USEFUL TOOLS

0. **Username and password UPC**

1. **Email UPC**

2. Access to **UPC intranets**

3. Guide for **e-Secretaria**   e-Secretaria

4. Guide for **Atenea**   UPC | ATENEA

5. Guide for **UPC app + UPC student card**

6. Guide for **services**

7. Guide for **customized schedules**

0. Username and password UPC

When your admission was confirmed, you received a message to activate your UPC user account in order to access the different platforms.

Dear Sir/Madam,

Please find enclosed the account information that will enable you to access the UPC intranets:

Username: name.lastname

In order to get your password you must click this link: Get Password

For more support, contact us: https://serveistic.upc.edu/ca/atic

Best regards

Universitat Politècnica de Catalunya

1. Email UPC

With your user profile your UPC email is activated. You must have received another message: "Activació de bústia realitzada".

Dear Sir / Madam,

We have enabled an email account to the user **name.lastname** with the email address name.lastname@estudiantat.upc.edu. First of all, you need to activate the two-factor authentication to the account.

Once you have done this, you can access through the web https://correuv3.upc.edu with the same user name and password of the UPC intranets adding the two-factor authentication code.

If you do not remember your username and password, you will be able to reset them on the page recover your password.

You can find all the information about the email service in the following link: https://serveistic.upc.edu/ca/correu-v3-gmail

If you have any questions please contact us.
_____
ATIC - http://serveistic.upc.edu/ca/atic

In case you have not activated your account when you received the messages, you have to do it now. It is very important that you log in and check this new account as all communications from the University will be made through this address.

1.1 To activate the mail and G-Workspace for education account

The double-authentication factor is an additional code that you will have to enter to access some applications of the UPC in addition to your usual username and password. It consists of a 6-digit temporary code provided by an application that you can install on your phone or a workstation. It changes every 30 seconds and you should check the application to know which code is valid at that time: https://serveistic.upc.edu/ca/sso/documentacio/sso-2fa

Open a browser (preferably Google Chrome) and open www.google.com

Log in clicking in the upper right button.
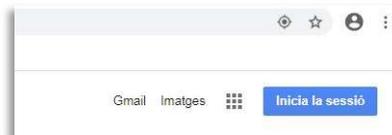
To sign in, write your full email
name.lastname@estudiantat.upc.edu
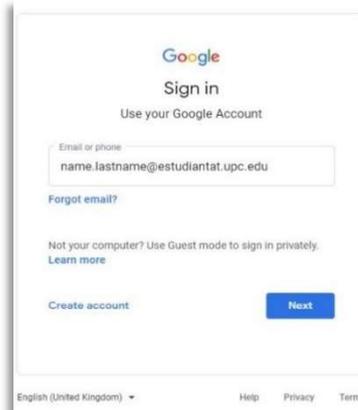
It will redirect you to the Portal of the UPC identity system where we only have to put our UPC username and password (**point 1**)

UPC Mail and G-Workspace will expire a few months after the end of your last semester at UPC. Do not forget to back up your messages and files at the end of your mobility!

2. Access to UPC intranets
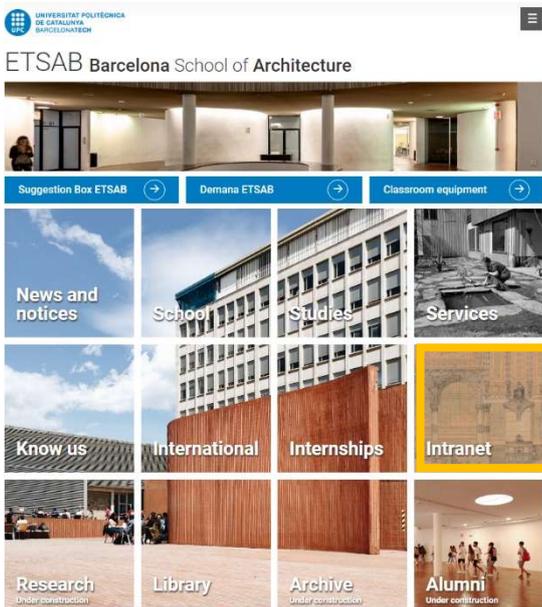
You will see the link to enter the **e-Secretaria** and **Atenea**, the two UPC intranets that you will be using this year in ETSAB.
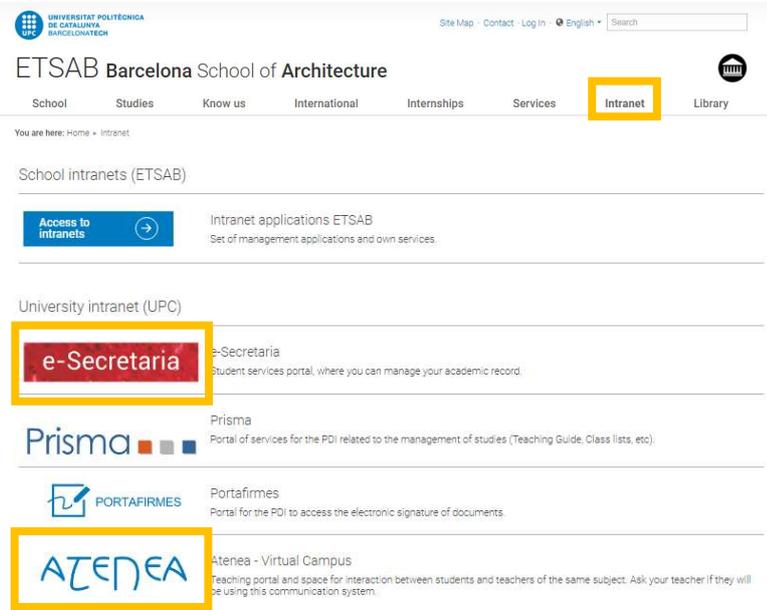
3. Guide for e-Secretaria

