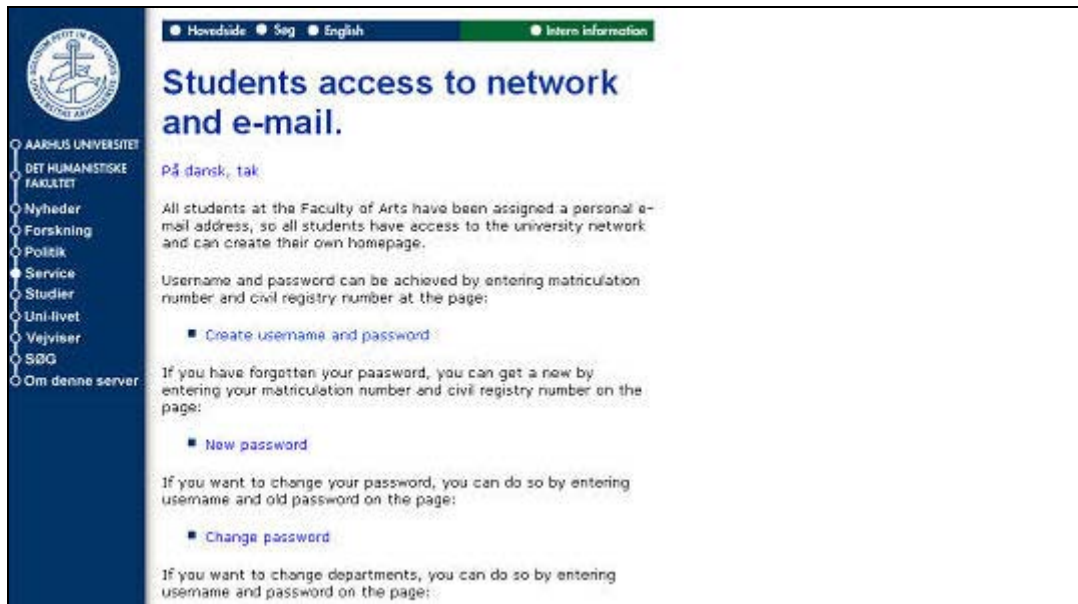


Registering to use FirstClass

1. Go to the IT Department's web site "Students access to network and e-mail" at https://humtek.hum.au.dk/stud/index_uk.html



Click on the "[Create username and password](#)" link.

This will open the window "Create student user".

2. Please enter your personal information

- 2.1. Your matriculation number (student ID number)
- 2.2. Your civil registration number (CPR number)
- 2.3. Select "English" as shown below in the box for Departments.

3. Click on "Create".
4. This will open a new window with your user ID and password. Print the page out and save it until you've memorized your info.
5. You can now log in to FirstClass from the IT Department's homepage at <http://www.hum.au.dk/it/>

Det Humanistiske Fakultet
IT Afdelingen
AARHUS UNIVERSITET

VELKOMMEN TIL IT AFDELINGEN

■ Nyt navn & telefonnummer
IT Afdelingen
8942 2000
E-post: it@hum.au.dk

Måndag d. 19. april 2004 har Teknisk Afdeling fået nyt navn. Nu hedder vi *IT Afdelingen*.
Fremover skal man ringe 2000, hvis man vil i kontakt med servicelinjen for at få hjælp til computere, kop/printere, av-udstyr, undervisningslokaler osv.
I forbindelse med nummerændringen indfører vi tillige et nyt telefonsystem. Et system, hvor der findes kø-funktion og overløb til ekstra numre.
Det betyder at man, selv om det normale telefonpersonale skulle være optaget, enten vil få den gammelkendte kø "ping-pong" i røret, eller straks automatisk blive viderestillet til en fjerde brugersupporter.
Formålet er at skaffe brugere med behov for assistance så hurtig adgang til denne som muligt.
Ved problemer eller spørgsmål: Kontakt 8942 2000 eller it@hum.au.dk

6. Click on "Selvbetjening" and choose "FirstClass Login" and then enter your information.
7. To be sure that you have "conferences" for all of your courses inform you teacher that you are now on FirstClass and ask them to subscribe you to the course conference, if there is one.

Using FirstClass

Once you have registered a use FirstClass, you have access to a variety of conferences. You should check the Student Forum regularly for information from the Secretariat and your teachers. You will also have access to an e-mail program which you should use for all correspondence at the Department. Finally, check any course conferences you may have on a regular basis.

Downloading the client

1. Go to the IT department's homepage at <http://www.hum.au.dk/it/>



Choose "FirstClass Download".

2. Choose the version you want to install.
3. Then install it.
4. Important: Be sure to follow Step 2 or you won't be able to use the client:



Troubleshooting

If you encounter any problems, you should attempt to solve them by going to the IT Department's self-service site, which is accessed from the same URL as you began with:

https://humtek.hum.au.dk/stud/index_uk.html

Scroll down the page and click on "[Specify affiliation](#)" and follow the instructions.

If this does not resolve the issue, contact the Department's FirstClass technician, Mikkel Z. Herold <mikkel@mzh.dk>

Jody Pennington
August 2005