

# Digital guide for newly arrived personnel



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# INTRODUCTION

## Purpose

The aim of this practical digital guide is to present the key digital services that users need to be aware of after registration or after taking up their functions at the University of Strasbourg.

## Public concerned

It is designed for members of the personnel:

- lecturers, teaching staff and researchers, researchers, administrative, technical or library personnel (BIATSS),
- contractors, whether permanent or on contract,
- or interns taken on under an agreement for a period longer than one month.

This document explains how you can –

- retrieve your login details, log on to Wi-Fi and the VPN,
- access the most commonly used web applications,
- start a session on a University computer,
- save your data,
- share documents with your work colleagues.



Digital services must be used in compliance with the Acceptable Use Policy in respect of Digital Resources [\[https://services-numeriques.unistra.fr/les-services-aux-usagers/services-osiris/cert-osiris/charte-des-bons-usages-des-moyens-numeriques-de-luniversite-de-strasbourg.html\]](https://services-numeriques.unistra.fr/les-services-aux-usagers/services-osiris/cert-osiris/charte-des-bons-usages-des-moyens-numeriques-de-luniversite-de-strasbourg.html)

## This document is available in English:

Web Version

Hard-copy Version

## CHAPTER 1

## DIGITAL IDENTITY

## A user account

Each user has a digital account, referred to as a "user account" or "Unistra account", which provides access to all the digital services. It must be "*activated*" to allow you to obtain your **username** and create your **password**.

### Activate your account

Your user account is activated in a single operation when you arrive at the University.

1. The HarpGest correspondent [\[https://wo.u-strasbg.fr/app/WebObjects/HarpGestUDS.woa/wa/listeCorrespStruct\]](https://wo.u-strasbg.fr/app/WebObjects/HarpGestUDS.woa/wa/listeCorrespStruct) for the department, or the academic or research unit provides you with your **username** and an **activation key**.
2. Next, visit [ent.unistra.fr](https://ent.unistra.fr) [\[https://ent.unistra.fr/\]](https://ent.unistra.fr/), and click on **Activation**.

★ **To reset your password if you can't remember it or retrieve your username**  
| [ent.unistra.fr](https://ent.unistra.fr) [\[https://ent.unistra.fr/\]](https://ent.unistra.fr/), click on **Assistance**.

## A professional card - the "pass campus"

The "pass campus" is a so-called multi-service card to allow you to identify yourself and prove your status at the University of Strasbourg. It can be used as an access card to the sporting activities available via the SUAPS, as an access card to buildings, travel card and method of payment in CROUS university restaurants, the automatic vending machines located on the campus, etc.

### How to obtain your "pass campus"

- Your supervisor applies for a card to be created when you arrive.
- Thereafter, you will receive a sticker each year as evidence that your card is still valid.

★ **Everything you need to know about the "pass campus" card and how to obtain one**  
| [passcampus.fr](https://www.passcampus.fr) [\[https://www.passcampus.fr/\]](https://www.passcampus.fr/)

## CHAPTER 2

# DIGITAL WORK SPACE - E.N.T.

The Digital Work Space or E.N.T is the Intranet and the portal for the digital services of the teaching staff, researchers, administrators and technical personnel of the University. With a single authentication:

- it provides access to practical services and web applications appropriate to an individual's user profile, such as their administrative dossier, the management of their paid leave or their user account, access to the document portal and online digital resources, etc.
- it also allows users to consult administrative documents and information, such as the forms and procedures of the central services, reports from councils & commissions, continued training for personnel, etc.

See the documentation [\[https://documentation.unistra.fr/DUN/IPM/ENT/ENT\\_Tuto/Personnels/co/guide.html\]](https://documentation.unistra.fr/DUN/IPM/ENT/ENT_Tuto/Personnels/co/guide.html)

### ▲ enseignants/chercheurs

The My Dossier tab of your E.N.T. provides access to:

- *SOSIE*, the tracking application of your **teaching department**- See the documentation [\[https://documentation.unistra.fr/DI/Services\\_metiers/Suivi/SOSIE/documentation\\_utilisateur/co/manuels.html\]](https://documentation.unistra.fr/DI/Services_metiers/Suivi/SOSIE/documentation_utilisateur/co/manuels.html)

- *ADE*, for checking your **timetable online**.

It also gives access to all the tools used in digital pedagogy:

- *Moodle*, the pedagogy platform for your **online courses** - See the documentation [\[https://documentation.unistra.fr/Catalogue/Services\\_pedagogiques/Moodle/co/intro.html\]](https://documentation.unistra.fr/Catalogue/Services_pedagogiques/Moodle/co/intro.html)
- *Applications server*, virtual desktop providing access to **office software or specialist software for each field of study**- See the documentation [\[https://documentation.unistra.fr/Catalogue/Services\\_pedagogiques/ServeurApplications\]](https://documentation.unistra.fr/Catalogue/Services_pedagogiques/ServeurApplications)
- *Pod*, platform for **broadcasting audiovisual content** - [pod.unistra.fr](http://pod.unistra.fr)
- *Compilatio*, for **plagiarism detection**- See the documentation [\[https://documentation.unistra.fr/Catalogue/Services\\_pedagogiques/Plagiat\]](https://documentation.unistra.fr/Catalogue/Services_pedagogiques/Plagiat)