3.1 To enter the e-Secretaria, click on **e-Secretaria**. Click on **Identificación única UPC** *(UPC user)* and log in with your username and pasword.

IMPORTANT!! Complete steps 3.2.1 and 3.2.2 before registration

3.2. In **My details**, you MUST complete this information:

3.2.1. Personal data

- **Review** the information in **'Usual home address'**
- **Complete** the information in **'Address during academic year'** with your address in Barcelona

We remind you that a UPC student account will be automatically created for you ([name.surname@estudiantat.upc.edu]( )).

Communications from the university are sent to your UPC email address. Emails sent by the university will NOT be forwarded to the personal address.

3.2.2. RGPD Authorizations

- **Answer** the 'RGPD authorizations'

Once the previous steps are completed, at e-Secretaria you can access your academic file, check your academic records, change your personal information, redirect your e-mail and print your enrolment.

	Inicio
- Change your Personal Data	Mis datos >
- Check your records	Expediente >
	Matrícula >
- Check your marks (provisional)	Evaluación >
- Information about your enrolled courses	Guía docente
	Movilidad >
	Proyectos
- Print your enrolment	Impresos y pagos
	Instancias >
	Certificados
	Otros trámites
	Servicios UPC

3.3. In **Academic Records** you can download the documents with a list of enrolled subjects and your grades

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↘ **Documentation**

ACADEMIC RECORDS

Document
Student record with all examination sessions
Student record with subject name and most recent examination session
Student record by semester
Academic file ECTS

Language*
Catalan ▼ 📄 View document

GRANTS

Document
Collaboration MEC
Languages
Excellence grants

Language*
Catalan ▼ 📄 View document

3.4. In **Course Guide** you can **download** the course description of each enrolled subject.

Course guide

TAKEN SUBJECTS

2016-2

Name	UPC Code	Acronym	Course guides	Bibliography
BUSINESS MANAGEMENT AND START-UP FOR ARCHITECTS	210216	GCEA	📄	Details
LAW AND MANAGEMENT IN ARCHITECTURE	210043	ALG	📄	Details
STRUCTURES IV	210040	EST IV	📄	Details
THEMATIC STUDIO II	210044	TT II	-	-
VISITING STUDIO SEMINAR II	210240	SVS II	-	-

2016-1

Name	UPC Code	Acronym	Course guides	Bibliography
CONSTRUCTION IV	210039	CONST IV	📄	Details
THEMATIC STUDIO I	210042	TT I	📄	Details
THEORY II	210041	T II	📄	Details
VISITING STUDIO SEMINAR I	210239	SVS I	-	-

2015-2

Name	UPC Code	Acronym	Course guides	Bibliography
ARCHITECTURAL REPRESENTATION IV	210038	RA IV	📄	Details
LOW-COST TECHNOLOGIES FOR COOPERATION	210174	TBCC	📄	Details
STRUCTURES III	210030	EST III	📄	Details
THEORY I	210033	T I	📄	Details
URBAN DESIGN VI	210037	URB VI	📄	Details

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3.5. In **Evaluation** you can check the provisional and final marks obtained at the enrolled subjects.

