

SRH Hochschule in Nordrhein-Westfalen

**Herzlich Willkommen!**

**Welcome!**

# Verwaltung der SRH in NRW

## Administration at SRH in NRW

# 01

- Kontakt / contact:
  - Tel.: +49 2381/9291-0
  - Mail: [studierendenservice.hsnrw@srh.de](mailto:studierendenservice.hsnrw@srh.de)
  - Büro/Office:
    - Hamm: Erdgeschoss / ground floor
    - Rheinland: CR06
    - Münster: CM01/ front desk
- Was wir machen / what we do:
  - Immatrikulation / Enrolment
  - Semesterticket, Studierendenausweis, Bibliotheksausweis / library card, Semester ticket, Student ID
  - Generelle Anfragen / general requests



**Samir Achundsada**  
Campus Rheinland



**Carina Stuckemeier**  
Campus Hamm/Münster



**Claudia Grochla**

All students - all Campus

- Kontakt / contact:
  - Mail: [pruefungswesen.hsnrw@srh.de](mailto:pruefungswesen.hsnrw@srh.de)
  - Tel: +49 2381 / 9291-108 /-150
  - Büro/Office Hamm: Erdgeschoss / ground floor in Hamm
- Was wir machen / what we do:
  - Bekanntgabe der Noten / announcement of the grades
  - Notenübersicht / transcript of records
  - Abschlusszeugnisse / degree certificates
  - Bearbeitung der Anmeldungen zu Abschlussarbeiten / processing of registrations for thesis
  - Unterstützung bei Fragen zu Prüfungsanmeldungen oder o.g. Punkten / Support with questions about exam registrations or items mentioned above
- **Wichtige Information / important information:**
  - **Die Teilnahme an Prüfungen muss angemeldet werden / Participation in examinations must be registered**

- Kontakt / contact:
  - Mail: [gebuehrenwesen.hsnrw@srh.de](mailto:gebuehrenwesen.hsnrw@srh.de)
  - Tel: +49 2381 / 9291-122 /-103
  - Büro / Office Hamm: 3. OG, gegenüber vom Fahrstuhl / 3rd floor, opposite of the elevator
  
- Was wir machen / what we do:
  - Studiengebühren / Tuition fees
  - Stipendien / Scholarships



**Elena Stockey**

All students - all Campus



**Dieter Nowojilow**

All students - all Campus

# Lehrplanung & Dozierendenmanagement

## curriculum planning & lecturer management



- Kontakt / contact:
  - Mail: [Stundenplanung.hsnrw@srh.de](mailto:Stundenplanung.hsnrw@srh.de)
  - Tel: +49 2381 / 9291-155 /-103
  - Büro / Office Hamm: 3. OG, gegenüber vom Fahrstuhl /  
3rd floor, opposite of the elevator
  - Büro / Office Campus Rheinland: BR.02
  
- Was wir machen / what we do:
  - Lehrplanung / Curriculum planning
  - Dozierendenmanagement / lecturer management



**Denis Petin**  
Campus Hamm/Münster



**Stephanie Oberndorfer**  
Campus Rheinland

- Kontakt / contact
  - Vanessa Hahn (Tel: +49 2381 / 9291-102 [vanessa.hahn@srh.de](mailto:vanessa.hahn@srh.de))
  - Lisa Winterstein (Tel: +49 2381 / 9291-106 [lisa.winterstein@srh.de](mailto:lisa.winterstein@srh.de))
  - Büro / Office Hamm: 3. OG, gegenüber vom Fahrstuhl / 3rd floor, opposite of the elevator
- Was wir machen / what we do:
  - Ansprechpartnerinnen für Personalthemen / support regarding HR topics
  - Dozierendenmanagement / lecturer management



**Vanessa Hahn**

All employees - all Campus



**Lisa Winterstein**

All employees - all Campus

- Studiraum 1.080 Shanghai (1. OG) / student room 1.080 (1st floor)
  - Entspannen & arbeiten / relax and study
  - Drucker (bitte Anleitung auf dem QR-Code über dem Drucker beachten) / Printer (please use the manual on the QR-Code above the printer)
  - Studiküche (Microwelle, Kaffeemaschine, Wasserspender) - **Studierende sind selbst für die Sauberkeit und die Funktionalität der Küche verantwortlich !/**  
Student kitchen (microwave, Coffee machine, water dispenser) - **Students are self - responsible for keeping the kitchen clean and working!**
- Zugang zur Hochschule / Access to the university
  - Hamm: Zugang mit dem Studiausweis / Hamm: Access with student ID
  - Öffnungszeiten Hamm: Mo-Fr 08:00-19:00, Sa 08:00-17:00 /  
Opening hours Hamm: Mo-Fri 8am-7pm, Sa 8am-5pm



