

# The first steps - Public documentation

## Understanding MyUNIL

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- [Change your avatar](#)
- [Recharge your PrintUNIL balance](#)

# Log in MyUNIL

Authentication in the MyUNIL portal uses SWITCH edu-ID authentication (<https://wp.unil.ch/eduid/>).

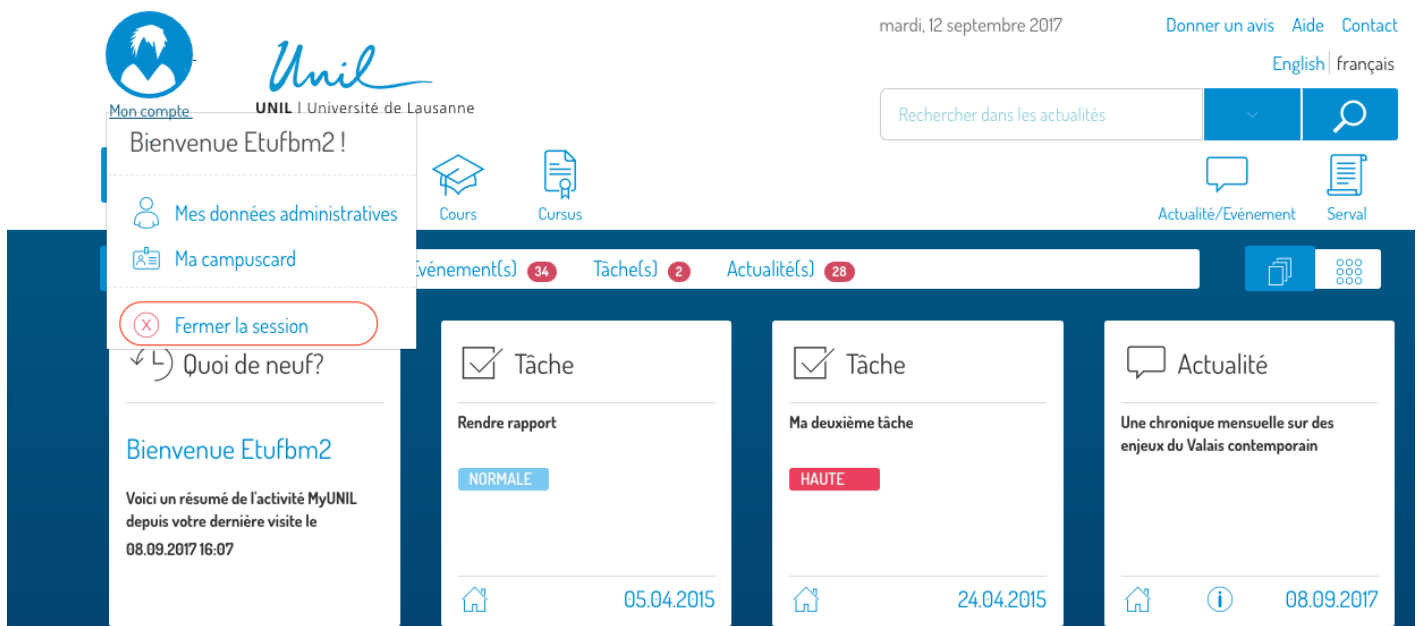


The image shows a login interface for MyUNIL. At the top is the MyUNIL logo, which consists of a blue circle with the word 'My' in white, followed by 'Unil' in a blue script font. Below the logo is the text 'UNIL | Université de Lausanne'. In the center, the text 'Accéder à MyUNIL' is displayed. Below this, the text 'Vous êtes...' is shown. There are two blue buttons: the top one is labeled 'Membre de l'UNIL' and the bottom one is labeled 'Externe à l'UNIL'. To the right of each button is a red circle containing a white number: '1' for the first button and '2' for the second button.

1. Button for users with a UNIL account
2. Button for users of other institutions using SWITCH edu-ID as an authentication system

# Log out of MyUNIL

In order to guarantee maximum security of the data displayed in the portal, users are advised to disconnect after each use

