

NEW USER - Introduction to the DRFZ network

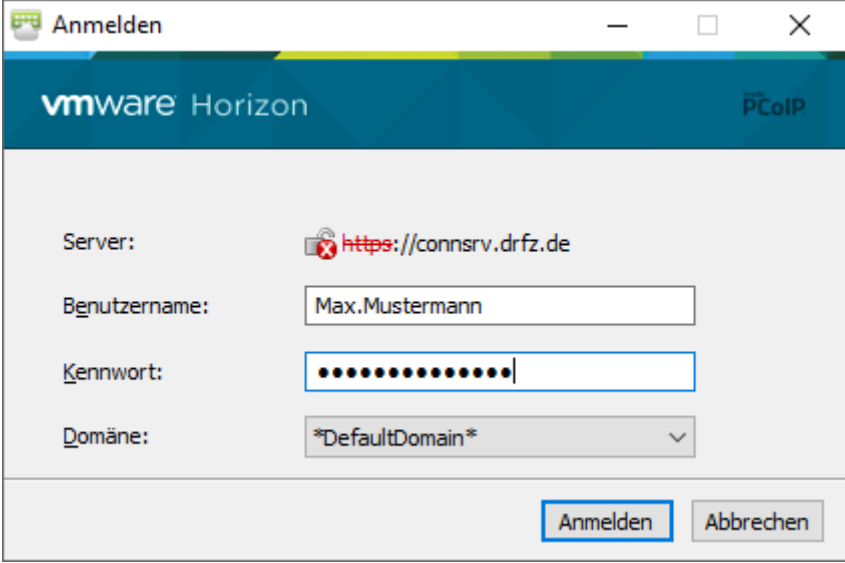
First time login only!

Please type your Benutzername (username): Firstname.Lastname

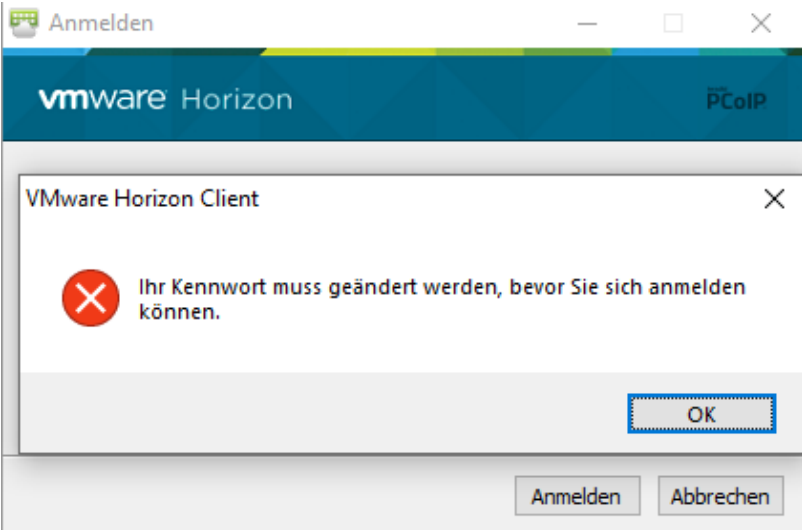
Note: the first letter of the first name and surname must be an **uppercase letter** and **there is a dot** between first name and last name.

Kennwort (password): password is again the username: Firstname.Lastname with **uppercase letters** and **the dot**.

Please confirm "Anmelden" (login)



This message means: you need to change your password before you can login. Please confirm with **OK**.



