universität wien

The intranet of the
University of Vienna
wiki.univie.ac.at

GUIDELINE FOR GETTING STARTED ON THE INTRANET OF THE UNIVERSITY OF VIENNA

Follow the steps and discover these highlights of the intranet:

- News regarding the University
- Specials for employees
- Teaching Manual
- Information about applications
- Everything about third-party funding

Contact
In case of questions please contact **servicedesk.univie.ac.at** under "Zentraler Informatikdienst"/"Daten speichern und teilen"/ "u:wiki" or "Intranet Anfrage"

or via e-mail at
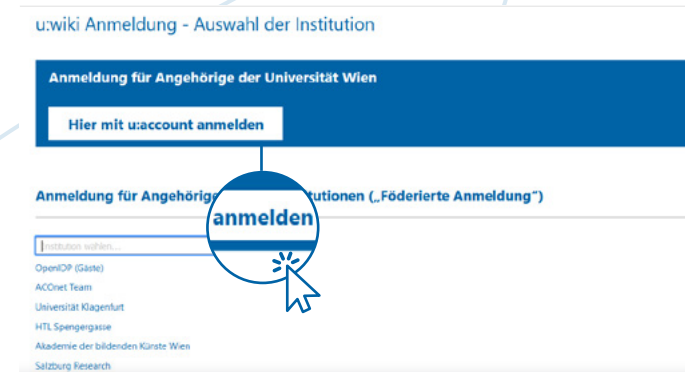**internal.communications@univie.ac.at**

Get everything started with wiki.univie.ac.at

After accessing **wiki.univie.ac.at** click the "u:wiki/ Intranet log - in" button to take the next step.
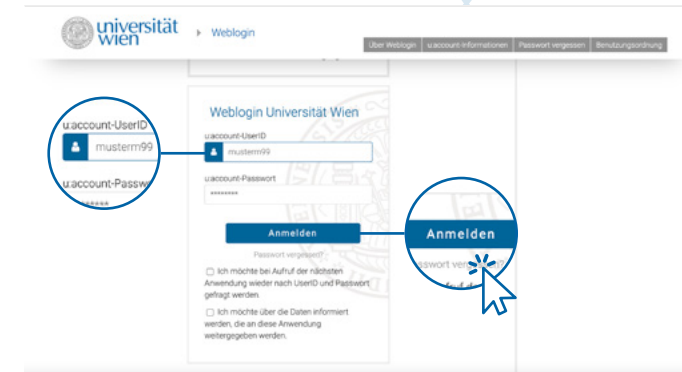
Then select the institution

As a member or employee of the University of Vienna click the button "Hier mit u:account anmelden" (="Register here with u:account").
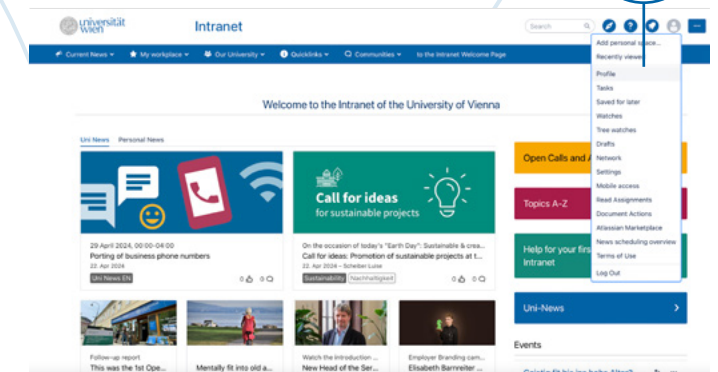
Now log in with your u:account

Enter your personal u:account login data. The log in is confirmed by clicking "Anmelden" (=Log-in) or pressing the ENTER key.

Tips: On smaller screens, scroll down to the log-in mask.
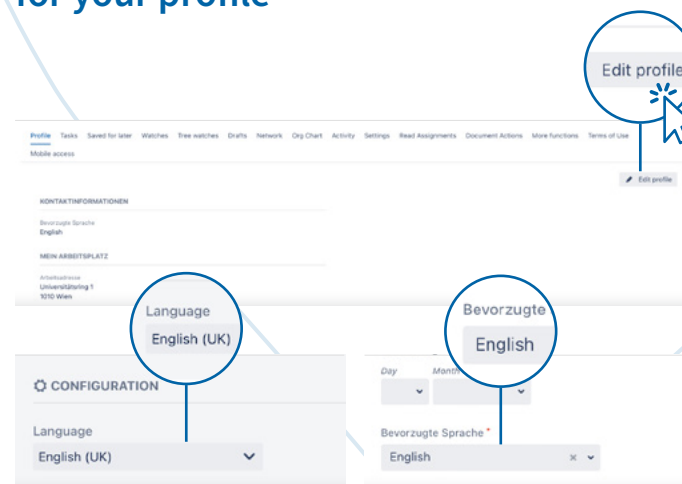
What follows are the important settings in your profile

