

INSTRUCTION FOR ERASMUS STUDENTS HOW TO REGISTER FOR AMU PIE COURSES.

1. Log in

Registration for courses will be open from 7.10.2019 (12:00) till 28.10.2019

In order to log in to the registration system please go to: ul.amu.edu.pl than press **LOG IN** button on the top right corner.



Then **write your Login in the box marked 'PESEL'** and password which was given to you in an email (exactly the same you use to log in to USOSweb). Press **LOG IN**.

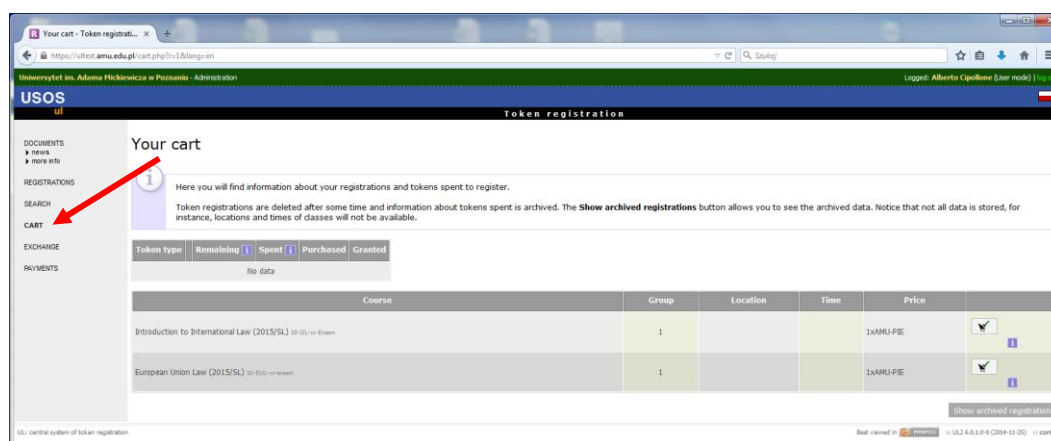
A login form for the 'CENTRALNY SYSTEM UWIERZYTLNIANIA' (USOS). The form is titled 'Enter your PESEL and Password'. It contains two input fields: 'PESEL number:' and 'Password:'. Below the 'PESEL number:' field is a checkbox labeled 'Hide PESEL number'. At the bottom of the form, there is a 'LOGIN' button, a 'clear' link, and a 'Polski / English' link. The footer of the form reads 'UNIWERSYTET IM. ADAMA MICKIEWICZA W POZNANIU'.

2. Tokens

Each student receives 25 tokens.

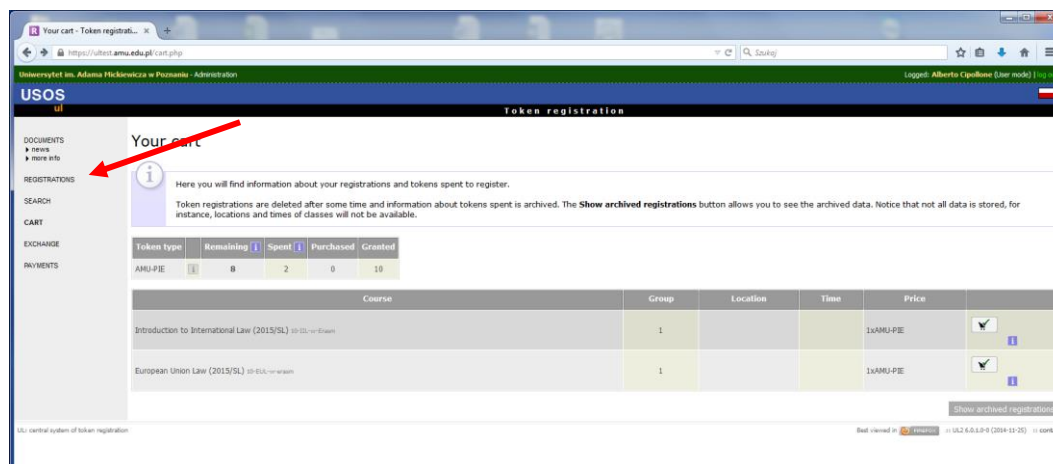
One token allows you to register for one AMU PIE course.

The amount of tokens left you can check by pressing **CART** button on the left side. Apart of that in CART you will be able to check you latest registration activities.

