses at LinkedIn Learning can be found on our internet pages:
pages: https://www.uni-ulm.de/index.php?id=8828

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