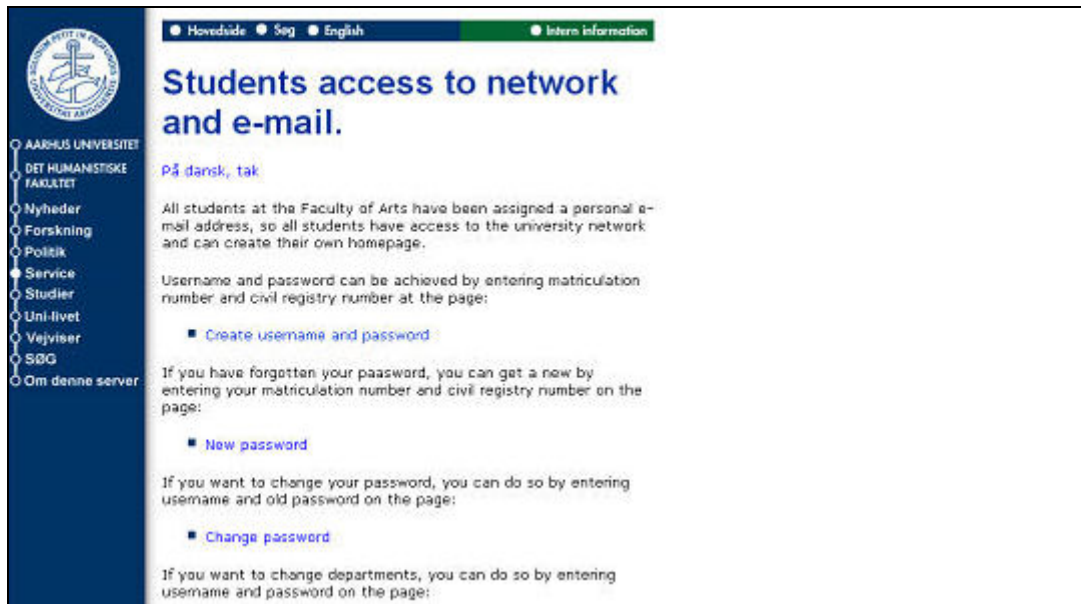


Registering to use FirstClass

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

- o 2.1. Your matriculation number (student ID number)

- 2.2. Your civil registration number (CPR number). **If you do not have a CPR number yet, then you should enter your birthday without spaces or dividing marks (DDMMYY). (For example, 010180).**
- 2.3. Select the relevant department(s) such as "Brazilian and Latin America Studies" or "English" or other department or as shown above. If you are studying at more than two departments, select all relevant departments:

Enter your personal information:

Matriculation number:

Personal registry number:
If you haven't received a personal registry number yet you can just enter your birth date in the form DDMMYY.

| | |
|--|-------------------------------------|
| Aesthetics and Culture | <input type="checkbox"/> |
| Anthropology | <input type="checkbox"/> |
| Art History | <input type="checkbox"/> |
| Brazilian and Latin America Studies | <input checked="" type="checkbox"/> |
| Center for Educational Development | <input type="checkbox"/> |
| Center for Journalistic University Studies | <input type="checkbox"/> |
| Classical Archeology | <input type="checkbox"/> |
| Comparative Literature | <input type="checkbox"/> |
| Cultural Research | <input type="checkbox"/> |
| Dramaturgy | <input type="checkbox"/> |
| East Asian Studies | <input type="checkbox"/> |
| English | <input checked="" type="checkbox"/> |
| European Studies | <input type="checkbox"/> |
| French | <input type="checkbox"/> |
| German | <input type="checkbox"/> |

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, kopøprintere, av-udstyr, undervisningslokaler osv.