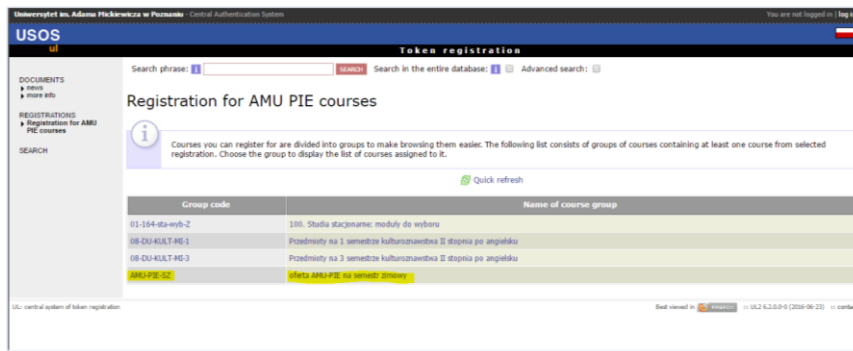
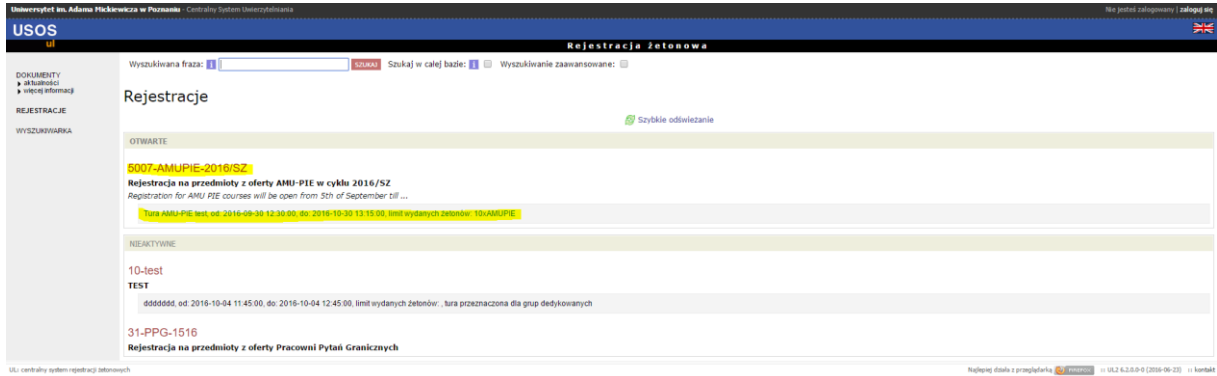


3. Searching information about subjects available in registration.

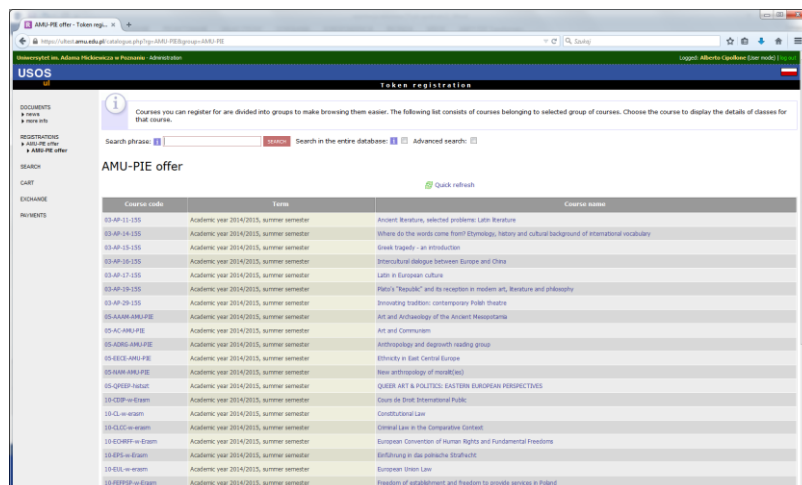
In order to check courses availability and classes schedules please go to **REGISTRATIONS**.



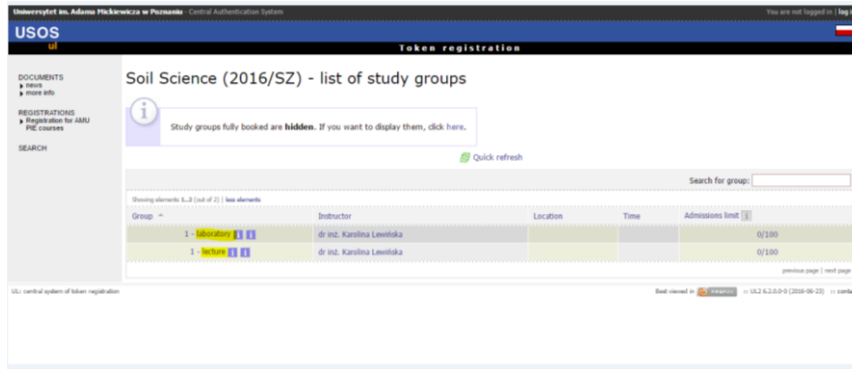
Once registration will be active you will see comment **OPEN**, information regarding registration will be headlighted in green colour. Once you will click on it, the group of AMU PIE courses will be seen.



Once you will click on that group, the window with all registration offer courses will be shown.