★ **To log in to the E.N.T.**  
[ent.unistra.fr](https://ent.unistra.fr) [\[https://ent.unistra.fr\]](https://ent.unistra.fr)

## CHAPTER 3

WI-FI AND VPN  
CONNECTION

## Wi-Fi

Wireless network access is available over all the University's campuses. Via the following networks:

- **"Eduroam"** which assumes a specific but rapid configuration of the user's device, computer, telephone or tablet,

See the documentation [<https://documentation.unistra.fr/Catalogue/Infrastructures-reseau/osiris/Wi-Fi/co/guide.html#Ko5zAUwpE2kuJR2LRqdBVj>]

- **"Osiris"** ([wifi.u-strasbg.fr](https://wifi.u-strasbg.fr) [<https://wifi.u-strasbg.fr/>]) that allows quick login without configuration and easy Internet use.

See the documentation [<https://documentation.unistra.fr/Catalogue/Infrastructures-reseau/osiris/Wi-Fi/co/guide.html#rcGUIMqI58bn29XdHbGdbd>]



"Eduroam" is in fact available to all members of those higher education and research establishments that have signed up for it. It is **recommended** for users who need to travel a lot or who regularly use the wireless network.

## VPN

Using a VPN connection a remote computer (home computer or laptop when travelling to another university for example) can operate as if it were connected to the University's internal network.

It allows access to application services or internal resources such as a computer workstation on the University premises.

VPN connection requires a dedicated tool, a "VPN client", to be installed on your computer and an Internet connection.

See the documentation [<https://services-numeriques.unistra.fr/documentations/toutes-les-documentations/services-au-poste-de-travail/acces-distants-securises-vpn.html>]

## CHAPTER 4

# COMPUTER WORKSTATION

If your structure's workstations are managed by the IT Department, it sends an installation request (inc. telephone line).

This presupposes access to a standard software package as well as a connection to the local multifunction printers.

*Access to specific applications or software, in connection with functions requiring access to financial management applications for example, must also be requested from support.*

### Work Session

To start a work session on your computer workstation, enter the username and password for your Unistra user account. See the documentation [[https://documentation.unistra.fr/Catalogue/Gestion\\_Identite/Authentication\\_poste\\_de\\_travail](https://documentation.unistra.fr/Catalogue/Gestion_Identite/Authentication_poste_de_travail)]



The login username is here followed by **@AD**

Example: sonia.durantin@AD



- The AD\username formula can also be used.  
Example: AD\sonia.durantin
- This method of authentication is equally valid for the computer workstations of the training rooms, amphitheatres, lecture rooms and libraries.

### Telephone Extension

To see the procedures for using fixed or mobile telephones, visit the digital services site, and click on Documentation, Workstation Services, Telephony.



#### Further information

[services-numeriques.unistra.fr](https://services-numeriques.unistra.fr) [[https://services-numeriques.unistra.fr/catalogue/service.html?service=s-services\\_telephonie](https://services-numeriques.unistra.fr/catalogue/service.html?service=s-services_telephonie)]



## CHAPTER 5

## STORING AND SHARING FILES

## Network sharing via the AD

Personnel whose workstations are managed by the IT Department have a personal storage space for their working documents (":\Mes documents").

This disk space is accessible via what is referred to as a network reader or sharing (in ":U", u as in user) allowing you to log in to the AD (*Active Directory*<sup>[p.15]</sup>).


There are also shared spaces, defined based on the existing structures (services, divisions, units, hubs, department, etc.) with which each user is associated.

See the documentation [[https://documentation.unistra.fr/Catalogue/Poste\\_de\\_travail/Hebergement\\_de\\_donnees\\_utilisateurs/Stockage\\_donnees\\_utilisateur](https://documentation.unistra.fr/Catalogue/Poste_de_travail/Hebergement_de_donnees_utilisateurs/Stockage_donnees_utilisateur)]



The login username is followed by **@AD**



These spaces are accessible from outside the University via the  VPN connection (cf. Wi-Fi and VPN Connection) <sup>[p.7]</sup>.

## Online storage and synchronisation of files

The University of Strasbourg offers each member of its personnel 15GB online storage space.

This cloud type service, called *Seafile*, provides permanent access to files on a mobile computer or device.

Synchronisation means that you can work on your documents stored online directly from your workstation.

Finally, Seafile facilitates the sharing of files with other users, whether from the University of Strasbourg or outside it.



### Further information

[services-numeriques.unistra.fr](https://services-numeriques.unistra.fr) [[https://services-numeriques.unistra.fr/catalogue/service.html?service=s-services\\_synchronisationetpartagedefichiers](https://services-numeriques.unistra.fr/catalogue/service.html?service=s-services_synchronisationetpartagedefichiers)]

## Sharing institutional administrative documents

The Electronic Document Management tool (GED) allows the University to store, archive, share and research institutional digital documents for long-term use.

