1 Activation

2 Utilization

3 Services
1. Account activation ENT

Summary of actions taken by students to activate their ENT account

Tutorials

You wish to create your ENT account:

1. Go to the following web address 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 file number (it was sent to you by email when you registered) and your date of birth

4. Enter your personal phone number you provided when you registered

5. Enter a recovery address (ex: gmail, yahoo, hotmail etc)

6. *Validate your email address

7. Create your password

8. **Login to your ENT

*An email with a confirmation link will be sent to the address you provided. If the email is not sent to you, consult the online help at the following address https://support.uca.fr/hc/fr/articles/360000223851

** By entering your UCA email address and password
2. Utilization

Understand the environment

Vertical navigation

The rubricating of your ENT has been simplified to make it easier for you to find your tools and information. The icons below form a vertical bar (located on the left of your screen) allowing you to navigate simply in your tree structure and discover the sub-sections which compose it. Hover over the icons to access the different sub-headings.

<table>
<thead>
<tr>
<th>Vertical icons</th>
<th>Sections</th>
<th>Sub -sections</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Envelope" /></td>
<td>MESSAGERIE</td>
<td>Boîte de messagerie</td>
</tr>
<tr>
<td><img src="image2.png" alt="Document" /></td>
<td>SCOLARITÉ</td>
<td>Emploi du temps Mobilité internationale</td>
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<tr>
<td><img src="image3.png" alt="Cap" /></td>
<td>PÉDAGOGIE</td>
<td>Cours en ligne Examen QCM etc</td>
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<tr>
<td><img src="image4.png" alt="Briefcase" /></td>
<td>STAGES ET INSERTION PROFESSIONNELLE</td>
<td>UCA pro Suivi des stages etc</td>
</tr>
<tr>
<td><img src="image5.png" alt="Book" /></td>
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<tr>
<td><img src="image6.png" alt="Share" /></td>
<td>OUTILS COLLABORATIFS</td>
<td>Transfert de fichiers Petites annonces etc</td>
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<tr>
<td><img src="image7.png" alt="List" /></td>
<td>SERVICES ANNEXES</td>
<td>Anciens ENT Covoiturage etc</td>
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</tbody>
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2. Utilization

Understand the environment

Horizontal navigation

The icons below form a horizontal bar (located at the top right of your screen) allowing you to consult and configure your account. Click on the icons to access the different spaces.

Horizontal icons

The "New" space allows you to find all the news of your ENT: new functionalities, new tools etc.

The "Feedback" space gives you access to an online survey. This allows us to identify your needs and feedback on the ENT user experience.

The "My account" space allows you to find all the information that concerns you (Password, Photo, Image rights, Charter, etc).

The "Assistance" space directs the user to specific tools dedicated to assistance in order to best respond to his problem.
2. Utilization

Understand the environment

Dashboard

The main screen of your ENT consists of different widgets. It allows faster access to different information. In particular, you will find a quick link to your e-mail, to the UCA news or to your schedule.

Main screen

The "Individual schedule" widget allows each student to quickly view the schedule he wishes according to her settings.

The "Mailbox" widget highlights quick links to students' messaging and calendar.

The "News" widget lists all the information from the University and the various components. You can configure your feed.
Understand the environment

My account

"My account" space allows you to find all the information that concerns you. Indeed, it consists of 4 tabs: "My personal information", "Badge and access", "Connection and security" and "Privacy and image rights".

"My account" space

1. Informations personnelles
   The "Personal information" tab lists information related to your identity (Name, first name, telephone number, postal address, e-mail address etc).

2. Badge et accès
   The "Badge and access" tab allows you to block your student card in case it's lost or stolen.

3. Connexion et sécurité
   The "Connection and security" tab allows you to change your password at any time and informs you of the security criteria to respect.

4. Droit à l'image
   The "Privacy and Image Rights" tab informs you of your rights regarding the use of your photo on the University's digital services.
The individual schedule is a **widget on your ENT dashboard**. To make it work optimally you must start by **setting it by selecting your groups**.

To set up your individual schedule:
- click on the icon
- click on "Select groups".

Select the groups you would like to see on your individual schedule
- find the component that interests you among the list that’s proposed to you
- click on the icon > to scroll the content

You can select as many groups as you want!
3. Services

Individual schedule

Example of selecting group

I'm a first-year STAPS student and I want to select my schedule. I'm part of the Group 1 - TD1A

Summary of actions to be taken by the student

- I'm in the STAPS component
- In "Licences"
- In "L1"
- In Group 1
- In "TD1"
- And finally in "TD1A"

Can't find your group?
Contact your component's school department.

Don't forget to save your selection by clicking on the button
Sauvegarder
3. Services

Individual schedule

Once your group selection is complete, you can view your individualized schedule on your ENT dashboard.

View from your ENT dashboard

You can view your individual schedule over 15 working days (provided that the entry was made by your school downstream)
3. Services

Messagerie

Your registration gives you access to a university e-mail address (first name.surname@etu-uca.fr). You will receive all the official information from the University, so it's very important to consult it regularly. The use of this address is highly recommended in all your exchanges with university staff and the professional world.

View from your ENT dashboard

Quick access to your university email address (first name.surname@etu-uca.fr)

Quick access to your university messaging calendar

I want to configure my email address on my Android smartphone

I want to configure my email address on my iPhone

You can also access your email directly from the address mail.uca.fr or from your ENT in the section Messaging > Mail Box
3. Services

Online Course

The online course platform is available from ENT UCA (https://ent.uca.fr/) > Pédagogie > Cours en ligne

View from Moodle dashboard

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

Attention don't forget to be registered by the teacher to the group to which you belong. Otherwise, you will not have access to the contents of your group.