



WELCOME GUIDE

Environnement Numérique de Travail

2024 - 2025



**DIRECTION OPÉRATIONNELLE
DES SYSTÈMES D'INFORMATION**

Université Clermont Auvergne

SUMMARY

Account Activation

Step by step 3

How to use

Dashboard 4

Widgets 6

Personalization 8

Menu 9

Top menu 11

My Account 12

Services

Mailbox 13

Timetable 14

Online Courses - Moodle 16

Service Catalog - Microsoft 365 18

Knowledge Base 19

Service Center 20



ACCOUNT ACTIVATION

Step by step

ENT stands for «Environnement Numérique de Travail». It's a portal which gathers all the information and digital services you need in your student daily life. Recap of actions taken by students to activate their ENT account :



1. Go to the following page :
<https://ent.uca.fr/compte/activationCompte/>



2. **Enter your institutional email address** (provided when you registered)



3. **Enter your contact address (provided when you registered) and your birth date**



4. Enter your **personal phone number**. An SMS will sent to you.



5. **After validating the code, enter a recovery email**. It should be a personal email address (eg : gmail, yahoo, hotmail, etc)



6. ***An email with a password creation link is sent to you**



7. **Create your password** compliant with the University security policy



8. **Connect to you ENT account** with your email address and your password

***An email with a confirmation link is sent to your email adress. If you haven't received anything, be patient. Check your spam.**

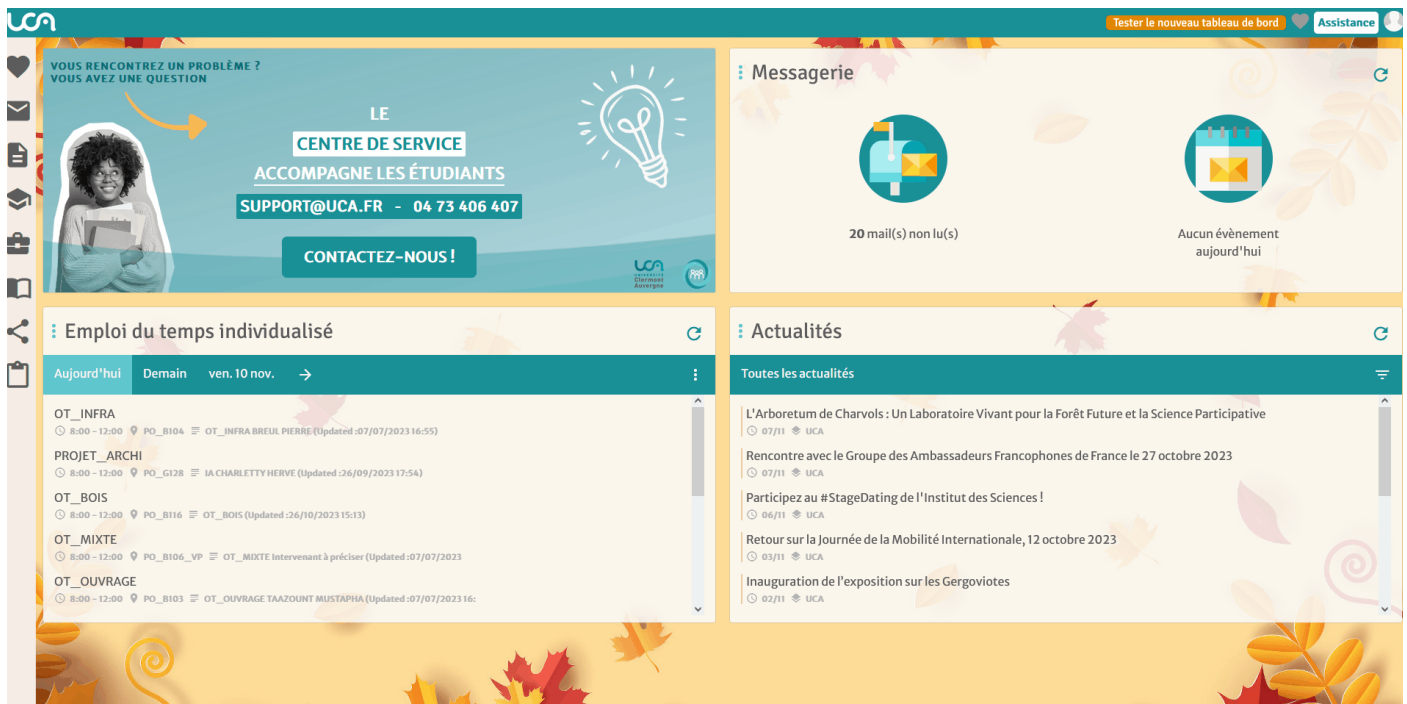
Online help at :

