

STUDY-CHIP, HIS-Portal, your student E-Mail-Address and CIT-Account at the Frankfurt University of Applied Sciences

The electronic student ID card “STUDY-CHIP”

The STUDY CHIP is:

- the FRA-UAS student ID card
- the student semester ticket for public transportation (RMV)
- the user ID card for the library (Building 3)
- supplied with a prepaid function – for use in the library and at the cafeteria

Further information about the STUDY-CHIP:

- The RMV semester ticket for new students is pre-printed on the STUDY-CHIP
- After re-registration for the following semester and as soon as the semester fee has been credited to the FRA-UAS account, it is possible to update the STUDY-CHIP with the RMV semester ticket by using the printing machine in front of the Studienbüro in Building 1
- If your STUDY-CHIP is damaged, please contact the Studienbüro via email. We charge 10€ for a new STUDY-CHIP.
- In case of loss, please contact the Studienbüro via email as well. You will receive a two-week replacement ticket for the RMV. A new STUDY-CHIP costs 35€.

The Initial-Password and HIS-Portal

The **Initial-password has two important features**: it is the activation code for your CIT-account (see information below) and it is your initial password for entering the HIS-portal.

After your enrollment the password will be sent via email if you are abroad or by post if you are already in Germany.

The HIS-portal is the FRA-UAS portal for students and applicants: <https://his-www.dv.fh-frankfurt.de/gissserver/rds?state=user&type=0>

Features of the HIS-Portal:

- Printing enrollment certificates for the current and the last semester
- Printing enrollment certificates for BAföG purposes
- Printing certificates of performance /transcripts of records
- Registration for exams
- Change of address

- Students log-in with their matriculation number and their Initial-password. The password has to be changed after the first log-in.

Have you forgotten your HIS-password?

If you have forgotten your password, please write an email to studienbuero@stuport.fra-uas indicating your matriculation number. A new password will be generated and be sent by post to the address which is in the system.

Your CIT-Account and your student E-Mail-Address

The Frankfurt University of Applied Sciences provides its students with a CIT-account which is the requirement for the use of various central online services.

How to activate your CIT-Account:

- To activate your CIT-Account, you receive an email from the university's idm-system with your user name and some instructions. Please follow these instructions and use your Initial-password in order to activate your CIT-account.
- After the account is activated you can choose your personal password. This password can be administered by yourself and, if necessary, you can reset the password by yourself.

What the CIT-Account offers you:

- **a personal FRA-UAS email-address** for quick and easy access to student and university relevant information
- Please note: **The utilization of the universities email-address is mandatory for all students.** Important administrative messages will be sent to this email-address. According to the IT Frame User Regulations <https://www.frankfurt-university.de/de/aktuelles/amtliche-mitteilungen/verwaltungs-und-benutzerordnungen/>, you are obligated to check this email address on a regular basis.
- **access to our central network drive** with storage capacity of 1000 MB
- **access to the central PC-pools** (Building 1 / Room 349, Building 3 / Room 8 and BCN / Room 105) for access to our hardware
- **student WIFI** for mobile internet access on campus
- **student VPN:** your personal access to the universities network for accessing over 7.000 library e-books / databases from anywhere
- **access to other central online services** of the university (Webmail, Typo3, etc.)
- **Software:** You can obtain discounted or free student licenses of e.g. Adobe, Autodesk, Microsoft, Mindjet, SPSS, TechSmith.

Further information about your CIT-Account:

- Your account is valid as long as you are enrolled at the Frankfurt University of Applied Sciences. After de-registration, the account and your used storage space will be deleted without previous announcement.
- All information about the CIT-account and all relevant links can be found on the Campus IT's department website: www.frankfurt-university.de/dv