

Presentation of CESPU Information Services (available to students)

This document intends to inform the students about the computer services to which they have access when attending the schools of CESPU. The document is succinct, written as a quick reference guide. Here is the list of the available computer services:

- Access to the **CESPU IT user account management** page (<https://users.cespu.pt/>): to manage passwords and define account recovery procedures.
- Access to the **wireless network** (*eduroam*) (<https://ajuda.cespu.pt/pt/rede-eduroam/>): to be able to access the Internet, from your mobile devices, whenever you are within range of the network and your user account **is active**.
- Access to **CESPU email** (<https://webmail.cespu.pt>): address such as A????@alunos.cespu.pt¹ to which all official communications from the school are sent (whether administrative or faculty offices).
- Access to **InforEstudante** (<https://inforestudante.cespu.pt/>): academic portal, where students can obtain and manage various information, including: registrations, grades, timetable, courses and fees, among others.
- Access to the **Moodle distance learning portal** (<https://elearning.cespu.pt/ensino>): to access the teaching materials of the disciplines and support communication between students and teachers.
- Access to the **CESPU help portal** (<https://ajuda.cespu.pt/>): to access materials and tutorials relating to the use of CESPU IT services (for example how to configure wireless network access and access to the Print Service).
- Access to **Microsoft's Office365 applications** (<https://portal.office.com>): You can use Word, Excel, PowerPoint, OneDrive, Calendar, Tasks, etc., whether they are online services (in the cloud) or versions to download and install locally on your personal computer.
- Access to the **Online Knowledge Library** (<https://www.b-on.pt/>): to search databases of scientific articles (with full text).
- Access to the **CESPU Scientific Repository** (<https://repositorio.cespu.pt>): to consult the scientific production of CESPU researchers, as well as the end-of-course work of former students.
- Access to the **CESPU LimeSurvey survey platform** (<https://surveys-alunos.cespu.pt/>): to create online questionnaires as part of your academic work.

¹ the question marks should be replaced by your student number

- Access to **Zoom videoconferencing software** (<https://videoconf-colibri.zoom.us/>): to access videoconferencing sessions, whether lectures or synchronous and remote doubt clarification sessions.
- Access to **SPSS statistical analysis software** (<https://ajuda.cespu.pt/ibm-spss-statistics/>): to process data collected as part of your academic work.
- Access to **printers** (<https://impressoras.cespu.pt/printanywaycore>): you can send your documents to the various school's shared printers, but you need to set up the devices first.
- Activation of two-factor authentication (2FA/MFA) (https://ajuda.cespu.pt/wp-content/uploads/sites/3/2024/03/AtivacaoDaAutenticacaoMultifator_v4-1.pdf): to securely access your email / Office365 account from any device.

You can also use the computers in the computer rooms of the different schools, if no lessons take place. To obtain this information and access the room, you must contact the building concierge. To log in to these computers, you must use your CESPU user credentials.

CESPU IT user account management

https://users.cespu.pt/indexen.html?lang=en	Login: A?????@alunos.cespu.pt	Unified password
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When you were admitted as a student to the institution, a CESPU computer user account was created, the access credentials of which were sent to your personal email address. If you no longer remember these identifiers or if you want to change them, you must access <https://users.cespu.pt/indexen.html?lang=en> and choose the desired option:

Available forms

Password change   Password change Use this form to change the password for institutional access, after authentication.	Account recovery  Account recovery Use this form to recover your credentials for institutional access.	Define recovery email   Define recovery email Use this form to define your recovery email.	Office365 password   Office365 password Use this form to define a password for Office365.
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Access to the wireless network

Network name: eduroam	Login: A?????@alunos.cespu.pt	Unified password
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CESPU is part of the "eduroam" project, which aims to provide a service of international mobility, which guarantees simplified access to wireless internet between university campuses (and other public places), as long as the user has his/her account status as "active", in the platforms of the Information Systems Department (DSI).

If you want to access the Internet on campus, from your laptop, tablet or smartphone, you need to configure the eduroam wireless network on the device. The setup instructions are available at: <https://ajuda.cespu.pt/eduroam-network/>

If you have any difficulty connecting to the eduroam network, you can contact the DSI, preferably via email: helpdesk@dsi.cespu.pt

Alternatively, you can go to the DSI (on the Gandra campus), between 10:00–12:30 or 14:30–17:00, to make this configuration.

Access to CESPU's email

https://webmail.cespu.pt/	Login: A????@alunos.cespu.pt	Unified password
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- Mailbox with 50GB of disk space (total), where each message sent or received can be up to 25MB.
- Based on Microsoft's Office 365, so you'll also have access to: Word, Excel, PowerPoint, OneDrive, Calendar, Tasks, etc., in addition to the mailbox (access to the online services as well as versions that you can download and install locally – see <https://ajuda.cespu.pt/installing-microsoft-office-pro-plus-office365/>).
- You can redirect the messages received in this mailbox (all formal school communication) to a personal email address (see <https://ajuda.cespu.pt/email-forwarding-office365/>).
- To close the mailbox, press “**Terminar sessão**” (instead of closing the browser window).

