

Using your INSA IT account (2024–2025 Academic Year)

I. The Digital Services Center:

INSA's Digital Services Center (*Centre des Services Numériques*, CSN) is in charge of the school's IT services. It operates from 8:00 a.m. to 6:30 p.m., Monday to Friday. Should you encounter any problems, please contact the CSN reception desk (first door on the right). Someone will be there to answer your questions **from 8:00 a.m. to 12:00 p.m. and 2:00 p.m. to 5:30 p.m.**, Monday to Friday.

II. Your IT account:

INSA Toulouse uses a centralized authentication system. You will be given unique login credentials (username and password) to access all IT resources made available to you throughout your studies, including email, a digital work environment, use of school computers, external connection to the INSA network, etc. Please note that **your account is personal and confidential**. Do not share your login details with anyone!

Your IT account is **automatically created** once your administrative registration is finalized (including the payment of registration fees). You **will receive an email within 24 hours** (to your personal address used for pre-registration) that includes a link to **activate** your account. **Remember to check your spam or junk folder!** By using the link and the activation code specified on your school certificate, you will be prompted to choose a password for your IT account.

III. Useful links:

- CSN documentation: <https://csn.insa-toulouse.fr>
- IT account: <https://moncompte.insa-toulouse.fr>

