



Universidad  
de Alcalá



# INFORMATION FOR INCOMING STUDENTS

INSTITUTO FRANKLIN- UNIVERSIDAD DE ALCALÁ

Master's in American Studies  
2017

**Students at Universidad de Alcalá have access to up-to-date facilities and services such as the virtual learning environment, libraries, computer rooms, university email account and campus card.**

**The following information is useful for incoming students in order to know how to take advantage of these facilities.**

To obtain your username and password, you need to fill the registration form that you will find in this link:

<https://www1.uah.es/validacion/registro.asp>

### Registro de usuario

<b>E-mail</b>	<input type="text" value="E-mail"/>
<b>Confirmar E-mail</b>	<input type="text" value="Confirmar E-mail"/>
<b>Nombre</b>	<input type="text" value="Nombre"/>
<b>Primer Apellido</b>	<input type="text" value="Primer Apellido"/>
<b>Segundo Apellido</b>	<input type="text" value="Segundo Apellido"/>
<b>Fecha Nacimiento</b>	<input type="text" value="Fecha Nacimiento"/> <small>DD/MM/YYYY</small>
<b>Nacionalidad</b>	<input type="text" value="España"/>
<b>Tipo de Documento de Identidad*</b>	<input type="text" value="DNI"/>
<b>Número de Documento*</b>	<input type="text" value="Número de Documento*"/> <small>El DNI debe tener 8 dígitos y una letra</small>
<b>Sexo</b>	<input type="text" value="Seleccione un sexo"/>

\* Si en el pasado has tenido relación con la Universidad, recuerda que debes introducir el último tipo y número de documento que aportaste a la Universidad.

**Cambiar imagen**

**Aceptar**

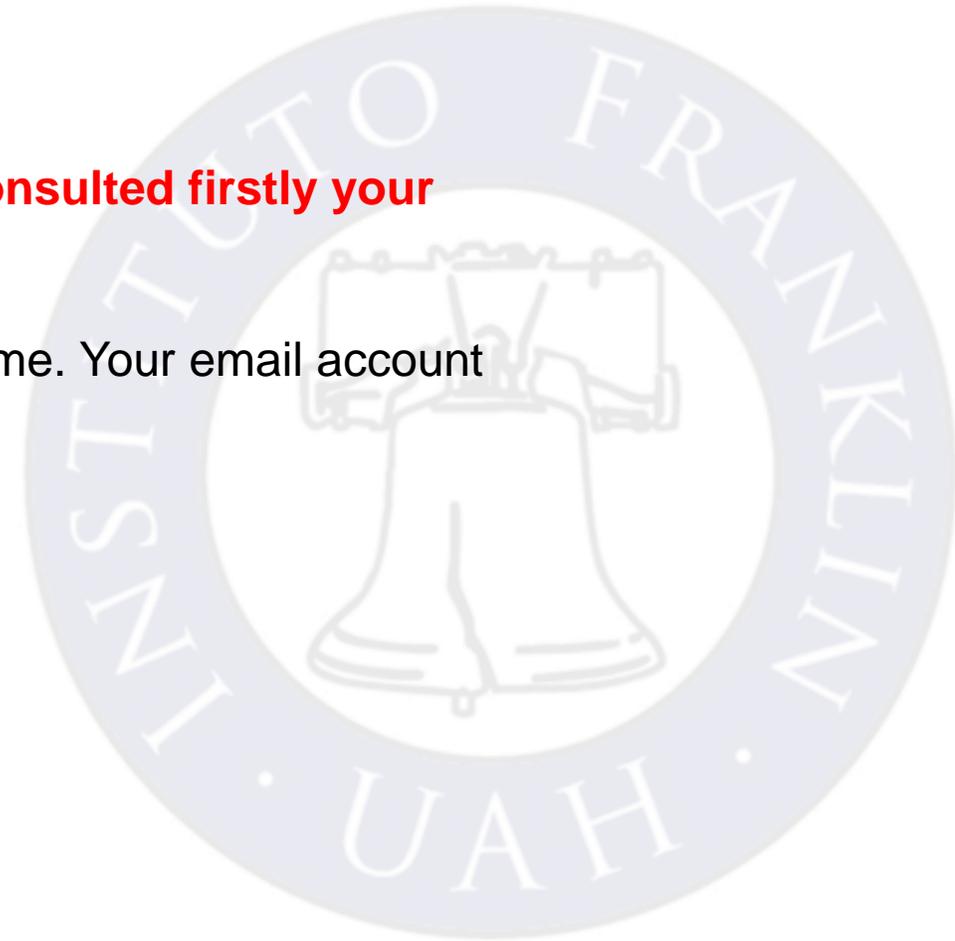
**Volver**

## UAH Email address:

**To access your UAH email account, you should have consulted firstly your username and password as indicated above.**

- Usually, your username will have this format: name.surname. Your email account will contain your username followed by **@edu.uah.es** (eg: [name.surname@edu.uah.es](mailto:name.surname@edu.uah.es)).
- The password will be the same.
- You can access you UAH email address via [this link](#)

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## TUI: Tarjeta Universitaria Inteligente (Campus Card)

### What is TUI?

TUI University Smartcard is able to provide services of greater interest to all university students. This UAH card has two types of functions: **academic** and **financial**. The academic functions are provided by the Universidad of Alcalá. The financial functions, which are **optional**, are provided by the Banco de Santander completely free if you have a bank account.