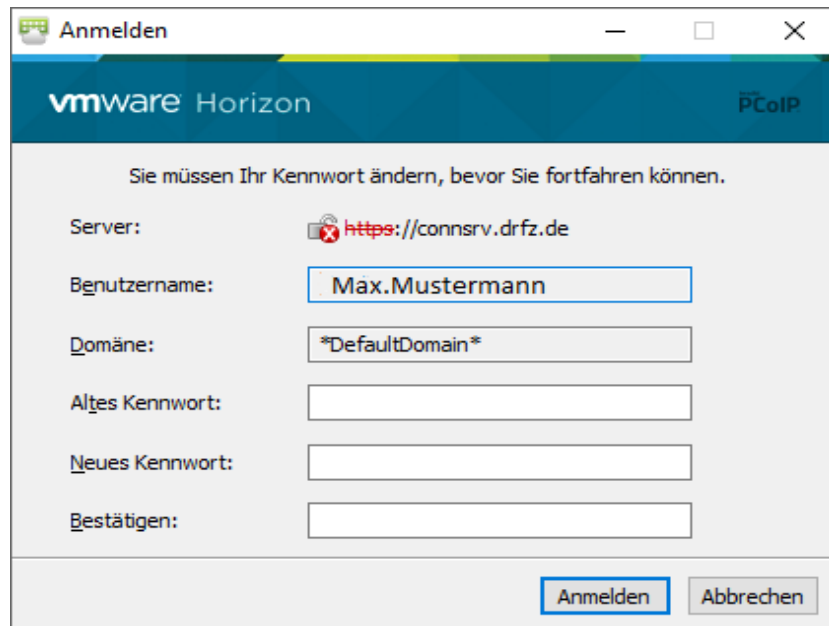
Please fill in the following fields

Altes Kennwort (old password): Firstname.Lastname with **uppercase letters and the dot**

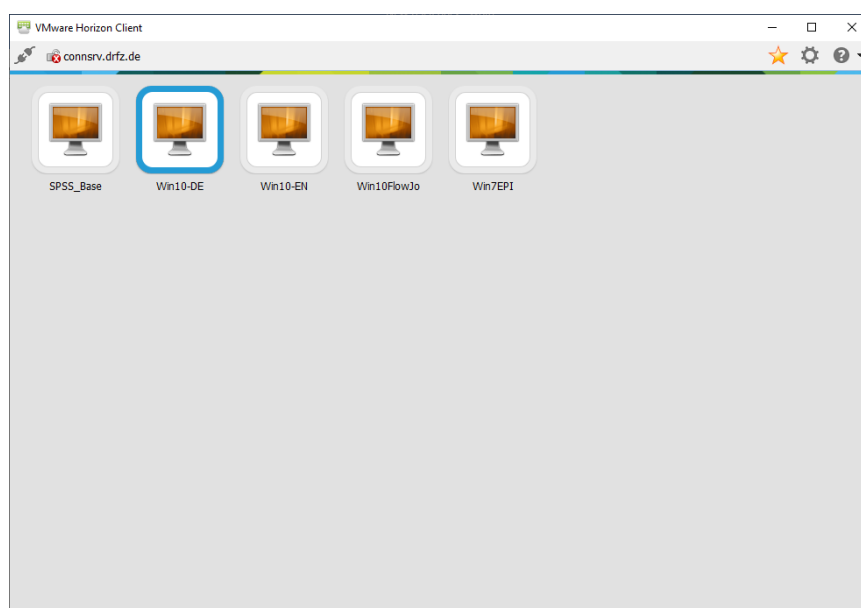
Neues Kennwort (new password): at least eight characters including one digit, one special character and one uppercase

Bestätigen (confirm): "Neues Kennwort"

In the future, you will login with your username = firstname.lastname, **mind the dot**, and your new password. Uppercase letters in you username is not necessary any more.