Access to InforEstudante

https://inforestudante.cespu.pt/	Login: A????@alunos.cespu.pt	Unified password
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- This is the site where you can find all the administrative information. Here you can view your student profile (and edit some aspects), see which courses you are enrolled in (and view their grades), read the announcements sent by the school, as well as check academic calendars and other documents.
- After entering the portal, and changing the language to English (click the link **EN** that appears in the upper right corner of the page), a summary of the features appears on the first page, but much of the information is located in the “Policies and Procedures” section, in the left navigation panel.
- To exit the portal, click the link **Sign out** that appears in the upper right corner of the page (instead of closing the browser window).

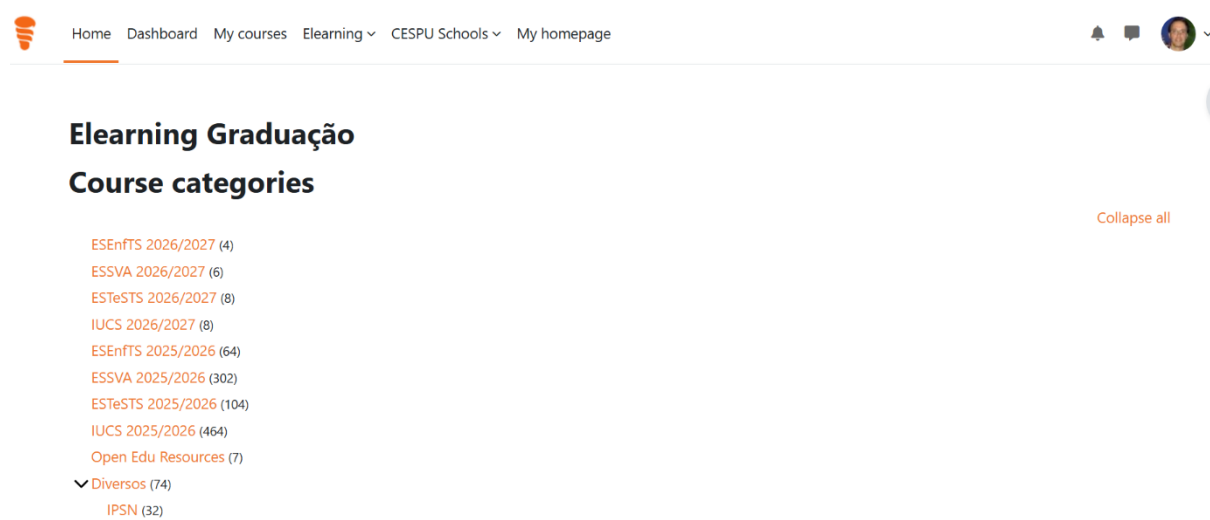
Access to Moodle (eLearning portal)

https://elearning.cespu.pt/	Login: A????@alunos.cespu.pt	Unified password
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- The eLearning portal is organized as follows: (1) portal which aggregates the entire academic offer (available at the abovementioned URL); (2) Moodle for university courses (login in the left side of the image below); (3) Moodle for formative courses (login in the right side of the image below).



- After logging in one of the above Moodle sites (e.g., Moodle for university courses if you are enrolled in a undergraduate/bachelor/master/PhD program), you will find a list of categories to choose the school to which you belong (ESEnFTS², ESSVA³, ESTeSTS⁴ ou IUCS⁵). You can choose another language from the menu that appears in the upper right corner of the page.



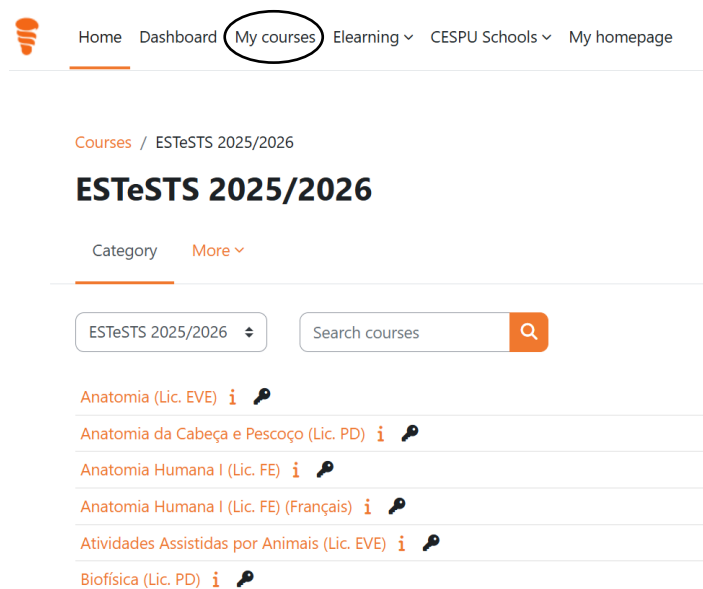
² Escola Superior de Enfermagem do Tâmega e Sousa (based in Penafiel)

