Welcome guide

ENT

2022 – 2023

UCA
UNIVERSITÉ
Clermont
Auvergne

SUMMARY
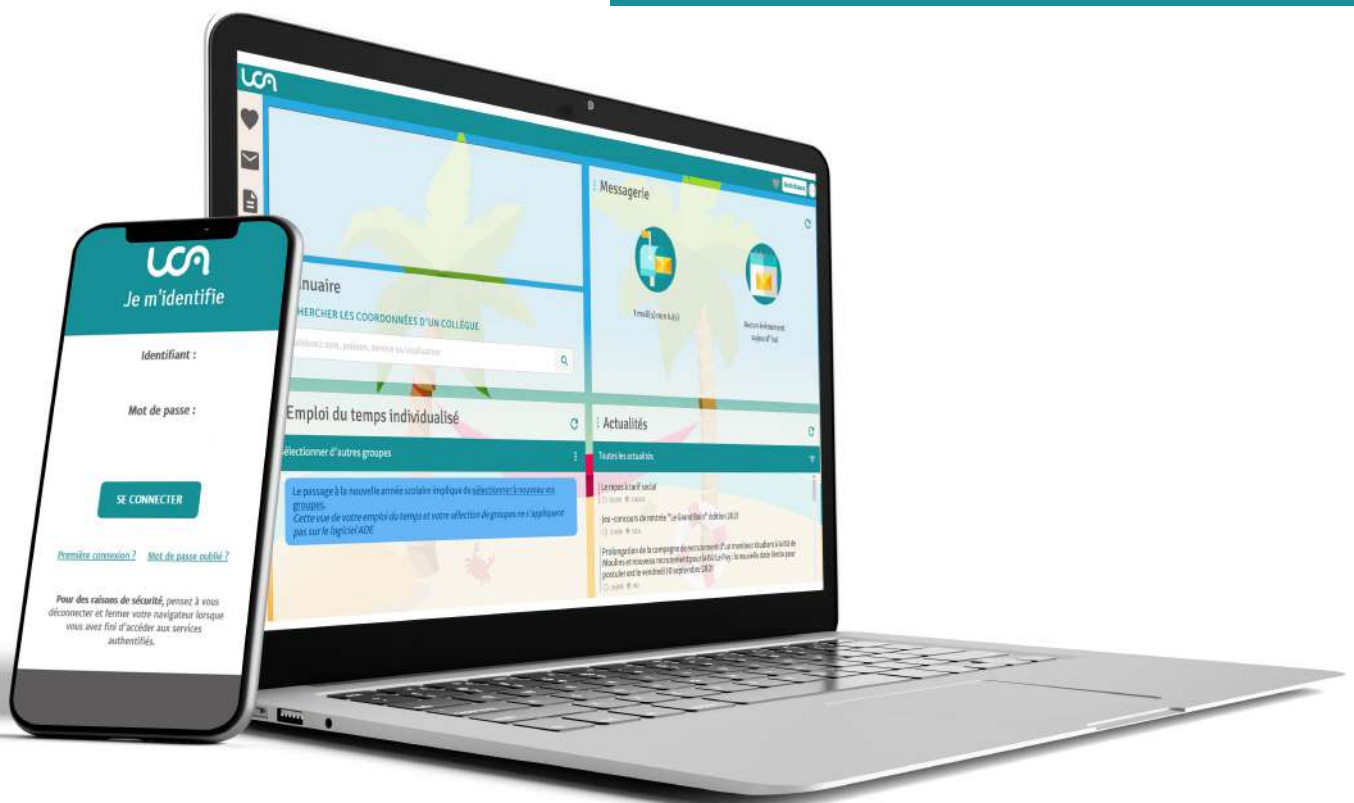
1.ENT account activation

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.

