

# THE MIZ SERVICES

Information for first-semester students



→ [www.leuphana.de/en/services/miz](http://www.leuphana.de/en/services/miz)

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# The MIZ services – Information for first-semester students

Welcome to Leuphana University Lüneburg!

We – the Media and Information Centre (MIZ) – as a combined institution consisting of the University Library and the Computing and Media Centre offer numerous services to support you during your studies at Leuphana.

In this brochure, you will find the most important information on how to use our services as well as all addresses and contact persons in case of problems. There are QR codes on the side that you can use to access the sites or email addresses mentioned.\*

## Step 1: Activate Leuphana account

URL > [myaccount.leuphana.de](https://myaccount.leuphana.de)



The myAccount page is used for identity management during your studies. Here, for example, you can change the passwords for various Leuphana IT services and activate specific services.

## Name and password of your Leuphana account

If you provided a valid mobile phone number in your application to Leuphana, you will receive an email with the name of your Leuphana account and an SMS with an activation code after your enrolment. If you have not received an SMS with an activation code yet, please contact Student Services:

[studierendenservice@leuphana.de](mailto:studierendenservice@leuphana.de)



Your Leuphana account name consists of a random combination of numbers and letters (e.g. 1ab-cd2). For students enrolled before summer semester 2023, the account name corresponds to the so-called “lg number” (e.g. lg0123456).

However, you only use the name of your Leuphana account for account administration and a few services (see page 3). For all other services, you log in with your Leuphana email address and not with the name of the Leuphana account.



### Activate Leuphana Account

Activate leuphana account  
and establish a new  
password.

## Activation of the Leuphana account







The Leuphana account is activated on the page ← [myaccount.leuphana.de](https://myaccount.leuphana.de). Click on the icon “Activate Account” below the “Login” button, then on the button “Activate Leuphana Account”. Enter the name of your Leuphana account and the activation code. Then follow the further instructions to complete your activation.

After activating the account, the **Leuphana password** must be reset. This is initially valid for all services that are available via the Leuphana account.

Under “Applications > Password management” you can set separate passwords for individual sections that differ from the **Leuphana password**. For security reasons, we recommend that you at least set a differing **WLAN password**. If nothing happens when you click on the corresponding tile, then your browser is most likely blocking the opening of pop-up windows and displays this in the upper area of the window. Allow the pop-up windows for the myAccount page and then proceed with the password change.

You can find out which login names and passwords to use for which services in the following overview:

## Login name and password management

 <p><b>Change My Password</b> Create a new password</p>	 <p><b>Change WLAN Password</b> Change WLAN Password</p>	 <p><b>Change Cloud Password</b> Change cloud password</p>	 <p><b>Change Mail Password</b> Change Mail Password</p>
<p><b>Leuphana account name and Leuphana password</b></p> <p>Password change Login to public computers Connection to network drives Establishment of a VPN connection myWiki Printing system</p>	<p><b>Email address and WLAN password</b></p> <p>Login to the "Leuphana" campus Wi-Fi Login to the "eduroam" campus Wi-Fi (also at other universities)</p>	<p><b>Email address and cloud password</b></p> <p>Logins that use the so-called identity provider: myCampus myStudy Moodle Microsoft 365 Academic Cloud myVideo (Panopto) myShare</p>	<p><b>Email address and mail password</b></p> <p>Login to the email inbox</p>





## Step 2: Visit Leuphana email account

← URL > [mymail.leuphana.de](mailto:mymail.leuphana.de)

Upon enrolment, you receive a Leuphana email address and a corresponding email inbox. This is where you will receive all important emails for your studies, for example from the university administration and regarding your courses. You will also receive the newsletters that you have subscribed to via myStudy here. You can log in to your email inbox with your **Leuphana email address** and **mail password**.

A new email platform will be introduced during the winter semester 2024/2025. You will receive more information in due course.



← Support > IT Tutors > [it-tutor@leuphana.de](mailto:it-tutor@leuphana.de)

## Step 3: Set up myStudy



← URL > [mystudy.leuphana.de](https://mystudy.leuphana.de)

myStudy is Leuphana's teaching organisation system. This is where you create your course schedule and register for courses. All information, contact details and materials from your courses are provided here. The myStudy newsletters keep you up to date on what is important and offered in your courses, your field of study and at the university. You can log in with your **Leuphana email address** and **cloud password**.



