TU ILMENAU

DEPARTMENT OF AUTOMATION ENGINEERING

Handbook for Using the Laboratory Portal

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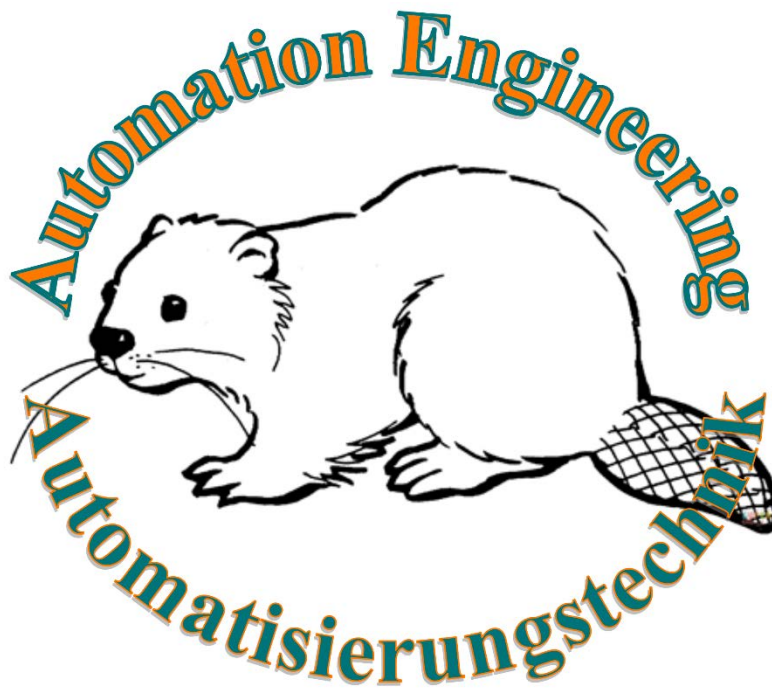**Version: 1.01.en**

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Chapter 1: Introduction

For the management and running of laboratories, the Department of Automation Engineering uses its own laboratory portal located at https://www1.tu-ilmenau.de/fg-at-prakt/ index.php. This document explains how to use this portal from the student's perspective.

Section 1.1: Revision History

This section presents a brief history of the version of this handbook.

Version	Author	Date	Comment
1	Yuri Shardt	2021/10/01	Original version
1.01	Yuri Shardt	2021/12/21	New website for the portal

Chapter 2: Registration

Before you can use the laboratory portal, you must create an account. The following steps are required.

1) Go to https://www1.tu-ilmenau.de/fg-at-prakt/.

2) As shown in Figure 1, change the language to `Englisch`. This ensures that the rest of the registration will be in English.

Figure 1: Changing the Interface Language

3) The window will refresh, and everything will be in English. As shown in Figure 2, click on the `Apply for an account` button.

4) A new box, as shown in Figure 3, will appear and you will need to fill out the relevant information. Please note that you must use a TU Ilmenau e-mail account. Otherwise, your registration will be rejected. Once you have entered all the information, please click on `Sign up`.

5) You will then receive an e-mail with your registration particulars and the password.

Figure 2: Apply for an Account

Figure 3: Registering an Account

Chapter 3: Using the Laboratory Portal

Once you have registered for the portal, you can log in and enrol for available laboratory sessions. The steps are provided below.

Section 3.1: Enrolling in a Laboratory Session

Once you have logged into the portal, you will see a list of all available laboratories as shown in Figure 4.

Figure 4: Available Laboratories

Registration for a laboratory requires the following steps:

1) For the selected laboratory, click on the plus sign on the left to open the possible laboratory sessions (see Figure 5 for details).

2) You enrol into a laboratory session by clicking on the `Sign in` button on the far right.

3) A new window, as shown in Figure 6, will appear. If desired, you can add a message to the supervisor. Click on `Enrol` to confirm your enrolment. Your status will appear with a timer until the supervisor confirms your registration. This can be seen in Figure 7. Once your enrolment has been confirmed, it will change to a green check mark, as shown in Figure 8. You will also receive an e-mail confirming this.
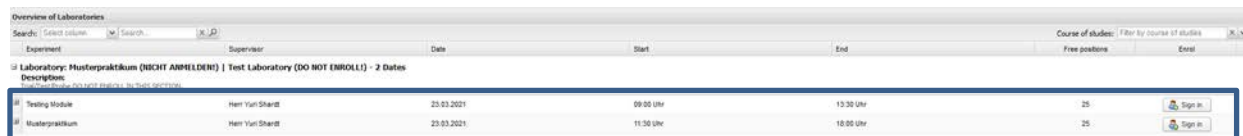

Figure 5: Selecting a Laboratory Session

Figure 6: Confirming your Enrolment

Figure 7: Enrolment Waiting for Confirmation

Figure 8: Confirmed Enrolment and Unenrolment

Section 3.2: Unenrolling from a Laboratory Session

To enrol from a given laboratory session, you click on the `Sign out` button as shown in Figure 8. However, once you have been confirmed by the supervisor, you can only unenroll by contacting the supervisor directly.

Section 3.3: Accessing the Laboratory Information

The require laboratory information can be accessed from the laboratory session using the right-hand paperclip icon labelled `Attachements`, as shown in Figure 9. This will allow you to see and download all the relevant files for the particular laboratory.

Figure 9: Files Associated with the Laboratory