Digital services at Lyon 2

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1 Access Lyon 2 digital services

1.1 Access to the Lyon 2 intranet

The intranet allows you to keep up with the latest news and access services such as the APPLIS portal, the course platform and your schedule.

Prerequisites: your Lyon 2 username and password

Address: https://www.univ-lyon2.fr

Procedure:

```
01.  Open a web browser (Mozilla Firefox, Google Chrome, Microsoft
     Edge, etc.)
02.  Enter the Lyon 2 website address.
03.  Click on the "intranet" link at the top left of the page
     (Figure 1)Figure 1. Université Lumière Lyon 2 website
04.  Enter the username and password of your Lyon 2 account (Figure
     2).Figure 2. Université Lyon 2 identification page
```

Expected result: Visual display of the Lyon 2 intranet page (Figure 3). Visual display of the Lyon 2 intranet page (Error: reference source not found). The white block to the left of the intranet page offers you a set of shortcuts to quickly access frequently used services, such as the APPLIS portal, webmail, course platform, and schedule.
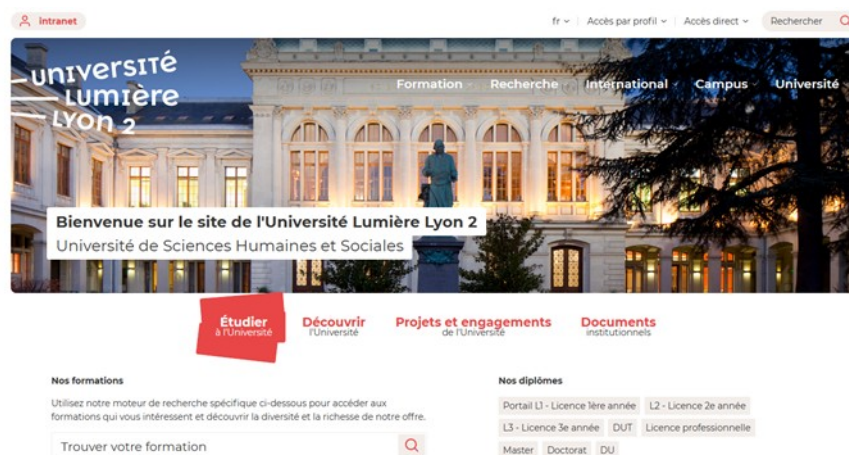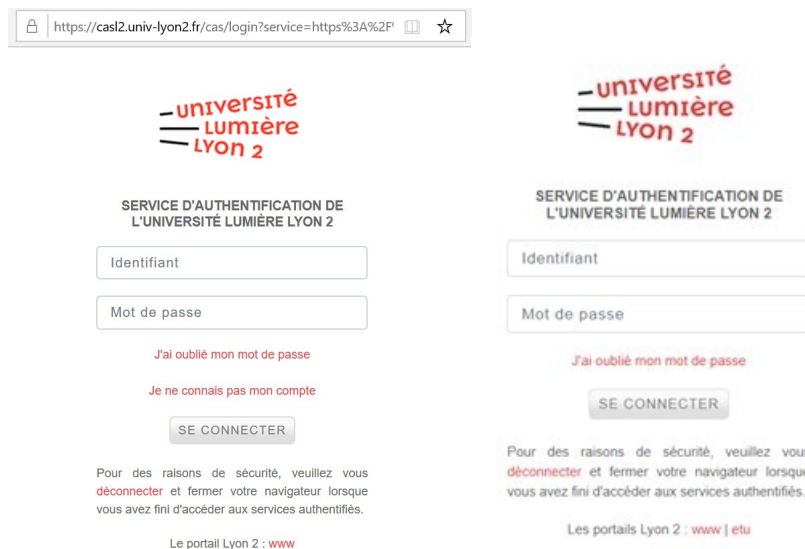

