How to access IT resources

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

Comparison of 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.

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

<section-header><section-header> Location Latencie State Latencie

Login

Old password

New password

Confirm

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'

Send

Forgot your password

Les Roches

Initialize or change your password rese question/answer. Select ONE question to answer. Then, you will be able to reset your password here.





lesroches.edu

How to access to the main services?

How to access grades & statement of account?

How to access to your absences?

You will find all the useful links for your studies

Enter your login details:

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

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

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?

9 Need

help?

Enter your login details:

Username: your student number (ie: 123456)

.....

.....

Password: your own password



10 How to upload and print your files?

Enter your login details:

Username: your student number (ie: 123456)

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Password: your own password

Follow the steps to print...

My Print Jobs

	The second second	
Browse	No file selected	

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

Supports Microsoft Office, Open Office, Pictures and PDF files

supports microsoft office, Open office, Pictures and PDF files

_ _ _ _ _ _ _ _ _ _ _ _ _

Click 'Next'

Fil	ename	Pages	Status	
T	edentials LRCM.docx o print this job, select a printer below: LES_ROCHES_Printers) I Advanced Number of copies:	2	Awaiting release	1
	Print from page 1 to 2 Double-sided print (works only if the printer supports dup © None © Long-side (most common) © Short-side Print in black/white even if document contains color;	slex)		

Credentials LRCM.docx

To print this job, select a printer below.

Default option

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

Awaiting release

		Upload Document To Print Browse No file selected. Supported decements include Microsoft Office, FDR, JPC, CIF, PAC, TIF, WP, TOT.	Next	
Date/Time	Filename		Pages	Status

Advanced options

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

To print just select 'LES_ROCHES_Printers'



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

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