- Wenn Sie uns kontaktieren...
  - Am besten per Mail, bitte Matrikelnummer immer angeben → am effektivsten!
  - Nur **eine Mailadresse** anschreiben, nicht mehrere! → führt zu Konfusion und Verzögerung
  - Bei Falschadressierung: Ihre Mail wird weitergeleitet und Ihr Anliegen von der zuständigen Person bearbeitet
  - Sie bekommen immer eine Antwort – wahrscheinlich nicht in den nächsten 10 Minuten – Geduld bitte!
- When you contact us...
  - Best by mail most, please always indicate your matriculation number → most effective!
  - Only write to one mail address, not several! → leads to confusion and delay
  - In case of a wrong address: your mail will be forwarded and your request will be handled by the responsible person
  - You will always get an answer - probably not in the next 10 minutes - patience please!

# Administrativer Studienstart

## Administrative start of studies

- Im Studierendenservice Büro:
  - Abgabe fehlender Unterlagen
  - Abholung von Studierenden- und Bibliotheksausweisen
  - Krankenversicherungsnachweis & Foto
- At the Student Services Office:
  - Handing in missing documents
  - Hand in original certificates for certified copies
  - Collection of student IDs and library cards (**Important:** tell us your German accommodation address  
-> studierendenservice.hsnrw@srh.de)
  - Health insurance & Foto

Questions?  
FAQ



# Impressionen Impressions of events



# IT-Support

# 02

- 01 CampusNet**
- 02 Bibliothek / library**
- 03 Citrix**
- 04 Wlan / Wifi**
- 05 Microsoft Office 365**
- 06 Drucker / printer**

## Welcome to the study portal at SRH University of Applied Sciences in North Rhine-Westphalia

### Students

In this portal you can find information to the following topics

- Online application for our degree programs
- Class schedule
- Modules and Courses
- Exams
- Transcript of records
- Certification of enrollment
- Application for leave

More information and applications to ease your study is available under [Services](#)

### Lecturer

Following information are provided for our lecturers

- Class schedule
- Modules and Courses
- Lists of participants
- Insertion of grades

### MITGLIEDER-LOGIN

3401122@STUD.SRHK.DE

.....

LOG IN

[Forgot password](#)

**Login: MatriculationNumber@stud.srhk.de + password**

**Login not possible? → Click „Forgot password“ and follow the instructions**

[Startpage](#) | [Schedule](#) | [My Studies](#) | [My Data](#) | [Forms and Documents](#) | [Messages](#) | [My Application](#) | [Services](#) | [FAQ](#)

- My Modules
- My Courses
- My Exams**
- Exam Registration
- Exam Results
- List of Results
- My Focus
- My Elective Subjects

Here you will find your achievements and you can register for exams (as soon as they have been activated by us)

[Change Password](#)

You can only change your password [here](#) and other personal data too

### Personal data

Information
Forward messages to uni-mail-account?
Photo 120 x 160 Pixel
Marital status
Children
Mobile Phone
E-Mail
Additional fields
Korrespondenzsprache

**My Documents**  
Certificate of Enrollment

If you need an enrollment certificate, you can easily download it yourself

### My documents

Name
Immatrikulationsbescheinigung

The service area is particularly helpful, be sure to check it out! Below is a brief insight:

- Approach
- Tools
- Announcements
- Library
- Instructions
- University Administration
- Department of Social Sciences
- Department of Technology & Economics
- Studies

# CampusNet

## FAQ



German:

<https://www.srh-hochschule-nrw.de/wenn-du-studierst/studierendenservice/>

English:

<https://www.srh-hochschule-nrw.de/en/for-students/student-services/>

Note: the green „HS Hamm“ app is only for:

- Schedule
- News to a lecture like canceled or dispatched
- But: no documents, no emails, no configurations



# CampusNet Services

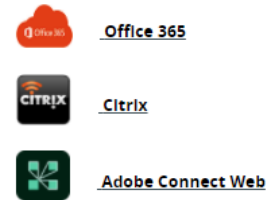


- Under "Applications" you will find important links, for example to Microsoft Office and to the Unimail mailbox in Outlook Online
- MS Office needs your Campusnet data
- You can also download and install Citrix or SPSS for your studies here
- You can find a how-to under "Instructions"

