# BIENVENIDXS A LA UGR UGR WELCOMES YOU





### **Our Faculty**

Web page <a href="https://polisocio.ugr.es/index.php">https://polisocio.ugr.es/index.php</a>



### What to expect of the Courses

- Face to face lessons
- It is mandatory to assist
- You can use PRADO and / or correo ugr to communicate with your Professors



### What to expect of the Courses

How do I know where I have to go? Which is my classroom?

At what time does my Course starts?

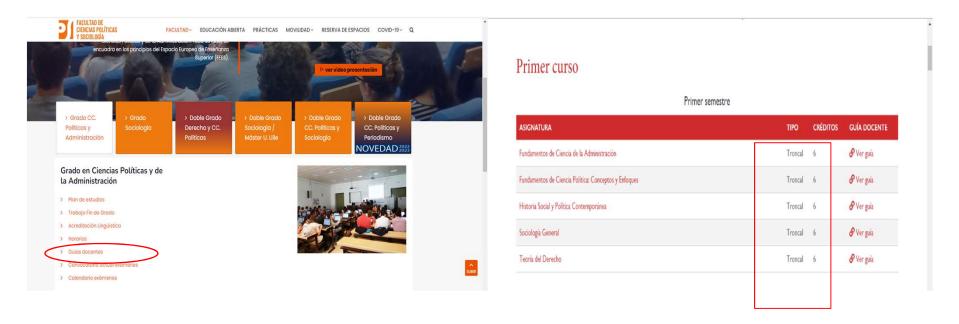
You can check the different schedules in the following links:

\* Sociology / Political Sciences/ Double Degree Law and Political Sciences



### What to expect of the Courses

Teaching guides (**syllabus**) are shown at the Web Faculty in the section "GUÍAS DOCENTES"



### ELECTRONIC RESOURCES (recursos electrónicos)

How to use What are they used for

#### → VIRTUAL OFFICE

- email creation/crear cuenta de correo-e
- academic record consultation/consulta expediente
- University Card (TUI)
- enrolment receipt/resguardo de matrícula

### → ELECTRONIC OFFICE

- TOR/Certificado Académico
- Generic Application/Solicitud genérica
- Hermes\*

#### → PRADO

- Virtual access to the Courses (notes, bibliography, papers...)
- → WEB FACULTY AND SOCIAL MEDIA



# VIRTUAL OFFICE (IDENTIFIED ACCESS): <a href="https://oficinavirtual.ugr.es/ai/">https://oficinavirtual.ugr.es/ai/</a>

#### What can we do here?



#### **DOUBLE AUTHENTICATION FACTOR**

- Security Measure: process of double verification of identity
- Mobile phone, email or TUI Code
- Check the Code at the Spam Folder

**Tutorial** 



#### 1. How to create the mail - Creación del correo electrónico

xxx@correo.ugr.es

This e-mail account will be ready after **24 hours** and you will use it.

The E-mail is necessary to know about:

- Access to PRADO Notices / Notifications to PRADO
  - Faculty and University Information
  - Contact Professors and Administrative Services
    - Access to WIFI (eduroam)

#### **FIRST STEP**



#### **SECOND STEP**

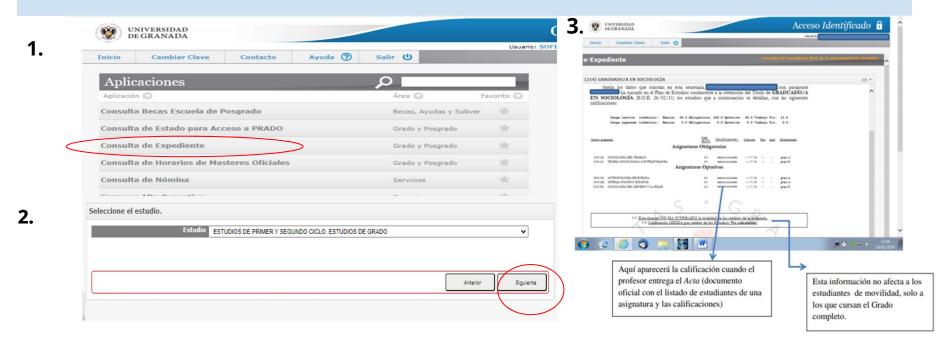


#### **THIRD STEP**

Ready to use it!