I forbindelse med nummerændringen indfører vi tilgode 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 0942 2000 eller it@hum.au.dk

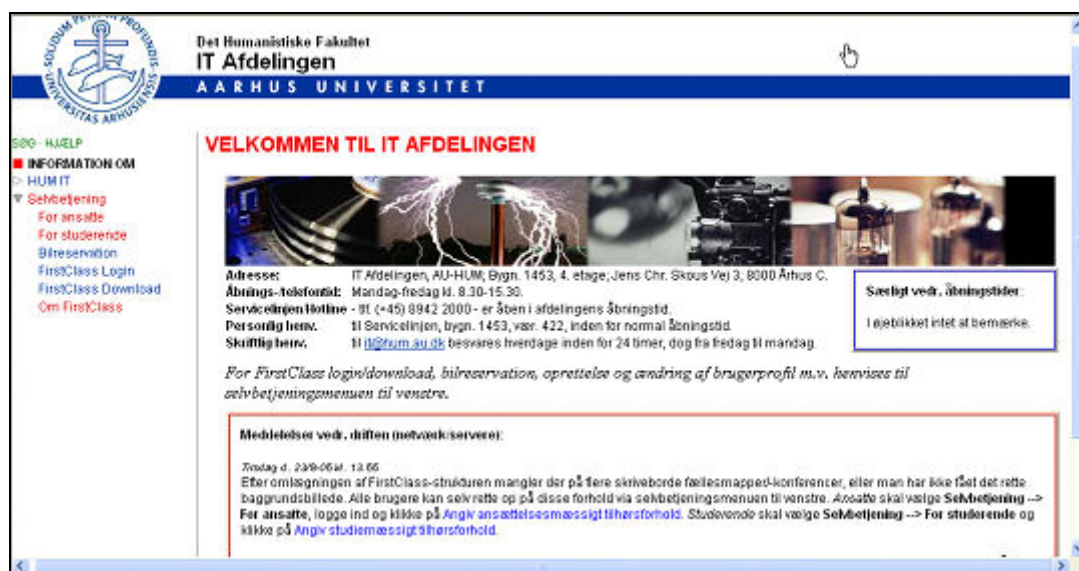
6. Click on "Selvbetjening" and choose "[FirstClass Login](#)" and then enter your information.
7. You should now have access to the conferences for all of your courses if you click on the conference named "ENG Teaching".

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/>



2. Choose "[FirstClass Download](#)".

This will bring you to <http://fc.hum.au.dk/ClientDownloads/>

3. Choose the version you want to install. This is usually Windows.

**Det Humanistiske Fakultet
Aarhus Universitet**

FirstClass® Client

FirstClass® enables you to experience the power of reliable communication, collaboration, conferencing, and calendaring capabilities in one easy-to-use solution.

The FirstClass® Client software provides a desktop application that is optimized for fast, streamlined access to the FirstClass® server.

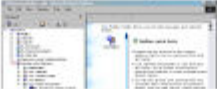
Choose the version you want to install.

Mac OS 9 & X [Windows](#) or [Linux](#)

FirstClass® Plugin for Microsoft Explorer for Windows®

The FirstClass Plugin version 8.043 is embedded directly into Microsoft's® Internet Explorer. The FirstClass Plugin gives you all the benefits of the rich FirstClass Client experience. For example, you can:

- + use the FirstClass spell checker
- + view web pages and still be notified of new mail, calendar reminders, or be invited to a chat
- + use your browser's Back and Forward buttons to scroll through the pages you have visited, just as you normally would on your browser
- + create messages with styled text and embedded images.



4. Then install it by following Step 1:

**Det Humanistiske Fakultet
Aarhus Universitet**

Windows Download Page

Step 1

To download the 8.3 Client for Windows [click here](#).

For at installere version 8.047 af den danske klient til Windows [klik her](#).

NB. For at benytte de nye funktioner i FirstClass, er det nødvendigt at benytte version 8.3 af klienten, som desværre foreløbigt kun findes på engelsk.

Step 2

Once the installation is complete [click here](#).

When the Login screen appears, simply enter your user ID and password and click Login.

For information about the Windows FirstClass client [click here](#).

Visit the [FirstClass](#) web site to download international clients.



5. **Important:** Be sure to follow Step 2 or you won't be able to use the client:



Troubleshooting

If you do not see any conferences from your department when you log in to FirstClass, it may be that your affiliation(s) did not register correctly in step 2.3 above. To re-register, go to the "[Specify affiliation](#)" page and follow the instructions (log in with the user ID and password that you got in step 4 above).

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

If you encounter any other problems, you should attempt to solve them by going to the IT Department's self-service site, which is accessed from: <http://www.hum.au.dk/it/>. The IT service line telephone is 8942 2000.

Jody Pennington
August 2006