Figure 1. Université Lumière Lyon 2 website

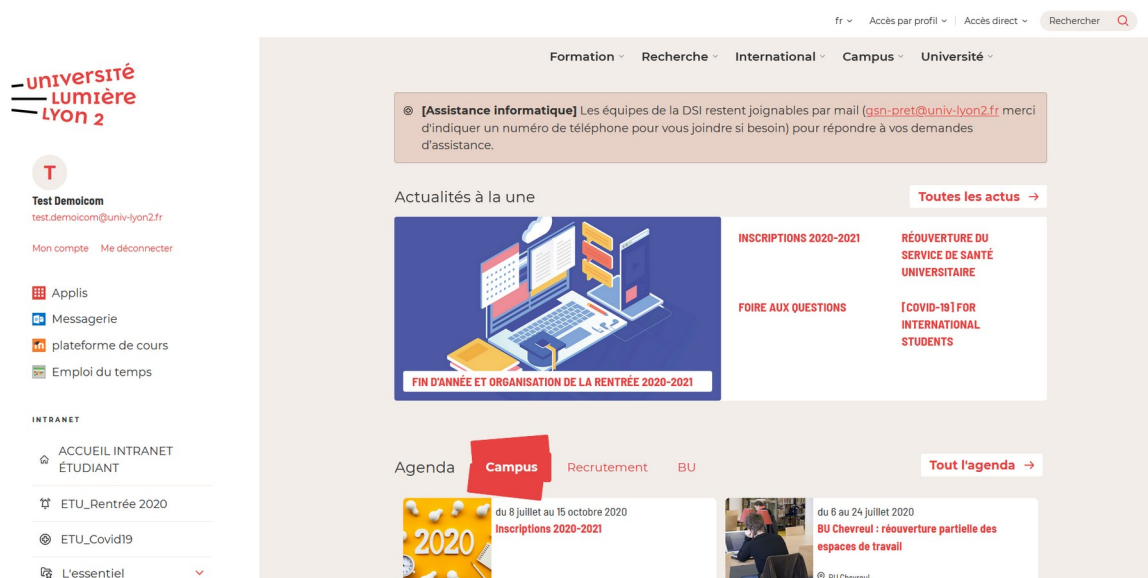Figure 2. Université Lyon 2 identification page

Figure 3. Lyon 2 intranet

1.2 APPLIS Portal

The APPLIS portal brings together all the digital services that may be useful to you during your studies at the University.

Prerequisite: your Lyon 2 username and password

Address: https://applis.univ-lyon2.fr or via the shortcut offered by the Lyon 2 intranet.

Procedure:

```
01.   Open a web browser (Mozilla Firefox, Google Chrome, Microsoft
   Edge, etc.)
02.   Enter the APPLIS portal address.
03.   Enter the username and password of your Lyon 2 account (Figure
   2).Figure 2. Université Lyon 2 identification page
```

Expected result: Visual display of the Lyon 2 digital services home page (Figure 4). By default, the page contains the three tabs "Tools ", "Web" and "BU" which

group together specific tools. You can add favourites by clicking on the star at the top left of each tool's icon. A 4th "Favorites" tab will then be created to group the chosen tools.
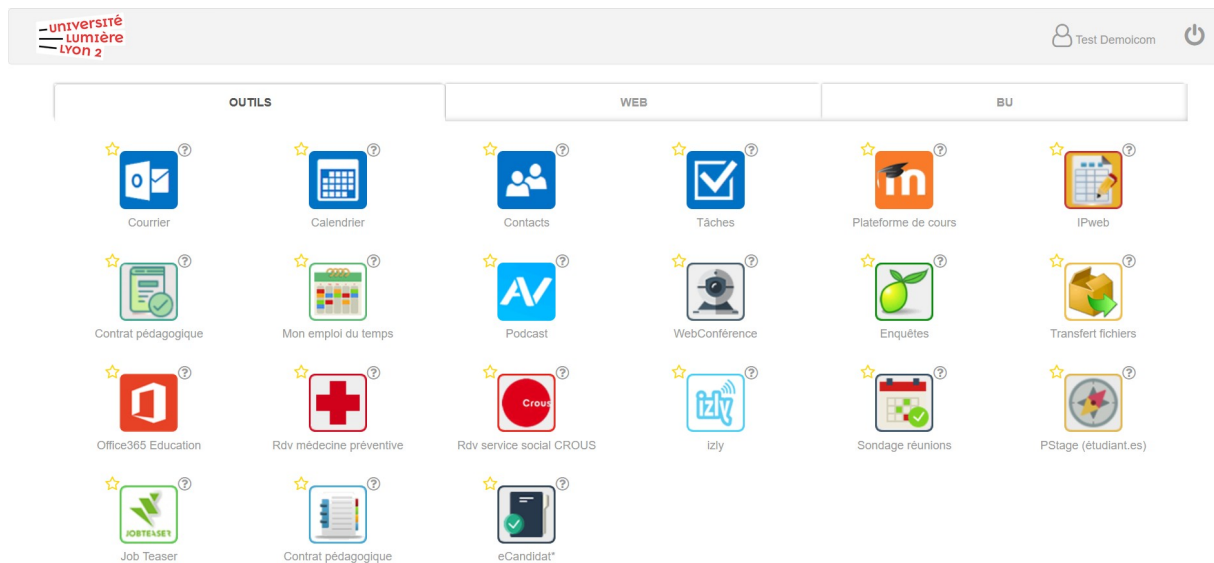

