

How to access IT resources

IT support available Monday to Friday from 08:00 to 17:00 CET
itsd@sommet-education.com

1

Open the document with your student login information

This is attached to your pre-arrival welcome email and contains all the login information you need to get started.

In case you did not receive this document, or have any problems, please contact:



2

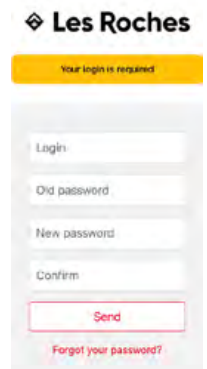
Change your temporary password

Open this webpage:

Enter your student number for the login (written on your login information)

Type your 'temporary password' for the old password

Enter your own password and click on 'Send'



3

Set your password security question

Set your password security question in order to be able to reset your password by yourself

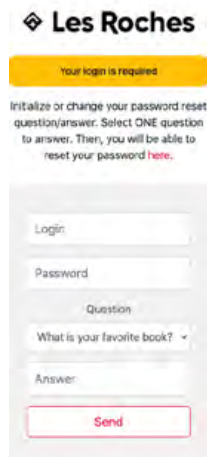
1. Open this webpage:

2. Enter your student number for the login

3. Type your new password that you have recently changed

4. Choose your question in the drop-down menu

5. Enter your answer and click on 'Send'



4

How to access to the main services?

You will find all the useful links for your studies

5

How to access grades & statement of account?

Enter your login details:

.....
Username: written on your login information (ie: LRB123456)
.....

Password: written on your login information (only exception, cannot be changed)
.....

6

How to access to your absences?

Enter your login details:

.....
Username: your email address (firstname.lastname@lesroches.ch)
.....

Password: your own password

7

Online teaching using MS Teams

We strongly recommend you download MS Teams on your computer instead of the web browser. No login is needed. Install the app using the link above.

8

How to access Moodle?

Enter your login details:

.....
Username:
your student number (ie: 123456)
.....

Password: your own password
.....

9

Need help?



10

How to upload and print your files?

Enter your login details:

Username: your student number (ie: 123456)

Password: your own password

Follow the steps to print...

My Print Jobs



Click on 'Browse' to select your document. No need to be in PDF.

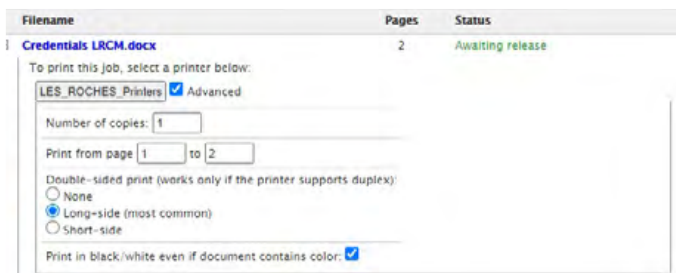
Supports Microsoft Office, Open Office, Pictures and PDF files

Click 'Next'



Default option

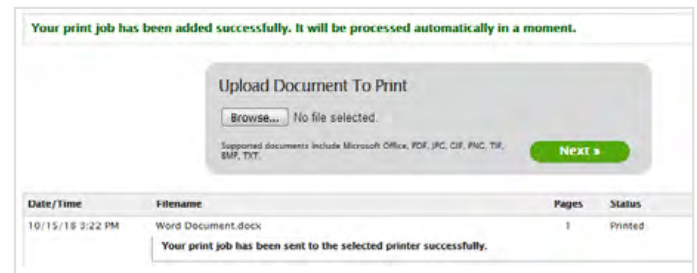
Click on 'LES_ROCHES_Printers' to send your job to print immediately (by default: double-sided and B&W)



Advanced options

Number of copies, print from .. to .., double-sided or not, print in color

To print just select 'LES_ROCHES_Printers'

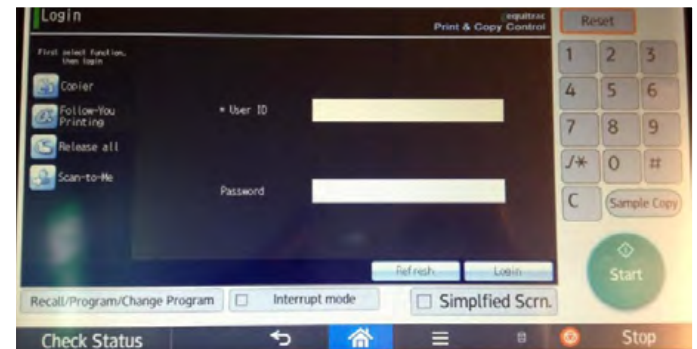


Your job is now ready to be retrieved on the printer with your ID card



To retrieve your document please present your ID card as shown

You can retrieve your document on any Ricoh printer



Select 'Release All' to print

Don't forget to click on 'Logout' once you are done

