

# General help sheet and instructions for forms

## 1 Procedure to get network access

1. Please read these instructions thoroughly!
2. Complete two versions of the membership application form and one version of the services form. The forms are explained in more detail below.
3. Put the forms into our mailbox at Hochschulstraße 48 or bring them in person to our office (Hochschulstraße 46, basement) during office hours. Usually they will be processed there immediately.
4. Usually no later than a week after submitting your application you will receive your personal copy including your access information for our other services. By then you should be able to access the internet.
5. Make sure your mailbox is properly labelled so that we can deliver your copy of the application.

## 2 Form instructions for 'Mitgliedschaftsantrag'

**Tip:** There is an English translation of the 'Mitgliedschaftsantrag' on page 2 of this help. However, this version is not valid as an application form since it was not legally verified, yet. You can use it as reference for completing the German version, though.

**Desired username** You are free to pick any username according to the listed limitations.

With your username you can log in to our website and the other services we offer. For this you need a password, which you get after the registration. You are, of course, free to change the password later anytime.

Furthermore the username is the local part of the email address that you receive: <name>@wh12.tu-dresden.de

**Forward e-mails to (optional)** Important announcements and notifications regarding your account are sent via email. We **strongly** recommend you to set up an email address for forwarding if you do not intend to use your AG DSN email account. This is possible via our website.

## 3 Form instructions for 'Access to additional services'

### 3.1 MAC address

To get connection to the network, you must provide a so called MAC address. Each network card has a unique identifier, the so called MAC, Ethernet or physical address. It is a twelve-digit hexadecimal number (digits 0-9, letters a-f), often divided by hyphens or colons. Example: 00:12:6B:9F:20:CC.





**Note:** Only the one device registered via its MAC address is able to establish a connection from your room and your IP address. If you want to connect multiple devices or use WiFi, use a router! (See subsection 4.3!)

#### 3.1.1 Getting the LAN MAC address of a PC


The easiest way of finding this address is by connecting to the socket on the wall and accessing <http://agdsn.de> in your browser (Firefox, Chrome or similar). You should now be presented a blue error page displaying your MAC address. Copy this to your form. If this doesn't work, try out the according method below.

Please note that most computers have multiple network cards/adapters (maybe even virtual ones). We need the address of the Ethernet adapter or Local Area Network connection.

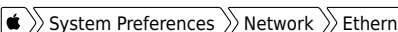
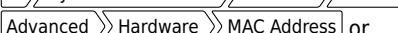
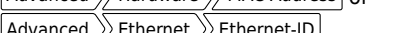
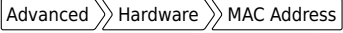
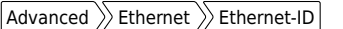

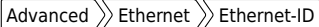

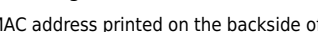
#### Windows

1. Press  + .
2. Type `cmd` and .
3. Type `getmac /v` and .
4. Find the Ethernet adapter. (Not WLAN or WiFi!)
5. Read the physical address.

#### Linux

1. Open a terminal and type `ifconfig -a` and .
2. Read `ether` or `Hwaddr` of the Ethernet interface (`eth0`, `em0`, `r10` or similar).

#### Mac OS X 10.5 or later

1.   
2.    or   

#### 3.1.2 Getting the WAN MAC address of a router

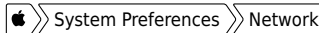
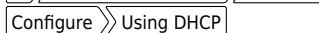
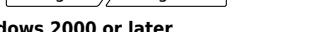

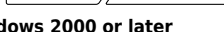
The MAC address printed on the backside of most routers is not the one required for the network connection. We need the one of the WAN port, which you should find in the device's configuration interface. For more information please refer to the router's manual.

## 4 Getting started




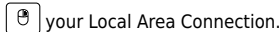
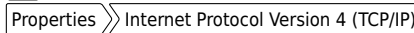
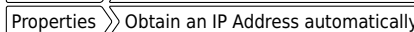

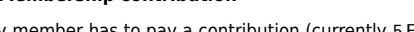
### 4.1 Connecting to the Network

To obtain access please connect your device with a RJ45 cable to the labelled socket. Make sure that you obtain the network configuration automatically:

#### Mac OS X 10.5 or later

1.   
2.  

#### Windows 2000 or later

1. Press  + .
2. Type `control netconnections` and .
3.  your Local Area Connection.
4.  
5.  

## 4.2 Membership contribution

Every member has to pay a contribution (currently 5 EUR), which is due at the end of each month. However, we recommend paying 30 EUR for the whole semester **in advance**. After 14 days of outstanding payments you may be excluded from our services, after 62 you may lose your membership status.