Figure 4 . Lyon 2 digital services home page (APPLIS portal)1

1.3 3.1.3 "My account" area

Prerequisite: be authenticated (or connected) to Lyon 2 digital services.

Address: https://applis.univ-lyon2.fr

Procedure: click on your username (top right) in the digital services home window "APPS" (Figure 5). Then click on the "My Account" option.
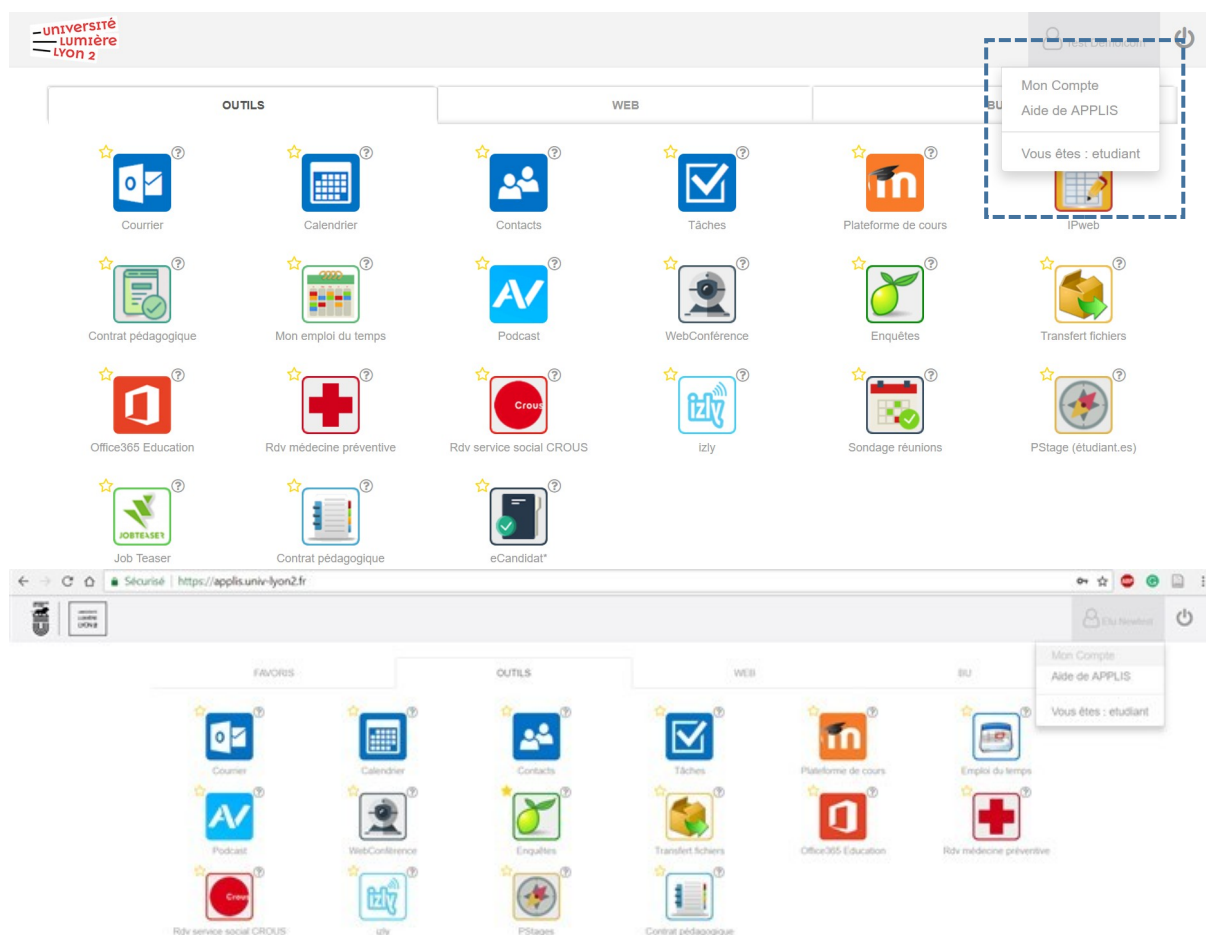
Figure5 . Accessing options related to the user's profile2

