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The HfWU neo Support Team welcomes you at the HfWU!

With this short instruction we want to make approaching the different functions of our campus management system „HfWU neo“ as easy as possible for you. You will find a description of the most important functions and settings you should use and activate to make sure not to miss any information and to be well prepared.

This instruction is not going to deal with all functions of neo. A lot of them are self-explaining and often equipped with a link to Stud IP Online Help (reachable through the help icon 📒, then further help)

The actual software behind HfWU is “Stud IP”, you might notice this by getting messages from the system in the future.
1 The most important step first – the log in

To log in to HfWU neo you need your HfWU user account. It consists of your user name and your password that you received from the IT services. Your account is centrally managed and also used for logging in to other web services like the HfWU Webmailer, Flex Now or WiFi.

Change password

It is not possible to change your password through HfWU neo. To do so, please use the following link to the Webmailer https://outlook.hfwu.de/owa/auth/logon.aspx > Settings > Optionen > Allgemein > Mein Konto > link Ihr Kennwort ändern > there will open a window:

Note: to change the surface language of outlook, go to settings > Optionen > Allgemein > Region und Zeitzone > select your language under Sprache and press Speichern. It may happen that some error messages appear, cause the system is quite new and not all problems are solved yet. In case this happens to you, please contact the IT support.

Forgot user name/ password

In case you can’t remember the correct user name or password please turn to the IT Services for help. You need to send them a copy of your StudiCard for identification (support-itd@hfwu.de).

Change language and log in

Now type https://neo.hfwu.de in the location bar of your browser.

Switch HfWU neo to English before you start. To log in without a HIWU account click Veranstaltungsliste in the upper left corner. Now chose your semester to see your appointments on a certain date.

If you are a registered user write your user name and password in the login field and click Login.
2 The welcome page

After logging in successfully you will be taken to the standard welcome page of HfWU neo automatically.

The welcome page
2.1 Global search

Number one is the **global search** in the system. Within this search box you can search for courses, people, institutes or data files in your courses or in your inbox/outbox, simply by putting the search term or parts of it, combined with a **placeholder**, in the field.

Use the tool **show hints** to explore additional operators for searching specifications. You can open and close the window with **[STRG] + [space bar]**.

Hint: The file search for all the institutions in HfWU neo (e.g. files of the examination board of your faculty) can be found in the main menu **Files** and the submenu **Search**. In this path, you will also find **approved files of other users**.

You can explore more information about your personal data, the approval of folders/files and the search and recovery of files in the additional document *Dateien – Dateimanagement Ihrer Dateien von zentraler Stelle*. Unfortunately this document is not available in English yet.

2.2 Notification window

As soon as you receive a message (of the system) or get tagged in Blubber, the chat messenger and blog of HfWU neo, the notification window will immediately indicate. In case of a red window there are some new and unread messages. Touch the window to open the messages within a new window. The number in the red window shows the amount of unread messages.

2.3 User settings

Open the menu on the upper right corner next to your profile picture to find more setting options for your user profile. You will have direct access to

- your **profile** (cf. Main menu **Profile**)
- your personal **file area** with **private** files as well as all files explicitly **printed** files within the system
- your **personal information** with all **basic data, student data** and **other data**
- your **settings** (e.g. calendar, messages, ...)
- the **logout** of the system
2.4 Main menu

In the main menu you can find a lot of buttons relating to the every single main function in HfWU neo. The header will accompany you through the entire system, whereas the menu button will stay in the upper left corner if you scroll down on all pages with a lot of content.

A short overview of the main menu:

- Welcome page of HfWU neo
- My courses/My studygroups/My institutes
- Neo internal messages
- The HfWU neo community with global Blubberstream, „Who is online?“-function, studygroups and much more
- Your personal profile
- Your personal calendar and planner
- Search function – courses, people, institutions and much more
- Tools to create announcements, surveys, etc.
- Files – library of the private and printed uploaded data files, folders, inbox and outbox. You can also find an extensive file search in institutes as well as in printed folders of other users
- Schwarzes Brett to upload small ads
- Further Online-Services of the HfWU

Some icons of the menu can be occasionally displayed with a little red circle containing a number. That is how you can see that the content of the marked page has changed since your last visit. The number stands for the number of changes that have appeared. Click on the relevant symbol to always stay tuned.

2.5 Submenu

Except from the welcome page you will find a submenu to every single button in the main menu which includes main menu related themes.
2.6 The welcome page - navigation

By using the navigation of the start page you can head to single widgets (windows) directly through jump marks. Single widgets can be moved, cut out (through the closing symbol \(\times\) in the upper right corner of the widget) or added. That way you can personalize your HfWU start page and add different elements depending on your personal needs.