³ Escola Superior de Saúde do Vale do Ave (based in Vila Nova de Famalicão)

⁴ Escola Superior de Tecnologias da Saúde do Tâmega e Sousa (based in Gandra - Paredes)

⁵ Instituto Universitário de Ciências da Saúde (based in Gandra - Paredes)

- After choosing the school (e.g., ESTeSTS 2026/2027), you will find a list of curricular units and secretariat pages. You can choose the ones that you want to view, provided that you have permissions to access them (e.g., if you are a Nursing student, you will not have access to a Physiotherapy page):



- In the case of curricular units, the teacher in charge will give you the self-enrol password in the first class. You only have to enter it once, in the first access to the page in question, and afterwards you will have access to all the didactic materials (in addition, this course will become part of the section “**My courses**”, see the ellipse in the previous image).
- In the case of secretariat pages, applicable to some courses, (e.g., Secretariado Curso de Licenciatura em Enfermagem - 1º ano), the secretary of your degree will give you the self-enrol password, so you must go to the secretariat office at the beginning of the semester to collect this password. Again, you only have to enter it once, in the first access to the page in question, and you will have access to the announcements and documents related to your year of studies; to the entire degree that you are taking; and to the school. In addition, this secretariat page will also be in the section “**My courses**”.
- To exit Moodle, click the **Log out** link that appears on the top right corner of the page, where your initials or photo are (instead of closing the browser window).
- We suggest that you usually use a browser such as Firefox, Chrome, etc., to access Moodle, especially in times of evaluations or more complex tasks. However, Mobile Apps are available that facilitate communication with Moodle and can be installed by visiting the appropriate App store, depending on the device. The address of the server to be configured is <https://elearning.cespu.pt/ensino> in the case of graduate education (undergraduate, master's, doctoral programs) and <https://elearning.cespu.pt/formacao> in the case of training education.

i. Google Play (Android):

<https://play.google.com/store/apps/details?id=com.moodle.moodlemobile> ;

ii. Apple Store: <https://apps.apple.com/pt/app/moodle-mobile/id633359593>

Access to the CESPU help portal

<https://ajuda.cespu.pt/>

- This website was designed to give greater autonomy to the CESPU community (teachers, students and employees) in the use of the computer systems made available by the CESPU.
- It contains support material and tutorials relating to: retrieving access credentials, setting up the wireless network, using various computer programs, among others.

Acesso às aplicações do Office365 da Microsoft

<https://office365.cespu.pt/>

Login: A????@alunos.cespu.pt

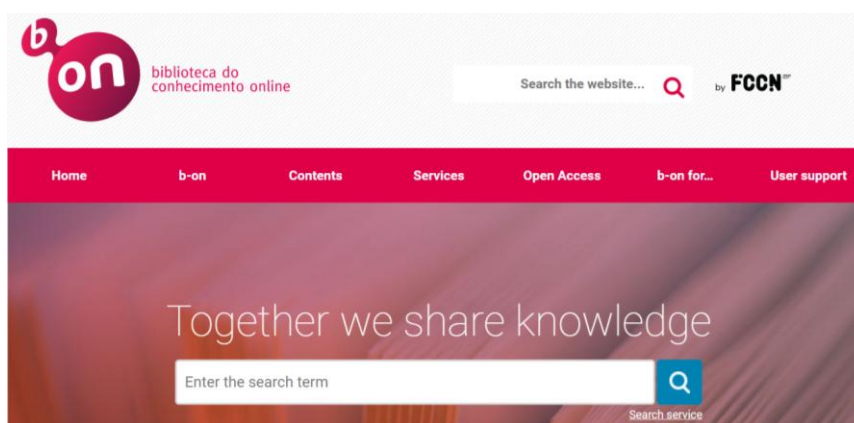
Unified password

- CESPU has established a protocol with Microsoft that allows it to use Office365 applications. Thus, as a CESPU student you will be able to use: Word, Excel, PowerPoint, OneDrive, Calendar, Tasks, etc., whether online services (in the cloud) or versions to download and install locally, on your personal computer. If you choose the latter, note that you can install up to 5 Office licenses (on 5 different personal devices). To do this, simply follow the instructions at <https://ajuda.cespu.pt/installing-microsoft-office-pro-plus-office365/> .
- Within Office365 applications, OneDrive stands out, which allows you to work collaboratively with other people in the institution. You can share documents with the CESPU community (whether faculty, students, or employees), managing the form of access (e.g. requiring an access password, or only allow viewing and not editing).
- Also worth mentioning is Copilot - <https://copilot.microsoft.com/> - where if you log in with your institutional credentials (i.e., choosing the 'Work' option instead of 'Personal'), you will have professional and unlimited access to this Microsoft artificial intelligence tool.
- To exit Office365, click “**Terminar sessão**” (instead of closing the Internet window).