- University certification: It contains name, photography, ID number/passport number, type of collective (student, staff, etc).
- Access control (for use in facilities such as campus buildings and computer rooms)
- Library loan service
- Submit queries in information points
- Electronic wallet
- Sports card

**Tarjeta  
Universitaria  
Inteligente**

Universidad de Alcalá



- **How to apply for TUI?** (there are two ways)

1. You can apply **online** accessing to the [Portal](#) .

- You must introduce your username and password provided by the University.
- It is required to upload a photography of yourself with the following requirements:
  - White, smooth and uniform background.
  - A 240 ppp resolution or higher.
  - A size of 240 pixels high by 200 pixels wide.
- Provide a mobile phone number and email in order to contact if any problem.
- Confirm the data.

2. If you can't apply online for this university card, it is possible to fill in a form which can be obtained at the office of TUI located on the first floor of Colegio de San Pedro in Plaza San Diego s/n.

Apart from the request form, you must attach a passport photo of good quality, printed on photo paper with white background.



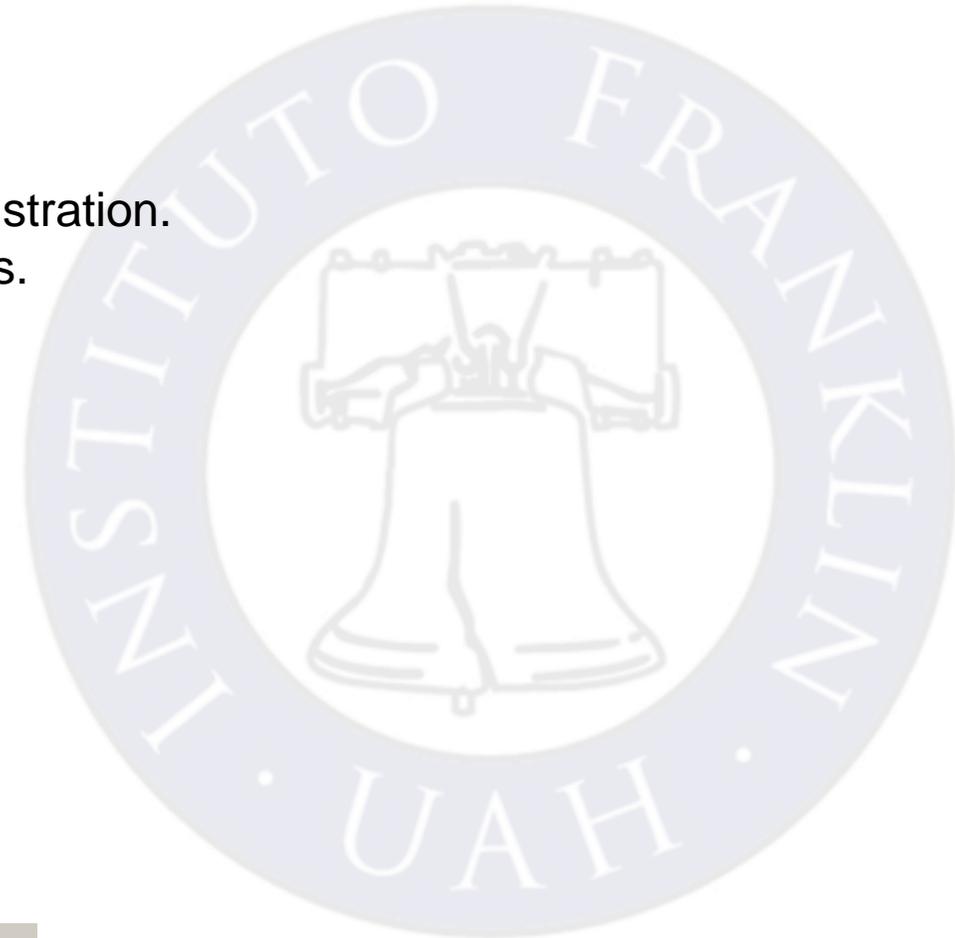
## MI PORTAL

Mi Portal is University of Alcalá web portal that offers online information and services for students, teachers and university staff.

Students can:

- Access information about their record, grades and registration.
- Download notes about their subjects, solved exercises.
- Ask questions.
- Communicate with their teachers.
- Subscribe to pages of interest.
- Receive notifications of changes.