Marks

2016-2

Name	UPC Code	Acronym	Cred.	Type	Mark type	Exam sess.	Lect. mark	Final mark
BUSINESS MANAGEMENT AND START-UP FOR ARCHITECTS	210216	GCEA	3	Optional		1	9,5 Excellent	9,5 Excellent
LAW AND MANAGEMENT IN ARCHITECTURE	210043	ALG	7,5	Compulsory		1	8,0 Very good	8,0 Very good
STRUCTURES IV	210040	EST IV	5	Compulsory		1	8,5 Very good	8,5 Very good
THEMATIC STUDIO II	210044	TT II	7,5	Compulsory		1	9,0 Excellent	9,0 Excellent
VISITING STUDIO SEMINAR II	210240	SVS II	3	Optional		1	9,0 Excellent	9,0 Excellent

2016-1

Name	UPC Code	Acronym	Cred.	Type	Mark type	Exam sess.	Lect. mark	Final mark
CONSTRUCTION IV	210039	CONST IV	7,5	Compulsory		1	7,8 Very good	7,8 Very good
THEMATIC STUDIO I	210042	TT I	7,5	Compulsory		1	5,5 Satisfactory	5,5 Satisfactory
THEORY II	210041	T II	5	Compulsory		1	8,0 Very good	8,0 Very good
VISITING STUDIO SEMINAR I	210239	SVS I	3	Optional		1	5,5 Satisfactory	5,5 Satisfactory

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⬐ Payments

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UPC Services

Before making any payment, you should check that all the information shown on the document is correct. If you find any errors, please contact the administrative staff for your programme to make the necessary changes.

If you like you can pay by credit card or Línia Oberta from this page. Choose one of the two options from the list and it will open a confirmation page to manage the payment directly with the financial institution. The payment status will be updated when a confirmation by the finantial institution is received.

Select a document and language to view the form.   Hide ▲

Course	Form/concept	Amount	Method of payment	Date of printing	Expiry date	Status	Payment
2016-0	Recognition of credits	0,00 €	Financial institution	21/07/2017	28/07/2017	Paid	
2016-0	Enrolment	0,00 €	Financial institution	19/01/2017	26/01/2017	Pending	
2016-0	Enrolment	0,00 €	Financial institution	26/09/2016	03/10/2016	Pending	

Language*

English   ▼   📄 View form

UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH

APPLICATION FOR ENROLMENT
ACADEMIC YEAR 2016-2017(0)

Barcelona School of Architecture
DEGREE IN ARCHITECTURE STUDIES, Curriculum 2014

Personal details

Student :
Ref. no. :   Passport :

I DO NOT   authorise the use of my address by parties other than UPC.

ACADEMIC INFORMATION

Final-year subjects: NO

Code	Org.	Type	Val.	Credit	Group	Teaching unit
210142	Q1	O	1	7.5	PI	THEMATIC STUDIO I
210204	Q1	P	1	4.0	25	ARCHITECTURE AND POLITICS
210207	Q1	P	1	3.0	13	HISTORY OF WESTERN ART I
210226	Q1	P	1	3.0	130	MIDDLE EAST TOUR
210165	Q1	P	1	2.5	14	SPACE: UNITY AND PRIVACY

FINANCIAL INFORMATION   (Amounts in euros)

TYPE OF FEE: Ordinary

ACADEMIC FEES

     Total academic fees 0.00

ADMINISTRATIVE FEES

     Total service fee 0.00

TOTAL ENROLMENT FEE. 0.00

TOTAL AMOUNT DUE 0.00

The tuition fees you pay cover between 15% and 25% of the actual cost of enrolling in bachelor degree programs, pursuant to Decree 92/2014 of 17 June and Royal Decree Law 14/2012 of 20 April.

4. Guide for ATENEA

In ATENEA you can download your class files, comment on forums, contact your colleagues, upload your homework or check the grades of the enrolled subjects
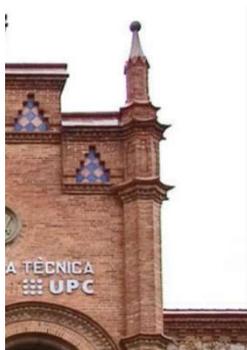
UNIVERSITAT POLITÈCNICA DE CATALUNYA BARCELONATECH

User

Password

❓ Forgot your password?

Login

Other authentication methods

ATEN^eA

My Courses

210045 – PROJECTE DE FI DE GRAU (Curs SEM0M2)

📁 2019/20-00 / ETSAB

▦ Grades

5. Guide for App UPC+ UPC Student Card

5.1. Once enrolled, you can generate your UPC Digital Card from the UPC App.

Download the App UPC in Android or IOS [available in Catalan, Spanish and English]

Android (Google Play): https://play.google.com/store/apps/details?id=com.upc.estudiants
IOS (App Store): https://apps.apple.com/es/app/upc-estudiantes/id1503347657
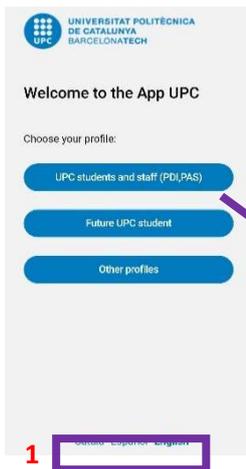
0. Download the App UPC
1. Select Language.
2. Log in with your UPC Password

3. Check the drop-down menu on the top left corner.

4. **Your space:**
- **UPC Card:** Upload your photo to generate

Your Digital Student ID

In addition...
- Direct links to ATENEA, e-Secretaria and other services.
- Check your marks (Mid-semester and final marks published in your ATENEA will also appear here).
- Check your timetables and class schedules.
- In "Your notifications" you will receive additional information regarding school events and updates.

