

# Need-to-know for freshmen

The [Information Centre](#) welcomes all first-year students at the University of Applied Sciences Stuttgart (HFT). We will be happy to assist you throughout your studies with our services.

We have compiled all important information about the services offered by the Information Centre on this page in order to help you to start with your studies:

## Service and support overview of the Information Centre

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## First things first

### Access (HFT-Account)

#### Zugang / Login:

In order to be able to use the services offered by the Information Centre, you almost always need an account (login) of the university (Hochschule für Technik Stuttgart - HFT)

As soon as you have received a temporary password from [student administration](#), you can retrieve your permanent account information for your HFT account via the following portal:

<https://accountausgabe.hft-stuttgart.de/>

Further information on digital issuing of account information for the Department of Surveying, Computer Science and Mathematics can be found at: <https://www.hft-stuttgart.com/hft/news-and-information/studienstart-vermessung-informatik-mathematik>

It is strongly recommended to change the password immediately after receiving your personal account information (see [instructions](#)).


#### Zoom Account

You can get a Zoom account by logging in to [Zoom via SSO](#) using your HFT e-mail address and your HFT-account information.

Your Zoom account will be generated and active.

There is a [Zoom-Anleitung](#) (german language introduction) in Confluence, we are working on a translation into english.

## Rules and regulations

 Please refer to the following rules and regulations of the Information Centre:

- [Library Fee Schedule](#)
- [Short information on the use of the library](#)
- [Benutzerordnung IT-Dienste](#)
- [Betriebsordnung IT-Dienste](#)

## Info and Support of the Information Center (Library and IT Services)

If you have questions or problems concerning the **library and the IT services of the university**, the [Info and Support Team](#) of the Information Center will be happy to help you.

### Service and support portal

## Contact

	<b>IT-Dienste</b>	<b>Bibliothek</b>
Support pages	<a href="#">IT Support (general)</a>	<a href="#">Library Support</a>
Services		<a href="#">Library</a>

	IT online services Service area	
Contact / E-mail addresses	<a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>	<a href="mailto:bibliothek@hft-stuttgart.de">bibliothek@hft-stuttgart.de</a>
Phone	0711/8926-2424	0711/8926-2928

## Online portals, IT services and library of the Information Centre at a glance

### IT services at a glance

Functions / Tasks	Service	Guidance	Support
<ul style="list-style-type: none"> <li>Lecture timetable</li> <li>Certificate of enrolment</li> <li>Registration for examinations</li> <li>Viewing grades</li> </ul>	<a href="#">LSF (Campus-Management-System)</a>	<a href="#">Help to LSF</a>	<a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>digital learning material for the lecture</li> <li>digital hand-ins and learning success checks</li> <li>Access to lecture recordings</li> <li>Study organisation</li> </ul>	<a href="#">Moodle(learning platform)</a>	<a href="#">Help to Moodle</a>	<a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>E-mail communication</li> <li>Calendar</li> <li>Contacts</li> <li>Tasks</li> </ul>	<a href="#">HFT-E-Mailaccount</a>	<a href="#">E-Mail at HFT Stuttgart</a>	<a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>Video conferencing for online lectures</li> </ul>	<a href="#">Zoom (video conference)</a>	<a href="#">Help to video conference with Zoom</a> <a href="#">Dokumentation from Zoom.us</a>	<a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>University information</li> <li>Instructions</li> <li>Support</li> </ul>	<a href="#">Confluence (Wiki information portal)</a>	<a href="#">Help to Confluence</a>	<a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>Internet access <ul style="list-style-type: none"> <li>on campus of the HFT</li> <li>at other colleges and universities</li> </ul> </li> </ul>	<a href="#">Internet and WLAN</a>	<a href="#">Eduroam</a> <a href="#">HFTwlan</a> <a href="#">HFTcampus</a> <a href="#">IOTwlan</a>	<a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>Encrypted connection to the university network</li> </ul>	<a href="#">VPN</a>	<a href="#">install VPN</a>	<a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>web-based access to the university network drives</li> <li>File sharing, -sharing</li> </ul>	<a href="#">OwnCloud</a>	<a href="#">Help to OwnCloud</a>	<a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>Information on studying via smartphone</li> </ul>	<a href="#">UniNow</a>	<a href="#">UNINOW - APP for HFT Stuttgart</a>	<a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>Printing, scanning and copying at the university</li> </ul>	<a href="#">QPilot</a>	<a href="#">Printing, scanning and copying services for students</a>	<a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>PC rooms of the Information Centre</li> </ul>	<a href="#">PC-Pools IZ</a>	<a href="#">PC rooms of the Information Centre</a>	<a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>Software for your private computer <ul style="list-style-type: none"> <li>MS Office</li> <li>Virus scanner</li> </ul> </li> </ul>	<a href="#">Software download</a> <a href="#">Sophos</a>	<a href="#">Microsoft Office 365</a> <a href="#">Sophos</a>	<a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>