ENT [Mail] - Recovery e-mail address

HOW TO USE

Old Dashboard

The old homepage of the ENT will soon disappear to make way for a new, more ergonomic version with a modern design.



Why this change ?

- **Improved ergonomics:** The new homepage has been designed to offer more intuitive and simplified navigation. You will be able to access the information and services you need on a daily basis more easily.
- **Modernized design:** A new, more modern and attractive design has been adopted to make your user experience more pleasant and friendly.
- **Increased accessibility:** The new features and content organization aim to meet the needs of all users.

HOW TO USE

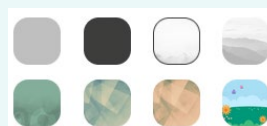
New Dashboard

The main screen of your ENT consists in different widgets. It allows faster access to different information. In particular, you will find a quick link to your mailbox, to your applications or to your timetable.



The «**Assistance**» button leads to the online help to give you the best answer to your problem.

You can personalize your dashboard, change the organization of widgets, change backgrounds, etc.



The ENT dashboard allows you to access UCA services and applications more easily.

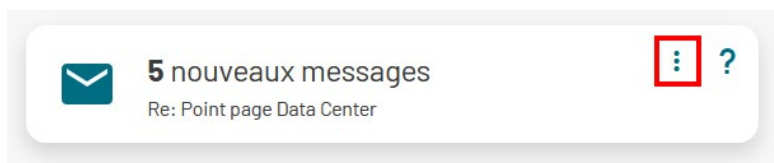
Quickly access your information thanks to the dashboard widgets.

HOW TO USE

Widgets

You can personalize your personal and student space a little more every day. Here, we present the functions of each widget present on your dashboard :

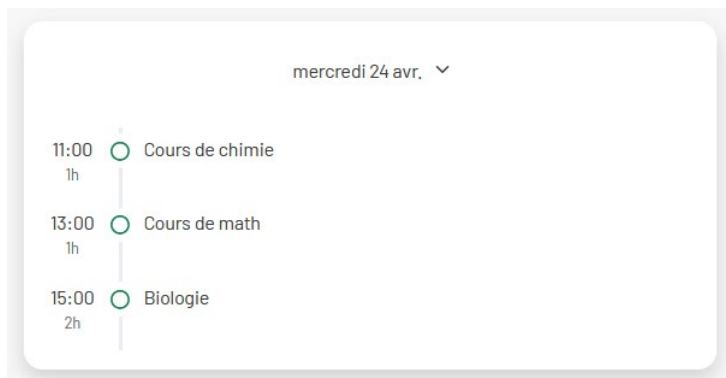
Mailbox



The **Mailbox widget** displays the number of unread messages, as well as a preview of the last unread message in your inbox. By clicking on it, you will have the option to change certain settings:

- Show the number of unread messages today / Show the number of unread messages (in your entire inbox)
- Show / Hide the title of the last message

Timetable

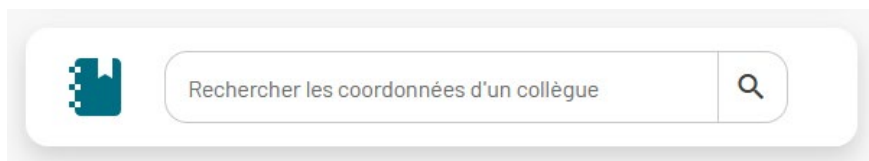


The Timetable widget displays events from your Zimbra calendars (those you have made visible) and your personalized ADE schedule.

