



Welcome!

LEA (**L**ernen und **A**rbeiten online, i.e. studying and working online) is the university-wide learning platform of the Bonn-Rhein-Sieg University of Applied Sciences (HBR). Here, you will find materials for your courses as well as tools to collaborate and communicate.

Login LEA

URL to LEA (can also be found on the Library's website):
<http://lea.h-brs.de>

With the registration in the HBR you are already registered in the library and can use LEA directly.

The login details will be composed as follows:

Username: SIS username
Password: your library password

Your library password is your date of birth without points and the 19: DDMMYY.

You can change your password via the [Library Catalogue](#).
More information about how to change your password can be found here: [Help with Login](#)

What is the SIS name?

SIS (Student Information System) is a further system of the HBR. Via the SIS system you can for example register for your examinations or print out your current transcript. You get your SIS username at your department. In general it consists of: 1st letter of your first name, 4 to 5 letters from your last name, number of the department and s for student.
e.g. Max Mustermann,
Department 1: mmuste1s

The screenshot shows the LEA login page. At the top, it says 'Hochschule Bonn-Rhein-Sieg University of Applied Sciences' and 'LEA - Lernen und Arbeiten online'. There are two circular icons: 'INFOS FÜR STUDIERENDE' and 'INFOS FÜR LEHRENDE'. Below the icons is a login form with the following fields and text:

Bei LEA anmelden

Kontakt: lea-support@bib.h-brs.de

Benutzername *

Passwort *

Anmelden

Weitere Informationen zu LEA und zum Login (Benutzername, Passwort) finden Sie hier: [Nutzungsvereinbarung](#)

Zur Nutzung von LEA empfehlen wir die Browser Chrome, Opera oder Safari.

Further information about LEA you will find here:

[Terms of Use](#)

[How to change the language in LEA \(video\)](#)

*Erforderliche Angabe

Figure 1: LEA start page

On your first log in, the User Agreement will appear on screen. Please read and accept it in order to work with LEA (you can change the language of the user agreement right above it).

Accept user agreement?

Figure 2: Accept user agreement

The Personal Desktop

The start page in LEA is your “Personal Desktop”.

Here, you will find those courses to which you have already been accepted as a participant. You can find all other courses in the Repository (see below).

You can place all courses and offerings in LEA from the Repository onto your Personal Desktop, so that you do not have to search the Repository for them again.

You can also change the design of your Personal Desktop by hiding (resp. showing) or shifting the different blocks.

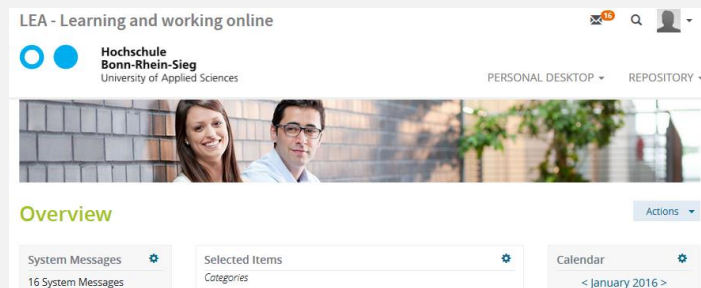
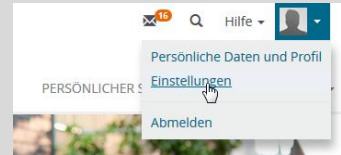


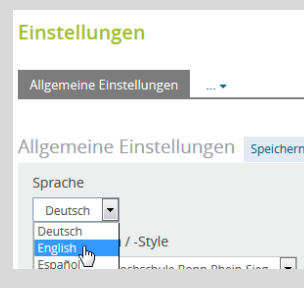
Figure 3: The Personal Desktop in LEA

Changing the language

First of all, you can change the language in LEA.



Please access “Einstellungen”. Choose your language and save your entry.



Activate your profile

Please activate your profile (name, picture ...), such that your fellow students and lecturers get to know who you are. Your personal data can only be seen within LEA - therefore it is just visible for the students, lecturers and staff of the HBRS.