Step by step

Recap of actions taken by students to activate their ENT account

1. Go to the following page :
https://ent.uca.fr/core/connexion/

2. Click on «**Activate your account**» in the «Student» box on the left of your screen

3. **Enter your student number** (it was sent to you by email when you registered) and your birth date

4. Enter the **personal phone number** you provided when you registered

5. Enter a **recovery email**. It should be a personal email address (eg : gmail, yahoo, hotmail, etc)

6. *****Validate your email address**

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

8. ******Connect to your ENT account**

*An email with a confirmation link is sent to your email address. If you haven't received anything, check the online help at:
ENT - Recovery E-mail address
**By entering your UCA email and password

2.How to use
Understand the environment

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 the UCA news or to your timetable.**

Main screen

The **«Advertising»** widget is used to promote the highlights of the University (such as contests, news, etc...)

The **«Mailbox»** widget allows you to access your mailbox and agenda.

The **«individualised timetable»** widget allows you to see the next lessons according to your settings.

The **«News»** widget lists all the information from the University and its departments. You can configure your feed.

2.How to use

Understand the environment

Vertical navigation

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.

Hover the icons to show the different sub-sections as follow.

Vertical icons	Sections	Sub-sections
✉ →	**MESSAGERIE**	→ Boîte de messagerie
📄 →	**SCOLARITE**	→ Emploi du temps Mobilité internationale
🎓 →	**PEDAGOGIE**	→ Cours en ligne Examen QCM, etc
💼 →	**STAGES ET INSERTION PROFESSIONNELLE**	→ UCA pro Suivi des stages, etc
📖 →	**RESSOURCES**	→ Bibliothèques WebTV UCA, etc
⌁ →	**OUTILS COLLABORATIFS**	→ Microsoft Office 365
📋 →	**SERVICES ANNEXES**	→ Impression Covoiturage, etc

MORE INFORMATION

2.How to use

Understand the environment

Top menu

The top menu bar gathers links to your account and the online help.
You can ***bookmark a service by clicking the heart icon*** when you're connected to this service.

Top menu bar

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

Centre d'Aide

Base de Connaissance

Votre avis sur l'ENT

The **«My Account»** button leads to your account information (Password, photo, badge, image rights, etc...)

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

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

«Votre avis sur l'ENT» (Feedback) gives you access to an online survey where you can express your needs and feedback on the ENT user experience.

2.How to use

Understand the environment

My account

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

1	2	3
Informations personnelles	**Badges et accès**	**Mot de passe**
The **«Personal information»** tab lists information related to your identity (Name, telephone number, postal address, email address, etc)	The **«Badge access»** tab allows you to lock your student card in case it's lost or stolen.	The **«password»** tab allows you to change your password at any time according to the security policy.

4	5
Droit à l'image/Chartes	**Politique de confidentialité**
The **«Privacy and Image rights»** tab allows you to manage the use of your photo and validate the terms of use of the ENT.	The privacy Policy tab hosts the GDPR information.

2. How to use

Understand the environment

Mobile version

The ENT portal can be used directly on your mobile. You can easily navigate through the main widgets (Messaging, schedule, news) and **access the main menu by clicking on the top right icon.**
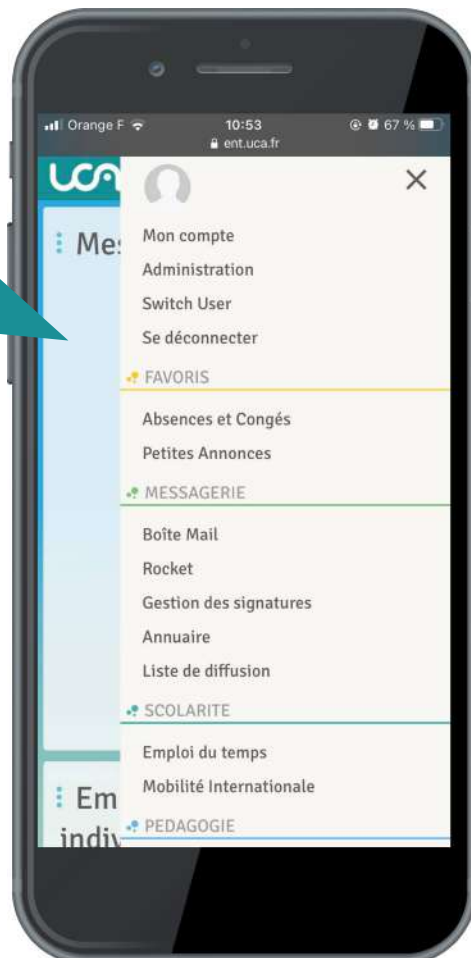
Practical tips

?