← User guide and video tutorials > [mystudy.leuphana.de/portal/resources](https://mystudy.leuphana.de/portal/resources)

**Support** > Under the menu item "Support > Contacts and FAQ" in myStudy, you will find contact persons, information and FAQ which can help you with questions and problems regarding the course and assessment offer, course registration, assessment organisation and IT problems.



← In case of technical problems with myStudy: [mystudy@leuphana.de](https://mystudy.leuphana.de)

## Step 4: Register for library account and receive Leuphana Card

The library account allows you to borrow books and other media from the university library. First, you have to register online at the library. Then, you can pick up your Leuphana Card in person at the service desk during opening hours. The Leuphana Card costs €5 to issue. In addition, you will have to pay a deposit of €10.

### Online registration >

[www.leuphana.de/en/services/miz/work-and-study/online-registration.html](http://www.leuphana.de/en/services/miz/work-and-study/online-registration.html)



**Important:** The Leuphana Card, which you can already use to pay in the cafeteria, can only be used for the library and the print function after completing the online registration.

### Instructions for setting up the library account and obtaining the Leuphana Card >

[www.leuphana.de/en/services/miz/information-for-first-semester-students/first-year-students.html](http://www.leuphana.de/en/services/miz/information-for-first-semester-students/first-year-students.html)



## The IT services – Logins, platforms & service range



### myCampus

← URL > [mycampus.leuphana.de](https://mycampus.leuphana.de)

myCampus is Leuphana's campus management system, which gives you an overview of your study status and all the achievements you have made or still have to make. You can also register for and deregister from assessments and view the grades of the assessments you have taken. You can also access data on your semester fee payments as well as transcripts and study certificates. If your correspondence or home address changes, you can enter the change in myCampus. You can log in with your **Leuphana email address** and **cloud password**.

Instructions, contact persons, video tutorials, information and FAQ >

[anleitungen-mycampus.leuphana.de/doku.php?id=en:start](https://anleitungen-mycampus.leuphana.de/doku.php?id=en:start)

← Support in case of technical problems > [mycampus@leuphana.de](mailto:mycampus@leuphana.de)



### Moodle

← URL > [moodle.leuphana.de](https://moodle.leuphana.de)



Moodle is a learning platform that is used in some courses to provide additional materials or forms of interaction. You can log in with your **Leuphana email address** and **cloud password**.



## Campus Wi-Fi networks

You can log in to the “Leuphana” and “eduroam” Wi-Fi networks with your **Leuphana email address** and the **WLAN password** set on the myAccount page. To connect your devices quickly and easily, we partner with eduroam to provide you with tools and apps for automatic configuration.

**Instructions for connecting to the campus Wi-Fi networks>**

[www.leuphana.de/en/services/miz/it-services/wifi.html](http://www.leuphana.de/en/services/miz/it-services/wifi.html)



## VPN

A VPN connection allows encrypted, tap-proof access to the campus network. A VPN connection via the VPN group “Online Research” is necessary, for example, to access some Leuphana services, such as licensed e-books and electronic journal articles in LUX, the library’s literature search engine.

**Instructions for establishing the VPN connection >**

[www.leuphana.de/en/services/miz/it-services/vpn-access.html](http://www.leuphana.de/en/services/miz/it-services/vpn-access.html)



## Microsoft 365

**URL >** [www.leuphana.de/en/services/miz/it-services/microsoft-365.html](http://www.leuphana.de/en/services/miz/it-services/microsoft-365.html)



We provide all students with free access to the Microsoft 365 office and productivity applications. Among others, you have access to the programs and services Word, Excel, PowerPoint, OneNote, Outlook, Teams and OneDrive. Please follow the installation and usage instructions on the above website. This is particularly important to ensure that the programs are configured correctly during installation. You can log in with your **Leuphana email address** and **cloud password**.

## Academic Cloud



← URL > [academiccloud.de](https://academiccloud.de)

The Academic Cloud provides members of the universities in Lower Saxony with various online services. These include collaborative file management, a survey tool, video conferencing and an AI chatbot based on ChatGPT. You can log in with your **Leuphana email address** and the **cloud password**.