Approach
<b>Tools</b>
Announcements
Library
Instructions
University Administration
Department of Social Sciences
Department of Technology & Economics Studies

## Tools

### Webbased tools

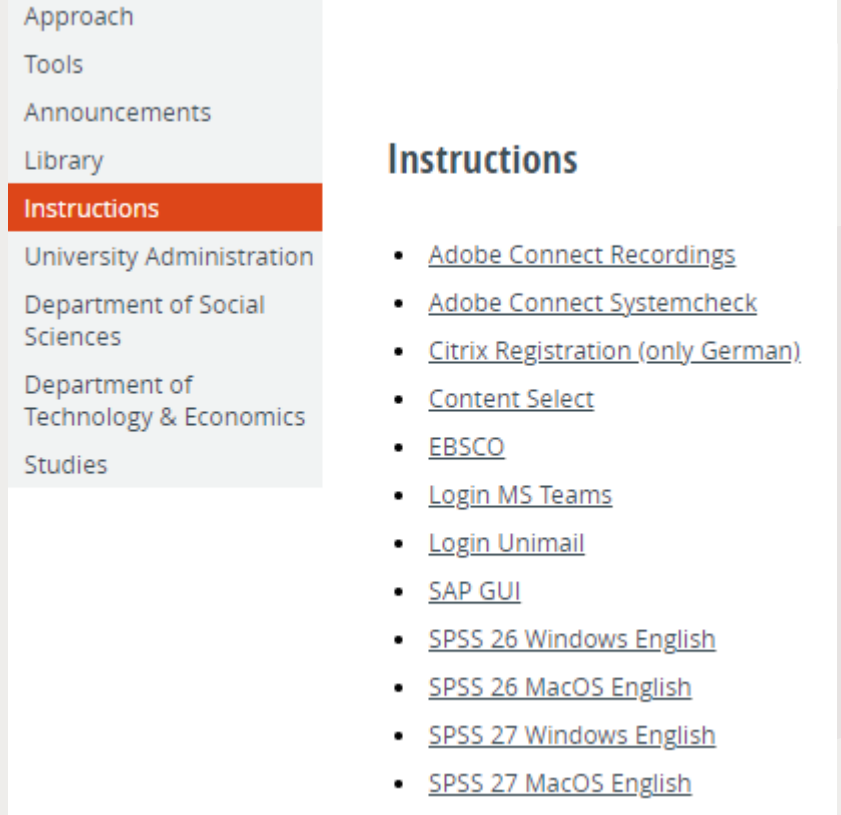


### Downloads

The following programs are available for download as .zip files.



- Here you can find instructions how to install a software provided by us
- Please read them before you install one of our applications
- If you have problems, please take a screenshot of it and send it to IT support from your Unimail



The screenshot shows a navigation menu on the left with the following items: Approach, Tools, Announcements, Library, **Instructions** (highlighted in orange), University Administration, Department of Social Sciences, Department of Technology & Economics, and Studies. To the right of the menu is a list of instructions under the heading "Instructions":

- [Adobe Connect Recordings](#)
- [Adobe Connect Systemcheck](#)
- [Citrix Registration \(only German\)](#)
- [Content Select](#)
- [EBSCO](#)
- [Login MS Teams](#)
- [Login Unimail](#)
- [SAP GUI](#)
- [SPSS 26 Windows English](#)
- [SPSS 26 MacOS English](#)
- [SPSS 27 Windows English](#)
- [SPSS 27 MacOS English](#)

Approach

Tools

Announcements

Library

Instructions

## Online databases of the SRH NRW

### • [EBSCO](#)

The online database EBSCO offers databases for scientific research, e-books and electronic journals. It is considered one of the leading online libraries. Access for our students and lecturers is free of charge. The access options are explained under "Instructions".