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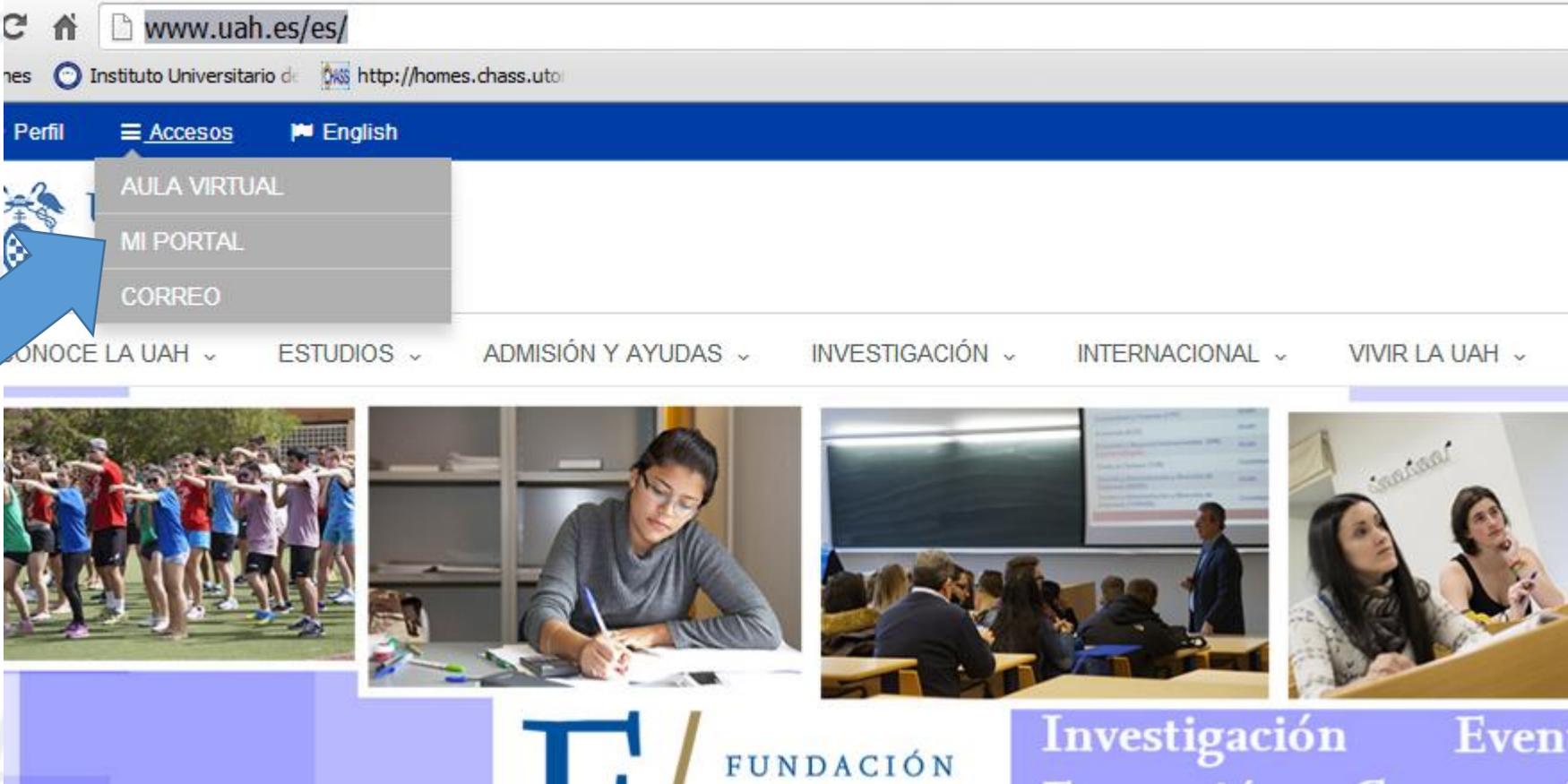
acceso a  
**mi portal**

## How to access Mi Portal?

Go to Universidad de Alcalá

Website [www.uah.es](http://www.uah.es)

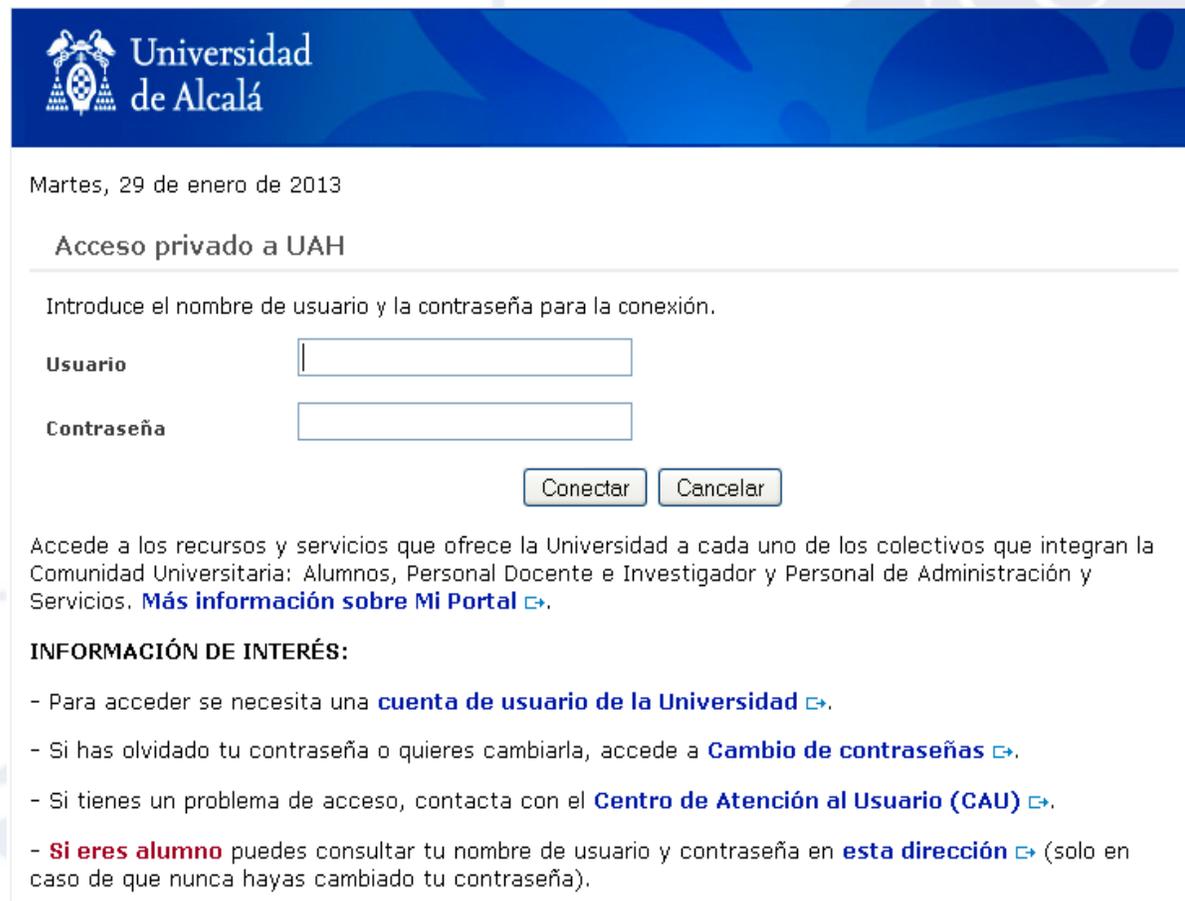
Choose “Mi Portal”



