ERASMUS Mobility Survival Guide

This is a brief guide presenting the different platforms of the University of Granada whose use will be necessary to know as an international mobility student.

Table of Contents

Oficina Virtual	2
Correo Electrónico UGR	3
PRADO	4
SEDE ELECTRÓNICA UGR	5
PLATAFORMA HERMES	6

In case of doubt, you can write to us at <u>oriccps@ugr.es</u> and we will try to help you as soon as possible.

Oficina Virtual

Web portal for consultation and processing that allows access to the management, services and computer applications of the University of Granada.

How to access

It can be accessed from the address: <u>https://oficinavirtual.ugr.es/ai/</u>

- User: This is the ID number with which you are registered as a student.
- **Password**: This is a four-digit PIN that will have been provided to you by email when you formalized your enrollment. This PIN can be changed by the user after the first access to the platform. If you forget the password, you can request to reset the original password by writing to <u>oriccps@ugr.es</u>.

Setting up two-factor authentication

The University of Granada has implemented a security protocol for the protection of personal data. Thus, in order to access the virtual office, a second code will be requested and will be communicated to the e-mail or cell phone. This code is known as "Double Authentication Factor". To configure this second code, in the first access to the virtual office you will have to configure the form of communication of the code. The options are:

- Another email account different from the UGR one.
- Identification using the barcode of your TUI UGR university card.
- Receipt of the code to your cell phone via SMS

These options can be modified at any time from the "CONFIGURATION" option available at the top of the Virtual Office screen.

Tutorial:

https://internacional.ugr.es/en/students/ugr-services/student-accountemail

Correo Electrónico UGR

Once you have configured and accessed your Virtual Office, the next step is to create a UGR student email account. This step is important since the email credential will be needed to access the PRADO teaching platform.

How to create a UGR student email account:

- 1. Enter the Virtual Office
- 2. Search for the "E-mail" option.
- 3. Follow the instructions indicated.
- 4. When you finish, you must take into account that the e-mail account will be operative the day after its creation.

<u>Access to e-mail:</u>

Through the portal: <u>https://webmailest.ugr.es/</u>

Change the e-mail password:

- 1. Enter the Virtual Office
- 2. Search for the "E-mail" option.
- 3. Follow the instructions indicated.
- 4. The password change will be effective within a maximum period of 9 hours.

Additional instructions about the e-mail account:

Activate account - https://csirc.ugr.es/estudiantes/acceso-servicios

Video Tutorial -

https://csirc.ugr.es/informacion/documentos/tutoriales/correo

https://internacional.ugr.es/en/students/ugr-services/student-account-email

PRADO

It is the official teaching platform of the University of Granada. In it are located the teaching spaces.

Access to PRADO platform:

Through the portal: <u>https://prado.ugr.es/</u>

Once there, select the appropriate option: GRADO curso actual. The browser will guide you to the authentication page:

- User: UGR e-mail account
- **Password**: I the password of the UGR e-mail account. In case of access problems, please consult <u>this document</u>.

Instructions and tutorials about PRADO:

https://ceprud.ugr.es/formacion-tic/recursos-tutoriales/prado

SEDE ELECTRÓNICA UGR

The University of Granada has an Electronic Office through which the university community can process or submit documents to the Registry of the University of Granada telematically.

As a mobility student at the University of Granada, under normal conditions, you will only need to use the Electronic Office to <u>request the RECOGNITION</u> of credits for participation in a MOOC, Spanish course of the Centro de <u>Lenguas Modernas (CLM) or equivalent activity</u>. For this reason, the following explains how to apply for recognition from the E-Office:

Access to the Application for Recognition

Through this link: <u>https://sede.ugr.es/procs/Gestion-Academica-Solicitud-de-reconocimiento-de-creditos-en-Grado</u> y pulsa el botón ACCESO.

Identification in Sede Electrónica:

The platform will ask you to identify yourself. The form of identification will be the same used for the <u>Oficina Virtual</u>.

Completa el formulario y presenta la solicitud:

Once identified, you must complete the form that appears:

- Field "EXPOSICIÓN DE HECHOS": write "Reconocimiento de créditos de un MOOC o curso de Español".
- Field "PETICIÓN": write "Solicito el reconocimiento de créditos por participación en el curso...".
- Do not forget to attach the PDF with the MOOC or CLM course certificate.
- Field "FACULTAD DE DESTINO" select "Facultad de Ciencias Políticas y Sociología".
- Submit the application and save the PDF supporting the submission.
- Lastly, please send the PDF of the proof of payment to <u>oriccps@ugr.es</u> so that we can process it as soon as possible.

PLATAFORMA HERMES

The Hermes platform is the way through which the University of Granada officially communicates to students any communication related to applications made in the Electronic Office of the University of Granada.

As a mobility student at the University of Granada, <u>you will only need to</u> <u>access the Hermes platform to download the Academic Certificate that will</u> <u>be issued at the end of your stay.</u>

Access to Plataforma Hermes:

Through this link <u>https://sede.ugr.es/Hades/?destino=Hermes</u>

Identification in plataforma Hermes:

The platform will ask you to identify yourself. The form of identification will be the same used for the <u>Oficina Virtual</u>.