

ACTIVATE YOUR DIFFERENT DIGITAL ACCOUNTS

Just before summer, keep an eye out for an email containing your Geneva Graduate Institute email address and instructions on how to activate your digital accounts. This official email address will be key in your student life and even as an alumnus after you graduate.

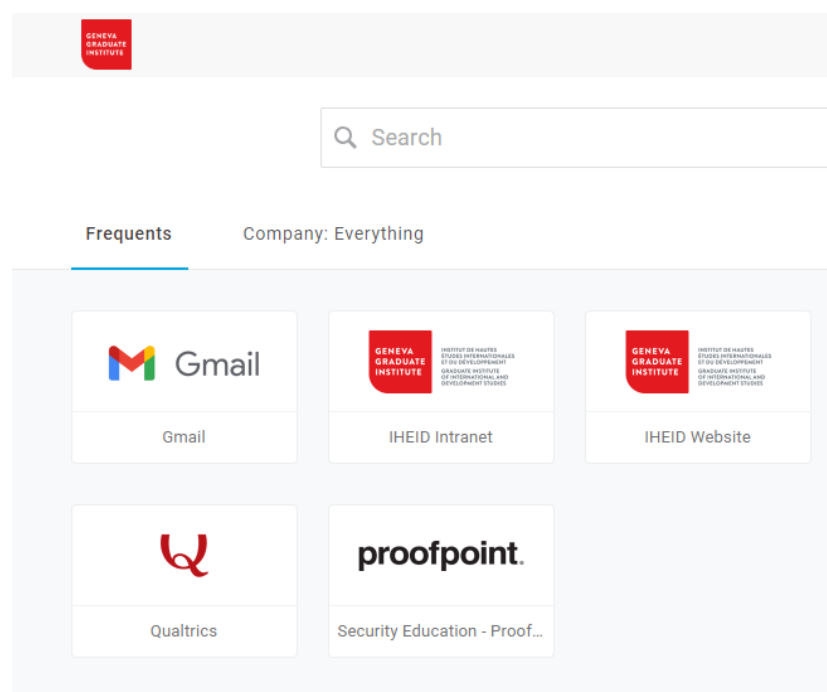
Once this email is received, you will need to follow these simple steps:

- 1) Set your password by clicking on the provided link (**only valid for 24 hours**)
- 2) Once your password is created, log into **OneLogin** to accept the terms and conditions.
- 3) Also don't forget to create or update your **Switch edu-ID** account by following the instructions on [this webpage](#).

When all of this is settled, you will have access to the following tools:

- [OneLogin](#)

Our convenient platform where you can easily access the below tools once you're connected!



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By being connected to OneLogin, you have the same password for the below tools:

- **Gmail:** your email service
- **Geneva Graduate Institute Intranet:** events, resources, Institute services...
- **Qualtrics:** Surveys
- **Proofpoint:** Cybersecurity awareness

- **Switch Edu-ID**

Gain access to all resources from both the Library and various Swiss universities.

- **Moodle**

Gain access to all resources for academic courses at the Institute.

- **Student Toolbox**

Accessible on our intranet, provides a variety of resources including Pocket IHEID, the Academic Calendar, Forms & Guidelines, and Course Schedules.

In addition, this toolbox offers access to the following helpful web pages:

- Connectivity (information on WIFI and VPN access at the Institute)
- Softwares (free access to an Office 365 account)

Important

Before you arrive on campus, we kindly ask that you complete a "*Respect Training*" module on Moodle. You will need to bring the completion certificate with you to your enrolment appointment.

Facing an issue?

Please ensure you proofread the provided instructions before reaching out to servicedesk@graduateinstitute.ch