Empty dashboard? To guarantee optimal use of the intranet also in future sessions, you have to save your preferred language settings (German or English) in your profile once: To do so click the profile icon at the top right and then click "Profile" (or "Profil").
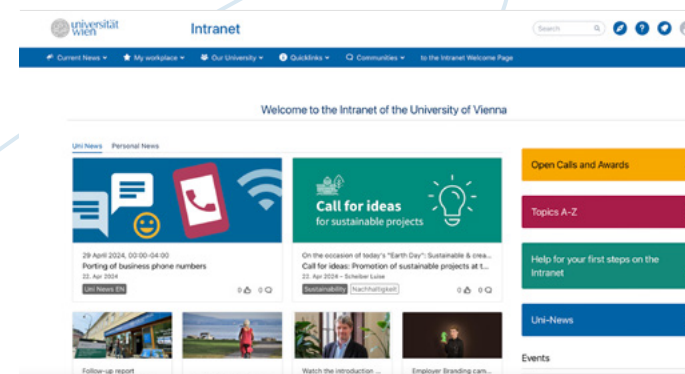
Set language settings for your profile

Now click "Edit profile" (="Profil bearbeiten"): In "Configuration" (="Systemeinstellungen") under "Language" (="Systemsprache") and also in the "Kontaktinformationen" (="contact information") below under "Bevorzugte Sprache (="Preferred language"), select "German" or "English".

By clicking the "Save" (="Speichern") button at the bottom of the page your profile settings will be saved for future sessions.

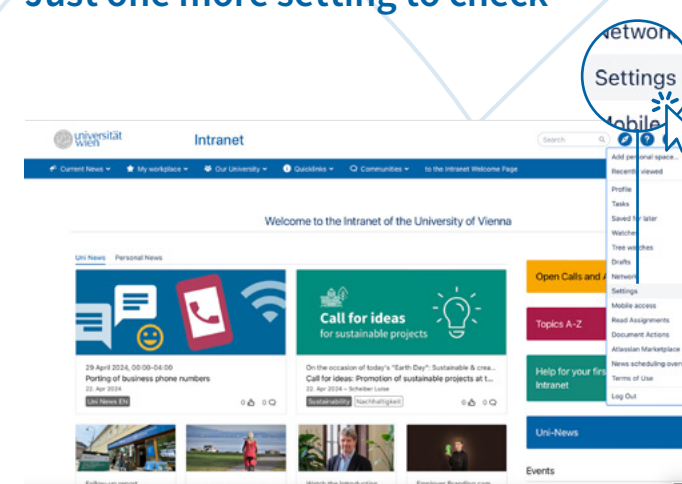## To the Welcome Page: News are available in German and English

By clicking the logo of the University of Vienna, the blue "Intranet" or the menu item "To the intranet Welcome Page" you should now find the homepage, news articles and menu items in the previously selected language.
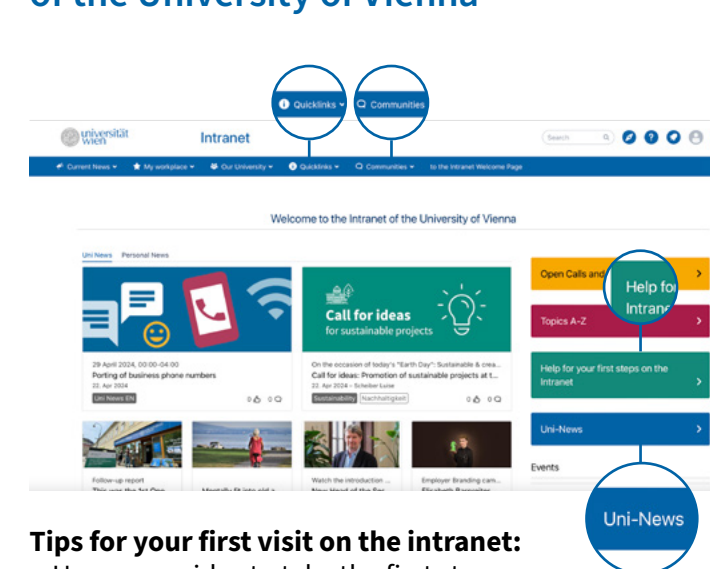
Almost done! Just one more setting to check

Finally, after clicking your profile icon under "Settings" (="Einstellungen"), check whether the "Dashboard (DAS)" entry is selected under "Site Homepage" (="Startseite"). If this is not the case, click "Edit" (or "Bearbeiten") and select the entry by hand. Click "Submit" (="Senden") to save.

Your dashboard is still not displayed as shown in the screenshot? Please contact: **servicedesk.univie.ac.at**

It's time to discover the intranet of the University of Vienna

Tips for your first visit on the intranet:
• Use user guides to take the first steps
• Discover top topics under "Quicklinks"
• Read news on the homepage or under "Uni News"

...set **wiki.univie.ac.at** as homepage in your browser and never miss any news again!