The image shows a screenshot of a web browser displaying the Universidad de Alcalá website. The address bar shows the URL [www.uah.es/es/](http://www.uah.es/es/). The page features a blue navigation bar with the following elements: 'Perfil', 'Accesos' (with a dropdown menu), and 'English'. The 'Accesos' dropdown menu is open, showing three options: 'AULA VIRTUAL', 'MI PORTAL', and 'CORREO'. A blue arrow points to the 'MI PORTAL' option. Below the navigation bar, there is a horizontal menu with the following items: 'CONOCE LA UAH', 'ESTUDIOS', 'ADMISIÓN Y AYUDAS', 'INVESTIGACIÓN', 'INTERNACIONAL', and 'VIVIR LA UAH'. The main content area contains three images: a group of people in athletic wear on a field, a student writing at a desk, and a classroom scene with a lecturer and students. At the bottom, there is a blue banner with the text 'FUNDACIÓN' and 'Investigación' and 'Eventos'.

## How to access Mi Portal?

To log in, you only need to write down your University username (name.surname) and your password, which is the same for your University email account.



 Universidad de Alcalá

Martes, 29 de enero de 2013

Acceso privado a UAH

Introduce el nombre de usuario y la contraseña para la conexión.

Usuario

Contraseña

Accede a los recursos y servicios que ofrece la Universidad a cada uno de los colectivos que integran la Comunidad Universitaria: Alumnos, Personal Docente e Investigador y Personal de Administración y Servicios. [Más información sobre Mi Portal](#) ⇨.

**INFORMACIÓN DE INTERÉS:**

- Para acceder se necesita una [cuenta de usuario de la Universidad](#) ⇨.
- Si has olvidado tu contraseña o quieres cambiarla, accede a [Cambio de contraseñas](#) ⇨.
- Si tienes un problema de acceso, contacta con el [Centro de Atención al Usuario \(CAU\)](#) ⇨.
- **Si eres alumno** puedes consultar tu nombre de usuario y contraseña en [esta dirección](#) ⇨ (solo en caso de que nunca hayas cambiado tu contraseña).

