

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

- [First things first](#)
 - [Access \(HFT-Account\)](#)
 - [Rules and regulations](#)
- [Info and Support of the Information Center \(Library and IT Services\)](#)
 - [Service and support portal](#)
 - [Contact](#)
- [Online portals, IT services and library of the Information Centre at a glance](#)
 - [IT services at a glance](#)
 - [Library at a glance](#)
- [Links for the start of the study](#)

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

	IT-Dienste	Bibliothek
Support pages	IT Support (general)	Library Support
Services		Library

	IT online services Service area	
Contact / E-mail addresses	ist@hft-stuttgart.de	bibliothek@hft-stuttgart.de
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
- Lecture timetable - Certificate of enrolment - Registration for examinations - Viewing grades	LSF (Campus-Management-System)	Help to LSF	ist@hft-stuttgart.de
- digital learning material for the lecture - digital hand-ins and learning success checks - Access to lecture recordings - Study organisation	Moodle(learning platform)	Help to Moodle	ist@hft-stuttgart.de
- E-mail communication - Calendar - Contacts - Tasks	HFT-E-Mailaccount	E-Mail at HFT Stuttgart	ist@hft-stuttgart.de
Video conferencing for online lectures	Zoom (video conference)	Help to video conference with Zoom Dokumentation from Zoom.us	ist@hft-stuttgart.de
- University information - Instructions - Support	Confluence (Wiki information portal)	Help to Confluence	ist@hft-stuttgart.de
- Internet access - on campus of the HFT - at other colleges and universities	Internet and WLAN	Eduroam HFTwlan HFTcampus IOTwlan	ist@hft-stuttgart.de
Encrypted connection to the university network	VPN	install VPN	ist@hft-stuttgart.de
- web-based access to the university network drives - File sharing, -sharing	OwnCloud	Help to OwnCloud	ist@hft-stuttgart.de
Information on studying via smartphone	UniNow	UNINOW - APP for HFT Stuttgart	ist@hft-stuttgart.de
Printing, scanning and copying at the university	QPilot	Printing, scanning and copying services for students	ist@hft-stuttgart.de
PC rooms of the Information Centre	PC-Pools IZ	PC rooms of the Information Centre	ist@hft-stuttgart.de
- Software for your private computer - MS Office - Virus scanner	Software download Sophos	Microsoft Office 365 Sophos	ist@hft-stuttgart.de

Library at a glance

Questions	Offers and Services Instructions	Instructions / Information	Support
Search and find books and other media	Library catalogue		bibliothek@hft-stuttgart.de
E-Books	Library catalogue	Using e-books: First steps	ist@hft-stuttgart.de
- Library card - Borrow print media		Information on library use	bibliothek@hft-stuttgart.de
- Reservation of print media currently checked out - Acquisition requests	Library catalogue		bibliothek@hft-stuttgart.de
- Display and renew checked out items - Manage lists - Show fees account	Library catalogue	Library Account Instructions	bibliothek@hft-stuttgart.de
Research databases	Database Information System (DBIS)	Search tips: All databases Searching in individual databases	ist@hft-stuttgart.de
DIN standards	Nautos	Nautos access	ist@hft-stuttgart.de
E-journals	EZB - Electronic Journals Database	E-journals	ist@hft-stuttgart.de
Learning videos	Library catalogue	Learning video tutorial	ist@hft-stuttgart.de
Statistics	Statista	Statista access	ist@hft-stuttgart.de

Links for the start of the study

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