To set up your personalized schedule:

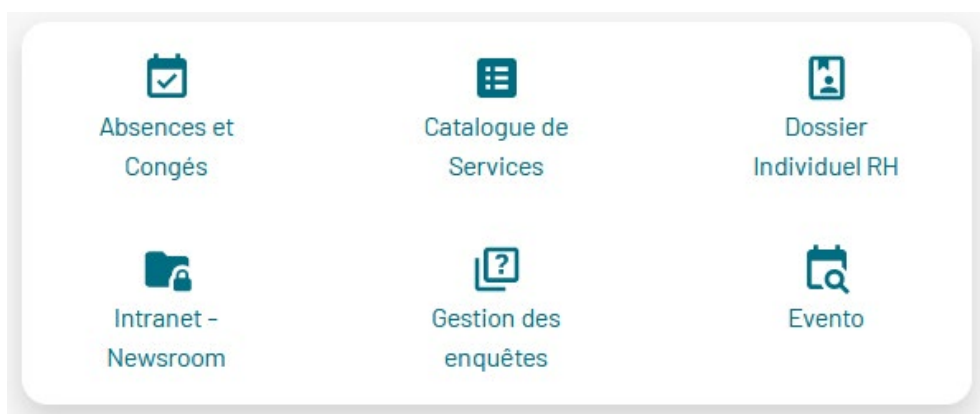
- Click on the icon
- Click on «**Select groups**» (redirects to the group page for the personalized schedule)
- Select the groups you want to appear in your schedule. **You can select as many groups as you want.**
- When your selection is complete, don't forget to save by clicking on «**Save selection**».

Directory



The Directory widget, reserved for staff, allows you to access an agent's profile at UCA.

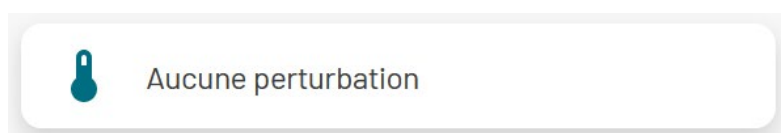
Shortcuts



The **Shortcuts** widget allows you to choose the tools and services you want to access with one click.

Indeed, **this widget is customizable and allows you to choose up to 6 tools** and arrange them in the order you prefer.

Service Weather



The **Service Weather widget keeps you informed about the status of a service monitored by the DOSI**. You will have the option to change certain settings:

- Show services with at least one alert
- Show only services with errors

Depending on your access profile, you will be able to see the status of all services.

HOW TO USE

Personalization

This new homepage is fully customizable: You have the ability to change backgrounds, move, display or remove widget blocks, and reorganize your favorites, etc.

The image shows a screenshot of the ENT dashboard with several callouts explaining personalization options:

- Button to access dashboard customization:** Points to the 'Personnaliser' button in the top navigation bar.
- Change your dashboard:** Points to the 'Fond d'écran' (Background) section, which displays a grid of various background images.
- Click on the eye to show or hide the widget:** Points to the eye icon in the top right corner of the 'Email' widget.
- Change widgets order:** Points to the up and down arrow icons in the top right corner of the 'Agenda' widget.
- Click here for select shortcuts buttons. You have possibility to reorganize widget blocks:** Points to the gear icon in the top right corner of the 'Raccourcis' (Shortcuts) section.

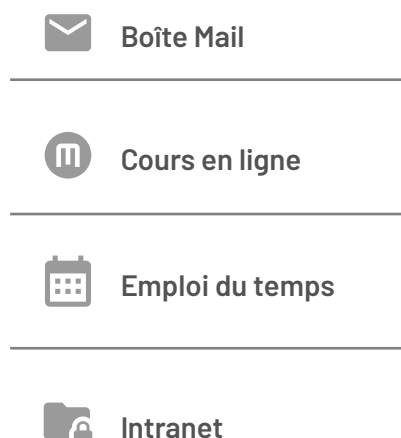
HOW TO USE

Menu

Your ENT has been organised to make it easy for you to find your tools and information. On the left side of your screen lays a vertical menu bar made of the icons below.