### • [Content-Select](#)

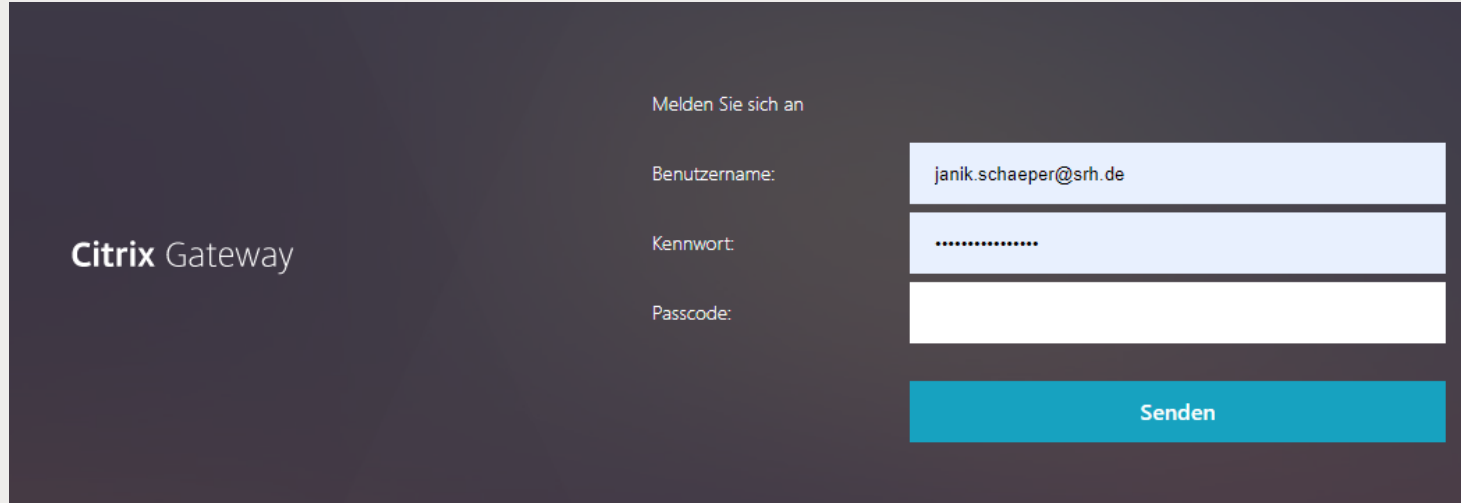
The online database content-select, which offers e-books from the Beltz publishing house, can be accessed via Preselect.media. The e-books are available to students and lecturers free of charge. The access options are also explained under "Instructions".

## Examples of open access literature, search engines and databases

Open access literature is the freely available access to scientific literature on the Internet. Scientific documents published as Open Access can be used free of charge by anyone interested (e.g. reading, downloading, linking). In the following, various well-known Open Access databases are listed, which can be both interdisciplinary and subject-specific.

- [Base-Search](#) Search engine of the University of Bielefeld for scientific literature
- [Britannica library](#) The largest English language online encyclopedia
- [DigiBib](#) A metasearch engine for scientific purposes
- [DOAJ](#) (Directory of Open Access Journals) Search engine from Lund University, Sweden
- [EconBiz](#) Literature search in German and international databases
- [EconPapers](#) Orebro University Business School database, Sweden
- [EconStor](#) Publication server of the ZBW - Leibniz Information Center for Economics - for scientific specialist literature

- Here you will find our exclusive online databases EBSCO and CONTENT-SELECT as well as other freely available literature, search engines and databases
- These can be helpful to you when preparing scientific documents
- With Ebsco and Content-Select you authenticate yourself via IP address, i.e. Citrix or WLAN (see under "Instructions" for further information)



Melden Sie sich an

Benutzername: janik.schaeper@srh.de

Kennwort: .....

Passcode:

Senden

- Citrix also needs your CampusNet data and a 2nd passcode (**MFA = multi-factor authentication**)
- Follow the steps in the registration instructions (you will need a smartphone for this, among other things)
- In Citrix you can access installed products from Microsoft including Teams, use SPSS and Demo3D and reach Ebsco and Content-Select
- Citrix works both in the web version and as an installed program

## Campus Hamm & Münster:

BYOD :

zFqzkADxyjNc6EJ4

or

„no password“

## Campus Rheinland:

SRH Gast :