**Quicklinks**

With this widget you can get all different functions of HfWU neo directly. Most functions that are linked here are also to be reached through the icons in the header.

You can personalize by adding the functions you often use, or by removing those that are not needed frequently in the processing mode.

**Announcements**

This widget gives you the latest information about your studies as well as upcoming maintenance work on HfWU IT systems like HfWU neo or QIS-SOS.

**Registration cockpits of the faculties**

Unfortunately, there is no English version of the registration cockpits yet. There is a registration cockpit available for all first semester students. Please choose the registration cockpit of your faculty and follow the given instructions. This helps you to quickly subscribe to the most important institutions so you will be supplied with complete information.

You can access all information by clicking Courses in the main navigation, then My courses.
My current dates

All upcoming appointments, for example the dates of your next courses, are shown on this page.

Activities

In this widget you can get all information about your faculty, your courses and your postbox. You can choose the extent of the widget by editing the activity box in the upper right corner of the widget.

+ add widgets

Here you can add widgets to your start page that have been removed before.
2.7 The content area

In the content area you find information and suitable content depending on the chosen main menu and submenu. At the start page the content area can be used on the left vertical margin and the content area to its right.
3 Maintaining your profile

3.1 Overview

Each user has his or her own profile page that is equipped with various functions.

These functions are found:

a) Either within the submenu of the main icon Profile

![Profile menu](image1)

b) or in the menu User settings (cf. 2.3) next to your profile picture

![User settings menu](image2)

In the documentary using the main icon Profile a) will be further explained.

- You can add a picture to your profile, so your professors and fellow students can see who is hiding behind the profile.
- On your profile you can select settings of your user data that authorize you to enroll in your courses. You are determining subscriptions to institutions like your faculty, course of study and current semester to always be informed about the latest updates regarding these.
- You can change your personal main settings of HfWU neo like configurazung your calendar or terms of privacy. Forwarding all system-internal messages to your HfWU email account is also done here.

To ensure smooth communication it is essential for you to always take care of and update your profile. Please check the immediacy of your data in the beginning of every semester and add or correct them if needed.
3.2 Upload picture

Click the advisable figure to add a profile photo.

Upload profile picture

3.3 Edit personal details

Under the tab **Personal details** you can add and edit your user details.

Click **Study details** in the navigation.

### Edit course of study

I study the following subjects and in degree programmes:

<table>
<thead>
<tr>
<th>Field of study</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pferdewirtschaft (B.Sc.)</td>
<td></td>
</tr>
</tbody>
</table>

**Add field of study / final degree**

Select out of the following list your subjects, degree programmes and semester of study:

- please select a field of study
- please select a degree
- semester

Accept
You are currently located on the page *Edit course of study*. This page is divided into two parts:

### 3.2.1 Authority to subscribe to restricted courses

Choose your subject *(please select a field of study)*, your degree *(please select a degree)* and your current semester (choose a number) in the field "I study the following subjects and in degree programmes". Save your settings by clicking *Accept*. You can ignore the field *please select a degree*, it is not relevant for you.

It is essential for you to make these adjustments in order to be able to sign in restricted courses. (Courses that are only accessible for certain studies and semester). Please don’t forget to update your current semester at the beginning of every semester.

**If you are not assigned to your studies it is generally not possible for you to sign in any restricted courses!**

**Important information for all students of the faculty FUGT:**

If you selected and took over your field of study and the semester correctly "Vereinbarung zur Übernahme und Nutzung digitaler, digitalisierter sowie analoger Daten" is appearing: *The registration for your classes is only possible if you accept this agreement! > press Zustimmen*. This agreement is not available in English. If necessary for you, ask your responsible professor.
3.3.1 Subscribe institutions

Choose all institutes that you are interested in in the area „My institutions“ to always get their latest updates (scroll down in Study details, add institute > please select institute > accept).

There’s a large number of institutions at the HfWU. Each faculty, subject of study and each semester represents an institution, in addition to the institutions of the ZOs (zentrale Organisation – central organization). Each institution contains areas that show latest announcements, surveys, documents and much more. To access information of a certain institution you can either search for the institution (main navigation Search > Search institutions or 2.1 Global search), or you can subscribe to the institution. We highly recommend to do the latter, you will save a lot of time and make sure all information of the institutions that it communicated through HfWU neo is always available for you.

The institutions are arranged in alphabetical order in the list -select institution, please-. Choose your faculty (e.g. Fakultät FBF (Fakultät Agrarwirtschaft, Volkswirtschaft und Management), your subject (e.g. BW (Bachelor Betriebswirtschaft)), your current semester (e.g. BW 1. Semester) as well as the examination board of your faculty (e.g. Fakultät FBF: Prüfungsausschuss). Save your settings by clicking Accept.