Student Support:
- Check the course guide and syllabus.
- *"Enrolment support" will not be instrumental to your stay since your enrolment process is different to the one regular students go through.*
- *"Grants and scholarships" will not be instrumental to your stay since these are usually only available to Spanish students.*
- In "Libraries" you will find information on opening hours, location and occupancy of all UPC libraries.
- Campus maps will help you find your way around campus.

UPC day by day:
- News and information on activities and events along with a calendar.

Customizing:
-**You can change your Language settings and home page displays here.**

Keep in mind some features won't be unlocked until you formalize your enrolment and complete your information in e-Secretaria.
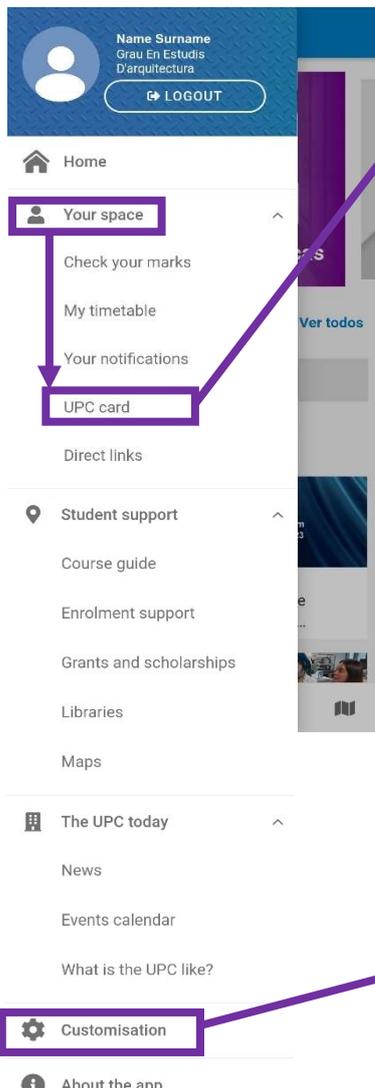
6. Guide for services

UNIVERSITAT POLITÈCNICA
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ETSAB Barcelona School of Architecture

School | Studies | Know us | International | Internships | **Services** | Intranet | Library

You are here: Home ▸ Services

ETSAB Directory

Classroom: equipment and reservation

Student schedule

Opening hours

Services

– Degree and Master's Office

– PhD Office

– External Relations Office

– Internships Office

– Library ETSAB

– IT service

– Model Lab

– Research Support Unit

– Economy

– Infrastructure

– Construction and Maintenance

– Management Support

– Caretaker

External Services

https://bibliotecnica.upc.edu/etsab

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The digital library of the UPC

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Opening hours
Check the schedule of ETSAB ⊕ | Sales
Book work rooms at ETSAB ⊕ | Equipment
Consult the equipment of ETSAB ⊕

IT service

IT notices

HORARI AULA INFORMÀTICA A-S1
Tardor 2023

SUBJECT SCHEDULE TOOL

SKETCHUP AND TWINMOTION LICENSES
Free for students and teachers

[IT services for students →] | [IT services for teaching staff →]

IT services for students

▹ UPC e-mail account

▹ Network connetion

▹ Software

▹ Cloud services: Google Workspace and Office 365

▹ Practical's room

▹ UPC App

▹ Student schedule

▹ UPC portals and applications

▹ +info

▹ Contact

– **Model Lab** ▸

● Regulations

● Milling machine service

● 3D printer service

● Laser cutting service

● Free loan tools service

● Available materials

● LabMaq Maker

● LabMaqPlantilla REV.2021

LabMaq
ETSAB

7. Guide for customized schedules

This is the best tool for creating your own schedule with the courses you want to enroll.

1. Click on **Studies**
2. Just below click on the left column **GArqEtsaB**
3. Then click **Calendar and schedules**
4. Finally click **Customized schedules**
5. To obtain the schedule, click on the **term** you prefer and choose the courses you would like to take (scroll down to see elective subjects)
6. Then click on the top of the right corner the button **Schedule >>**

7. You can see your own personal schedule. If you notice some courses in red colour, it means they overlap at the same time. Go back and try another option. Once you have the right schedule, click on **Definitive schedule**.