To check your mailbox, we advise you to configure your mailbox directly on your mobile.

?

Find all the sub-sections in the menu located at the top right of your screen.

You can also install the MyUCA mobile app to access your timetable.

APPLI ANDROID SUR
Google Play

Disponible sur
App Store

3. Services

Mailbox ✉

Your full registration gives you access to a university email address (@etu.uca.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.

Configure my email address on my smartphone

💡 **For better use of messaging on your mobile, configure your settings to receive your emails on your smartphone.**
(Android or iPhone)

❓ *Click to configure my email address on my Android smartphone*

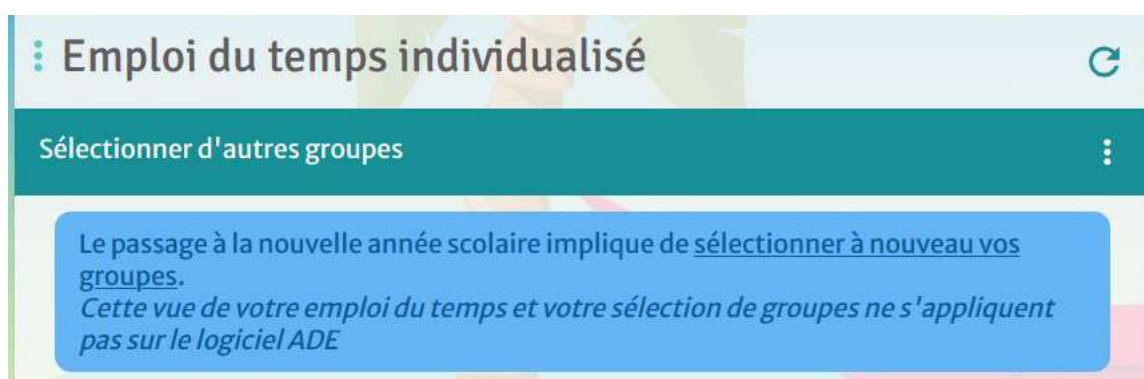**❓ *Click to configure my email address on my iPhone***

3. 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 :

- Click on the icon ⋮
- Click on «Sélectionner les groupes»

← // SÉLECTION DES GROUPES

Centre FLEURA >

Collège des Écoles Doctorales >

Doctorants >

Ecole Universitaire de Physique et d'Ingénierie >

Ecole d'Économie >

Ecole de Droit >

Ecole de l'OPGC >

IAE Clermont Auvergne >

Select the groups you want to see on your timetable :

1. Find the school hosting your group.

2. Click on the icon > to expand the content

You can select as many groups as you want !

3. Services

Timetable 📅

Group selection example :

I'm a student in first year of «STAPS» and I wish to select my timetable. I'm in the «groupe A»

- ☐ STAPS ⌄
  - ☐ STAPS LICENCE 1 ⌄
    - ✓ GROUPE A
    - ☐ GROUPE B
    - ☐ GROUPE C
    - ☐ GROUPE D
    - ☐ GROUPE E
    - ☐ GROUPE F
  - ☐ STAPS LICENCE 2 >
  - ☐ STAPS LICENCE 3 >

I'M IN «STAPS»

⬇

IN «LICENCE»

⬇

«GROUPE A»

When your selection is complete, don't forget to save your updated selection.

Sauvegardez la sélection

?

