

Activation of your user account

Get access to all IT services



Umwelt-Campus
Birkenfeld

H O C H
S C H U L E
T R I E R

General Information

- After receipt of your student ID you must activate your user account online.
- Through the activation, you will receive your user ID and password of your user account.
- These login details enable access to all IT services at the university.

Outlook® Web App



First step

- Use the following link:
 - <https://www.hochschule-trier.de/en/main-campus/campus/organisation/service-facilities/rzht/it-services-search/handout>
- On the accessed website you must enter your matriculation number, the control number and your date of birth.

Matriculation number:

Control number:

Date of birth

ENABLE USER ID

screenshot of the accessed website



exemplary student card

First step

- This activation can only be performed once.
- After starting the activation you have 45 min to save the details of your user account.
- If the activation fails, you will receive your user account details in the IT ServicePoint at the Birkenfeld location in room 112 at building 9917 on presentation of your Student ID.

Second step

- On the next web page you get to know
 - your user ID,
 - your passport and
 - a special passport for the library
- These information must be the downloaded as PDF-file. **Because of this, continue only if you have installed a program for displaying PDF files on your current computer.** Mobile devices such as iPhone or iPad or Android smartphones generally do not meet these requirements!

Second step

- Your user ID is composed of the two consonants of your surname and first name followed by a four-figure random number.
- Your personal e-mail is composed of user ID and “@umwelt-campus.de”

Name: Max Mustermann

↳ personal identification: msmx0123

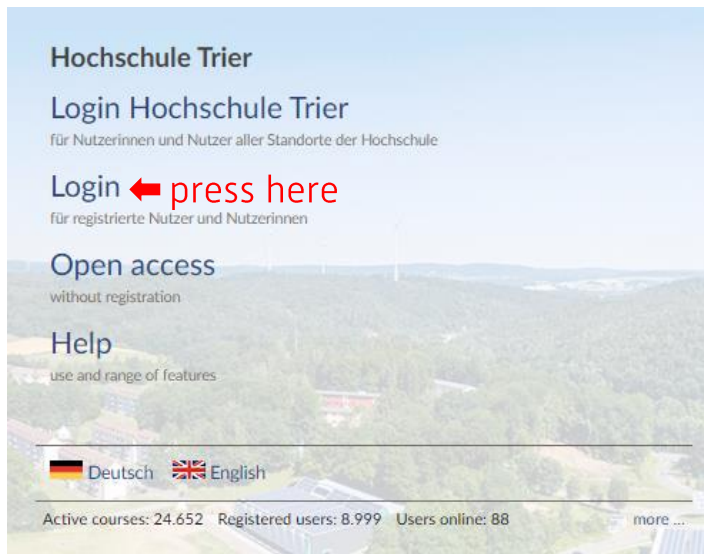
↳ e-mail: msmx0123@umwelt-campus.de

Third step

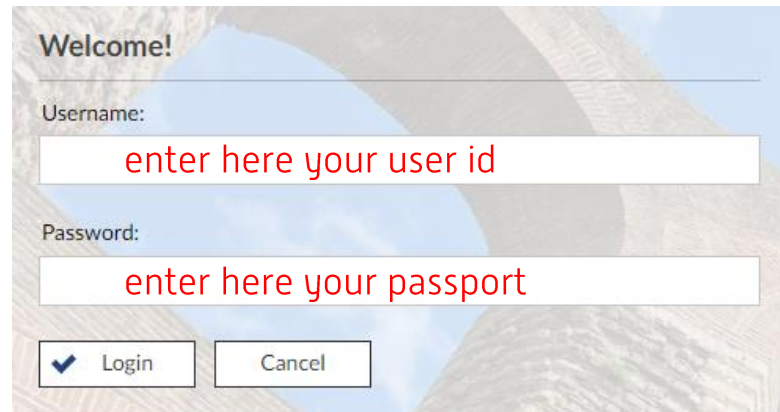
- After activating your user ID, the automatically generated password should be replaced by your own secure password.
- Under the following link you get more information about changing the passport:
 - <https://www.umwelt-campus.de/en/campus/organisation/administration-services/it-department-umwelt-campus/it-services/my-account/change-password>

Fourth step

- As last step you should try to log in one IT service of the Umwelt-Campus.
- Example to log in Stud.IP (<https://studip.hochschule-trier.de>)



First step



Second step