## Blackboard/Aula Virtual

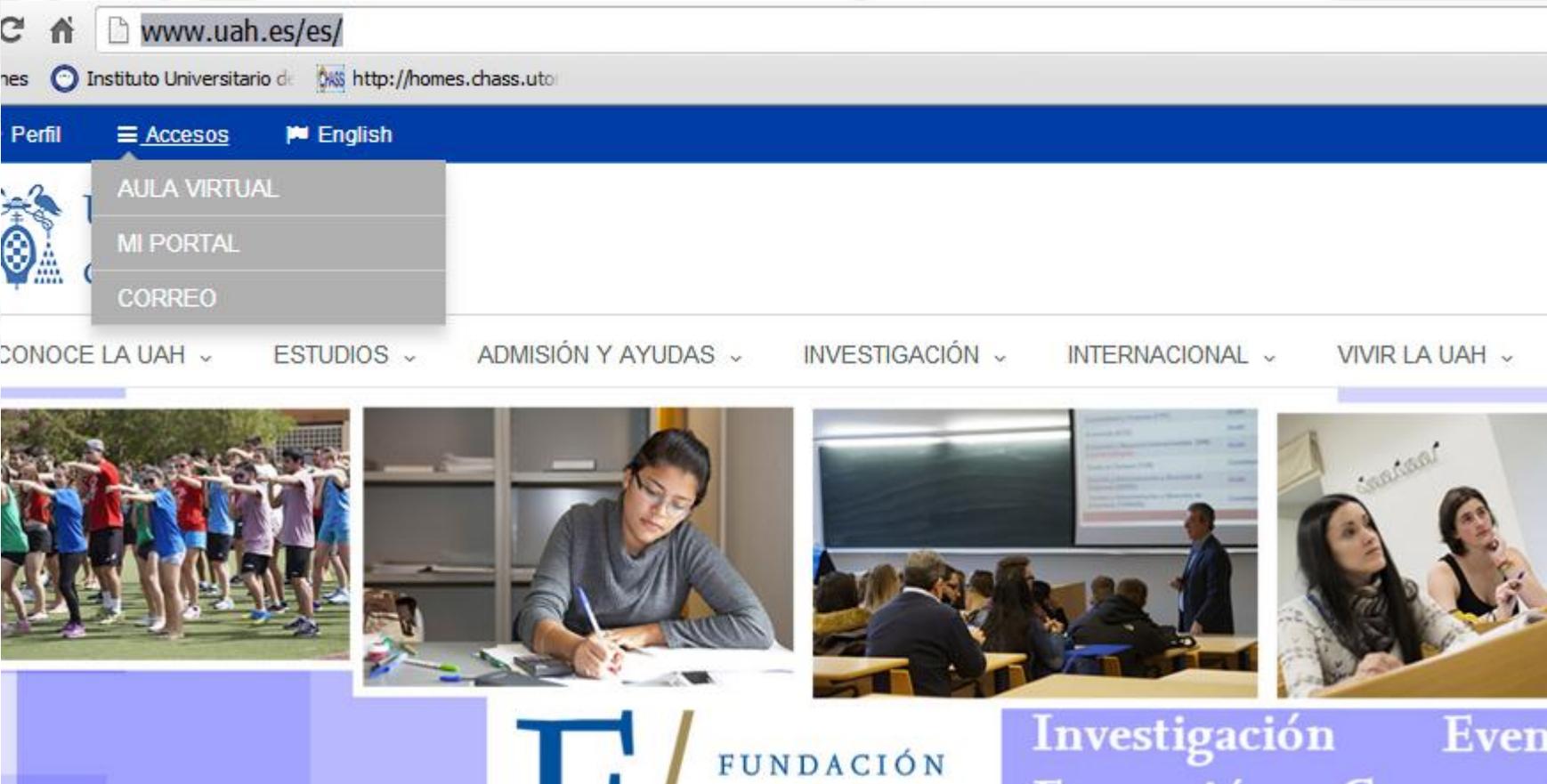
The Blackboard, also called Aula Virtual, is the virtual campus of University of Alcalá.

- **How to obtain access to the Blackboard?**

1. You must access to your email account address. In this way, your account will be activated.
2. Once you have your username and password, you can access The Blackboard
3. Username and password for The Blackboard are the same than for Mi Portal und your UAH email account



You can access The Blackbord or Aula Virtual through “Accesos” or using [this link](#).



The image shows a screenshot of the UAH website. The browser address bar displays [www.uah.es/es/](http://www.uah.es/es/). The navigation menu includes 'Perfil', 'Accesos', and 'English'. The 'Accesos' dropdown menu is open, showing 'AULA VIRTUAL', 'MI PORTAL', and 'CORREO'. A blue arrow points to the 'AULA VIRTUAL' option. Below the menu, there are navigation links: 'CONOCE LA UAH', 'ESTUDIOS', 'ADMISIÓN Y AYUDAS', 'INVESTIGACIÓN', 'INTERNACIONAL', and 'VIVIR LA UAH'. The main content area features four images: a group of students in a field, a student writing at a desk, a classroom lecture, and two students in a discussion. At the bottom, there are logos for 'FUNDACIÓN' and 'Investigación'.

# Blackboard or Aula Virtual Access Page



martes, 31 de enero de 2017

## Proveedor de Identidad de la UAH

Introduce el nombre de usuario y la contraseña para la conexión.

**Usuario**

**Contraseña**

**Aceptar**

### INFORMACIÓN DE INTERÉS:

- Para acceder se necesita una **cuenta de usuario de la Universidad** [↗](#).
- Si has olvidado tu contraseña o quieres cambiarla, accede a **Cambio de contraseñas** [↗](#).
- Si tienes un problema de acceso, contacta con el **Centro de Atención al Usuario (CAU)** [↗](#).
- **Si eres alumno** puedes consultar tu nombre de usuario y contraseña en **esta dirección** [↗](#).

## **Biblioteca de la Universidad de Alcalá (BUAH), the Library**

The University of Alcalá is formed by different faculties located in different areas. Some faculties are located in the city centre of Alcalá, others in the external campus and others in the city of Guadalajara. There are 15 small libraries, although the majority of the centre of Alcalá located libraries have been closed and placed all together in a bigger building which is called CRAI.

<http://www.uah.es/biblioteca/>

- **CRAI Library Opening Hours**

Open 24 hours everyday

- These timetables can vary according to the different faculties. To consult the opening hours of each library, you can check it on the following link:

<http://biblioteca.uah.es/biblioteca/horarios.asp>



- **How to find a book in the library?**

## **BUSCADOR**

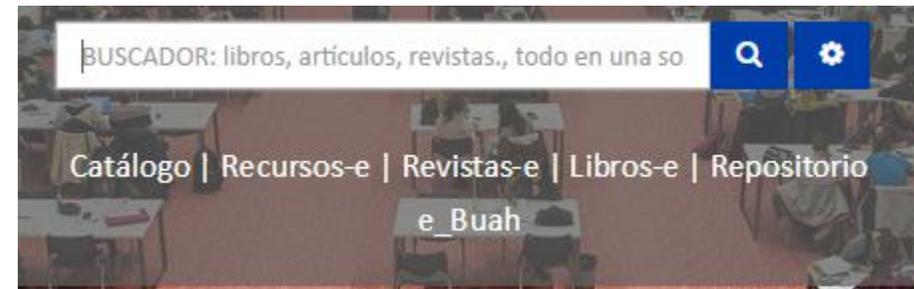
<https://biblioteca.uah.es/>

**Buscador** is a tool that provides information about most of the collections of the Library of University of Alcalá, both print and electronic. It is found in the main webpage of the Library.