B-on (Online Knowledge Library)

<https://www.b-on.pt/> To read the articles' full text you must access from the school's network.

- The Biblioteca do Conhecimento Online – b-on (Online Knowledge Library) makes unlimited and permanent access available, within the research and higher education institutions, to full texts from over 16,750 scientific international publications from 16 publishers.
- For user support see: <https://www.b-on.pt/en/best-practices/>



CESPU's scientific repository

<https://repositorio.cespu.pt>

- This repository mostly contains, at the time of writing of this document, theses and dissertations by students from: Escola Superior de Enfermagem do Tâmega e Sousa ; Escola Superior de Saúde do Vale do Ave; Escola Superior de Tecnologias da Saúde do Tâmega e Sousa ; et Instituto Universitário de Ciências da Saúde.
- This repository contains the scientific output of CESPU researchers, as well as theses/dissertations by students from: Escola Superior de Enfermagem do Tâmega e Sousa; Escola Superior de Saúde do Vale do Ave; Escola Superior de Tecnologias da Saúde do Tâmega e Sousa; and Instituto Universitário de Ciências da Saúde.
- Most works are freely available, but it may be necessary to request a copy of the document from the author (simply fill out the corresponding form).

Access to the CESPU LimeSurvey survey platform

https://surveys-alunos.cespu.pt/admin/	Login: A?????@alunos.cespu.pt	Unified password
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- If you need to create online questionnaires, as part of your academic work, you can use the LimeSurvey platform that the CESPU makes available to its community.
- However, before you can use this survey platform, you must request the creation of a user account on LimeSurvey, with the Information Systems Department (DSI). Just send an email to helpdesk@dsi.cespu.pt
- Once you already have a LimeSurvey account, you can log in by entering the address above. In other words, the URL <https://surveys-alunos.cespu.pt/> is used to allow respondents to access current surveys. The URL <https://surveys-alunos.cespu.pt/admin/> is used to access the survey creation and management area.
- To learn how to use this platform, you can search for video tutorials on YouTube (for example by searching for "limesurvey tutorial").

Access to Zoom video conferencing software

Open Zoom on your computer and click the Connect button	Login (with SSO): A?????@alunos.cespu.pt	Unified password
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- CESPU's videoconferencing services are mostly based on the Zoom software (<https://zoom.us/download>). Teachers will give you, either through institutional email, or through the Moodle platform, personalized addresses that you must visit to participate in the videoconference sessions. To better ensure that you have all the conditions to participate in these sessions, please read the *Guia rápido para participantes, sobre funcionalidades de videoconferência utilizando a plataforma Zoom* (Quick guide for participants about videoconference features using Zoom platform) , available at: <https://ajuda.cespu.pt/videoconference/>
- At this help address, you can also consult the *CESPU Videoconferencing Service User Manual (VIDEOCONF.CESPU.PT (BigBlueButton))* should a faculty member provide you with a videoconferencing link for this system.

Access to SPSS statistical analysis software

- CESPU has established a protocol with PSE (distributor of SPSS in Portugal), which allows you to use SPSS statistical analysis software while you are a student at CESPU.
- SPSS is one of the most widely used statistical analysis programs in the social sciences, and particularly in the health field.
- Therefore, if you need to process data collected as part of your academic work, you can install SPSS on your personal computer and use an annual license for free. At the end of each year, you must renew the program license for another year.
- To do this, simply follow the instructions at <https://ajuda.cespu.pt/ibm-spss-statistics/>
- To learn how to use SPSS, you have a set of video tutorials available at this address: <https://www.youtube.com/@ruijesus2160>

Access to CESPU Printers

- You can use CESPU's shared **printers**, either to print your files or to scan/photocopy documents.
- To use the printing service, you must top up your account balance and set up the printers on your computer. See how to do this at https://ajuda.cespu.pt/wp-content/uploads/sites/3/2024/05/ManualInstalacao_v4.pdf (which also lists the price for this service).

We hope that you make good use of CESPU's computer services and that they are useful to you. We are at your disposal to answer any questions:

- Department of Information Systems: helpdesk@dsi.cespu.pt
- Pedagogical Innovation Office: gip@cespu.pt (for Moodle related questions).