These settings should be updated in the beginning of every semester as well. It might be useful to keep institutions of the past semester in your list in case you need to resit an exam.

You can add an infinite number of institutions.
To remove an institution from your list tick the appropriate box below sign out and click Accept.
3.4 Settings – forward neo internal messages to HfWU Webmailer

HfWU neo uses an internal system for messages that is used by professors as well as students to communicate within their courses. Don’t mix up the neo messages and your HfWU email account, which is also an important source of information for you. You have the possibility to forward a copy of all messages you received through HfWU neo to your HfWU email account. Unfortunately, it is not possible the other way around.

You can change basic settings like Send a copy of all received messages to your e-mail address by clicking Profile > Settings > Messages. Change the option to always and save this setting with Accept.

Forwarding the internal messages to your email account doesn’t mean you don’t have to log in to HfWU neo on a regular basis anymore. It still is indispensable for getting important information or documents. A lot of information is published in the form of announcements that cannot be forwarded.

Forwarding your HfWU neo internal messages directly to your private email account is not possible for safety reasons. You can set up a diversion of your emails from your HfWU email account to your private email account. To get further details visit the IT services IT Dienste. (It is necessary to login HfWU neo beforehand!)
4 Your courses

4.1 Search courses

At the start of every semester you have to sign into the courses that are relevant for you. After the subscription all dates and appointments of the course are added to your personal appointment calendar and will be visible there. To find your courses follow the following steps:

Click the **Search** button located in the main navigation to get to the search function of HIWU neo.

In the navigation **Search for courses** you choose the option **Search course directory**. It is important to check the chosen semester and correct it if necessary. You can always reset your search run and settings by clicking **Reset**.

Choose your faculty, your field of study and your current semester in **Fields of study**. This example is for the faculty FAVM, PW (Bachelor Pferdewirtschaft) and PW 7th semester.
The fields of study show your location and you can jump to a certain level within the structure.

You can find the individual lectures on the level of your semester. In the modules you can see the course that go with them, the number of those is in the brackets behind the modules. There are other directories available on this level besides the lectures. You should pay particular attention on the directory Sondertermine (special dates). You should sign in for these events in any case if you don’t want to miss any unscheduled appointment. You will find a list of events that are not listed in your regular personal appointment calendar, such as study trips. Dates may be added or changed during the semester. By signing into the directory you make sure the appointment will appear automatically on your calendar as soon as the person responsible adds any new dates. All further directories and their events on the level of the lectures are optional appointments that are offered in your semester. Feel free to sign in as required.
In the 6th/ 7th semester the terminology (not the structure in HfWU neo!) differs from that of other semesters. (Only in some subjects of studies) You will find the directory of Wahlpflichtfächer instead of the level of lectures. In this directory you will find the individual programs and within the programs you can see the courses that you can choose with their number behind it.

Choose a lecture (or a program in semester 6/7).

202-021 Marketing und Recht in der Pferdewirtschaft

You receive a list of all courses in the chosen lecture/ programme containing the refereeing lecturers. In our example it is all two courses of the lecture 202-021 Marketing und Recht in der Pferdewirtschaft.
4.3 Go to course

Now you can start to sign in for your courses and generate your individual appointment calendar by clicking the name of the lecture you want to add to your personal calendar and you will get to its details.

Lecture: Rhetorik - Übung in 2 Gruppen (AW) (1.5) - Details

<table>
<thead>
<tr>
<th>General information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtitle</td>
</tr>
<tr>
<td>Course number</td>
</tr>
<tr>
<td>Semester</td>
</tr>
<tr>
<td>Current number of participants</td>
</tr>
<tr>
<td>Home institute</td>
</tr>
<tr>
<td>Courses type</td>
</tr>
<tr>
<td>Next date</td>
</tr>
<tr>
<td>Type/Form</td>
</tr>
<tr>
<td>Mode/Verantwortlich</td>
</tr>
</tbody>
</table>

On the detail page of the lecture you get an overview of all given information of the relevant course, for example lecturer, place, next date and many more. You will find the function Go to course under Actions on the left side of the page. Click to sign in for the course and you will get a report of your enrollment status.

Click Go to course within Actions and confirm it by clicking Yes.

When enrolling in courses they will automatically appear in your timetable and your personal appointment calendar.

Now click Search > Search in courses in the header to go back to the point of your search that you left before signing in for the lecture. You can enroll into further courses of the lecture directly. Over the fields of the study path you can go back to an upper level to enroll into all courses of the remaining lectures like described above.

Some courses of your faculty will be divided into groups due to the large number of attendants. To find out the right group in this case, go to the institution page of your semester. The group formation will either be announced under Announcements or you will get information about the organization of the groups another way.