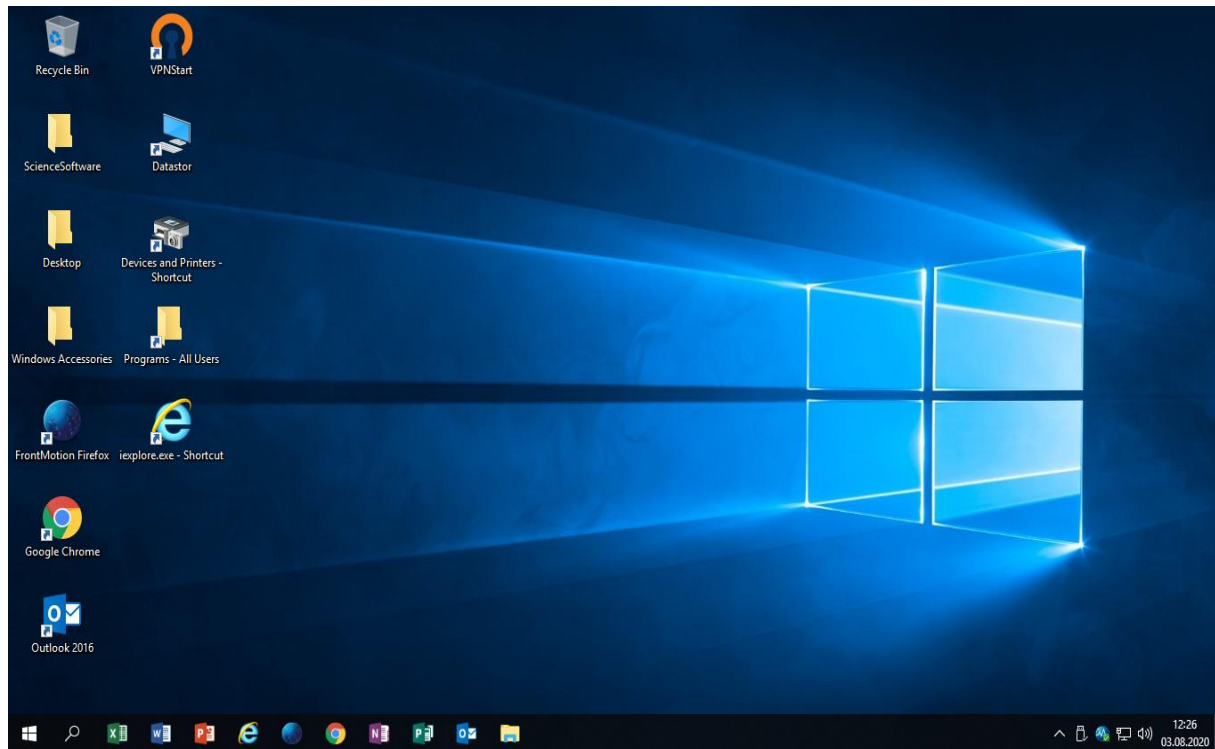
After login, you may choose your preferred virtual desktop. Depending on your workgroup, you will not see all different virtual desktops, but Win10-DE and Win10-EN are always available, so that you can choose your preferred language.



The desktop

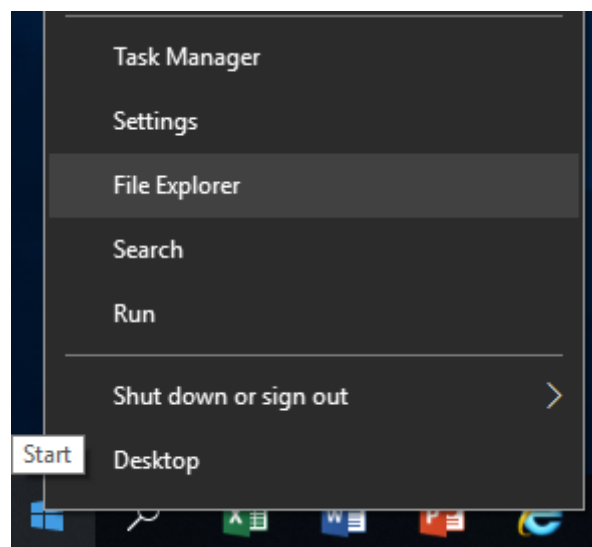
The folder “ScienceSoftware” offers you a list with shortcuts to all scientific software. In addition, you will find additional software under the start button.

PLEASE DO NOT STORE YOUR DATA ON THE DESKTOP; use your home folder or your workgroup instead

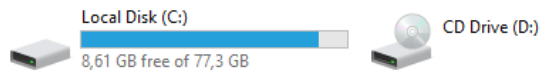


File storage

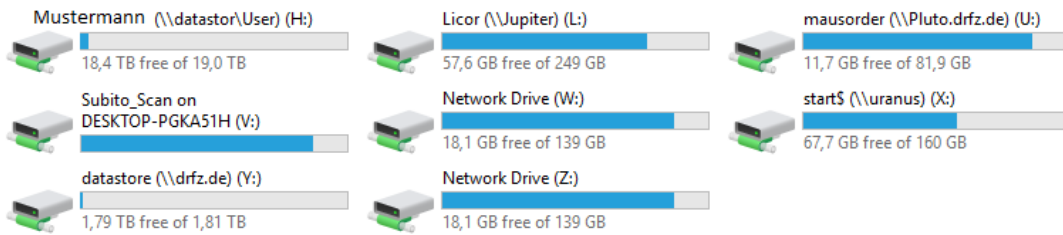
Please make a **right click** on the start-button  and open “File Explorer”



✓ Devices and drives (2)



✓ Network locations (8)

