



WELCOME TO THE UMBRA APP!

Use the App to get in touch with faculty, Umbra staff, and fellow students. View upcoming events, check out local maps and discounts, share photos of your adventures, and more! Below is a guide to help you better understand the various features of the App.

REGISTERING

Before beginning, create an account with a username and password. It's important that you **don't** use any special characters for the password.

CONTACTS

Write directly to professors, classmates, and staff using the "Contacts" feature. Click on the speech bubble next to a name to start an in-App chat. When you have a new message, a notification will push through and you'll see a red badge on the "Contacts" tile, as well as next to the name of the person who wrote you.

UMBRA CALENDAR

View all Umbra sponsored events by list or by calendar.

ACTIVITIES:

Want to participate in an Umbra event? Sign up here by selecting "Count Me In". Once you select "Count Me In", the event will appear under "My Activities". If you decide not to attend an event, please select "Count Me Out".

For events requiring payment, your subscription will be "Pending" until payment is received by Students Services. You'll have up to 48 hours after signing up to pay for the fee. Once you've done so, your subscription will be completed and added to your list. Note, all-inclusive students don't have to pay the fee, and therefore, are automatically registered after they sign-up for the event.

For ALL (including all-inclusive) students who no longer can participate in one of the signed-up events, it's important that you select "Count Me Out". If you already paid for the event, you must see Student Services to request a refund.

IMPORTANT NOTE: For events that aren't yet open for sign-up, you'll see "SUBSCRIPTION NOT YET OPEN" added next to the title of the event. For open sign-up periods, read the description of the event. If you sign-up when an event is closed, your request won't be considered.

UMBRA NOTICES

Keep track of class cancellations, classroom changes, building closures, event reminders, and daylight savings time by regularly checking your Umbra Notices. When a new notice is added, a notification will push through and a red badge will show on the "Umbra Notices" tile.

Some notices are individualized (i.e., "You are next on the waiting list, please stop by my office to be added to the Optional Trip") so please regularly check your Umbra Notices.

MAPS

Whether in Perugia or beyond (i.e., Florence, Rome, Spoleto, etc.), check out some of the restaurants, cafés, shops, and more that were suggested by staff and previous students.

LOCAL DISCOUNTS

Did you know that you get special discounts in Perugia, including at gyms, stores and shops, restaurants, hotels, and much more?! If not, this is a great feature to view. Remember to bring your Student I.D. card if you're looking to take advantage of these deals.

COURSE FOLDERS

Subscribe to courses that you're registered in and view course materials added by your professors. To view course content, click the "Google Drive" button on any of your courses.

IMPORTANT NOTE: "Subscribing" or "Unsubscribing" to a course is not the same as adding or dropping a course. Visit the Registrar's office if you want to change your official enrollment/course schedule during the designated add/drop period.

HOUSING MAINTENANCE FORM

For any issues in your apartment, fill out a Housing Maintenance Form where you can even submit photos. The Housing staff will make sure to take care of it as soon as they can.

NOTE: The Housing Maintenance Form can also be completed on www.umbra.org/current-students/housing-maintenance-form/ or you can stop by the Housing Office and use the tablet to report your issue.

UMBRA SOCIAL

Find links to Umbra's social media accounts as well as post photos to the App so that the rest of your classmates can see them!

IN THE NEWS

Stay up-to-date on the Umbra blog by checking out what "In the News".

VOUCHERS

Vouchers are awarded to students in various cases (i.e., for survey raffles, housing awards, SoloItaliano winners, and during the Community Engagement presentations). When you win a voucher, a red badge will show on the "Vouchers" tile. To use the voucher, head over to the pizzeria, panino shop, or café and the waiter or barista will select "Used" on the App.

USEFUL LINKS

Access useful websites for Sulga Bus, Trenitalia, BusItalia, taxi services, Perugia Minimetrolò information, and more.

INDEPENDENT TRAVEL FORM

Complete an Independent Travel Form on the App. For those of you in a hurry, you can also take a photo of your tickets and/or itinerary.

NOTE: Independent Travel Forms can also be completed online at www.umbra.org/current-students/independent-travel-form/; or you can fill out a paper copy in the Student Services office.

MEDICAL AND EMERGENCY

Find emergency numbers, including the Umbra Emergency Phone and Italian ambulance under the “Emergency” tab. Locations and phone numbers of local pharmacies and the Guardia Medica, a health service available overnight, are listed under the “Health” tab.

SAFETY CHECK-IN

In case of an unfortunate event in Europe, the staff will send out a Safety Check-in alert. The alert will ask you to select “I’m Safe” if you are okay, or “Request Assistance” if you are affected by, or near, the incident. By selecting either option, you’re sending a notification to Umbra staff informing them of your precise location. This notification will then allow them to report your safety back to your home institution.

If you are in need of assistance, we ask that you contact the Umbra Emergency Phone as soon as it is safe to do so in order to provide you with the necessary information to ensure your safety.

In order for the Safety Check-In Feature to work, please

- only use flight mode when flying,
- keep your location turned on,
- do not sign out of the App, and
- regularly check for Safety Check-in alerts when traveling.

SHARE FEEDBACK/ADVICE

Located on the side panel, you can leave any suggestions or feedback regarding the App.

REPORT A PROBLEM

If you run into any issues with the App or notice a glitch, go to the side panel, and under “Settings”, you’ll find “Report a Problem”.