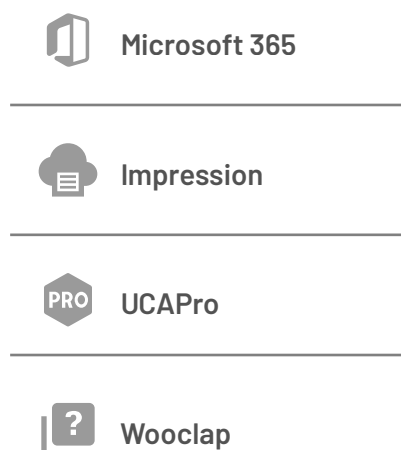


Find the old header menu grouped in the menu at the top left where the **"Mon Compte > My Account"**, **"Aide > Help"** and **"ENT"** buttons appear.




This part groups the tabs most used by all the students.

Mes services et applications



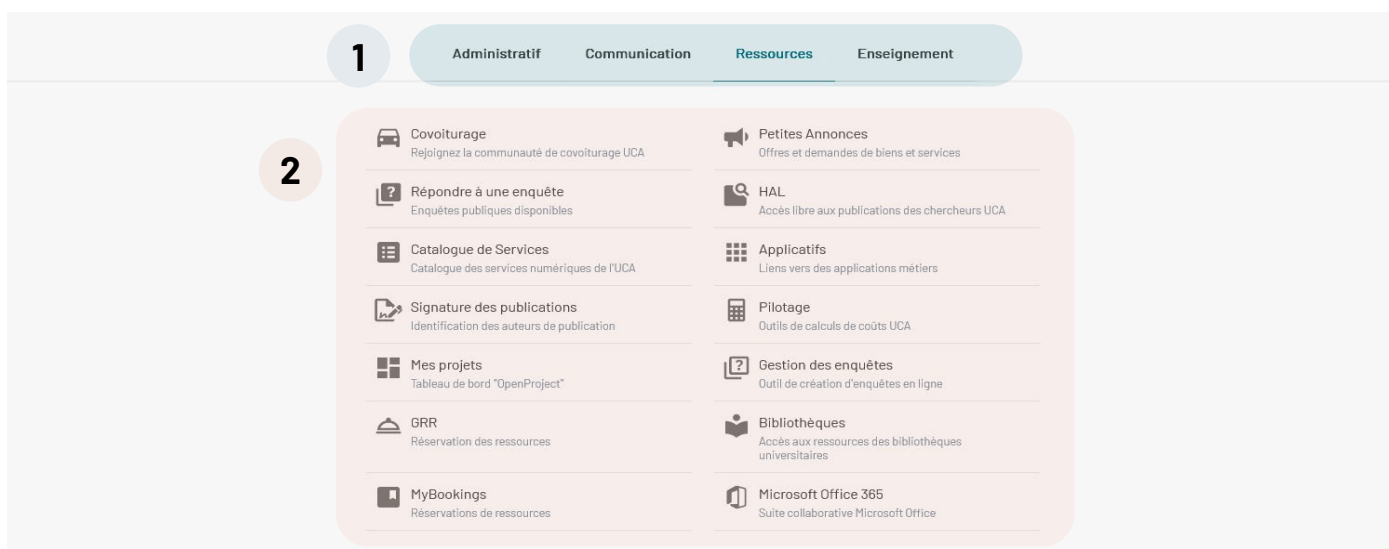
The following order of tabs adapts according to your uses on the ENT.

The new menu for your ENT allows you to find the sections more easily. **This menu adapts to your user experience and offers you the most popular tools and services**

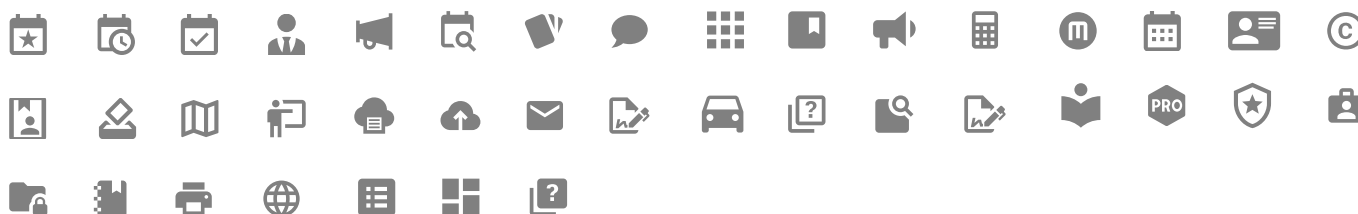
Click on  : the entire menu expands to the right and **allows you to access all sections and subsections.**