## **CATÁLOGO**

The Library Catalog contains bibliographic records of the documents incorporated daily to the library in different formats (paper books and magazines, CDs, DVDs, dissertations, final projects, maps, microforms, etc) as well as databases and some collections of e-Books.

<https://biblio.uah.es/uhtbin/cgisirsi/?ps=OCPHis4nNd/C-EXPERIM/327160198/60/118/X>



### **Búsqueda sencilla**

Catálogo  Palabra clave  Listado alfabético  Exacta  Buscador BUAH

Buscar

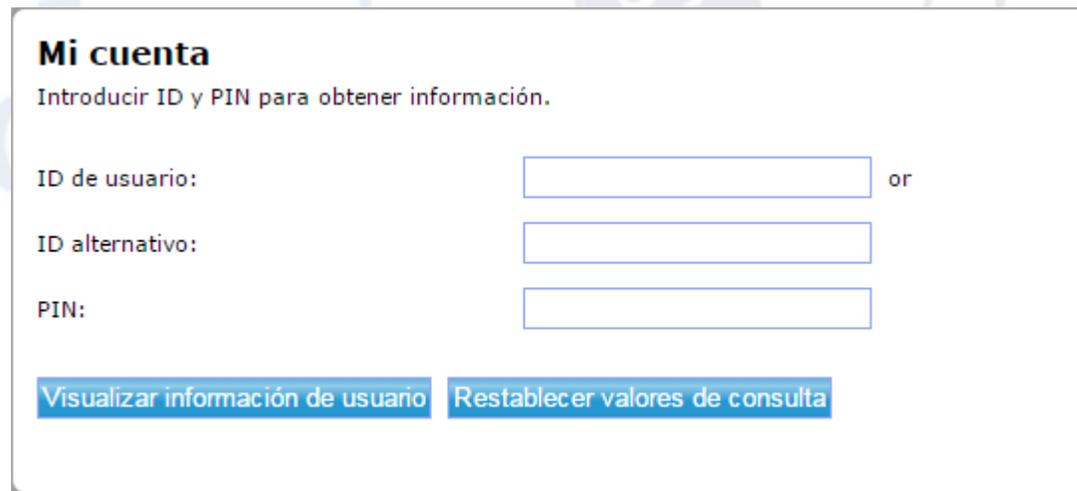
Biblioteca:

The library catalog also includes several options for users to book a copy or renew loans accessing “Mi cuenta de Biblioteca”, also found in the main webpage, on the right side.

In order to use the personal options of the catalog, you must introduce your user ID (barcode from the campus card) and your PIN.

To know your PIN, click on “Consulta de PIN”, introduce your username and password and automatically the system will provide you the PIN number. You can access via this link:

<https://biblioteca.uah.es/servicios/consultapin.asp>



**Mi cuenta**  
Introducir ID y PIN para obtener información.

ID de usuario:  or

ID alternativo:

PIN:

[Visualizar información de usuario](#) [Restablecer valores de consulta](#)

- **How to lend a book or other resources?**

After checking the availability and the location of the book you are looking for, you can go directly to the library and ask for it. Library workers will explain you how to use self-service machines, so you can take books on your own. To lend a book you need the UAH campus card (**Tarjeta Universitaria Inteligente – TUI**) or a card issued by the Library.

The loan varies according to the type of user:

Undergraduate students: 5 copies during 15/7 days and 2 renewals.

Postgraduate students: 10 copies during 1 month and 3 renewals.

**\*Important note: The return of the lent documents may be made in any of the libraries.**



# WIFI Connection

- UAH's Wifi name is Eduroam
- You can Access UAH's Wifi with the same username and password you use for Mi Portal or The Blackboard

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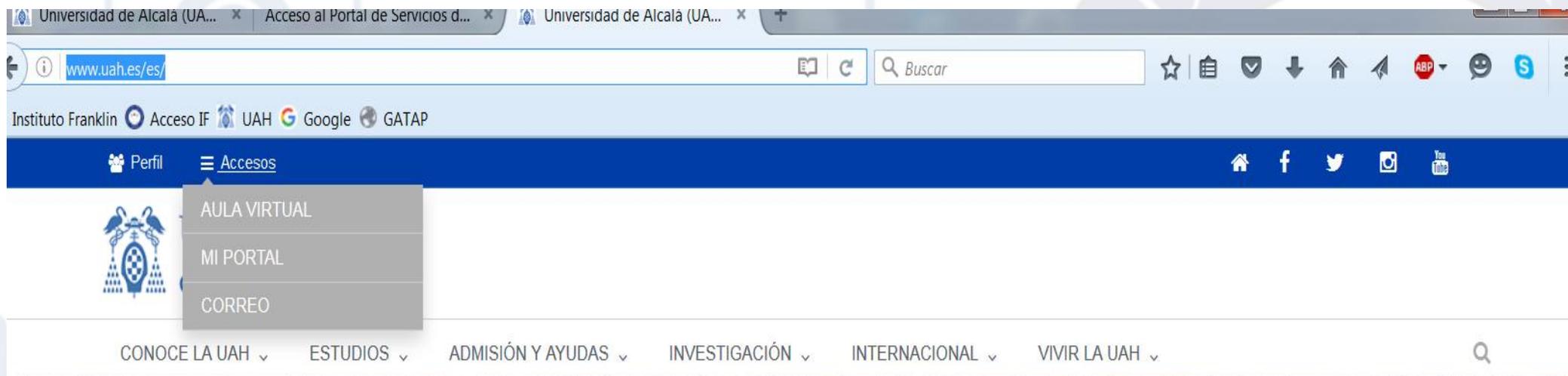
# Wifi connection

