

# IT Onboarding

Are you a fresh recruit of CLIC or one of its commissions ? You're in the right place. Here is a little overview of our IT tools and how you can get started.

We also recommend you have a look at [Outils informatiques](#) for more details on some tools we have at CLIC.

## KeyCLIC

This is our SSO, that grants you access to most of our services. The first step is to request that an IT committee member of CLIC creates a KeyCLIC account for you. Then, you can access your account at <https://clic.epfl.ch/me>.

Typically we set your default password to your email address, and you will be required to change it and validate your email the first time you log in. If the default password doesn't seem to work, you can simply click on Forgot Password and follow the steps to create a new one.

## NextCLIC

NextCLIC is a drive that hosts all of our files, and allows you to edit them online thanks to integration with OnlyOffice. You can access this at <https://clic.epfl.ch/nextcloud>, login in with your KeyCLIC account.

“ **Massimo's Pro Tip:** The NextCloud mobile app isn't very useful (you can simply access NextCloud through a browser), however I recommend the **OnlyOffice Documents** app, which you can connect to NextCloud in order to edit documents from your phone !

## Matrix / Element

Our official communication typically goes through our Matrix instance. This is essentially our messaging app for working on CLIC projects. We recommend installing the relevant apps on your laptop and phone, most of us use [Element](#), which is available everywhere (Windows/macOS/Linux,

Android/iOS, Web). There are other [Matrix clients](#) you can also use, but make sure they support the same things, for example some don't support threads. You can also access your messages without an app on [Element Web](#).

The URL to use to connect to the CLIC server from the app is : **<https://clic.epfl.ch>**

From there you should be able to connect using your KeyCLIC account

There are a few additional steps you should take once you're logged in, such as Secure Backup and Device Verification. Checkout the [Element User Guide](#) for more information.

Once you're all set up, don't forget to let the IT team know so we can add you to the relevant channels !

## Vaultwarden

This is where all the passwords related to CLIC are stored. Unfortunately, this is one of the few services we have that we could not link to KeyCLIC, so you need to be invited by someone who already has access. You can then create a master password as well as 2FA, which you will use each time you need to log in. The Vaultwarden is accessible at <https://clic.epfl.ch/armoire>, but if you use Bitwarden as your password manager, you can also add you CLIC Vaultwarden account as an additional account, which makes it easier to automatically fill in passwords as needed on your browser and smartphone.

## WiCLIC

This is the Wiki you are one right now ! Here you can find plenty of information about the events of CLIC and how we function, and even add to this knowledge base yourself, by logging in with your KeyCLIC account. You can come back here when you need to at <https://clic.epfl.ch/wiclic>.

## Directus

This is our database: here you can find all of the data that is published on the website, as well as our inventory. This will be particularly useful for you if you are in charge of Communication, since you can write news article for the website directly from here, and if you are in Logistics and need to check the inventory. Obviously, you will become quite accustomed to this as well if you are in charge of IT. You can find it at <https://clic.epfl.ch/directus>. See also [this page](#) on how to update it.

# Website

This is where anyone can find out more about CLIC. It has all of our events and news, as well as links to our social media. You can find it at <https://clic.epfl.ch/>

# CrabCLIC

Have you ever used [Crab Fit](#) to see when everyone is available for a meeting ? Well we have our own exactly the same but prettier version at <https://clic.epfl.ch/crabfit>.

# Boîte Mail

Une fois que l'administration de l'EPFL vous aura officiellement adoubé, vous pourrez accéder a votre boîte mail CLIC de pôle.

- Ouvrez votre boîte mail perso
- Cliquez sur votre profil en haut a droite
- Selectionner "Open another mailbox"
- Ecrivez la boîte mail que vous voulez ouvrir et cliquer sur Open
- Si vous y avez accès, elle devrait s'ouvrir ou vous devriez voir un lien qui permet de l'ouvrir

Le addresses mail ont le format pole.clic@epfl.ch, par exemple communication.clic@epfl.ch.

# GitHub

If you want to see more about all the IT things we have at CLIC, you can check out our [GitHub](#) !

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