1 Find here all the sections : «**Administratif**», «**Enseignement**», «**Communication**», «**Ressources**»

2 Find here all the subsections :



Icons



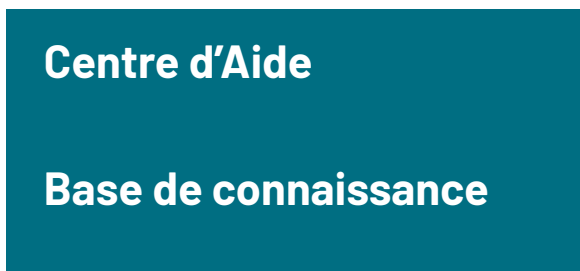
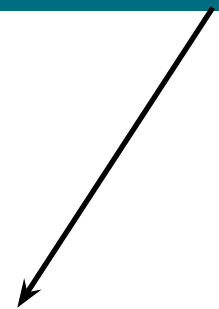
HOW TO USE

Top menu

The top menu bar gathers links to **your account and the online help**.



The «**Assistance**» button leads to the online help to give you the best answer to your problem.



«**Mon Compte**» (**My Account**) button leads to your account information (password, photo, badge, image rights, etc)

«**Centre d'Aide**» (**Help Center**) allows you to submit a request to our support team.

«**Base de Connaissance**» (**Knowledge base**) is a portal hosting FAQs and tutorials.

HOW TO USE

My Account

«**Mon compte**» (**My account**) space allows you to find all your account details. It's organised in 5 sections as followed :

The «**Informations Personnelles**» (**Personal information**) tab lists information related to your identity (Name, phone number, address, etc)

The «**Badge et accès**» (**Badge access**) tab allows you to lock your student card in case it's lost or stolen

The «**Mot de passe**» (**Password**) tab allows you to change your password at any time according to the security policy

The «**Droit à l'image/ Chartes**» (**Privacy and image rights**) tab allows you to manage the use of your photo and validate the terms of use of the ENT

The «**Politique de Confidentialité**» (**Privacy Policy**) tab hosts the GDPR information

The screenshot shows the 'Mon compte' interface. At the top, there is a dark teal header with a grid icon and the text 'Mon compte'. Below this is a light grey area with the text 'Mon compte' and three dots. A teal navigation bar contains five tabs: 'Informations personnelles', 'Badge / Accès', 'Mot de passe', 'Droit à l'image / Chartes', and 'Politique de confidentialité'. The main content area is titled 'Caroline DUPONT' and features a profile picture of a woman with a red folder. To the right of the profile picture are several fields of personal information:

Identifiant	cadupont Il vous permet de vous connecter sur les ordinateurs mis à votre disposition par l'UCA	Téléphone	+33 4 73 40 75 79 40 75 79 (numéro interne)
Adresse mail universitaire	caroline.DUPONT@uca.fr Vous pouvez consulter vos mails à l'adresse https://mail.uca.fr .	Localisation	Cézeaux Pascal_Turing 7 Avenue Blaise Pascal 63170 AUBIERE
Adresse de contact@gmail.com Cette adresse de contact est utilisée en cas de mot de passe oublié.		
Numéro de téléphone personnel	*****46 Ce numéro de téléphone est utilisé en cas d'évènement grave, de mot de passe oublié.		

SERVICES

Mailbox

Your full registration gives you access to an university email address (@etu.uca.fr or sigma-clermont.fr). All the official information from the University will be sent to this address, so it's very important to check it regularly. The use of this address is highly recommended in all your exchanges with university staff and the professional world.



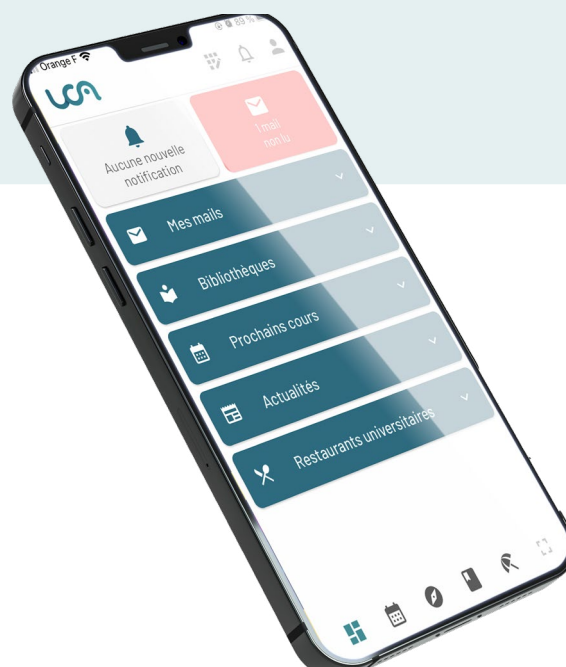
Click to configure my email address on my Android smartphone