Beneficiary: Studenterrat der TU Dresden  
 IBAN: DE40 8505 0300 3120 2419 87  
 BIC: OSDD DE 81 XXX  
 Amount: 5 EUR  
 Purpose/Intended use: User name, full name, dormitory/room

## 4.3 Multiple Devices/WiFi

If you want to use multiple devices or WiFi, you have to use a (WiFi) router. Please **avoid** buying an access point or DSL router. These devices typically do not operate as a normal router and won't work. Our website lists a few models that work for sure.

## 5 Further information

**Changing the MAC address** You can change your MAC address via our website. Alternatively, you can tell us the new address (see Contact).

**Moving out temporarily** If you move out temporarily, e.g. for an internship or a semester abroad, please let us know and that you want to resign for this period (see Contact). During your absence, you will no longer be a member and thus won't have to pay the contribution. When you are back, you have to apply again for membership and specify your old User-ID, if you had one.

**Subtenants** You pay for your membership - not for the network access. Therefore subtenants must become members themselves and are not allowed to simply use the main tenant's network access. Keep in mind: If you let someone else use your network access, you are liable in first place for their actions.

**Moving** If you are moving please fill the form "Umzugsbenachrichtung" and give it to us.

**Moving out/Resign** Please brief us when you move out and/or want to resign (see Contact).

**Contact** If you have any questions or problems, write an email to [support@agdsn.de](mailto:support@agdsn.de), approach an admin in your dormitory directly (refer to the poster in your dormitory if available) or come to our opening hours on Mondays and Thursdays at our offices at the ground floor of Wundtstraße 5 (from 7 to 8pm), on the seventh floor of Borsbergstraße 34 (from 8pm to 9pm) or in the basement of Hochschulstraße 46 (from 7pm to 7:30pm). Office hours may change during semester break, please see our website or posted notices at our office.

## 6 Other Services

Besides access to the student network, your membership allows you to access additional services, like an email account, webspace with a MySQL database, SSH login and many more. Find out more on our website.

## 7 Participate

The student network was created and is run by students like yourself. If you are interested in our work, don't hesitate to visit us. There are many ways of contributing to our cause without the need of being a computer science engineer. Just to mention some possible contributions: Administration and finances, network maintenance, software development and many more. Besides, you can add some extra extracurricular activity to your CV and have the opportunity to see and work with usually hidden technology. We would be happy to welcome you soon in our ranks. Be our guest at e.g. our office hours.



https://www.agdsn.de/



ID: \_\_\_\_\_

## Membership application form

**Disclaimer:** The legally binding version of this form is the German one!

Please complete **twice** on your PC or using permanent ink, in ALL CAPS. More on the annexed pages ('General help sheet and instructions for forms' and 'Access to additional services of AG DSN').

Desired date of processing:  immediately  \_\_\_\_\_

### Personal details

I am at least 18 years old and having unlimited legal capacity,

Name: \_\_\_\_\_ (last name, first name)

only fill in, if you do live in a STUWE dormitory

Dormitory/House: \_\_\_\_\_ Street, No.: \_\_\_\_\_

Room: \_\_\_\_\_ Postal code: \_\_\_\_\_

### Information regarding the account

Desired username: \_\_\_\_\_

(start with letter, length limited from 3 to 22 characters, alphanumerical, including underscore)

As a member you get access to some services offered by AG DSN. One among them is an email account.

I want my emails to be forwarded to the following email address. \_\_\_\_\_

Email: \_\_\_\_\_

### With the submission of the contract, I declare that:

- I comply with the current requirements to obtain a membership in the AG DSN.
- I accept the statute and framework network regulation of the AG DSN in their most recent, legally effective version.
- The contract becomes final after being reviewed by the AG DSN and can be revoked within the first 14 days.
- The user data and the copy of the membership application can be delivered by post.
- All my given details are correct and complete.

Location, date: \_\_\_\_\_ Signature: \_\_\_\_\_

### Important notice:

You have to agree to and sign the **privacy policy information on page 2** of this application!

**To be filled in by an AG DSN volunteer:** \_\_\_\_\_

Location, date: \_\_\_\_\_ Signature: \_\_\_\_\_

Last updated: Wednesday 4<sup>th</sup> July, 2018

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## Information on our privacy policy for members

**Disclaimer:** The legally binding version of this form is the German one!  
This is an overview about how we process your personal data and your rights regarding it defined by the respective data protection laws. The details about collection, processing and usage of your data follows below.