### Instructions >

← [www.leuphana.de/en/services/miz/it-services/academic-cloud.html](https://www.leuphana.de/en/services/miz/it-services/academic-cloud.html)

## Video conferencing tools

At Leuphana, Zoom and Microsoft Teams are used when seminars are held in online or hybrid format.

To use Zoom, download the Zoom client via the intranet (i.e. via VPN or the campus Wi-Fi “Leuphana”).



### Download the Zoom client from the intranet >

← [www.leuphana.de/en/intranet/zoom.html](https://www.leuphana.de/en/intranet/zoom.html)

To use Teams, see the information on Microsoft 365 on page 7.

## Printers

Printers are available in the library that can be used with the Leuphana Card. You must first activate the Leuphana Card (see page 5) and then top it up with cash or by card at one of the designated stations in the library foyer or in the cafeteria.



← Instructions > [anleitungen.leuphana.de/doku.php/en/qpilot\\_stud/start](https://anleitungen.leuphana.de/doku.php/en/qpilot_stud/start)

To access the instructions, you must establish a VPN connection or be connected to the campus Wi-Fi “Leuphana”.

## Equipment lending service

**URL >** [www.leuphana.de/en/services/miz/service-and-support/borrowing-equipment.html](http://www.leuphana.de/en/services/miz/service-and-support/borrowing-equipment.html) →



**Pick-up and return >** Building 7, room 115

**Phone >** 04131.677–1342

**Email >** [geraete@leuphana.de](mailto:geraete@leuphana.de) → @



At the equipment lending service, you can borrow various media devices (beamers, laptops, audio and video recording devices) for study purposes. You have to register your Leuphana Card with the equipment lending service the first time you borrow equipment.

## Plotting service

**URL >** [www.leuphana.de/en/services/miz/service-and-support/print-services/plotting-service.html](http://www.leuphana.de/en/services/miz/service-and-support/print-services/plotting-service.html) →



**Phone >** 04131.677–1218

**Email >** [plotter@leuphana.de](mailto:plotter@leuphana.de) → @



The plotting service creates large-format printouts for you for study purposes, for example posters. Printing is largely free of charge, but you may incur additional costs for particularly high ink coverage.

# The library services – Learn, work & research



## LUX: Search and find articles and books

← URL > [lux.leuphana.de](http://lux.leuphana.de)

In LUX, Leuphana's literature search engine, you can find all media in the library's collection. For physical media, you can see information about their location on the library shelves. For digital media, LUX shows you the link for direct access. To access digital media, you must be connected to the campus Wi-Fi "Leuphana" or via VPN. You will also find the access to your library account in LUX. You can log in using the number on the back of your Leuphana Card as your **library ID**/username (starting with 311...) and your 6-digit date of birth (DDMMYY) as your **password**.



## New acquisition proposal

URL > [www.leuphana.de/en/services/miz/searching-for-literature/collections/new-acquisition-proposal.html](http://www.leuphana.de/en/services/miz/searching-for-literature/collections/new-acquisition-proposal.html)

If you need literature that is not yet in the library's collection, you can apply for it to be acquired free of charge via the new acquisition proposal.



## Databases

URL > [www.leuphana.de/en/services/miz/literaturrecherche/digitale-bibliothek/dbis/overview.html](http://www.leuphana.de/en/services/miz/literaturrecherche/digitale-bibliothek/dbis/overview.html)

For a comprehensive subject-specific search for articles and other documents, it is worth taking a look at academic databases. This is because the contents of the databases go beyond the library holdings.



← Email > [recherche@leuphana.de](mailto:recherche@leuphana.de)

## Course reserves

**URL >** [www.leuphana.de/en/services/miz/searching-for-literature/course-reserves.html](http://www.leuphana.de/en/services/miz/searching-for-literature/course-reserves.html) →



Lecturers can compile printed and digital media from the library holdings to suit their course. These compilations are accessible as course reserves in the library. A list of the current course reserves can be found on our website.

## Learning space booking

**URL >** [www.leuphana.de/en/services/miz/work-and-study/study-spaces-on-campus/long-term-lockers-and-trolleys.html](http://www.leuphana.de/en/services/miz/work-and-study/study-spaces-on-campus/long-term-lockers-and-trolleys.html) →



For longer storage of borrowed literature and private study materials, you can rent lockers or mobile containers via myStudy. In addition, individual and three group study rooms are available for booking via myStudy (under “Resources > Book resources”).

