IT Services for Employees of the University of Vienna
Dear colleague,

as employee of the University of Vienna, the Zentraler Informatikdienst (ZID) offers you numerous IT services that are accessible via your u:account.

This information brochure is designed to give you an overview of these services and where to find help if required.

Account – u:account

1. Setting up a u:account = choosing a password + UserID

2. Access to IT services

Use the following online form to set up your personal u:account:

zid.univie.ac.at/en/setup-uaccount-staff/

When setting up your u:account you have to choose:

• your u:account UserID
  Example: doej99
• your u:account password

If a u:account for external persons has been created for you in the past, the ZID Helpdesk (for contact details see page 11) can upgrade it to an employee u:account with all corresponding user rights.

Individual details about your u:account (e.g. free storage space, Wi-Fi password) are listed under:

zid.univie.ac.at/en/my-uaccount/
Your privileges for your employee u:account are active for as long as you are employed at the University of Vienna. Afterwards, different limitations apply to the individual types of privileges, depending on your employment status. You will receive a notification via e-mail in due time before your u:account expires.

For further information about the expiration of a u:account, visit: zid.univie.ac.at/en/expiration-uaccount/

**Password management**
You can change your u:account password yourself at any time via the following form:
zid.univie.ac.at/en/changing-password/

Read more about how to create a secure password at:
zid.univie.ac.at/en/password-tips/

If you have forgotten your u:account password, you have to request a new one via the following form:
zid.univie.ac.at/en/requesting-new-password/

For further information, visit:
zid.univie.ac.at/en/password/

This brochure features some of our most popular services. Please note that some of them may not be available to you because they require additional rights which you may not possess at this point.

**E-mail service**
Employees receive a personal e-mail address including a mailbox as part of their u:account.

This e-mail address takes the following form:
firstname.lastname@univie.ac.at
Example: john.doe@univie.ac.at

{Zentraler Informatikdienst}
Please **check your e-mails regularly**, you could otherwise miss important messages of the University of Vienna.

You can **send, receive and manage** your e-mails in a variety of ways:

- Using an e-mail program installed locally or an e-mail app
- Using Webmail in your web browser ([webmail.univie.ac.at](http://webmail.univie.ac.at))

For further information, visit: [zid.univie.ac.at/en/e-mail/](http://zid.univie.ac.at/en/e-mail/)

**Wi-Fi – eduroam**

The University of Vienna’s Wi-Fi is called eduroam. It is available in **all university buildings**.

Log in using your u:account UserID in the form of **UserID@univie.ac.at** (Example: doej99@univie.ac.at) and your **Wi-Fi password**.

**Log in with …**

1. **UserID@univie.ac.at**
   
   Example: doej99@univie.ac.at

2. **Wi-Fi password**
   

Check and change **Wi-Fi password**:


**eduroam** is an **international project**. It enables users to log in to the Wi-Fi infrastructure of another participating educational institution using the Wi-Fi login details of their own educational institution.

For further information, visit: [zid.univie.ac.at/en/wi-fi/](http://zid.univie.ac.at/en/wi-fi/)
Store and share data

Cloud storage – u:cloud
u:cloud offers all employees of the University of Vienna storage space for their data in the “cloud”. You can access the data from any device and from anywhere. u:cloud is particularly useful for temporary storage and for sharing data easily.

For further information, visit: zid.univie.ac.at/en/ucloud/

For collaboration in projects, working groups or teams, the ZID recommends using u:cloud pro: zid.univie.ac.at/en/ucloud-pro/

Online storage space
You can store your data on central online file servers and access them from anywhere:

- At your workplace
- At home or on the road via VPN and network drive
- In the computer rooms

Access to online storage space …

For further information, visit: zid.univie.ac.at/en/online-storage-space/
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Share
Upon request, organisational units get a storage space for common use on the file server share.univie.ac.at, including simple rights management.

For further information, visit: zid.univie.ac.at/en/share/

Workplace

Affordable laptops – u:book
Employees have the opportunity to purchase high-quality devices and accessories at attractive prices and conditions with u:book.

In cooperation with our sales partners, this offer is available twice a year during sales periods of 4 weeks at the beginning of the semester.

For further information, visit: ubook.at/en/

Computer rooms
You can use computer workstations in the computer rooms of the ZID free of charge, for academic work.

For further information, visit: zid.univie.ac.at/en/computer-rooms/

Printing for employees – u:print staff

Employees of the University of Vienna can print, copy and scan at u:print devices. The u:print devices are marked in white-and-blue with the label u:print or u:print staff.