Click to configure my email address on my iPhone

⋮ MyUCA mobile app

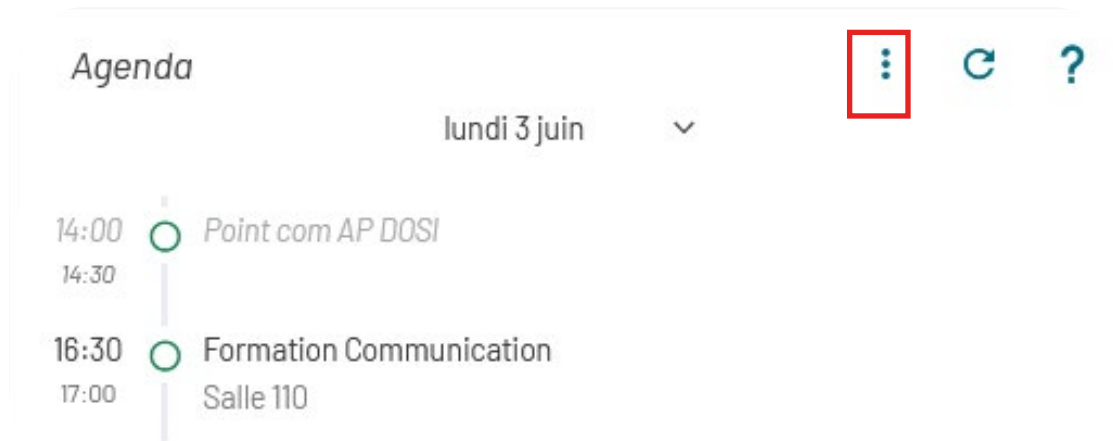
The MyUCA mobile app allows you to access at your email by logging with your UCA email address and your password. You have access to your emails, your timetable, your online courses, CROUS restaurants, libraries and news.




SERVICES

Timetable

The timetable is a widget on your ENT dashboard. At first you have to choose the groups you want to see.



To configure your timetable :

