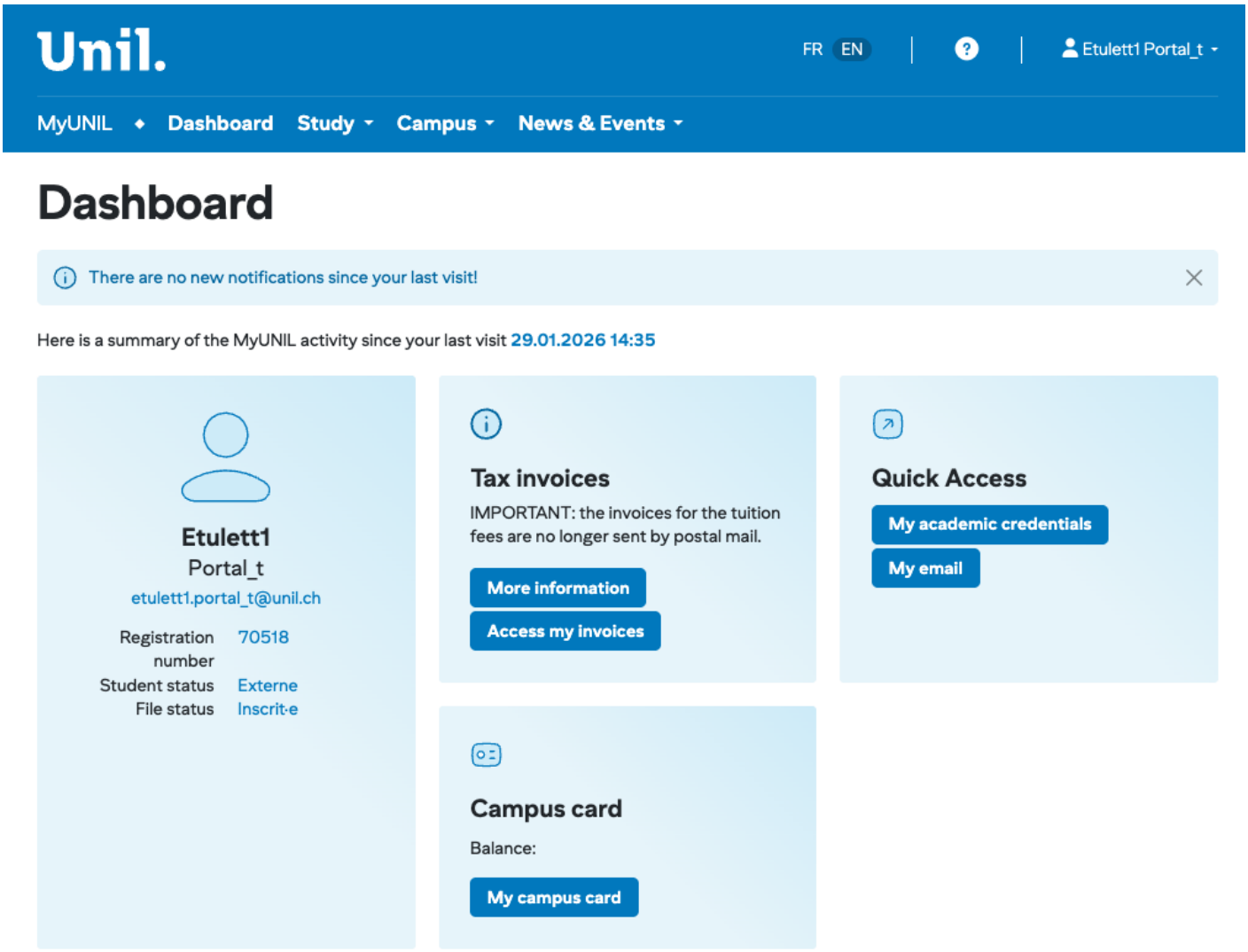
First steps in MyUNIL

The Dashboard

The dashboard is the homepage of MyUNIL. It provides you with a personalised overview of your university activity and quick access to the most frequently used features.

> **Access**: Menu **MyUNIL → Tableau de bord**
> **URL**: https://my.unil.ch



The Navigation Bar

At the top of the screen, the blue navigation bar allows you to access the different sections of MyUNIL:

Menu	Description
Dashboard	Homepage with an overview of your activity
Study	Access to courses, documents, timetables and academic results
Work	Salary data and certificates
Campus	Information and services related to campus life
News & Events	Events, news and university calendar

Elements in the Top Right Corner

Several elements are permanently accessible in the top right corner of the screen:

Language Selector (FR / EN)

Allows you to switch the interface between French and English.

Help Button (?)

Provides access to documentation and support resources.

User Menu

By clicking on your name, a dropdown menu appears with the following options:

- **Your email address** — displayed for information purposes
- **Mes données administratives** — direct access to your personal information
- **Fermer la session** — secure logout from the portal

The Notifications Area

Below the navigation bar, an information area indicates whether new notifications are available since your last visit. A summary of your MyUNIL activity is also displayed with the date and time of your last login.

> *Example: "Voici un résumé de l'activité MyUNIL depuis votre dernière visite le 29.01.2026 10:55"*

Dashboard Widgets

The dashboard displays several widgets (panels) that give you a quick overview of your information and direct access to key features.

User Profile Widget

Located on the left, this widget displays your personal information:

- Your surname and first name
- Your status (e.g.: Portal_t for test account)
- Your university email address
- Your registration number
- Your student status (e.g.: External, Regular)
- Your file status (e.g.: Registered)

Tuition Fees Widget

This widget informs you about your semester tuition fee invoices. Two buttons are available:

- **Plus d'informations** — to find out more about university fees
- **Accéder à mes factures** — to view and download your invoices

> ⚠ **Important**
> Semester tuition fee invoices are no longer sent by post. View them directly from this widget or in the dedicated section.

Campus Card Widget

This widget displays your campus card balance and allows you to access its management. Click on **Ma campus card**to:

- Check your current balance
- Top up your card
- Block or unblock your card if lost

Quick Access Widget

Located on the right, this widget offers shortcuts to the most frequently used features:

- **Mes attestations d'études** — download your enrolment certificates

- **Ma boîte email** — access your university mailbox directly

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Interface Summary

Area	Content	Possible Actions
Header	UNIL logo, navigation, language, help, profile	Navigate, change language, log out
Notifications	Messages and activity summary	View updates
Profile	Personal information	View your status
Invoices	Semester fees	View and download
Campus card	Card balance	Manage your campus card
Quick access	Main shortcuts	Certificates, emails

Tips for Use

- Check your dashboard regularly so you don't miss any important notifications.
- Verify your file status, particularly during the registration period.
- Remember to download your tuition fee invoices as soon as they are available.
- Don't forget to log out after using a shared computer.

This documentation is part of the official user help for the MyUNIL portal.
University of Lausanne – IT Centre

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