### 1 Responsible entities

Studentenrat der Technischen Universität Dresden  
Arbeitsgemeinschaft Dresdner Studentennetz  
Helmholtzstr. 10  
01069 Dresden  
(called AG DSN in the sections below)

### Data protection officer

Studentenrat der Technischen Universität Dresden  
Datenschutzbeauftragter:  
Helmholtzstr. 10  
01069 Dresden  
Email: datenschutz@agdsn.de

### 2 Collected Data

We collect and process the following data:

- Name, postal address, duration of your membership and financial transactions are collected for accounting and tax purposes due to UStG §14b till 10 years after the end of your membership.
- You user name is saved to identify you till you end your membership.
- The email address we provide you with is saved without relation to your person for 10 years after the end of your membership to prevent others from getting the same address.
- If you have configured email forwarding, we save the destination address for the time of your membership.
- Data inside the provided services webspace (incl. home directory), databases, virtual servers and email are saved for the time of your membership to provide the respective service.
- Your MAC and IP address are required to provide you network access and are saved as long as you use this service.
- Your IP address, date of birth and everything mentioned under point 1 is saved due to TKG §111 for the time you use the provided network access.
- Your traffic statistics (exclusively transmitted data volumes) of the last 7 days and your accumulated traffic credit are saved as long as you use the provided network access.
- If you have activated the HTTP cache, anonymous usage statistics are collected.
- In security-related incidents, it is possible to record network traffic and secure it until the incident is cleared up.
- Support tickets are saved for 1 year after the last contact with you to provide you with better diagnostics and help.

This data is processed, if not additionally explicitly mentioned with the individual data, with the following legal bases:

- The data mentioned under point 1 and 2 is collected in accordance with GDPR art. 6 par. 1 b.
- The data mentioned under point 3 to 11 is collected in accordance with GDPR art. 6 par. 1 a.

### 3 Processing and access control

The data mentioned above is processed and saved electronically and/or print. All data is stored in the AG DSN database. Members of the AG DSN get a access to all data after receiving an introduction about the proper data protection procedures in accordance to Saxony privacy law (SächsDSG).

I understand the privacy statement and agree to it:  
Location, date: \_\_\_\_\_  
Signature: \_\_\_\_\_

I understand the privacy statement and agree to it:  
Location, date: \_\_\_\_\_  
Signature: \_\_\_\_\_

### 3.1 Automated decision making

The data mentioned under point 9, your financial data and external abuse allegations may be used to automatically block and unblock your network access.

### 3.1.1 Block for outstanding contributions

If you have not transferred the contribution in time, your access to services of AG DSN will be blocked. The block will be lifted after your arrears have been settled. After a longer delay in payment the membership will be terminated automatically.

You can find information regarding the exact grace period before being blocked or having your membership terminated in our finance regulation.

### 3.1.2 Block for exceeding traffic quota

You have a certain traffic quota available for use. If you caused more traffic than your quota allowed, your network access is blocked until your credit is greater than zero again. This is checked once a day.

### 4 Data sharing

If required by law (e.g. UHG §101 Abs. 9 or TKG §112, §113) we will provide collected information to entitled third parties. If you violate the Rahmenvorgabe defined by the ZfH or the usage agreement with the DFN, your data may be shared with them.

### 5 Your rights

You have the following rights:

- the right to receive a copy of your data according to GDPR art. 15
- the right to rectification of your data according to GDPR art. 16
- the right to erasure of your data according to GDPR art. 17
- the right to restrict the processing of your data according to GDPR art. 18
- the right to transfer your data according to GDPR art. 20
- the right to object according to GDPR art. 21

According to DSGVO art. 77 you have the right of appeal to the appropriate data protection supervisory authority.

You can withdraw your consent to the processing of personal data at any time. This right of withdrawal also applies to consent you have given before the DSGVO's commencement (Friday 25<sup>th</sup> May, 2018). Please note that your revocation is effective only for the future, i.e. data processing done before your revocation will not be affected. Please direct your withdrawal to the above-mentioned data protection officer.

### 5.1 Your right to object

- If you object to the collection and processing of your data as described under point 1 and 2, your membership will end immediately.
- If you object to the collection and processing of your data as described under point 3 to 10, we can not provide you with the respective services any longer.
- If you object to the collection and processing of your data as described under point 11, the support quality we can provide you may suffer.

Signature: \_\_\_\_\_

Location, date: \_\_\_\_\_  
Signature: \_\_\_\_\_

https://agdsn.de/s1/paw/documents/legal/welt-regisvorname.pdf

Last updated: Wednesday 4<sup>th</sup> July, 2018

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