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](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)
04. Enter the username and password of your Lyon 2 account (Figure 2)

**Expected result:** Visual display of the Lyon 2 intranet page (Figure 3). 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](image-url)
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](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).

**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)](image)

### 1.3 3.1.3  “My account“ area

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

**Address:** [https://applis.univ-lyon2.fr](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.
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).

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

02. Enter your new password (Figure 9). The latter must comply with the following rules:

- 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: ! » # % & ' ( ) * + , -. / : ; <=>?@[^\`{\}~.]

### 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).
1.7 Viewing your schedule

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

**Address:** [https://applis.univ-lyon2.fr](https://applis.univ-lyon2.fr)

**Procedure:** click on the “My schedule” application

**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.
1.8 Connecting to the “Moodle” course platform

**Prerequisite:** your Lyon 2 username and password

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

**Attention:** do not forget to enter the “S” in “https://”, which means that you are requesting access to Lyon’s digital services through a secure channel. Unsecured access (for example, “http” without “s”) is not allowed (see [https://fr.wikipedia.org/wiki/Canal_de_communication](https://fr.wikipedia.org/wiki/Canal_de_communication)).

**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)

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.

![Moodle course platform](image)

**Figure 12. Moodle course platform**

2 Contributors

- ICT teaching team