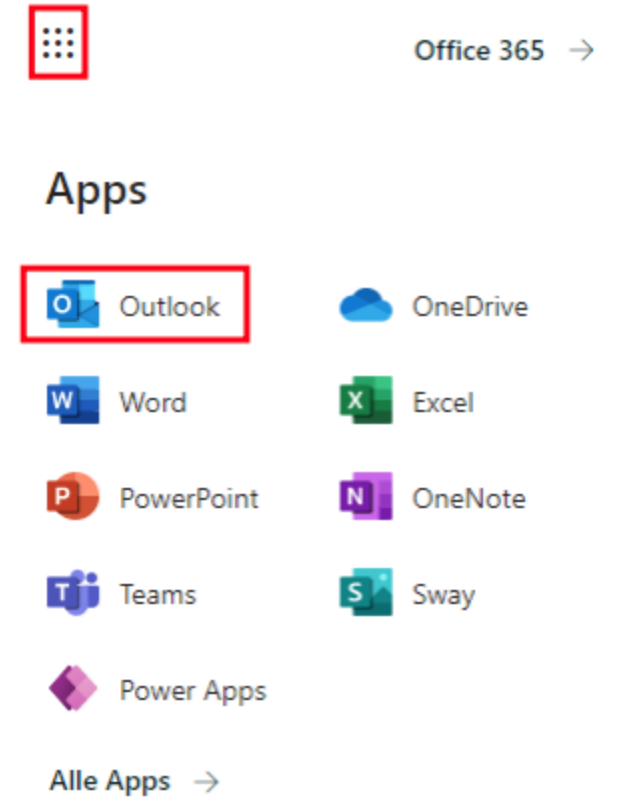
University!

Gigacube :

SRHhotspot21

# Microsoft Office 365

- <https://office.com>
- During your studies you can fully use Microsoft Office 365 (see apps in the right picture)
- Outlook is particularly important because your Unimail is stored here, with which you must communicate with us for data protection reasons
- You can also install these apps on up to 5 private devices (Windows, MacOS, Android, iOS)
- Under "Instructions" in the service area you will find the login procedure as usual



# MFA for Office and Citrix

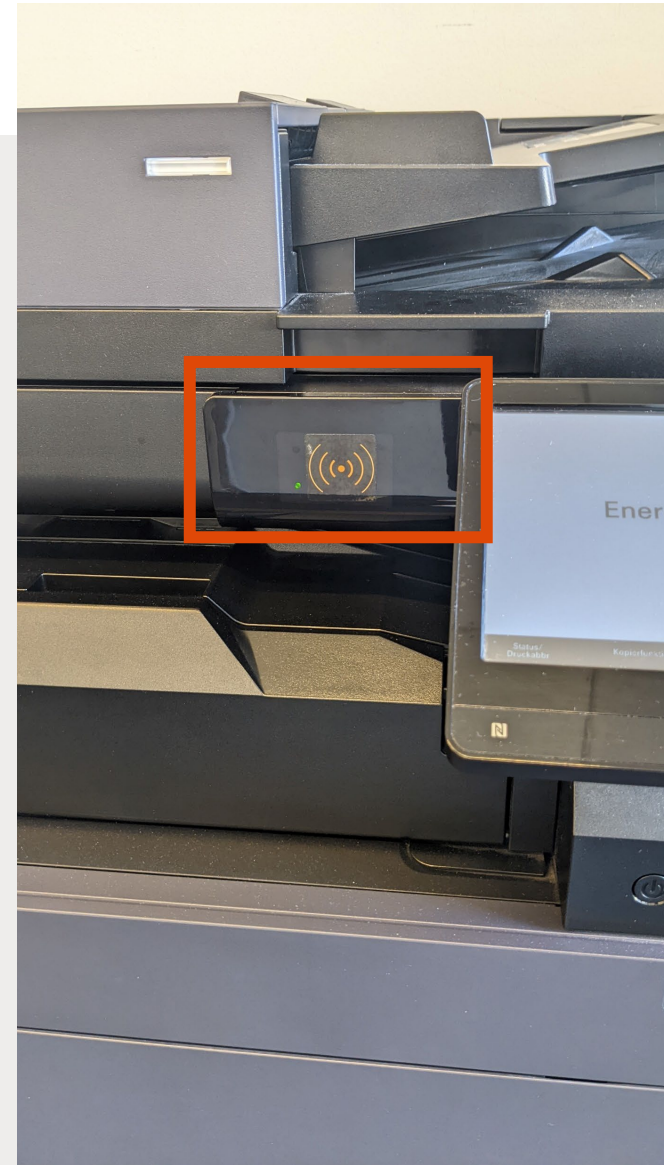
## important notice:



