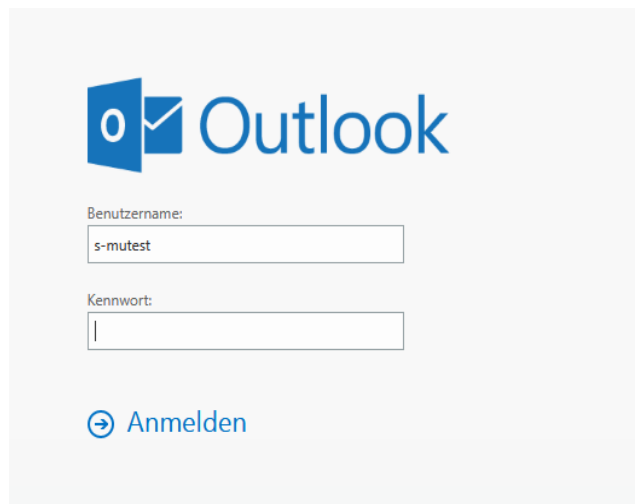


## 1 Using your student email account „StudMail“

- Go to website <https://webmail.mh-hannover.de/owa> (German only)



Log on with your **MHH-login credentials**:

=====

**Username\***: s-mutest  
**Password**: Musterkennwort  
**Email address**: [Muster.Test@stud.mh-hannover.de](mailto:Muster.Test@stud.mh-hannover.de)  
**Matriculation number**: 123456

=====

\*also called s-Kennung

### How do I get my login credentials?

You will receive these from the Registrar's office after successful enrolment.

### You have already been enrolled at MHH before?

Please contact the IT-Service of the ZIMt for resetting your login credentials (have your matriculation number ready!).

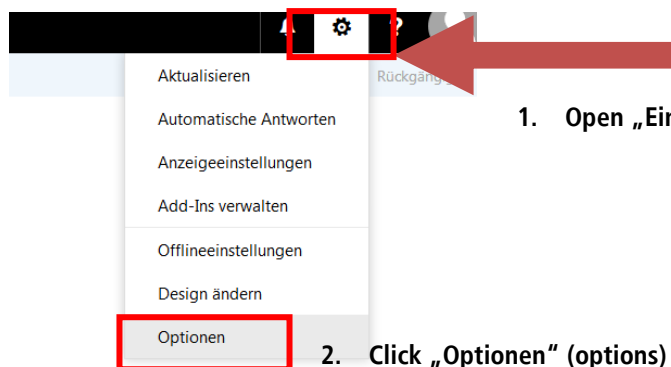
**Attention:** check the inbox of your student email account regularly (also during semester breaks)!  
All important information will be sent to this account!

## 2 Retrieving emails via app

- Access to your email account via mobile devices (iOS/Android) by email app is possible
- Requirement: application of the MHH IT security guidelines
  - Device password min. 5 characters, change of device password after max. 180 days, device lock after max. 15 minutes
- Automatic forwarding of emails to other email accounts is NOT permitted.

## 3 Changing your password

- Log on to website <https://webmail.mh-hannover.de/owa> (German only)



1. Open „Einstellungen“ (settings)

2. Click „Optionen“ (options)

3 Choose "Mein Konto" (My account) via „Allgemein“ and change your password via „Kennwort ändern“

### Specifications for changing your password

- at least 8 digits
- at least one character that is not a letter (upper and lower case letters, numbers, special characters and punctuation marks)

### 4 Contact persons at IT service

- Malfunctions and service requests: IT service of the ZIMt (0511 532-7777 or [it-service@mh-hannover.de](mailto:it-service@mh-hannover.de)).
  - Have your matriculation number ready!
- Requests for services for students: IT department of the AStA ([internet@mhh-asta.de](mailto:internet@mhh-asta.de)).

Further information and helpful tips can also be found on the AStA website: <https://www.mhh-asta.de/services/mail-net/>.

## 5 Printing your enrolment certificates

Go to website <https://sb.stud.mh-hannover.de>

The website is available in German and English



| Hilfe | Sitemap |

Herzlich willkommen beim HIS Online-Portal - dem Hochschulportal für Studierende, Studieninteressierte, Lehrende und Mitarbeiter

Benutzername

Passwort

Log on with your **MHH-login credentials:**

=====

**Username:** s-mutest  
**Password:** Musterpasswort  
**Email address:** [Muster.Test@stud.mh-hannover.de](mailto:Muster.Test@stud.mh-hannover.de)

=====

Login credentials are identical with those of the student email account.

**My Functions** Student's Corner

You are here: [Home](#) > [Administration of study](#)

- Administration of study
  - **Study reports for all terms**

2. Click Study reports for all terms.

**Study Reports**

Here you can receive a [Certificate of Study Course](#) (Overview of the whole study course.)

Here you can receive your Study Reports for all terms:

Term	Certificate of Study	Certificate of Study (Engl.)
Winter Term 2020/21	<a href="#">Certificate of Study</a>	<a href="#">Certificate of Study</a>
Summer Term 2020	<a href="#">Certificate of Study</a>	<a href="#">Certificate of Study</a>
Winter Term 2019/20	<a href="#">Certificate of Study</a>	<a href="#">Certificate of Study</a>
Summer Term 2019	<a href="#">Certificate of Study</a>	<a href="#">Certificate of Study</a>
Winter Term 2018/19	<a href="#">Certificate of Study</a>	<a href="#">Certificate of Study</a>
Summer Term 2018	<a href="#">Certificate of Study</a>	<a href="#">Certificate of Study</a>

3. Certificates of study course and Certificates of enrolment can be downloaded and printed here.

## 6 Verification/authenticity of certificates

**Please note:** the certificates are provided with verification numbers and do **not** need to be confirmed with signature and stamp!

This certificate was provided electronically and is valid without signature and seal. Additions and changes need the confirmation of the registrar's office.

Verification code: XWPK \_\_\_\_\_  
 Please use the following web address to verify this certificate:  
<https://sb.stud.mh-hannover.de>

Please contact the Registrar's office via email ([info.studium@mh-hannover.de](mailto:info.studium@mh-hannover.de)) if you have any questions regarding the use of the self-service tool.