

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 (H-BRS). Here, you will find materials for your courses as well as tools to collaborate and communicate.



LOGIN

URL to LEA: <http://lea.h-brs.de>

The LEA login is the same as your MIA login. After registering in MIA (<https://mia.h-brs.de>), you can log in to LEA immediately.

Login to LEA

Username *

Password *

* Required

What is my department code?

You will receive your department code in MIA after your successful registration.

The department code usually consists of the following: first letter of the first name, five letters of the surname*, department, s (for students)

Example Lea Mustermann, Department 1:
lmuste1s

*in case of frequent name combinations, the number of surname letters is shortened and a consecutive number is appended to it

What is my password?

You set your own password in MIA (important: do not use any parts of your first or last name!). That password is then used for various central systems (e.g. LEA, OWA (except FB02), Dynexite, ...).

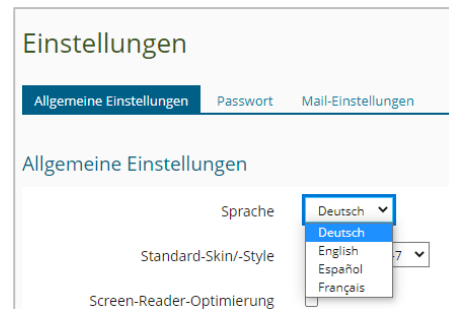
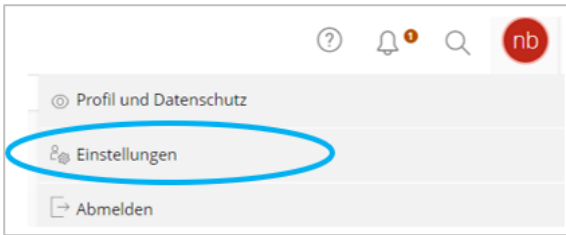
To be able to reset your MIA password, you should set password reset prompts in MIA. To do this, log in to MIA and click the "Reset prompt" button.

On your first login, 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?

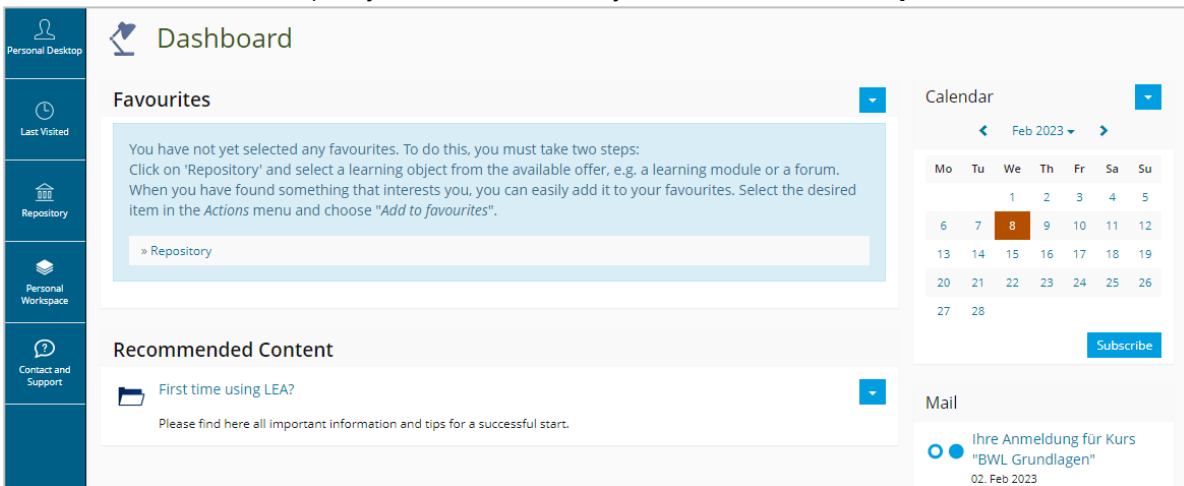
LANGUAGE

First of all, you can change the **language** in LEA. Please access "Einstellungen". Choose your language and save your entry with "Speichern".

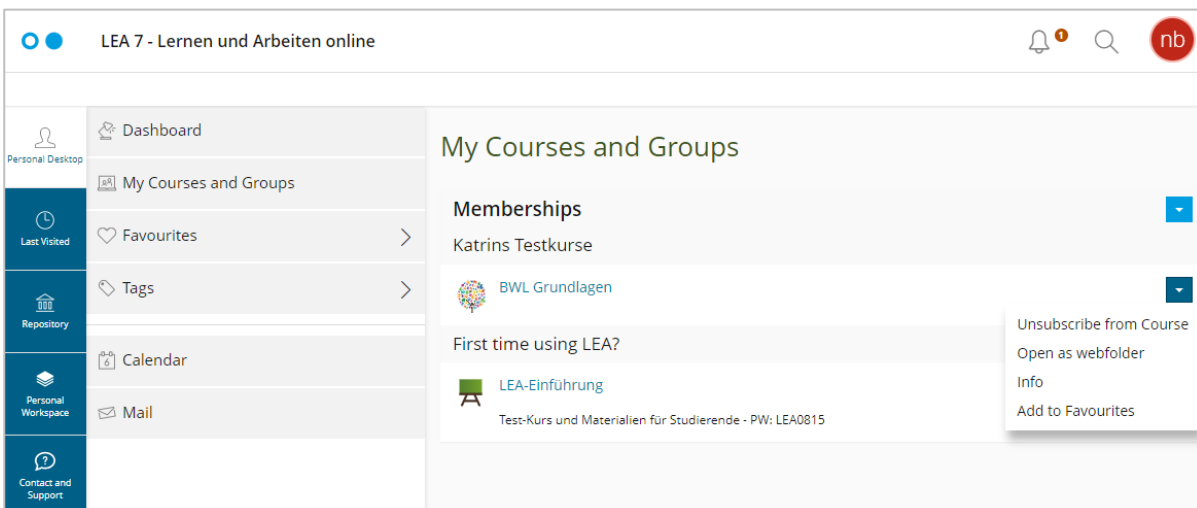


DASHBOARD AND PERSONAL DESKTOP

By logging in, you will get to the start page in LEA, the **Dashboard**. Here you will find your Favorites. You can also open your dashboard via your **Personal Desktop**.