## Workspaces in the MIZ and on campus

**Quiet workspaces >** Quiet concentrated work is possible at approx. 400 workspaces in the reading room of the MIZ library.

**Library foyer >** Here you can find group workrooms with interactive whiteboards, the PC pool, a lounge corner and a total of over 100 workspaces for learning, working and discussing.

**Other learning spaces on campus >** Upper floor of building 14; foyer, forum and room 40.110 in the central building

**Free rooms on campus >** Can be found in myStudy under “Resources > Search for rooms > Search for free rooms”

**Cosy atmosphere >** Plan B and multifunction room on the upper floor of building 9

## Where can I get support?



### Website “The MIZ services”

← URL > [www.leuphana.de/miz-studystart](http://www.leuphana.de/miz-studystart)

Here you can find a summary of the most important information from this brochure. You can also download the latest version of the brochure here.

### IT Tutors

Phone > 04131.677–1222



← Email > [it-tutor@leuphana.de](mailto:it-tutor@leuphana.de)

In person > MIZ foyer

The Leuphana IT tutors will help you with technical difficulties with the Wi-Fi, VPN, email or Leuphana account.

### Support pages in myStudy

Under the menu item “Support” in myStudy, you can find video tutorials, user guides, contact details and FAQs to help you with questions and problems regarding the courses and assessments on offer, course registration, assessment organisation and IT problems.

If you have technical problems with myStudy, myStudy Support will assist you:



← Email > [mystudy@leuphana.de](mailto:mystudy@leuphana.de)

### Instructions



← URL > [anleitungen.leuphana.de/doku.php/en/start](http://anleitungen.leuphana.de/doku.php/en/start)

Here you can find detailed instructions for all IT services at Leuphana. To access this page, you must first establish a VPN connection or be connected to the campus Wi-Fi “Leuphana”.

## myCampus instructions

URL > [anleitungen-mycampus.leuphana.de/doku.php?id=en:start](https://anleitungen-mycampus.leuphana.de/doku.php?id=en:start) →



On our instruction pages for myCampus, you can find contact persons, video tutorials, information and FAQs about our campus management system and the associated processes.

## How to Library

URL > [moodle.leuphana.de/course/view.php?id=20](https://moodle.leuphana.de/course/view.php?id=20) →



In the semester-independent Moodle course "How to Library", you cannot only find introductory information on library use, but also clear explanations of many IT services.

## MIZ training programme

URL > [www.leuphana.de/en/services/miz/news/events.html](https://www.leuphana.de/en/services/miz/news/events.html) →



In the training programme of the Media and Information Centre, you can find a variety of courses on topics such as literature research, literature management and media design.

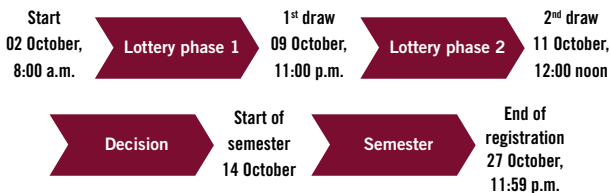
# Important dates for your start of studies

## Semester dates

<b>Semester time</b>	from 1 October 2024 to 31 March 2025
<b>Course period</b>	from 14 October 2024 to 31 January 2025 (= 14 lecture weeks)
<b>Block week &amp; reflection</b>	from 1 February 2025 to 9 February 2025
<b>Holidays</b>	from 23 December 2024 to 4 January 2025 (= 14 days)
<b>Public holidays</b>	3 October 2024: Day of German Unity 31 October 2024: Reformation Day 25 December 2024: Christmas Day 26 December 2024: Boxing Day 1 January 2025: New Year

## Central registration procedure for courses

You register for courses in **myStudy** (see page 4).



## Central assessment dates and periods

You register for assessments in **myCampus** (see page 6).

<b>Registration for assessments</b>	from 14 October 2024 to 15 November 2024
<b>Prüfungszeitraum</b>	from 22 November 2024 to 31 March 2025
<b>1<sup>st</sup> examination period</b>	from 10 February 2025 to 25 February 2025
<b>2<sup>nd</sup> examination period</b>	from 17 March 2025 to 28 March 2025



**Room for your notes**

**Room for your notes**

# Map of Universitätsallee campus