- The multi-factor authentication must be used in both programs
- But the both MFA are NOT the same, they work independently
- Before you buy a new smartphone or change it, you have to deregister the old one in the office.com-portal below "security information", because if you don't do this, you are not able to login anymore after the phone change
- The same as for Citrix, therefore you can use the first link in the manual like you clicked for the first registration, and check out the old device
- If you do not like this, you will have to write an email to IT-support to reset the security settings, this process can last a week or more
- Please pay attention, otherwise when you are in hurry or need, you can not get support immediately

# Printer

- You will find a student printer in the Shanghai lounge (Hamm) and in the hallway across from room CR.04 (Leverkusen).
- Before you can print, go through the registration instructions in the service area
- Place your student ID in front of the scanner (see picture)
- As soon as you are logged in, you can select on the touchscreen whether you want to scan to a USB stick, copy something or print from the USB stick
- The USB port is on the right side
- Please note: The file format of the USB stick must be FAT32
- When you're done with the printer, don't forget to log out by holding your card in front of the scanner again





# ALLStay-App

03

# Anmelden

1. App installieren
2. Auf Passwort vergessen klicken
3. Mailpostfach [vornamen.nachnamen@stud.srhk.de](mailto:vornamen.nachnamen@stud.srhk.de) öffnen und Link klicken
4. In der App anmelden
5. News sehen und kommentieren
6. Punkte sammeln und Goodies abholen beim Studi Service

# E-Campus Moodle

04

# Front Page: moodle srh



E-Campus SRH Hochschule Hei: x +  
moodle.hochschule-heidelberg.de/login/index.php

srh

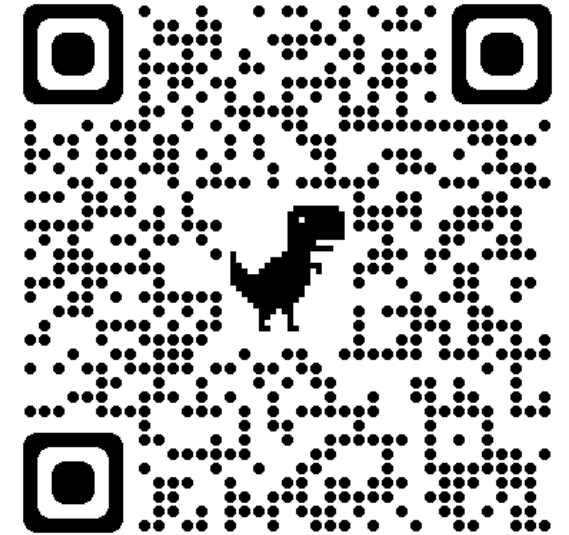
Anmeldename  
Kennwort  
Login  
OpenID Connect

Kennwort vergessen?  
Cookies müssen aktiviert sein!  
Verwenden Sie Ihr Nutzerkonto bei

srh  
SRH Hochschule Heidelberg GmbH

Fragen zur Hochschule -  
Wir sind gerne für Sie da!

srh  
SRH Hochschule Nordrhein-Westfalen GmbH



Infos zur Hochschule

Zum Studium generell

Bib, Anwendungen, Anleitungen

News & Events  
Input kommt

The screenshot shows the SRH website dashboard. At the top, there is an orange navigation bar with the text "Website-Administration" on the left and search, chat, and user profile icons on the right. Below the navigation bar is a dark blue header with the "srh" logo. The main content area features four large tiles: "Deine SRH Hochschule" (with a building photo), "Dein Studium" (with a stage photo), "Tools & Services" (with a person at a whiteboard), and "News & Events" (with a garden photo). A user profile dropdown menu is open on the right, listing options like "Meine Kurse", "Meine Dateien", "Profil", "Einstellungen", "Sprache", "Rolle wechseln ...", and "Logout".

### Dashboard

Meine Kurse

Alle ▾

Suchen

Hier werden alle Module auftauchen

**Vielen Dank für Ihre  
Aufmerksamkeit!**

**Kontakt:**

SRH Hochschule in Nordrhein-Westfalen  
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59065 Hamm  
T +49 2381 9291-0

[info.hsnrw@srh.de](mailto:info.hsnrw@srh.de) – [studentservice.hsnrw@srh.de](mailto:studentservice.hsnrw@srh.de)

[www.srh-hochschule-nrw.de](http://www.srh-hochschule-nrw.de)

[www.srh-campus-rheinland.de](http://www.srh-campus-rheinland.de)

[www.srh-campus-muenster.de](http://www.srh-campus-muenster.de)

**Thank you for your  
attention!**