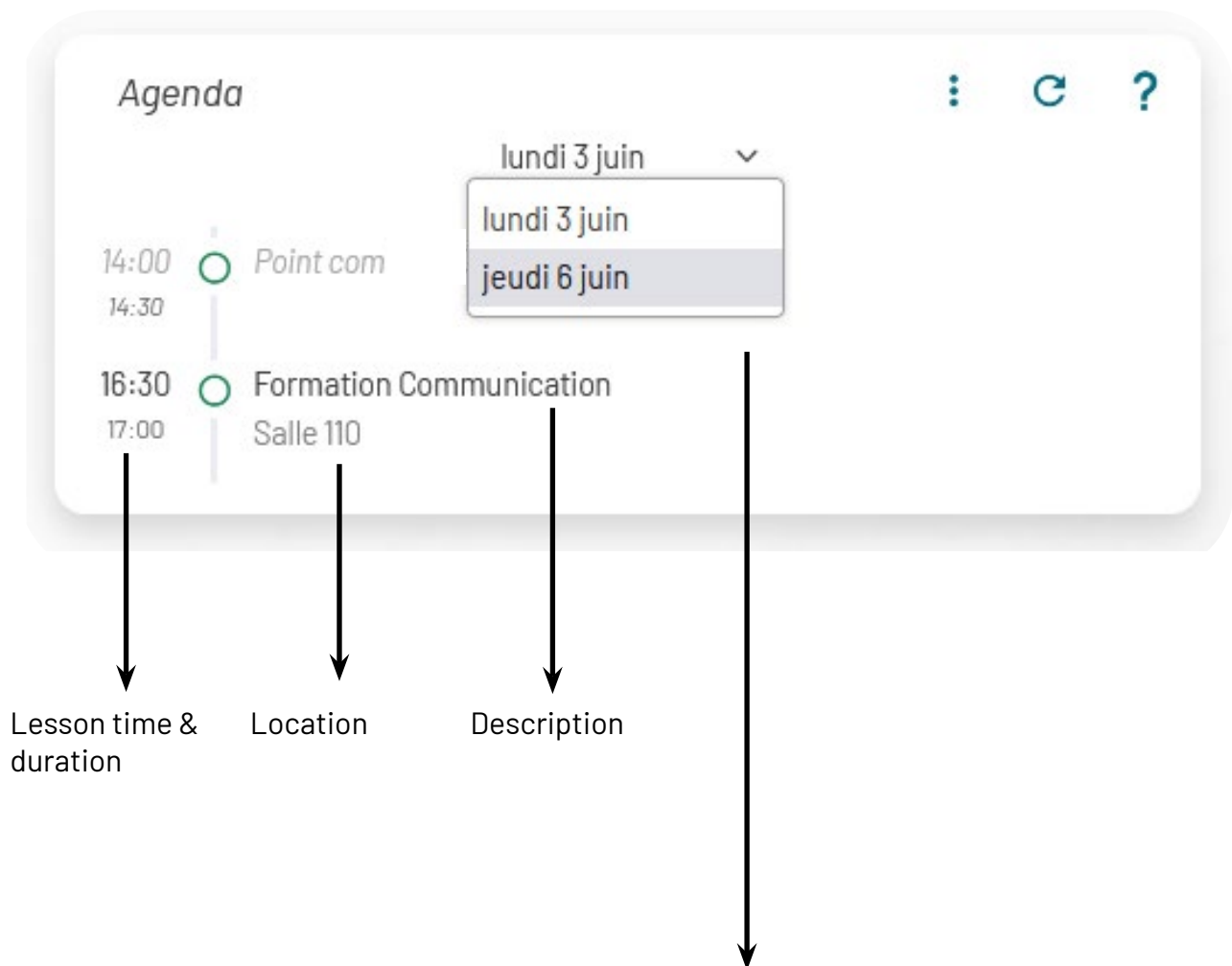
1. Click on the icon 
2. Click on «**Sélectionner les groupes**»
3. Find the school hosting your group. You can select as many groups as you want.
4. When your selection is complete, don't forget to save your updated selection. Click on «Sauvegarder la sélection».

**You can't find your group ?
Contact your student affairs service.**

SERVICES

Timetable

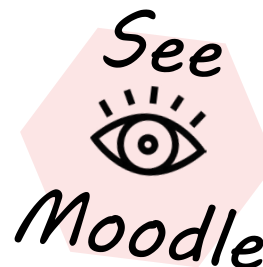
When your group selection is done, you can see your timetable on the ENT dashboard.



To view your individual timetable in another day, select your date in the top bar. (If it is set by your student affairs service)

SERVICES

Online courses - Moodle



The educational platform gives access to online courses and exercises posted by teachers.

To access your online courses, the Annual Moodle page will allow you to choose between the current year's platform (click on Online Courses 2023) and that for 2024-2025 (click on Online Courses 2024).

It is available from the UCA ENT (<https://ent.uca.fr/>) in the Pedagogy > Online Courses section.



What is «Annual Moodle»?

This process aims to simplify access to courses from previous years for students while ensuring the stability, data backup, and efficiency of Moodle.

Why ?

For better daily platform operation and effective annual course archiving.

Comment ?

In short, there are:

- The current year's Moodle
- An archived Moodle

Click to discover the Online Courses - Moodle Platform

Find all the courses in which you are registered and access the various documents posted online by your teachers.

If some courses are missing, please contact your teacher in charge to be added to the course.

SERVICES

Service Catalog

The Service Catalog is a document where you can find all the information about the digital services and tools of the University.

The Service Catalog is available from the ENT menu > Resources > «Service Catalog».



See
the Catalog

A yellow hexagon with a black outline, containing a stylized black eye icon with radiating lines above it.

