USEFUL TOOLS

0. Username and password UPC

1. Email UPC

2. Access to UPC intranets

3. Guide for Atenea

4. Guide for e-Secretaria

5. Guide for services

6. Guide for customized schedules
0. Once you are enrolled you will be able to access the two UPC intranets. To log in you will need a **username** and a **password**.

**USERNAME**: name.lastname

*If you have a middle name your username is: name.middlename.lastname

**DEFAULT PASSWORD**: your birth date (in numbers) followed by the last two numbers of your reference number (which you can find on your enrolment document)

*In ATENEA you can change your password.

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**EXAMPLE:**

Name: Alvar  
Last Name: Aalto  
Birthday: 3 de Febrero de 1898  
Reference number: 92345678

**USERNAME**: alvar.aalto  
**PASSWORD**: 03029878

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An email account has been automatically created as a UPC student.  
**EMAIL UPC**: name.lastname@estudiantat.upc.edu

* You can access your mailbox from correuv3.upc.edu or from Gmail

All communications from the University will be made through this address.

It is very important that you access and review this new account.
Open a browser (preferably Google Chrome) and open www.google.com

Log in clicking in the upper right button.

To sign in, write your full email

name.lastname@estudiantat.upc.edu

It will redirect you to the Portal of the UPC identity system where we only have to put our UPC username and password (point 0)

The system is activated and by clicking on the small 9-point matrix in the upper right part, you can see the available G-Workspace for Education applications

*UPC Mail and G-Workspace will expire a few months after the end of your last semester at UPC.

Do not forget to back up your messages and files at the end of your mobility!
2. To access to the two UPC intranets go to www.etsab.upc.edu and click on Intranet

You will see the link to enter to e-Secretaria and Atenea, the two UPC intranets that you will be using this year in ETSAB.

Guide for Atenea

3. If you click on Atenea you will access the virtual campus of the university, logging in with your username and your password.

In ATENEA you can download your class files, comment on forums, contact your colleagues, upload your homework or check the grades of the enrolled subjects.
Guide for e-Secretaria

4. To enter e-Secretaria, click on e-Secretaria. Click on Identificación única UPC (UPC user) and log in with your username and password.

In e-Secretaria you can get your academic file, check your academic records, change your personal information, redirect your e-mail and print your enrolment.

3.1 Change your Personal Data
3.2 Check your records
3.3 Information about your enrolled courses
3.4 Check your marks (provisional)
3.5 Print your enrolment
4.1. In **My details**, once you have been enrolled, you MUST complete this information:

### 4.1.1. Personal data

- **Review** the information in ‘**Usual home address**’
- **Complete** the information in ‘**Address during academic year**’ with your address in Barcelona

We remind you that a UPC student account will automatically have been created for you ([name.surname@estudiantat.upc.edu](mailto:name.surname@estudiantat.upc.edu)). Communications from the university are sent to your UPC email address. Emails sent by the university will **NOT** be forwarded to the personal address.

### 4.1.2. RGPD Authorizations

- **Answer** the ‘**RGPD authorizations**’
4.2. In **Academic Records** you can download the documents with a list of enrolled subjects and your grades.

4.3. In **Course Guide** you can **download** the course description of each enrolled subject.
4.4. In **Evaluation** you can check the provisional and final marks obtained at the enrolled subjects.

### Marks

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<tr>
<th>Name</th>
<th>UPC Code</th>
<th>Acronym</th>
<th>Cred.</th>
<th>Type</th>
<th>Mark type</th>
<th>Exam. mark</th>
<th>Lect. mark</th>
<th>Final mark</th>
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<td>GCEA</td>
<td>3</td>
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<td>9.5 Excellent</td>
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<tr>
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<td>ALG</td>
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<td>8.0 Very good</td>
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<td>STRUCTURES IV</td>
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<td>EST IV</td>
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4.5. In **Payments** you can see, download and print your enrolment.

### Payments

- **Course**
  - Year: 2016-0
  - Type: Recognition of credits
  - Amount: 0.00 €
  - Method of payment: Financial institution
  - Date of printing: 21/07/2017
  - Expiry date: 28/07/2017
  - Status: Paid

- **Course**
  - Year: 2016-0
  - Type: Enrolment
  - Amount: 0.00 €
  - Method of payment: Financial institution
  - Date of printing: 19/01/2017
  - Expiry date: 26/01/2017
  - Status: Pending

- **Course**
  - Year: 2016-0
  - Type: Enrolment
  - Amount: 0.00 €
  - Method of payment: Financial institution
  - Date of printing: 28/09/2016
  - Expiry date: 03/10/2016
  - Status: Pending

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**Barcelona School of Architecture**

**DEGREE IN ARCHITECTURE STUDIES, Curriculum 2014**

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**Personal details**

Student: 
Ref. no.: 
Passport: 

**ACADEMIC INFORMATION**

<table>
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**FINANCIAL INFORMATION**

- **TYPE OF FEE:** Ordinary

**ACADEMIC FEES**

- Total academic fees: 0.00 €

**ADMINISTRATIVE FEES**

- Total service fee: 0.00 €

**TOTAL ENROLMENT FEE:** 0.00 €

**TOTAL AMOUNT DUE:** 0.00 €

The tuition fees you pay cover between 15% and 25% of the actual cost of enrolling in bachelor degree programs, pursuant to Decree 93/2014 of 17 June and Royal Decree Law 14/2012 of 20 April.
Guide for CUSTOMIZED SCHEDULES

6. In order to make your personal schedule with the courses you want to enroll, this is the best tool for you.

1. Click on Studies
2. Just below click on the left column GAqEtsaB
3. Then click Calendar and schedules
4. Finally click Customized schedules
5. To obtain the schedule click on the term you prefer and choose the courses you would like to take (scroll down to see elective subjects)
6. Then click on the top of the right corner the button Schedule >>

7. You will see your own personal schedule. If you see some courses in red colour it means they overlap at the same time. Go back and try another option. When you get the right one, click Definitive schedule.