

# How to access IT resources

## 01

### Open the document with your student login information

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This is attached to your BBA Connect welcome email and contains all the login information you need to get started.

In case you did not receive this document, or have any problems, please contact: [itsd@sommet-education.com](mailto:itsd@sommet-education.com)

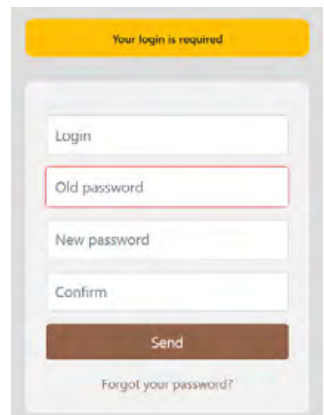


## 02

### Change your temporary password

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1. Open this webpage:  
<https://directory.sommet-education.com/glion/>
2. Enter your "student number" for the login (written on your login information)
3. Type your "temporary password" for the old password
4. Enter your own password and click on 'Send'



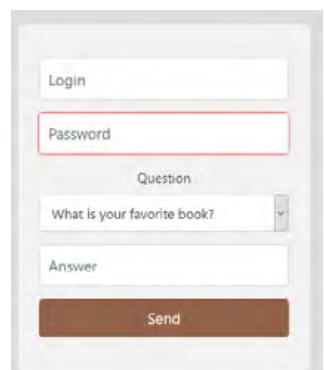
## 03

### Set your password security question

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Set your password security question in order to be able to reset your password by yourself

1. Open this webpage:  
<https://directory.sommet-education.com/glion/?action=setquestions>
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'



# 04

How to access to the main services?

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# 05

How to access Moodle?

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**Enter your login details:**

Username:  
your student number (ie: 123456)

Password:  
your own password

# 06

Online teaching using MS Teams

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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.

# 07

Need help?

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