

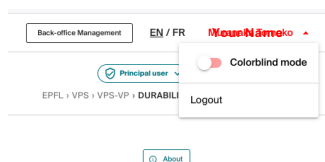
CO₂ Calculator Quick Start Guide

<https://co2-calculator.epfl.ch/>



1. Login

- Access the CO₂ Calculator and log in securely from <https://co2-calculator.epfl.ch/>.



2. Check your user status (top-right corner)

- Verify your role: **Principal user** or **Standard user**.
- If needed, **delegate Principal user status** to a unit member via **Accred** (see [how to](#)).
- Select your language and color mode.
- Read **“About”** for more operational information.



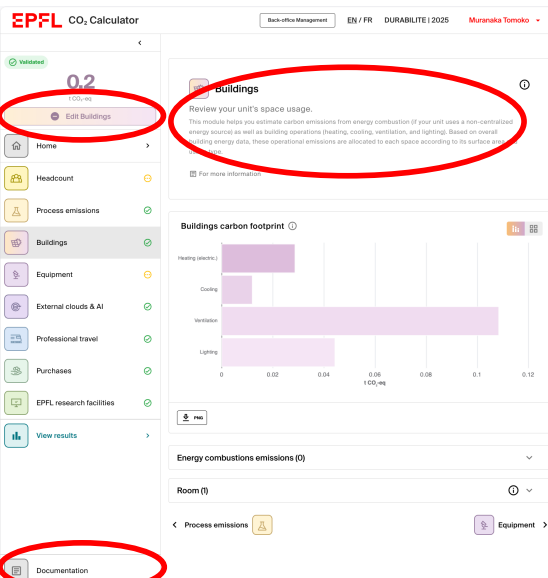
Calculateur CO₂
Le Calculateur CO₂ permet d'estimer l'empreinte carbone d'une unité, en conformité avec le Protocole des Nations Unies (GHG Protocol), la norme internationale pour le calcul des émissions de gaz à effet de serre.
Pour plus d'informations sur la méthodologie et la Stratégie Climat et Durabilité de l'EPFL, consultez notre [page](#) ou avez besoin d'aide, veuillez [nous contacter](#).



3. Set up your calculation

- Select your unit and a reporting year* (top-left).
- Start the calculator !
- Once you begin editing modules, the initial section is automatically replaced by a **bar plot** showing your current preliminary results.

* currently, only the 2025 reporting year is available (22 Sept 2026).



4. Navigate and enter data

- Use the sidebar menu on the left to navigate yourself.
- Progress module by module: check **Validate** or **Edit**, then review, complete, or enter your data.

- Read the description of each module carefully to understand its function.

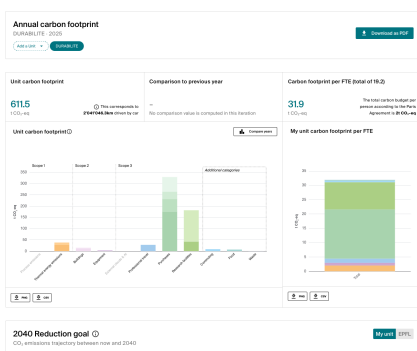
Review: Headcount, Buildings, EPFL research facilities.

Review and Complete: Equipment, Professional travels.

Enter: Process emissions, External clouds & AI.

- **Standard users** should review and complete their data in Professional travels and External clouds & AI modules.

- Tap **Documentation** at any time for more background information and helpful resources.



5. View results

- Your calculation results are ready!
- Define your **ambitious trajectory toward 2040**.

- You are now fully set up to use **CO₂ Project planner**, or to play with **CO₂ Explorer** accessible from the homepage, if needed.

contact: co2calculator@epfl.ch