When logging in for the first time to the "My account" area, you will be asked to indicate whether you authorise the use of your photo by the University's digital services (Figure 6).

Figure6 . Request for consent for the use of your photo3

Expected result: Visual display of the "managing your account" page (Figure 7).

Mon compte

Gestion de votre compte

Modifier votre mot de passe

Consulter la charte informatique

Gérer vos abonnements aux listes de diffusion

Gérer vos données personnelles

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Figure7 . "Managing your account" screen4

1.4 Signing the IT charter

Goal: sign the IT charter which defines the rules relating to the use of the IT network, resources and services made available to you by the Université Lumière Lyon 2.

Procedure: when you first access your Lyon 2 "My Account" area, you will be asked to sign the IT charter (Figure 8). If this is not your first access and you have not yet signed the IT charter, use the "Consult the IT charter" option (Figure 7) in the "Manage your account" menu. After carefully reading the IT charter in your browser, click on the "Sign the charter" button to ratify the rules for using digital services at Université Lyon 2.

Mon compte

Charte informatique

Charte utilisateurs   1 / 4

Charte informatique
à destination des utilisateurs

Vu le code de l'éducation
Vu le code pénal
Vu le code de la propriété intellectuelle
Vu le code des postes et des communications électroniques
Vu la loi du 29 juillet 1881 sur la liberté de la presse
Vu la loi n° 78-17 du 6 janvier 1978 relative à l'informatique, aux fichiers et aux libertés
Vu la loi n° 2004-575 du 21 juin 2004 pour la confiance dans l'économie numérique

Préambule
L'Université met en œuvre des systèmes d'information (SI) nécessaires à l'exercice de ses missions.
Le réseau informatique de l'Université est relié par l'intermédiaire du Réseau RENATER (RÉseau national de télécommunications pour la Technologie, l'Enseignement et la Recherche) à une communauté d'utilisateurs travaillant dans le domaine de l'éducation, de la culture, de la recherche et de la technologie.
La présente Charte définit les règles relatives à l'utilisation du réseau informatique, des ressources et mis à disposition par l'Université et tend à sensibiliser les utilisateurs aux risques liés à leur utilisation en termes et de confidentialité des données traitées et de sécurité informatique.

Article 1. Champ d'application et définitions
1.1 Utilisateurs
La présente charte s'applique à l'ensemble des utilisateurs

divulguer les informations qu'ils sont amenés à connaître dans le cadre de leurs fonctions dès lors que ces informations relèvent de la vie privée de l'utilisateur et qu'elles ne mettent en cause ni le bon fonctionnement technique des

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Figure8 . Université Lyon 2 IT charter signature screen5

After signing the charter, the "My account" screen should display the following options (Figure 7):

- "Changing your password ".
- "Consulting the IT charter ".
- "Managing your mailing list subscriptions".
- "Managing your personal data".