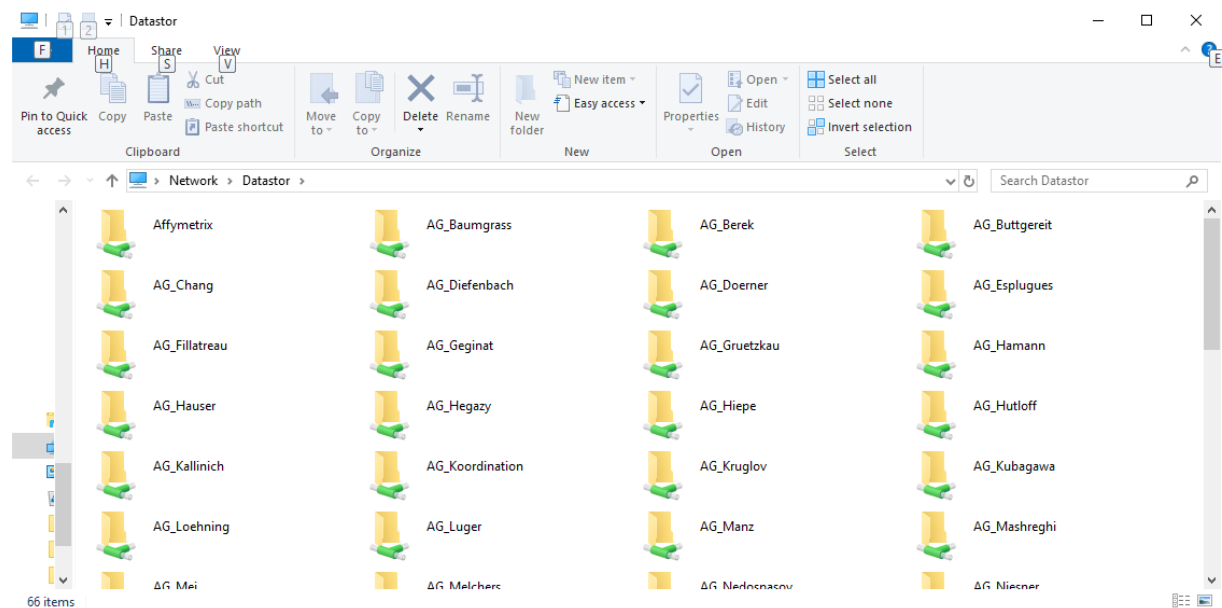


On Datastor you find the link to your workgroup (Y:) and to your home folder (H:) named with your name e.g. "Mustermann (\\datastor\User) (H:)".

Please note that you have only access to the folder of your workgroup and that per default your home folder is open to everyone from your workgroup.

If you want to change or restrict access rights, please write a ticket and let us know your wishes.
Please check the changes of access rights with your group leader beforehand.

Please note: When your employment contract with the DRFZ is finished, your data in your home folder will move to the archive to which only the group leader will have access.



DRFZ Intranet

Please choose your preferred browser and open it. The default start page is the DRFZ Intranet page.