Microsoft 365

: Activate your account

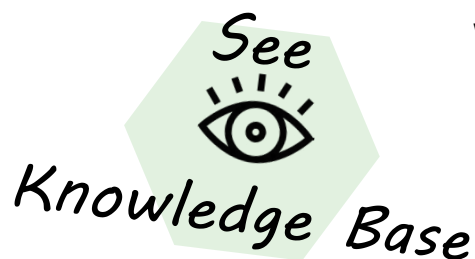
Activate your Microsoft 365 account with your UCA login and password. Go to the «Microsoft Office 365» page (available in the menu > Outils Collaboratifs). In this page, you can activate your account by clicking on «**Je demande mon compte**». You can manage your options or delete your account.

: Mon compte

Etat du compte : Non demandé

Je demande mon compte

You can install and use the Microsoft Office 365 suite on 5 different devices per person.



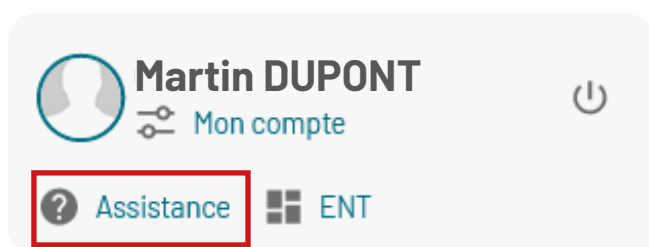
SERVICES

Knowledge Base

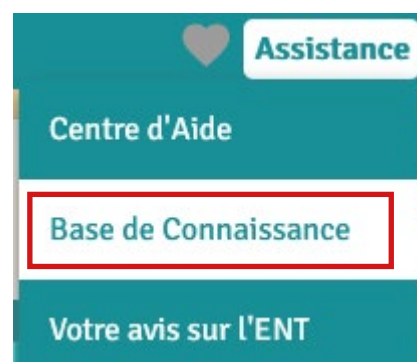
«**Base de connaissance**», the **knowledge base** is a platform that groups together a set of digital resources such as tutorials, troubleshooting articles, and FAQ related to Clermont Auvergne University and its services.

Link to the knowledge base : <https://confluence.dsi.uca.fr/>

Or :



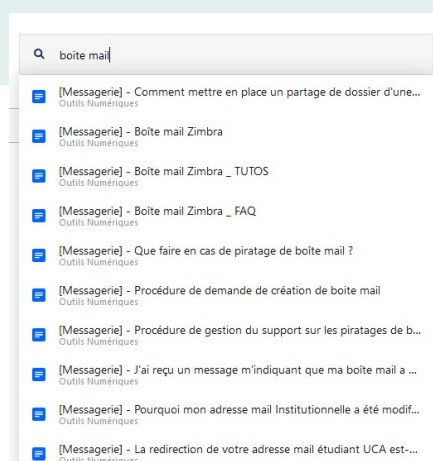
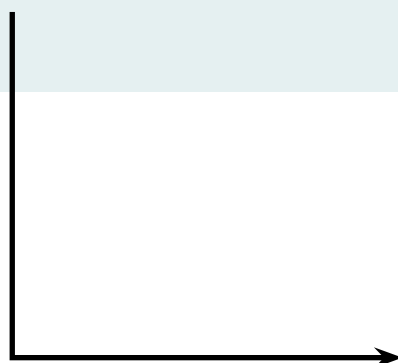
New menu



Old top menu

: Item search

Type in the main search bar (on the help center page, or in the knowledge base home page) your keyword which **will allow you to access the tutorial articles and FAQs.**



SERVICES

Service Center

The University has set up service to give some helps of students. In addition to the Help Center, you can contact the Service Center to discuss about your issues. **The Service Center can help you quickly to find the answers to your questions** and directs your demand to the best people.

phone number : **04 73 406 407**

email : **support@uca.fr**


UNIVERSITÉ
Clermont
Auvergne

 VOUS RENCONTREZ UN PROBLÈME ? 

VOUS AVEZ UNE QUESTION ?

LE **CENTRE DE SERVICE**
ACCOMPAGNE LES ÉTUDIANTS

?

Pour obtenir de l'aide,
contactez-nous !

SUPPORT@UCA.FR

04 73 406 407

Scanne moi !

Scanne moi !