In order to activate your profile, complete your personal details and save your entry (menu item “Personal Data and Profile”). Switch to the menu item “Profile” so as to release the data entered for other university members.

The Repository

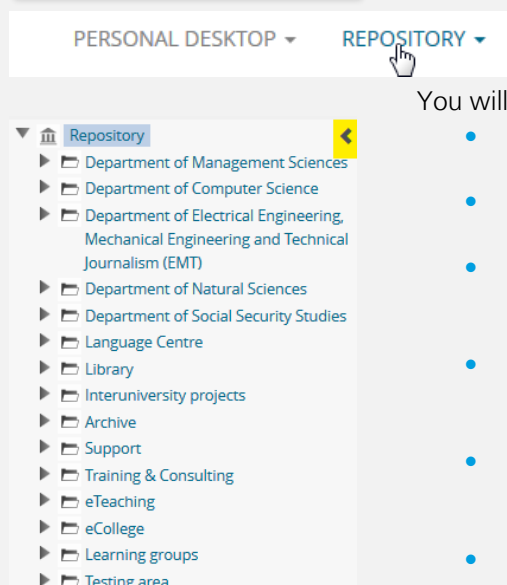


Figure 4: The Repository

You will find all courses and e-learning offerings in the Repository.

- First of all, you will find all courses, stored according to departments, study programs and semesters.
- In the [Library](#) folder you will find all offerings from the library.
- In the area [Support](#) you will find instructions on and help with LEA, for example the [F.A.Q.s](#), where we answered numerous questions on LEA with lots of screenshots.
- In the area [eCollege](#), you will find self-learning contents in a variety of products (e.g. Office products, on soft skills and e-learning in general).
- If you would like to learn and communicate online with your fellow students within LEA, you can set up your own learning group in the area [Learning groups](#).
- In the [Testing Area](#) you can add your own course for testing purposes and try all the functions of LEA.

Courses in LEA

Via the courses in LEA you get access to your course materials and learning tools that the lecturer has set up for you. You will find most of your courses directly on your Personal Desktop. The other courses can be found in the Repository.

In order to access those courses, to which you are not automatically assigned, you have to join them (as possible) (via clicking on the small arrow-icon and choosing "Join"). If this should not be possible, please contact your lecturer.

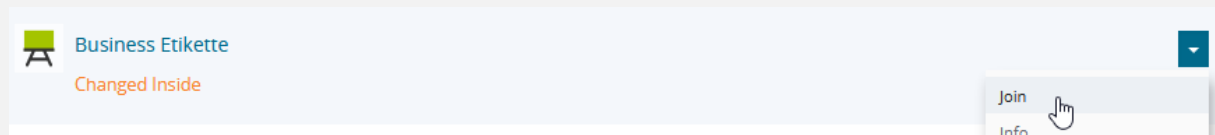


Figure 5: Join a course (here: „Business Etikette“)

The course materials and tools can be found inside the LEA courses. In order to download or open a file, just click on it (Figure 6a) or download the complete folder (Figure 6b).

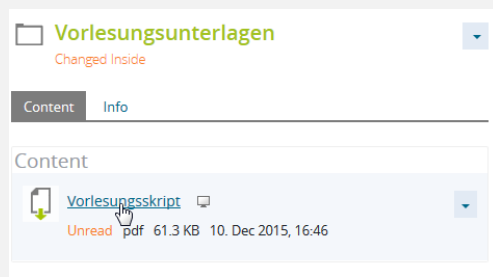


Figure 6a: Download or open a single file

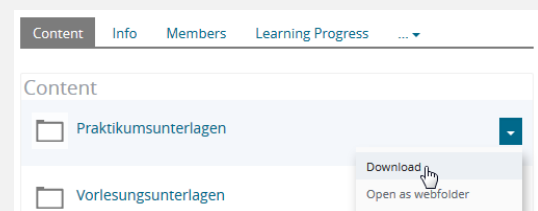


Figure 6b: Download the folder

Enjoy using LEA!

If you have any queries, please do not hesitate to contact us!

Your LEA Support Team in the Library



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