Student-Handout IT department

Computer Login:

Username (Benutzername) **:** **ug-student\your login name**
Password (Passwort) : ………
Domain (Domäne) (XP only): **ug-student**

Data

Please save **all** your documents (Data) on your student net drives:

P: ug-uyst-ba-cifs.student.uni-goettingen.de\Username$
This is your personal net drive. No one else has an access to this drive. You can save your personal data here. (5GB)

Or on the network drive of the Department:
W: *wfs-biologie.top.gwdg.de\ubza-all$\ubza700*
Here is a folder called "**_Gaeste_Stud**", where you have read and write access. You can create a Folder for yourself here. If you create a folder, please take care that the name of the folder is either your username or your real name. Otherwise they will be deleted. In the "**_transfer_all"** folder there are a "**scan-to-folder**" section, where you will find scanned documents and a "**blackboard**" folder with department information's as well.

You don't have access to all folders.

Do **not** save documents on the local drives! (Only if you have no access to the net drives)
There is **NO Backup** for all **local Data** on the Computer (saved on drive C or D)!

VPN Client

You have access to your data at home, if you use the VPN-Client:
You can get info's here:
https://vpn.gwdg.de
https://info.gwdg.de under search "VPN" or "Cisco AnyConnect"

https://info.gwdg.de/dokuwiki/doku.php?id=de:services:network_services:vpn:start

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Backup systems - what to do if data was lost
There is a special backup for all net drives: This backup has to be restored from the GWDG (This takes long time, depending on the amount of data). The Backup is approximate for 1 month back.

Please inform us, if you are about to restore data. We will help you!

<u>Important rules</u>

Login when you need the computer and **logoff** when you do not use the computer. So that the computer is free for other users!

Please do **not save** files on the "**Desktop**"
If you'd save your data here, the next login would take a very long time.

Please do **not delete folders** beginning with **_** (underscore/Unterstrich) e.g.
_AdminsOnly
_GWDGsys

Please do **not create** folders beginning with **_** (underscore/Unterstrich).
These folders are only for the administration.

Printer
These printers are automatically connected to your pc.

Standard
UG-UBZA700-P01

Backup Printer
UG-UBZA700-P03

E-Mail online access:
You don't have to be at the department to check your mails. You can check your e-mail wherever you are. Just follow the link and log in with your normal username and password:

https://email.gwdg.de/

If you have any problems, do not hesitate to contact us: ewbit@gwdg.de