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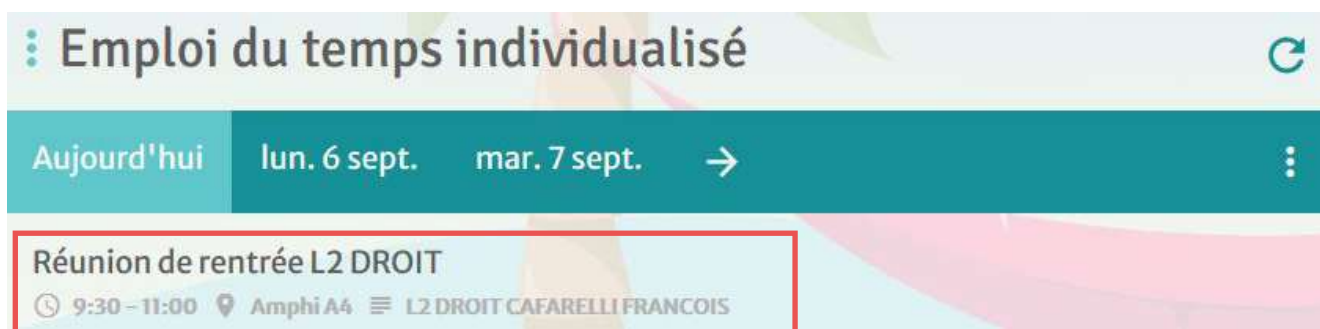**Contact your student affairs service.**

3. Services

Timetable

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

View from ENT dashboard

Lesson title

Lesson time   Location   Description

You can view your individual timetable over 15 working days.
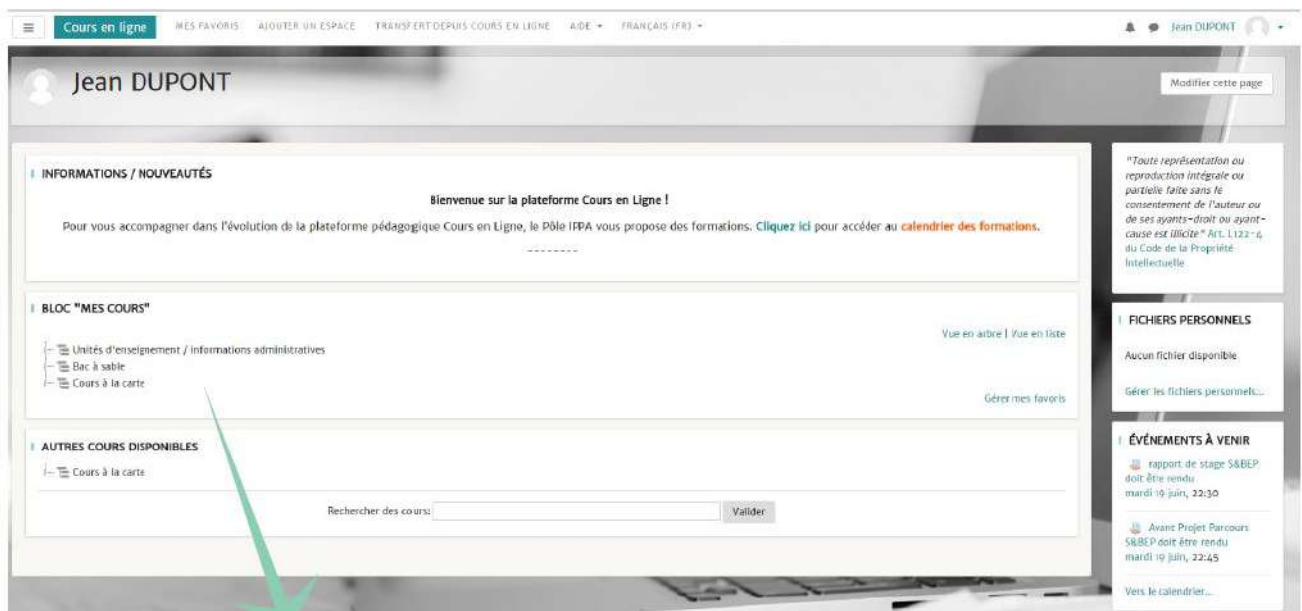*(if it is set by your student affairs service)*

3. Services

Online courses

The online courses platform is available from **ENT menu
> Pédagogie > Cours en ligne**

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.