Consult your Studien- und Prüfungsordnung (regulation of studies and exams) for the right choice of lectures in semester 6/7. It contains the exact description of which combinations of courses are possible or necessary for you.
5 Retrieve information

After having enrolled at all relevant institutes and courses successfully switch to the button **Courses** and **My courses**. Take care of the correct **Semesterfilter** to get access to the right courses.

On this page as well as on the pages **My study groups** and **My institutes** you can see new information or content of relevant elements (courses, study groups or institutions) at a glance. The little symbol on the right side of it will show you the type of content. Put your cursor on the symbol to see the type and amount of new content. If the symbol is red there is new content that you have not seen yet.

The meaning of the different symbols:

- **There is a contribution** on the information page of the course, study group or institution under the tab **Forum**. If the symbol is red there is a new contribution. Click the symbol to get to the desired location in the course directly.

- **There are documents** available for you to download on the information page of the course, study group or institution in the tab **Documents**. If the symbol is red there are new documents. Click the symbol to get to the desired location in the course directly.

- **There is a new announcement** on the information page of the course, study group or institution. If the symbol is red there are new documents. Click the symbol to get to the desired location in the course directly.

- This symbol only exists in **My course** and **My study groups**. It shows you the number of attendants of a course or study group. Put your cursor on the symbol to see the number.

- This symbol only exists in **My courses** and **My study groups**. It shows the number of appointments for a course or study group. Put your cursor on the symbol to see the number. If the symbol is red there are changes in the number of appointments. You can see all cancellations and postponements by clicking on the symbol, it will get you directly to the schedule of the course/ study group. All dates and changes will be listed here. If there are any changes appearing in the schedule they will also be visible in your personal appointment calendar.
There is a survey available on the information page of the course, study group or institution. If the symbol is red it is a new survey. Click the red symbol to get to the desired location.

There is a Blubber article available under the tab Blubber on the information page of the course or institution. If the symbol is red it is a new contribution. Click the red symbol to get to the desired location.

Under the tab Information on the information page of the course or institution there is information left. If the symbol is red there is new information available. Click the red symbol to get to the desired location.

By clicking this symbol you can take out from the relevant course/ study group quick and easy or delete your subscription to an institution.

Please be aware that signing out of a course will have consequences on your appointment calendar and timetable! The respective course and all dates will be deleted completely.

There is a course evaluation connected to this course. You can fill in the questionnaire online.
6 Your personal appointment calendar

By signing in all courses that are relevant for you all appointments of the courses were automatically transferred to your personal appointment calendar. You have the possibility to be informed daily of your regular courses, all individual appointments as well as cancellations and postponements. Click Planner in the main navigation to get to Date calendar.

The view timetable only gives information on the regular appointments of the courses that you have signed into. Cancellations, postponements, extra dates and individual appointments are not displayed in this view.

All the appointments that are taking place as planned are depicted in blue, cancellations are grey, alternate dates are green and voluntary appointments are light turquoise.

Put your mouse on the appointments to see its details. To jump to a certain day put the desired date in the field Go to. By clicking the horizontal arrows you can jump back and forth from day to day or week to week in your appointment calendar (depending on the chosen settings in the window Views). To jump to a different time within a day use the vertical arrows.
HfWU neo – First steps for students, English version

17.09.2019, Anna Bauer

My personal calendar

- Appointment taking place as planned

- Cancellation
7 Support

If you have any questions about HfWU neo you can contact the Support team directly in HfWU neo via phone, e-mail or neo internal message.

To do so click **courses** in the main navigation and choose the tab **My courses**. Got to the sub menu **My institutions**. Here you will find the institution **HfWU neo Support** that you should have subscribed to as standard. If that is not the case catch up on it by following the steps described under **3.2.2 Associate institutions** and choose the institution.

Now you are on the page of the institution **HfWU neo Support - Brief information**.

- The **general support e-mail address** is given in the tab **Overview**.
- There is a forum in the tab **Forum**. You might already find an answer to your questions here because somebody else posted a similar problem and got help from the community, other neo users or the support team. **Write your concern in the community and the HfWU neo Support Team is going to respond shortly.**
- There are people behind the institution that are willing to help you find a solution for your problems with HfWU neo. You can find these people under the tab **Staff**, you can also get in touch by sending them an internal message directly.
- If there are any documents that could be interesting for you the support team will upload them here. Also, the document you are reading right now is available for download in the tab **Files** named **Schulungsunterlagen**.
8 Further training offer

With the approach described in this manual you are now prepared to discover HfWU neo on your own. We are offering a lecture to introduce neo for the students of the first semester that we are highly recommending to visit.

We wish you a good start for the new semester and hope that we are able to support the organization of your studies in a helpful way with HfWU neo.

Ihr HfWU neo Team