

## How to use the eLearning resources at the University of Granada

### How to create your e-mail account

1. When you register at Granada University you get a PIN number.
2. Go to the web site <http://www.ugr.es/>, and choose “Acceso identificado”, then fill in your passport number (DNI, the one they used in your registration) and your PIN.
3. Once you gain access to your university Virtual Learning Environment, click on CSRIC and choose the option “cuenta de correo”. You will be able to use it after 24 hours.
4. Once your email account is active, you will access it from the University web site <http://www.ugr.es/>, by clicking on “Webmail, Correo web”.
5. We advise that you set up an email address with the University, since it is quick and easy to do and necessary to use some of the other services at the university like wireless connection or VPN.

### How to use the wireless connection

1. In most of the faculties you can use your laptop with a wireless connection.
2. To do that, once you start your laptop and it gets the wireless network, open the browser and fill in the username with your full email account [usuario@correo.ugr.es](mailto:usuario@correo.ugr.es) and your password.
3. You will get connected immediately.

### How to access online catalogues/library electronic resources

1. Find a free computer in the library. The maximum time of use allowed is 10 minutes and the computers are for searching the catalogues only and not to check emails.
2. Click on *Página Web de Bibliotecas* on the desktop.
3. Click on *Catálogos* and then *Catálogo General*. For electronic resources click *Recursos Electronicos*.
4. Choose your search options “Name/Title/Word”, then type in what you want to search.
5. Click on a search result and you will find information on which faculty it can be found in, and the type of loan available.
6. Make a note of the reference number and look manually on the corresponding shelf, for electronic resources, click on *Acceso al texto completo*.

### How to use the VPN (Virtual Private Network)

1. Virtual Private Network (VPN) enables you to connect the UGR resources from every where you are connected (your home, a café, etc). These are resources (library, your own University Virtual Environment, etc.) that would normally be accessible only from the university building, but the VPN system enlarges the possibilities.
2. To connect with the UGR network you need a username and a password. Your username will be your complete email address: [usuario@correo.ugr.es](mailto:usuario@correo.ugr.es), the password will be your email one.
3. To make a VPN connection in the UGR Network, you have to follow three steps:

**Step 1** Create a new network connection in your computer for the UGR network. You can find the instructions to do this on the following page: <http://www.ugr.es/informatica/redes/vpn/vpwxp.html>

**Step 2** Access <https://vpn.ugr.es> (**https://**) and enter your username (complete email address: [usuario@correo.ugr.es](mailto:usuario@correo.ugr.es)) and the usual password, thus we can get a VPN “provisional password”. Each connection needs a new “provisional password”.

**Step 3** Having the “provisional password” we can make the VPN connection that has been set up with the UGR Network. Then, you have to enter your complete email account and the “provisional password”.

### How to use the Computer Rooms

1. Students may only use the computer rooms that are located within their own Faculty.
2. To gain access to the computer room students must present proof of registration with the Faculty. This can be in the form of an Erasmus card for example.
3. You should ask in the *Conserjería* of each Faculty where the computer room is.
4. Check the timetable at the *Conserjería* or at the computer room door because they change all the time. The maximum time permitted in the computer room may vary in each Faculty, but the normal average time is 30 minutes per student. Printing is not normally permitted.