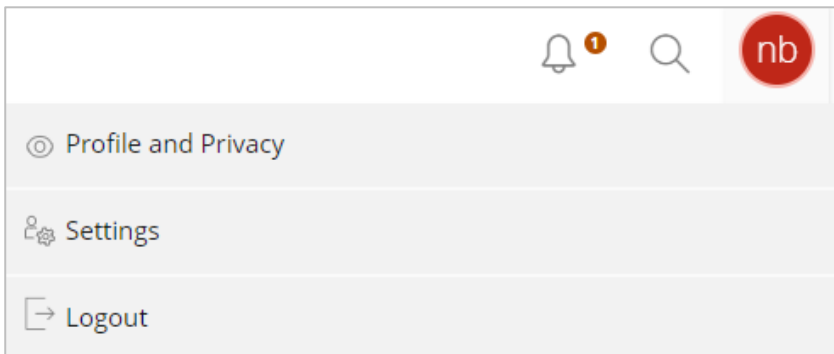
Via your **Personal Desktop** you can also manage your LEA-mails. When you are already Member or Administrator of a course or a group, you will find them in **My Courses and Groups**. Open the "Personal Desktop" and select the desired option:



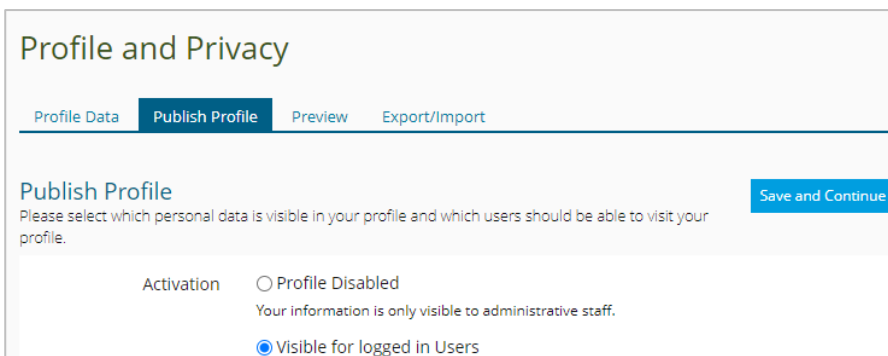
ACTIVATE YOUR PROFILE

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

Click on your initials or your profile picture on the top right. Change to the menu item **Profile and Privacy**. Complete your personal details and save your entry. In this area, you can, for instance, upload your personal photo and enter your institute and department as well as a lot of other information about yourself.



Then go to the menu item "Publish Profile" to **activate the data for other university members**. You can choose which of your details other users are allowed to access. By default, they can only see your username. Any activated data is only visible within LEA, i.e. only to students, teachers and university staff.

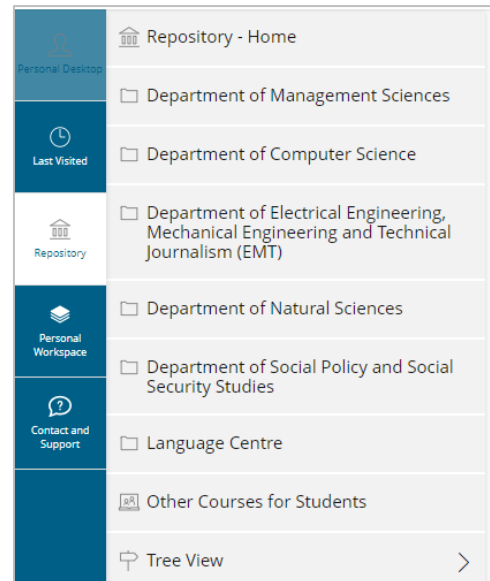


THE REPOSITORY

You will find all courses sorted according to departments, study programs and semesters in the **Repository**. Furthermore, you will also find further offers for students and e-learning offerings.

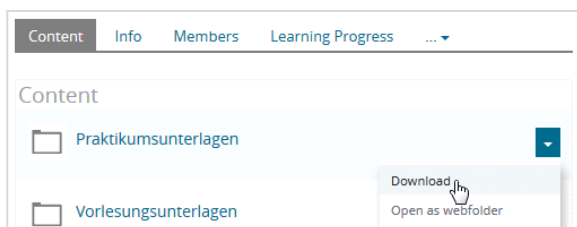
Furthermore:

- In the [Library](#) folder you will find all offerings from the library.
- 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) by clicking on the small arrow-icon choosing "Join". If this is not the case, please contact your lecturer.



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

If you would like to try out LEA's functionality or are interested in more usage tips, join our course [LEA introduction](#). The course password is **LEA0815**.

ANY QUESTIONS?

Contact us at e-learning@h-brs.de