### Library at a glance

Questions	Offers and Services Instructions	Instructions / Information	Support
<ul style="list-style-type: none"> <li>Search and find books and other media</li> </ul>	<a href="#">Library catalogue</a>		<a href="mailto:bibliothek@hft-stuttgart.de">bibliothek@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>E-Books</li> </ul>	<a href="#">Library catalogue</a>	<a href="#">Using e-books: First steps</a>	<a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>Library card</li> <li>Borrow print media</li> </ul>		<a href="#">Information on library use</a>	<a href="mailto:bibliothek@hft-stuttgart.de">bibliothek@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>Reservation of print media currently checked out</li> <li>Acquisition requests</li> </ul>	<a href="#">Library catalogue</a>		<a href="mailto:bibliothek@hft-stuttgart.de">bibliothek@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>Display and renew checked out items</li> <li>Manage lists</li> <li>Show fees account</li> </ul>	<a href="#">Library catalogue</a>	<a href="#">Library Account Instructions</a>	<a href="mailto:bibliothek@hft-stuttgart.de">bibliothek@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>Research databases</li> </ul>	<a href="#">Database Information System (DBIS)</a>	<a href="#">Search tips: All databases</a> <a href="#">Searching in individual databases</a>	<a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>DIN standards</li> </ul>	<a href="#">Perinorm</a>	<a href="#">Perinorm access</a>	<a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>E-journals</li> </ul>	<a href="#">EZB - Electronic Journals Database</a>	<a href="#">E-journals</a>	<a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>Learning videos</li> </ul>	<a href="#">Library catalogue</a>	<a href="#">Learning video tutorial</a>	<a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>
<ul style="list-style-type: none"> <li>Statistics</li> </ul>	<a href="#">Statista</a>	<a href="#">Statista access</a>	<a href="mailto:ist@hft-stuttgart.de">ist@hft-stuttgart.de</a>

## Links for the start of the study

Funktion	Link
Study Organisation / Student Department	<a href="https://www.hft-stuttgart.com/studies/while-you-study/study-organisation">https://www.hft-stuttgart.com/studies/while-you-study/study-organisation</a>
Information on start of studies	<a href="https://www.hft-stuttgart.com/hft/news-and-information/studienstart-vermessung-informatik-mathematik">https://www.hft-stuttgart.com/hft/news-and-information/studienstart-vermessung-informatik-mathematik</a>
Mathematics refresher courses	<a href="https://www.hft-stuttgart.com/studies/math-refresher">https://www.hft-stuttgart.com/studies/math-refresher</a>
Orientation week	<a href="https://www.hft-stuttgart.com/studies/orientation-week">https://www.hft-stuttgart.com/studies/orientation-week</a>
Learning aids of the Didactic Centre	<a href="#">Lessons learned - Online-Lernen an der HFT Stuttgart</a>
Online language courses	<a href="https://register.speexx.com/hft-vespa-verbund/de">https://register.speexx.com/hft-vespa-verbund/de</a> <a href="https://portal.speexx.com/login">https://portal.speexx.com/login</a>
Additional university offers	<a href="https://www.hft-stuttgart.com/studies/while-you-study/rund-ums-studium">https://www.hft-stuttgart.com/studies/while-you-study/rund-ums-studium</a>