Guide to connect to "eduroam" network

# Step 1 to get permanent connection

Go to <http://www.uah.es/es/>

Click on accesos and choose mi portal



The screenshot shows a web browser window with the URL [www.uah.es/es/](http://www.uah.es/es/). The page header includes the university logo and navigation links for 'Perfil' and 'Accesos'. The 'Accesos' menu is open, displaying options: 'AULA VIRTUAL', 'MI PORTAL', and 'CORREO'. Below the menu is a navigation bar with categories: 'CONOCE LA UAH', 'ESTUDIOS', 'ADMISIÓN Y AYUDAS', 'INVESTIGACIÓN', 'INTERNACIONAL', and 'VIVIR LA UAH'. The main content area features a large image of a greenhouse with the text 'COMPROMETIDOS CON EL MEDIO AMBIENTE' and the subtitle 'La UAH, entre las universidades más sostenibles del mundo'.

# Step 2

Go to the last line and click on “esta dirección”



The screenshot shows a web browser window displaying the login page for the Universidad de Alcalá. The browser's address bar shows the URL <https://sso2.uah.es/sso/pages/login.jsp>. The page header includes the university's logo and name, "Universidad de Alcalá". Below the header, the date "Jueves, 26 de mayo de 2016" is displayed. The main heading is "Acceso privado a UAH". The instructions state: "Introduce el nombre de usuario y la contraseña para la conexión." There are two input fields: "Usuario" and "Contraseña". Below these fields are "Aceptar" and "Cancelar" buttons. A paragraph of text explains that users can access university resources and services, listing the community members: "Alumnos, Personal Docente e Investigador y Personal de Administración y Servicios." A link for "Más información sobre Mi Portal" is provided. The "INFORMACIÓN DE INTERÉS:" section contains four bullet points: "Para acceder se necesita una [cuenta de usuario de la Universidad](#)."; "Si has olvidado tu contraseña o quieres cambiarla, accede a [Cambio de contraseñas](#)."; "Si tienes un problema de acceso, contacta con el [Centro de Atención al Usuario \(CAU\)](#)."; and "Si eres alumno puedes consultar tu nombre de usuario y contraseña en [esta dirección](#)". At the bottom, the university's contact information is listed: "UNIVERSIDAD DE ALCALÁ", "Pza. San Diego s/n - 28801 | Alcalá de Henares (Madrid) | +34 91 885 40 00". The Windows taskbar at the bottom shows various application icons and the system clock indicating 16:38 on 26/05/2016.

# Step 3

## Fill in the gaps

Restauración de contraseña

E-mail:

Nombre:

Primer Apellido:

Segundo Apellido:

Fecha Nacimiento (DD/MM/AAAA):

Nacionalidad:

Tipo de Documento de Identidad\*:

Número de Documento\*:  El DNI debe tener 8 dígitos y una letra

\* Recuerda que debes introducir el último tipo y número de documento que aportaste a la Universidad.



Escriba los caracteres de la imagen

Universidad de Alcalá

Write the email you provided in the application form  
Write your name as it is written in your passport  
Write your last name as it is written in your passport

Date of birth. Day / month / year ( 7/02/1996)  
Choose your country  
Choose passport