It thus allows direct access to the administrative documents shared by the central services (via the E.N.T. University Life tab (Vie de l'université)).


Dedicated access is available:

- via the Documentation tab of the E.N.T. for access by classification folders, those for which you are authorized;
- via the Practical Services tab of the E.N.T. for direct access to the search engine.

### Further information

[services-numeriques.unistra.fr](https://services-numeriques.unistra.fr) [https://services-numeriques.unistra.fr/catalogue/service.html?service=s-services\_ged]



To share the permanent web link of a document with a colleague, click on the icon  associated with a document stored in the GED.

## CHAPTER 6

# COMMUNICATION AND COLLABORATION TOOLS

## Webmail

Each member of the personnel is allocated an email address (@unistra.fr).

It becomes operational immediately upon activation of the user's Unistra account.

Each user has 10GB storage space.

Email messages can be read from any type of peripheral.

### ★ Further information

[services-numeriques.unistra.fr](https://services-numeriques.unistra.fr) [https://services-numeriques.unistra.fr/catalogue/service.html?service=s-services\_messagerie]

### ★ To check your webmail (SOGO)

[webmail.unistra.fr](https://webmail.unistra.fr) [https://webmail.unistra.fr]

## Managing personal or shared diaries

This service is used to access your personal online diary.

Each user can choose to share their diary with one or more other users.

### ★ Log in to SOGo to access your diary or diaries

[agenda.unistra.fr](https://agenda.unistra.fr) [https://agenda.unistra.fr]

### ★ Further information

[service-numériques.unistra.fr](https://services-numeriques.unistra.fr) [https://services-numeriques.unistra.fr/catalogue/service.html?service=s-services\_agendapartage]

## Other practical day-to-day services

### Availability of the rooms

[ent.unistra.fr](https://ent.unistra.fr) [https://ent.unistra.fr] : Practical services, Check timetables section (Consulter les emplois du temps)

### Contact directory of the personnel

[annuaire.unistra.fr](https://annuaire.unistra.fr) [https://annuaire.unistra.fr]

### Poll to arrange a commonly acceptable time slot

[studs.unistra.fr](http://studs.unistra.fr) [http://studs.unistra.fr]

## Collaborative note taking

[pad.unistra.fr/](https://pad.unistra.fr/) [<https://pad.unistra.fr/>]

## Online meeting or conference

In accordance with your requirements:

- independently, via a web browser [[https://services-numeriques.unistra.fr/catalogue/service.html?service=s-services\\_webconference](https://services-numeriques.unistra.fr/catalogue/service.html?service=s-services_webconference)] : use of **Meeting** or **Skope** applications
- assisted, in a videoconference room [[https://services-numeriques.unistra.fr/catalogue/service.html?service=s-services\\_visio-conference](https://services-numeriques.unistra.fr/catalogue/service.html?service=s-services_visio-conference)]: contact the PAD at [dun-visio@unistra.fr](mailto:dun-visio@unistra.fr) [<mailto:dun-visio@unistra.fr>]

and finally

Creating surveys (satisfaction, usage): Limesurvey [<http://sondages.unistra.fr/limesurvey/admin/admin.php>]

## CHAPTER 7

## HELP AND SUPPORT

**Support**

Support [<https://services-numeriques.unistra.fr/contacter-le-support.html>] is the department that provides users with help in their day-to-day use of the digital services.

It is available from Monday to Friday from 7:45am to 6:00pm

- via an online form [<https://sos.unistra.fr/sos/pub/demande>],
- by email: [support@unistra.fr](mailto:support@unistra.fr) [<mailto:support@unistra.fr>],
- by telephone: 03.68.85.43.21 (**54321** from an internal extension)

**The digital services site**

The site of the IT Department and the Digital Uses Department presents the University's full offer in the field of digital services.

What services are available?

- **Support services** for producing teaching resources, audiovisual content, etc.;
- **The catalogue of services** presenting all the digital tools by user profile;
- **User documentation** (Documentation section) to help with using tools and understanding the procedures to be followed;
- **A digital tools training package** (section Training (Formations)) and of course
- **All the digital news** (News and Schedule).

**▲ enseignants/chercheurs**

Teaching tools training package [<https://services-numeriques.unistra.fr/formations/formations-aux-outils-pedagogiques.html>]

 **Access the digital services site**

[services-numeriques.unistra.fr](https://services-numeriques.unistra.fr) [<https://services-numeriques.unistra.fr>]

## CHAPTER 8

# COMMENTS, SUGGESTIONS

*Let us know what you think!*

In order to help us improve the quality of the documentation, please send your comments and suggestions to [sn-documentations@unistra.fr](mailto:sn-documentations@unistra.fr) (remember to provide the name of the documentation and, if possible, the consultation URL).

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# GLOSSARY

<b>Active Directory</b>	Database that contains all the user accounts and the settings applicable to their work session. Rights associated with an account will then depend on the groups or structures with which the user is associated for access to some software programs and the general configuration of the desktop. Active Directory is limited to the user accounts of the University of Strasbourg.
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