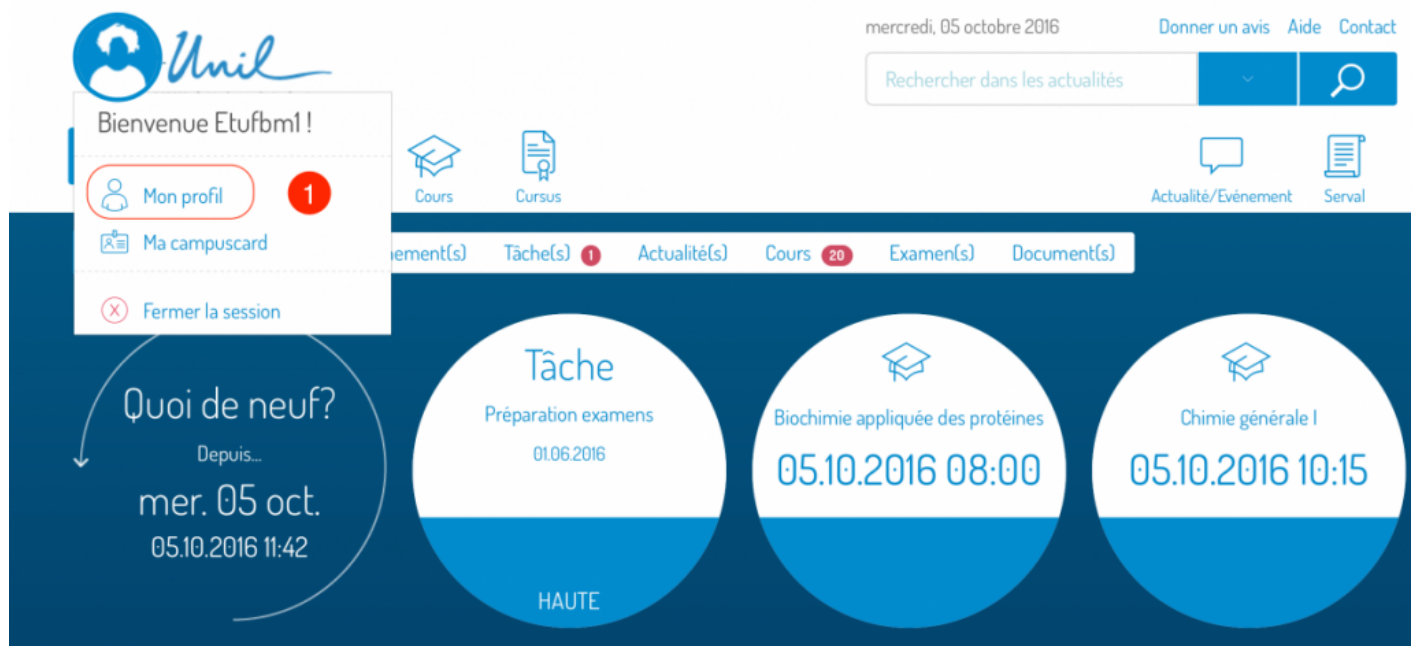


1. Click on the avatar or image of your profile
2. Select article "Logout"

# Change your avatar

Users of the MyUNIL portal can change their avatar at any time from the “My Profile” application in the user menu.

## Access to user profile



1. Click on the avatar or image of the profile and choose the sub-menu “My profile”

## Access to the modification of the avatar



Modifier avatar

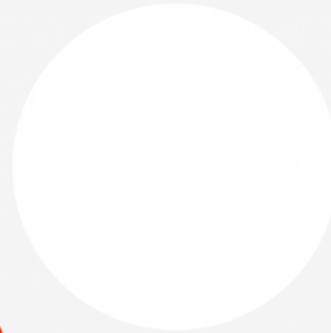
1

Date de naissance 18.08.1992  
Nationalité Suisse  
Sexe ♀  
Etat civil célibataire  
Numéro d'immatriculation [redacted]  
Lieu de naissance Lausanne  
Statut étudiant Régulier

## Modifier mon avatar



Avatar actuel



2

Choisir un avatar

Nouvelle image

Annuler

Valider l'avatar

1. Click on the button "Edit avatar"
2. Two avatar choices
  1. New image: Personal image with the possibility of cropping
  2. Choose avatar: Choose from the list of avatars on offer

# Recharge your PrintUNIL balance


Students can reload their PrintUNIL account at any time from the Campuscard application

## Campuscard page access



## Recharge your PrintUNIL balance


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 Informations

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[Où recharger sa Campus Card ?](#)

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 **PrintUNIL : recharger mon compte**

Convertissez immédiatement et définitivement de l'argent stocké sur votre Campus Card en crédits d'impression PrintUNIL.


Solde CampusCard : CHF 0.00


Solde PrintUNIL : 3 300 crédits

Quantité :

Prix : CHF 10.00

Continuer

 **La solde CampusCard est insuffisante.** Afin de pouvoir acheter des crédits d'impression, veuillez recharger votre CampusCard.

 **Historique d'impression PrintUNIL**

Date	Nb. crédits
le 19.05.2017 à 08h31	100 crédits
le 15.05.2017 à 08h08	100 crédits
le 09.05.2017 à 08h47	200 crédits
le 09.05.2017 à 08h29	-100 crédits
le 09.05.2017 à 08h29	100 crédits
le 09.05.2017 à 08h02	100 crédits
le 09.05.2017 à 07h56	100 crédits

If the balance of Campuscards allows the transaction, a student can at any time recharge his balance PrintUNIL from this interface.

The transaction list is also available from this application.