#### 2. ACADEMIC RECORD CONSULTATION - CONSULTA DE EXPEDIENTE



#### 3. UNIVERSITY CARD (TUI)



It is mandatory to book an apointment !

You would get an appointment here:

#### **ESPACIO V CENTENARIO**

Avenida de Madrid, 11

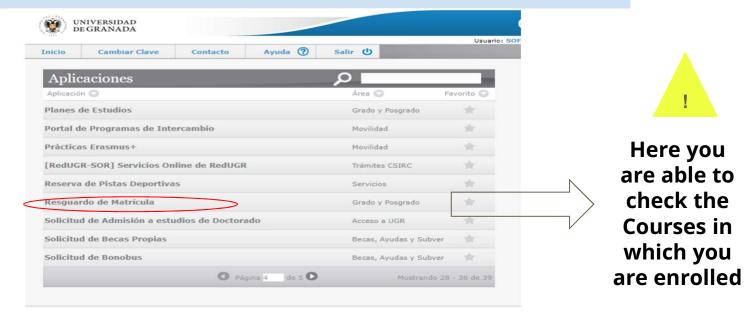
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### **VIRTUAL OFFICE**

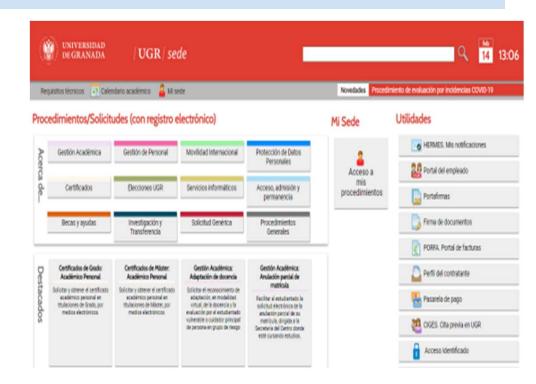
#### 4. ENROLMENT RECEIPT



# SEDE ELECTRÓNICA <a href="https://sede.ugr.es/">https://sede.ugr.es/</a>

#### What can we do here?

- Get your transcript of records
- Solicitud Genérica / Generic application (upload CLM or MOOCs Certificates)
- Access to Hermes (download your final Transcript of Records in June)

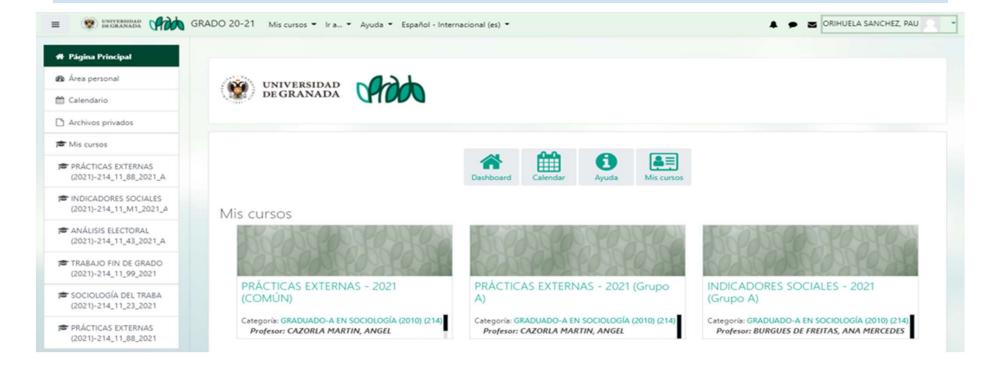


### PRADO: <a href="https://pradogrado2223.ugr.es/auth/saml/login.php">https://pradogrado2223.ugr.es/auth/saml/login.php</a>



PRADO is the official platform of the UGR to support face-to-face teaching and the management of online teaching.

### **PRADO**



### Don't forget to...

- Register yourself in the nearest HEALTHCARE CENTER with your European Health Insurance card.
- Register yourself as a student at the Foreigners Office. You need to arrange an appointment before





### **Our Social Media**





Instagram (C): internationalmobilityinfo



Twitter : @polisocioUGR

