

Good to know

1. Lecture rooms & offices

- How to read the room numbers
 - o Ex. **A 405**
 - **Letter:** Building section
 - **Hundreds:** Floor number
 - **Room number**
- Important rooms
 - o Library FHZ: D 103
 - o Examination office FHZ: D 520
 - o Dean office FHZ: D 533
 - o Service office für Studierende: B 028, Hüfferstr. 27 48149 Münster
 - o Self-study rooms FHZ: A 006 & D 010
 - o International office: Hüfferstraße 27, 48149 Münster
 - o IT-Support FHZ: C 105

2. MyFh-Portal

➔ <https://idp.fh-muenster.de/idp/profile/SAML2/Redirect/SSO?execution=e1s1>

- Log-in

1. FH-ID/ Username
2. Enter your password
3. Click "Login"

▪ Forgot Password?

1. Enter your FH-ID
2. Choose a new password

▪ Forgot FH-ID?

➔ Contact the IT-Support: Room C 105
Tel.: +49 (0)251 / 83-64911
E-Mail: it-support@fh-muenster.de

- Semester Ticket

1. pay semester fee
2. Log in to your "myFH-Portal"
3. Go to the "My Studies" section, "My Semester Ticket" & follow the instructions.
4. Download the Semester Ticket

- Student ID Card/ FH-Card

1. Log into your "myFH-Portal"
2. Go to the "My Studies" section, "Upload Photo"
3. Upload a Photo, only showing your face
4. The FH will send you your Student ID Card by post

▪ Functions

- o ID Card: Proof of student status
- o Mensa Card: pay for food & drinks in the canteen
- o Library Card: Use your ID card to borrow & return media in the libraries
- o Copy Card: Pay for the copies & prints to the publicly accessible photocopiers in the FH

Login

Login to FH Münster (WWW)

1.

2.

[Forgot your password?](#) [Register](#) [Login](#)

3.



- Student ID Card/ FH-Card

- **How to charge your Card**

- Option 1: Manual at the card charging machine

- Option 2 : Klarna

- https://topup.klarna.com/stw_munster



QR: Klarna

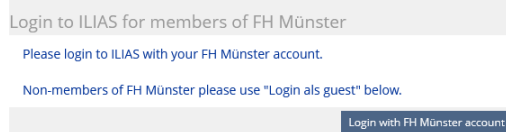
3. Ilias

→ <https://ilias.fh-muenster.de>

- What is ILIAS?

- ILIAS is an "online-based learning platform that you can use to exchange teaching materials with your teachers and fellow students."

- Log-In



1. Login with FH Münster account
2. FH-Username
3. Enter your password
4. Click "Anmelden"

- Components

- Dashboard

- Find general information about the courses taken, upcoming events, mail, library and others.

- Courses and Groups

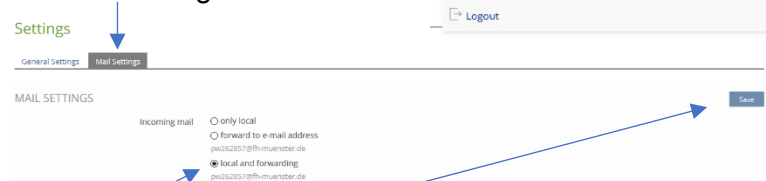
- List of courses you joined and easily access their content.

- Mail (Communication)

- Communication with your professors, here they can send you notifications and content about their courses.

- Forwarding ILIAS Messenger to your FH Mail

1. Open ILIAS
2. Click on Settings
3. Mail Settings



4. Choose
5. Save

→All your ILIAS Messages will now be forwarded to your FH Mail account

- Repository

- Find the different courses offered by the different departments
 - Find general information, schedules and tests



4. Library FHZ

- Opening hours
 - o Monday – Friday: 09 Am – 08 Pm
 - o Saturday: 10 Am – 03 Pm
- Borrowing books
 1. Choose the book you need in the library
 2. Choose **“Borrow”**
 3. Put ID under the green line
 4. Remove ID, enter password and click **“OK”**
 5. Put books in the rectangular area (Attention: max. 3 books at the same time)
 6. When all books are listed, click **“Done”**
 7. Choose an option for receipt
- Returning books
 - o At the borrowing/ returning machine in the library
 1. Choose **“Return”**
 2. Put books in the rectangular area (Attention: max. 3 books at the same time)
 3. When all books are listed, place them on the book trolley next to the machine
 - o Self-return machine
 - Where? → Inner courtyard of the Fachhochschulzentrum (FHZ)
 - How?
 1. Press the button "Tür öffnen" (Open door) on the touch screen.
 2. Put a book into the machine.
 3. The machine accepts only one book at the same time. Please wait a moment before you insert another book.
 4. You will receive a return receipt via e-mail.
- Extend the rental period
 1. Choose **“Your account”**
 2. Put ID under the green line
 3. Remove ID, enter password and click **“OK”**
 4. Extend the rental period
 - Option 1: Choose the book you want and click **“extend”**
 - Option 2: Extend every book by choosing **“extend all”**
 5. To close the program click **“Done”**
- Print
 - Where? → in the library D 107 & by the PC-Pool
 - How do the printer work?
 1. Insert your Student ID
 - ➔ This will sign you in automatically
 2. Choose option on the screen
 3. Follow the instructions
 4. When done, logout & hold the red button pressed to get your ID back
 - Important to know
 - ➔ Printer only recognizes PDF documents to print
 - ➔ You pay with your Student ID, the money is charged automatically while the ID is inserted



- Computer rooms
 - C 111, C 106/ 108, C 113, C110/112, C 115
 - In the library
 - Computers are free for everyone to use
 - Log-in with FH-Username & Password