

WELCOME GUIDE ENT



1

Activation



Utilization

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



LEARN MORE

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.

Vertical icons

Sections

Sub -sections

		MESSAGERIE		Boite de messagerie
		SCOLARITÉ		Emploi du temps Mobilité internationale
		PÉDAGOGIE		Cours en ligne Examen QCM etc
		STAGES ET INSERTION PROFESSIONNELLE		UCA pro Suivi des stages etc
		RESSOURCES		Bibliothèques WebTV etc
		OUTILS COLLABORATIFS		Transfert de fichiers Petites annonces etc
		SERVICES ANNEXES		Anciens ENT Covoiturage etc

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

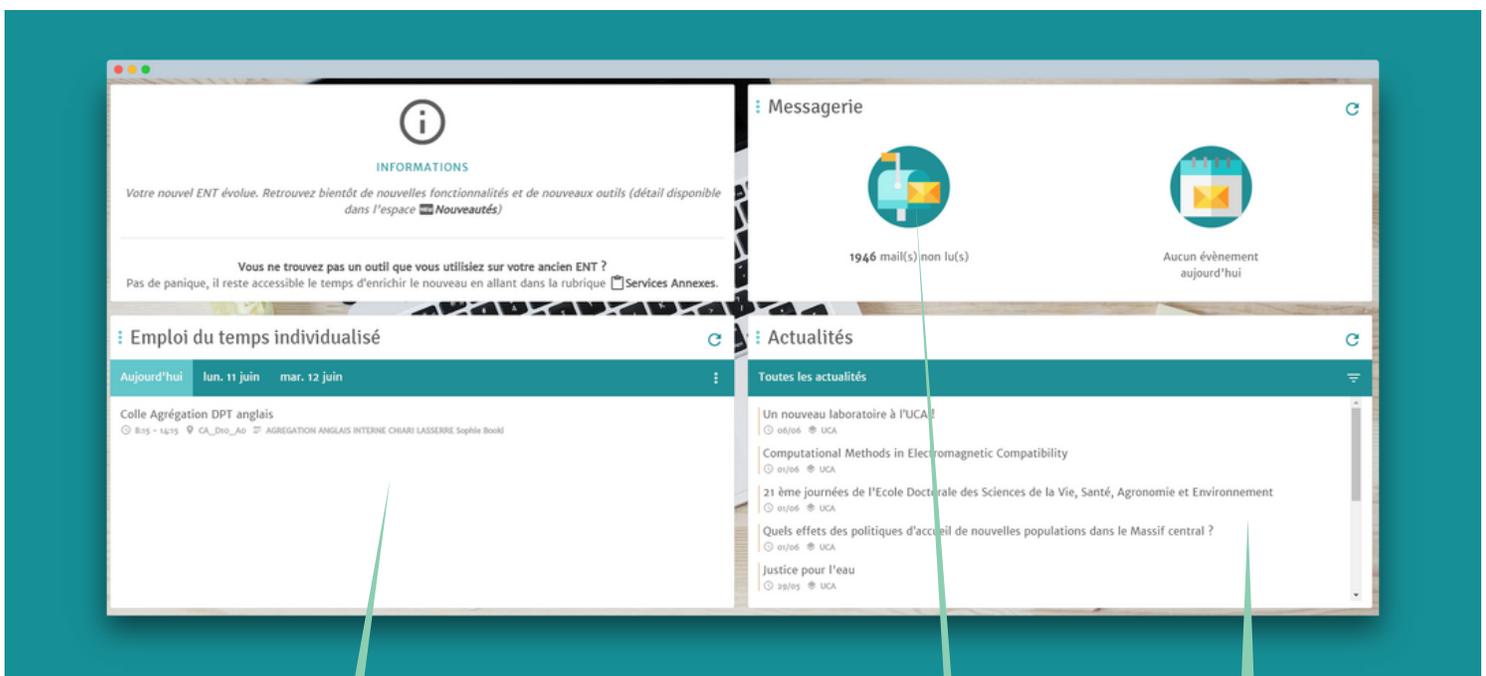
Understand the environment



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.

2. Utilization

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



Informations personnelles

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

Badge et accès

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

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.

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.

3. Services

Individual schedule



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**.

Emploi du temps individualisé 

Sélectionner d'autres groupes 

Aucun cours n'a pu être récupéré. Affiner peut-être votre sélection.
Merci de sélectionner d'autres groupes ou réessayer plus tard.

To set up your individual schedule :

- click on the icon 
- click on "Select groups".

Emploi du temps individualisé 

Sélectionner d'autres groupes 

Aucun cours n'a pu être récupéré. Affiner peut-être votre sélection.
Merci de sélectionner d'autres groupes ou réessayer plus tard.

Sélectionner les groupes

Exporter le planning en iCal

← // SÉLECTION DES GROUPES 

- Centre FLEURA >
- Doctorants >
- ESPE Clermont-Auvergne >
- EUPI >
- Ecole d'économie >
- Ecole de droit >

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

- STAPS 1
 - Administration STAPS >
 - DEUST AGAPSC >
 - Diplômes Universitaires >
 - Divers
 - Licences 2
 - L1 3
 - G1 4
 - G1 TD1 5
 - G1 TD1A 6
 - G1 TD1B
 - G1 TD2 >
 - G1 TD3 >
 - G1 TD4 >
 - G1 TD5 >

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](#)

Course Title



Consultations copies L1

🕒 9:00 - 10:00 📍 STAPS_103 ☰ L1 VASLIN Philippe STAPS Communication

Course Schedules

The auditorium

Course description



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

3. Services

Messengerie

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

The screenshot shows the Moodle dashboard for user Jean DUPONT. The top navigation bar includes 'Cours en ligne', 'MES FAVORIS', 'AJOUTER UN ESPACE', 'TRANSFERT DEPUIS COURS EN LIGNE', 'AIDE', and 'FRANÇAIS (FR)'. The user's name 'Jean DUPONT' is displayed in the top right corner. The main content area is divided into several sections: 'INFORMATIONS / NOUVEAUTÉS' with a welcome message and a link to the 'calendrier des formations'; 'BLOC "MES COURS"' with a tree view of courses including 'Unités d'enseignement / Informations administratives', 'Bac à sable', and 'Cours à la carte'; and 'AUTRES COURS DISPONIBLES' with a search bar. A green arrow points from the 'BLOC "MES COURS"' section to a magnified view below.

BLOC "MES COURS"

- Unités d'enseignement
- Bac à sable
- Cours à la carte

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.