Write your passport number

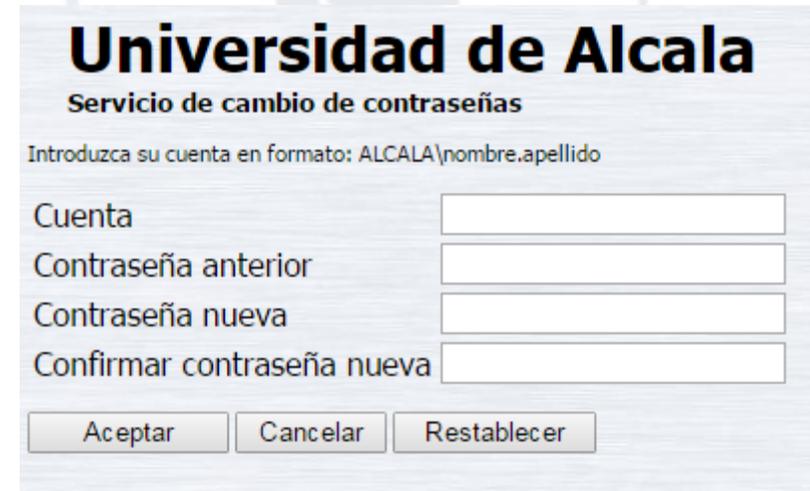
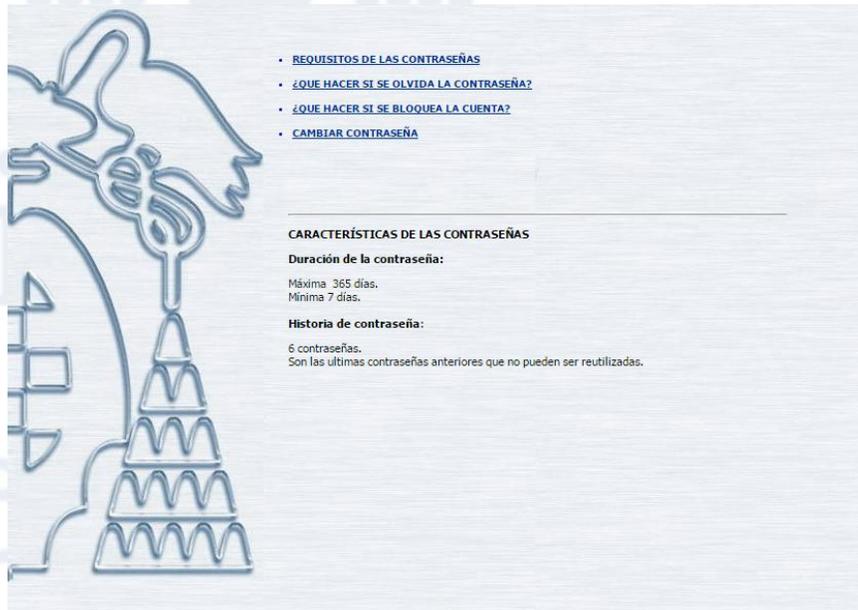
Write what you see on the box and accept



# Step 4

Open your email account and verify that you have received your username and password.

You have to change this password because it expires in a couple of days. Go to the link <https://pwd.uah.es/> and click on “Cambiar Contraseña”.

A screenshot of a web form titled 'Universidad de Alcalá Servicio de cambio de contraseñas'. The form prompts the user to 'Introduzca su cuenta en formato: ALCALA\nombre.apellido'. It contains four input fields: 'Cuenta', 'Contraseña anterior', 'Contraseña nueva', and 'Confirmar contraseña nueva'. At the bottom, there are three buttons: 'Aceptar', 'Cancelar', and 'Restablecer'.

You will get an email with the confirmation of your permanent password

# Step 5

Go to <https://cat.eduroam.org>  
Click on 'download your eduroam installer'

**Welcome to eduroam CAT**  
**eduroam Configuration Assistant Tool**  
View this page in [Català](#) [Deutsch](#) [English\(GB\)](#) [Español](#) [Euskara](#) [Français](#) [Galego](#) [Hrvatski](#) [Italiano](#) [Norsk](#) [Polski](#) [Português](#) [Slovenčina](#) [Slovenščina](#) [Srpski](#) [Suomi](#) [Start page](#)

**About eduroam**  
[About eduroam CAT](#)  
[Terms of use](#)  
[FAQ](#)  
[Report a problem](#)  
[Become a CAT developer](#)  
[eduroam admin: manage your IdP](#)

eduroam installation made easy:  
**Apple iOS devices**  
**iPhone, iPad, iPod touch**  
Custom built for your home institution  
Digitally signed by the organisation that coordinates eduroam: TERENA

**eduroam user:  
download your eduroam installer**

# Step 6

Select “Universidad de Alcalá”



# Step 7

Choose your operating system and  
download the installer

**Welcome to eduroam CAT**  
**eduroam Configuration Assistant Tool**



View this page in [Català](#) [Deutsch](#) [English\(GB\)](#) [Español](#) [Euskara](#) [Français](#) [Galego](#) [Hrvatski](#) [Italiano](#) [Norsk](#) [Polski](#) [Português](#) [Slovenčina](#) [Slovenščina](#) [Srpski](#) [Suomi](#)

[Start page](#)

Selected institution: **Universidad de Alcalá** [select another](#)

**If you encounter problems, then you can obtain direct assistance from you home organisation at:**

WWW: <http://campusenred.uah.es>

email: [cau@uah.es](mailto:cau@uah.es)

tel: 918855112

**Choose an installer to download**

	MS Windows 8, 8.1	<a href="#">i</a>
	MS Windows 7	<a href="#">i</a>
	MS Windows Vista	<a href="#">i</a>
	MS Windows XP SP3	<a href="#">i</a>
	Apple OS X Yosemite	<a href="#">i</a>
	Apple OS X Mavericks	<a href="#">i</a>
	Apple OS X Mountain Lion	<a href="#">i</a>
	Apple Mac OS X Lion	<a href="#">i</a>
	Apple iOS mobile devices	<a href="#">i</a>
	Linux	<a href="#">i</a>



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# Step 8

Follow the steps:

Use the username and password provided by UAH (step 4)\*

\* If your home university is connected to “eduroam” network you can use the same username and password you are using in your home university. Click here to verify if your home university is using “eduroam” network: [https://www.eduroam.us/institutions\\_list](https://www.eduroam.us/institutions_list).

\* The goal of this process is to install a Security Certificate on your system, so you can automatically connect to the network “eduroam” all throughout the Universidad de Alcalá.



**THANK YOU!**

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