You have several options of sending a print job to a u:print device:

• From every PC connected to the University of Vienna’s data network on which u:print is configured as a printer
• From every workplace at the computer rooms
• From every external PC connected to the University
of Vienna’s data network by VPN on which u:print is configured as a printer

- Directly from an external storage medium (such as a flash drive) via the USB port of the u:print device
- From each smartphone or tablet with mobile printing

For further information and detailed instructions, visit: zid.univie.ac.at/en/printing-for-employees/

**VPN**

Using the service VPN (Virtual Private Network), employees can connect to the University of Vienna’s data network from outside the university (for instance at home or on the go) via the internet.

They receive an IP address in the address range of the University of Vienna and an encrypted connection. This is a requirement for using certain IT services of the University of Vienna from outside the university.

To establish a VPN connection you have to install software on your device.
IT Services for Employees

VPN (Virtual Private Network)

- Connect to the University of Vienna’s data network from outside the university

Use for example for:
- Printing for employees – u:print staff
- Online storage space

Data network of the University

For further information, visit: zid.univie.ac.at/en/vpn/

You require no VPN connection to access e-journals, e-books and databases that are licensed by the Vienna University Library.

Log in on all computers using only the authentication service u:access:
bibliothek.univie.ac.at/en/uaccess.html

Software for employees

Organisational units of the University of Vienna can rent software subject to licensing requirements on beneficial terms (standard software) at the ZID for their employees. The product portfolio is based on the organisational units’ requirements.

The IT representatives are mainly responsible for ordering and managing the software.

For further information, visit: zid.univie.ac.at/en/software-for-employees/
Telephony

Telephony – u:phone
The u:phone service consists of the telephone system of the University of Vienna as well as all related IT services for employees. These additional IT services enable the modern use of the telephone service.

For further information, visit: zid.univie.ac.at/en/uphone/

Business phone
Employees of the University of Vienna are provided with a business mobile phone. Prerequisite is that the staff member is an active employee of the University of Vienna and that s/he has a u:phone profile, as well as his/her superior's approval.

For further information, visit: zid.univie.ac.at/en/business-phone/

E-learning – Moodle

Moodle (moodle.univie.ac.at) is the University of Vienna’s e-learning platform. It is available to members of the university for studies and teaching.

On Moodle, teachers can set up virtual courses to upload course material, communicate with students, give tests or provide u:stream recordings.

For further information, visit: zid.univie.ac.at/en/e-learning/

Recording courses – u:stream

Via u:stream, teachers can effortlessly record their courses in selected lecture halls at the University of Vienna or broadcast them live on the internet.
IT Services for Employees

Teachers can decide independently whether they would like to use u:stream for their courses and how they make the recordings available.

For further information, visit: zid.univie.ac.at/en/ustream/

IT courses

The IT courses offered by the ZID are available for a small fee to employees of the University of Vienna.

Employees can also attend the free IT courses offered by the Human Resources Development unit. These courses are based on a cooperation between Human Resources Development and the ZID.

For further information, visit: zid.univie.ac.at/en/it-courses/

Information resources

Web
Detailed information on the services of the ZID are available on the ZID website: zid.univie.ac.at/en/

IT News
Employees automatically receive the IT News, the newsletter of the ZID, via e-mail. All articles of the newsletter are available on the following web page: zid.univie.ac.at/en/it-news/

Publications
The ZID also offers information in the form of printed publications: free brochures and flyers about various services (for example u:book, IT courses). These are available at the ZID Helpdesk (see page 11).

If you would like to receive information material about the services of the ZID, please contact us via e-mail: communications.zid@univie.ac.at
ZID Helpdesk

The ZID Helpdesk gives general information on the services of the ZID and helps members of the University of Vienna with their university-specific IT problems.

It supports users in managing their u:account and password.

Furthermore, it takes on reports about service interruptions and shares their information.

Availability and address

Phone   +43-1-4277-444
E-mail helpdesk.zid@univie.ac.at
Address   Universitätsstrasse 7, 1010 Wien
(NIG, staircase II, ground floor)

For opening hours and further information, visit: zid.univie.ac.at/en/zid-helpdesk/

Neues Institutsgebäude (NIG)
Erdgeschoß | ground floor

Haupteingang | main entrance
Eingang | entrance

Universitätsstraße 7

OH-Shop

Portier

WC

Stiege I staircase

Sofort

Stiege II staircase

Stiege III staircase

M Café

WC

WC

WC

Computer Room 1

Computer Room 2

Computer Room 3

Facultas-Shop

Copycenter

Computer Room 3

Computer Room 2

Computer Room 1

Facultas-Shop

Copycenter

u:card

u:soft

u:card

u:soft

u:print

u:print