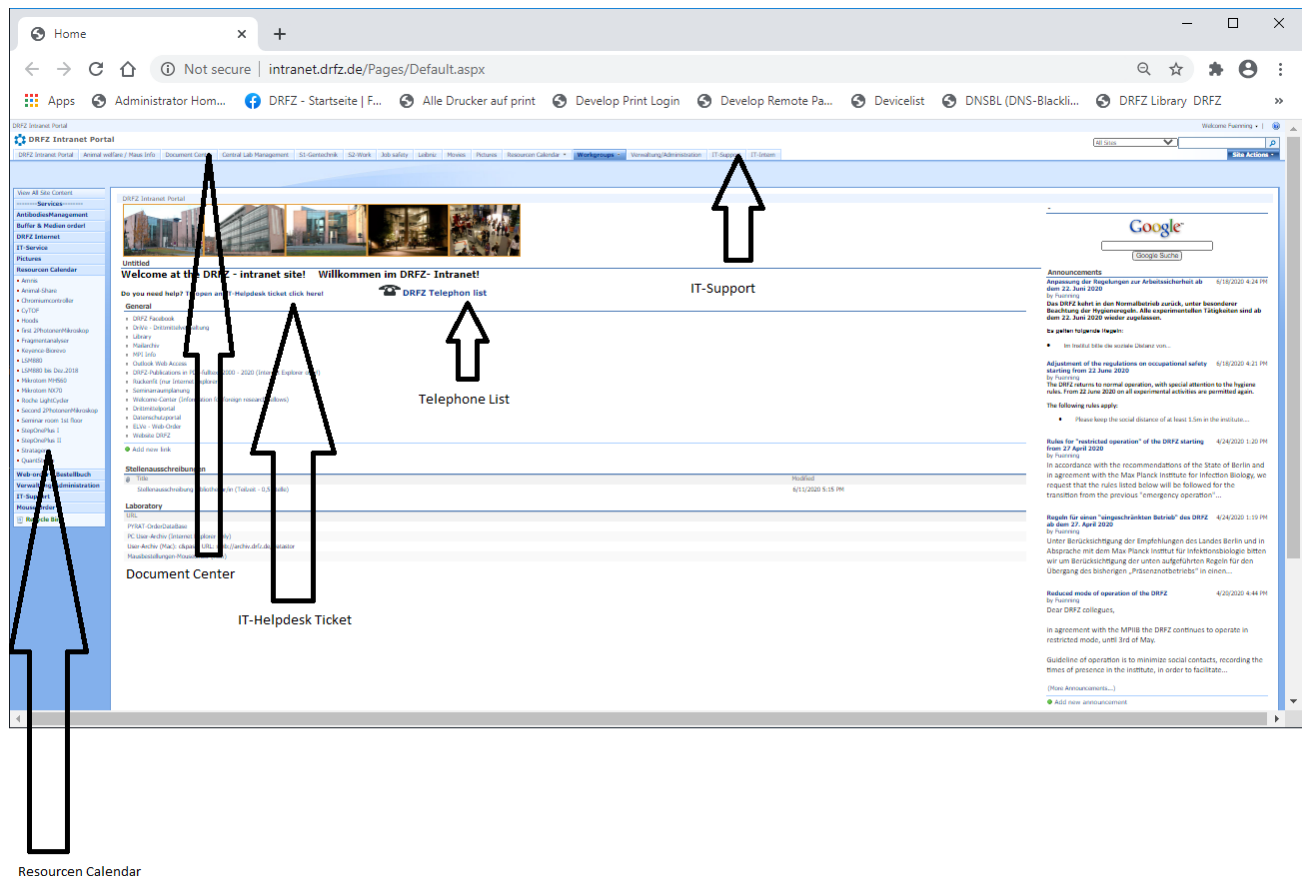
Resourcen Calendar: here you can see the availability of the measuring devices or microscopes to book your timeslot. Please note: only after a briefing, the corresponding calendar is available for you.

Document Center: here you find important DRFZ-forms.

IT-Helpdesk Ticket: Please use the IT ticket system (it-helpdesk@drfz.de) for your IT requests. How to use the IT Helpdesk and how to change its language please read IT-Support / Kategorie IT Helpdesk

Telephone List: Here you can find all DRFZ colleagues. You may use the search field or click "all" in order to see the complete list. Please check if your data is correct or missing. If not, please send us a ticket with the correct information.

IT-Support: Here you find the IT guidelines in different categories like communication, mail, remote access, etc. We made step-by-step instructions with screenshots.



Printers

The most important printer is the **Ineo 451**, also called Develop. You find it downstairs in room 0.18 or the second printer in room 02.035 (Epidemiology). It is a color printer, a scanner and a copy machine. It does not print out directly, but saves your print jobs for two days. You must login by putting your access card on the card reader. Then you will be able to choose either to print out all your print jobs, or only some of them. **The very first time you must make an initial registration with your card.** How to do that is pinned on the wall in the room. However, you can also find the guideline under IT-Support / Kategorie print.

How to add a printer

The Ineo-Develop printer is already available in your profile, but we have more printers, for example Xerox-Phaser-printers on each floor in the lab area. They only print in black and white and they print out directly. To add these or other printers in the network please read the guideline-file IT-Support / Kategorie print / Add a printer.

Additional Licenses

Some programs demand personal licenses, like Adobe DC or Creative Cloud, Seafire, Rocket Chat or Zoom (as organizer of conferences lasting longer than 40 minutes). **To request such license an approval from the group leader is necessary.**

Security Advice

Always be careful when you get an email from unknown sender, especially when an attachment is included. If you are not sure how to proceed, please get in contact with IT.

Do not share your password with others.

Old Office formats like .doc, .xls etc and ZIP files are filtered by the anti-virus system.

This is only a short introduction to the DRFZ IT environment. If you have questions or difficulties please do not hesitate to contact us by IT helpdesk ticket and we will get back to you.

Have a good start at the DRFZ!

Regards from the IT-team