

# Welcome to MyUNIL

MyUNIL is your personal virtual office at the University of Lausanne. Accessible from any device connected to the Internet, this portal centralises all the tools and information essential to your university life.

## “ Portal Access

<https://my.unil.ch>

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# MyUNIL, Your university life simplified

Access all your academic, administrative and personal services from one place.

[Access MyUNIL →](#)

## Quick Access



### Schedule & Timetable

View your schedule, class times and exams.



### Courses & Materials

Access course descriptions and teaching materials.



### Academic Record

View your exam grades and academic progress.



### Messaging

Communicate with administration and your teachers.



### Campus Card

Manage your campus card and check your balance.



### Registration

Register for courses and manage your certificates.

## What is MyUNIL?

MyUNIL is your personalized virtual desktop that centralizes all University of Lausanne services. A single interface to manage your academic and administrative life.

- ✓ Courses and exams calendar
- ✓ Access to exam grades and academic record
- ✓ Registration and certificate management

## Need help?

Our team is available to answer your questions.

[myunil@unil.ch](mailto:myunil@unil.ch)

[MyUNIL Documentation](#)

[Legal information](#)

MOBILE APP

## UNIL Campus

Your university in your pocket. Schedules, campus maps, news and more.



# What is MyUNIL?

MyUNIL is an adaptive and personalised web portal that offers unified access to various university information sources and services. It allows you to interact with your academic and administrative content from a single, intuitive environment.

The portal is available 24/7, except for announced or accidental service interruptions.

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# Main Features

MyUNIL gives you access to the following tools:

Feature	Description
<b>Agenda</b>	View your course and exam timetables. Synchronise them with your smartphone or Google Calendar.
<b>Messaging</b>	Access your university emails directly from the portal.
<b>Course Documents</b>	View course materials made available by your lecturers.
<b>Academic Record</b>	View your curriculum, exam results and grade reports.
<b>Administrative Data</b>	Access your enrolment certificates and personal information.
<b>Campuscard</b>	Manage your campus card: top-up, block/unblock.
<b>News</b>	Stay informed about university events and news.

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# How to Log In

Authentication on MyUNIL uses the SWITCH edu-ID system:

1. Go to <https://my.unil.ch>
2. Click on the button corresponding to your situation:
  - **UNIL users:** if you have a UNIL account
3. Enter your edu-ID credentials (email address and password)
4. Validate two-factor authentication if it is enabled

## “ ⚠ Security Advice

To ensure the security of your data, remember to log out after each use, particularly on a shared computer.

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# Discovering the Interface

The MyUNIL interface is designed to be intuitive and efficient. Here are the main elements:

## User Space

The UNIL logo is located at the top left. Your avatar, located at the top of the screen, gives access to your personal information and logout.

## Navigation Bar

The main navigation consists of pictograms accompanied by labels. It is divided into two parts: personal tools (on the left) and UNIL services (on the right).

## Search and Help

A search engine is available at the top right. Links to help and contact are also accessible from this area.

## Filters and Actions

Each application has a filter and action bar allowing you to act on the displayed content. The action buttons on the right allow you to perform specific operations depending on the tool being used.

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## Who is MyUNIL for?

MyUNIL is intended for the entire university community:

- **Students:** access your courses, timetables, results and administrative documents
  - **Lecturers and teachers:** manage your course spaces and share documents with your classes
  - **Administrative and technical staff:** view your salary and administrative data
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## Need Help?

If you encounter difficulties or have questions about using MyUNIL, several resources are available to you:

- **Online documentation:** consult the IT Centre wiki
- **Contact:** myunil@unil.ch

- **Integrated help:** use the "Aide" (Help) link available in the portal interface
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*This documentation is part of the official user help for the MyUNIL portal.*  
*University of Lausanne – IT Centre*

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