1.5 Changing your password

Goal: enter a new password

Procedure:

```
01.   Choose  the  "Changing  your  password"  option  on  the  "Managing
      your account" page (Figure 7).Figure7 . "Managing  your  account"
      screen4
02.   Enter your new password (Figure 9). The latter must comply with
      the following rules:Figure9 . "Changing your password" screen6
```

- In general, all characters are allowed in your password.
- However, if you are using your Lyon 2 messaging system in IMAP or POP3, you should use only letters (upper and lower case), numbers, spaces and the following symbols: ! » # $ % & ' ( ) * + , -. / : ; <=>?@[\]^_`{|}~.

Figure9 . "Changing your password" screen6

1.6 Changing your emergency e-mail address

Goal: enter a backup e-mail address to allow you to retrieve your Lyon 2 credentials if you forget them.

Procedure:

```
01.   Return to your user profile.
02.   Go to the option "Managing your personal data ".
03.   Enter  the  new  e-mail  address  and  validate  it  (Figure
      10).Figure10 . Personal data management screen7
```

Figure10 .
Personal data management screen7

1.7 Viewing your schedule

Prerequisite: be authenticated (or connected) to Lyon 2 digital services.

Address: https://applis.univ-lyon2.fr

Procedure: click on the "My schedule" application

Mon emploi du temps

Expected result: Visual display of your schedule (example in Figure 11). Do not forget to click at the bottom of the screen on the week you want to view (the current week is displayed by default). There may be variations in the schedule from week to week.

Figure11 . Example of a timetable8

1.8 Connecting to the "Moodle" course platform

Prerequisite: your Lyon 2 username and password

Address: https://moodle.univ-lyon2.fr, on the intranet — or through the APPLIS portal by clicking on the icon.

Procedure:

```
01.   Open a web browser (Mozilla Firefox, Google Chrome, Microsoft
      Edge, etc.)
02.   Enter the address of the course platform
03.   Enter the username and password of your Lyon 2 account (Figure
      2)Figure 2. Université Lyon 2 identification page
```

You can also access the platform by clicking on the icon below available on the intranet and on the APPLIS portal.

Expected result: "Course overview" screen of the Moodle course platform (Figure 12).

The list of available online courses will be different, depending on your background at the University.
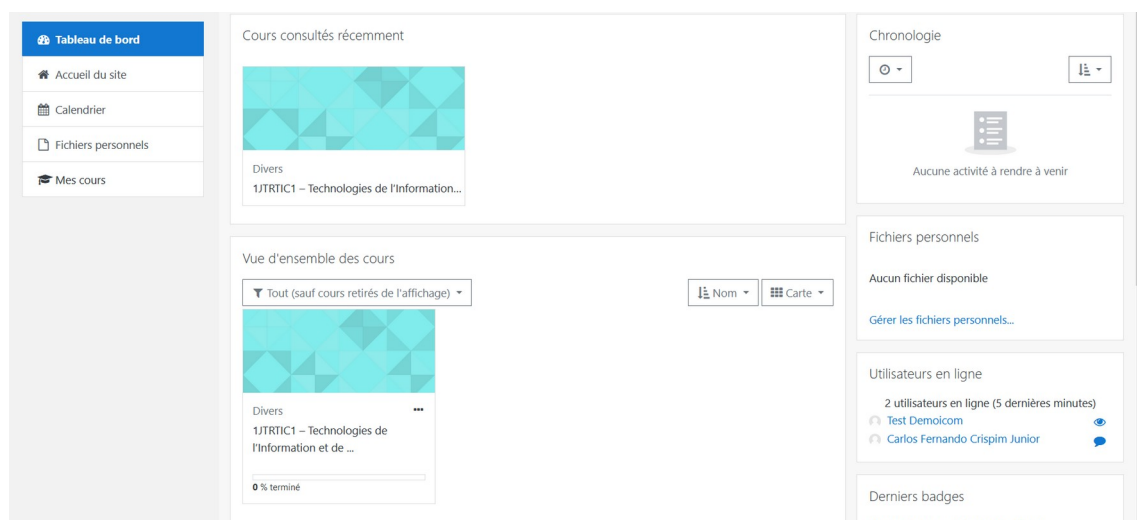

Figure12 . Moodle course platform9

2 Contributors

- ICT teaching team