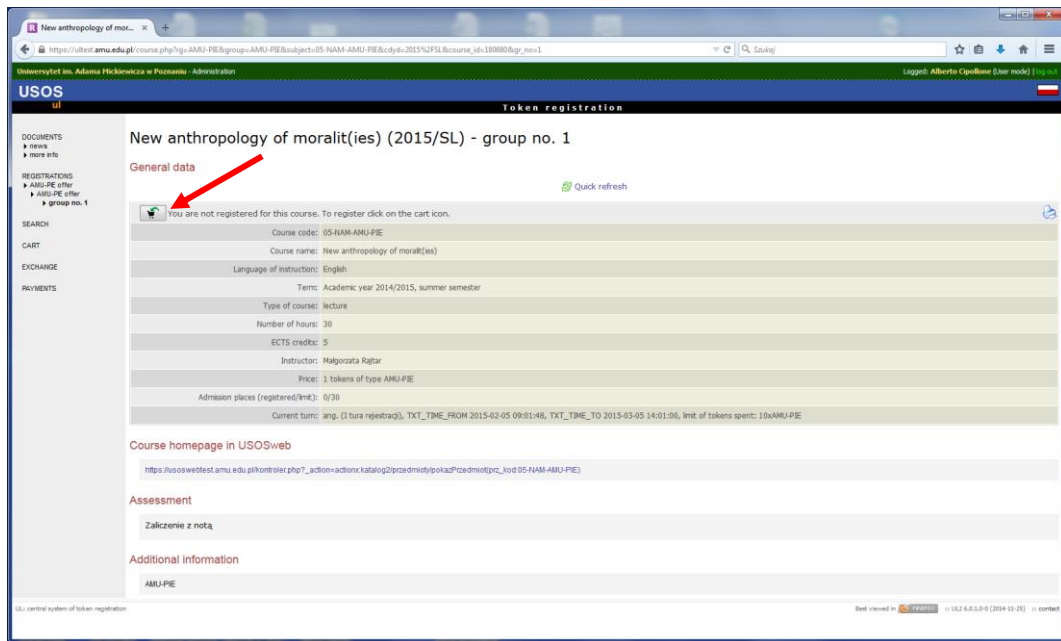


If the subject (offered) consists of two components, for example: lectures and a seminar, or a lecture and a lab class, you must register for both components.

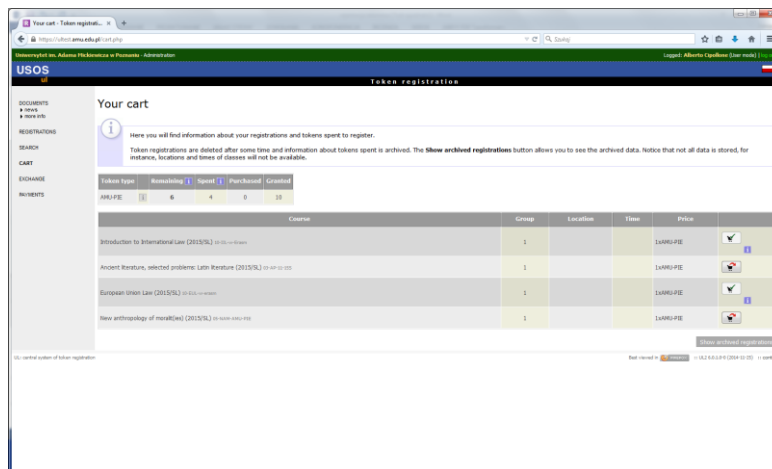


4. To sign up/ sign out for courses.

Press on the subject you are interested in than press CART button if you wish to sign up.



Once you will do it you will see that subject in your **CART**.



Meaning of icons :



- means that student is NOT registered to that class, in order to sign up you have to press **CART** button.



- means that student IS registered to that class, however clicking on it enables you to sign out from that class.

IMPORTANT!

Remember once registration will be active/open (from 7.10.2019 till 28.10.2019) you **HAVE TO SIGN OUT** from those classes you are not going to attend to. Unless you do it such course will receive state: **FAILED**.

In order to sign out press click on CART with red arrow.



The screenshot shows the 'Your cart' page in the USOS system. The page title is 'Token registration'. Below the title, there is an information icon and a message: 'Here you will find information about your registrations and tokens spent to register. Token registrations are deleted after some time and information about tokens spent is archived. The Show archived registrations button allows you to see the archived data. Notice that not all data is stored, for instance, locations and times of classes will not be available.' Below this message is a table with columns: 'Token type', 'Remaining', 'Spent', 'Purchased', and 'Granted'. The table shows 'AMU-PJE' with values 6, 4, 0, and 10 respectively. Below this is a table with columns: 'Course', 'Group', 'Location', 'Time', 'Price', and an action column. The action column contains icons for 'unregister' (a shopping cart with a red arrow) and 'info' (an 'i' icon). A red arrow points to the 'unregister' icon for the first row. A confirmation dialog box is open over the first row, asking 'Are you sure you want to unregister from this course?' with 'Confirm' and 'Cancel' buttons. The first row is 'Introduction to International Law (2015/16) 10-10-16-16'. The second row is 'Ancient literature, selected problems: Latin literature (2015/16) 10-10-16-16'. The third row is 'European Union Law (2015/16) 10-10-16-16'. The fourth row is 'New anthropology of moral(es) (2015/16) 10-10-16-16'. At the bottom right, there is a 'Show archived registrations' button. The footer contains 'LLU central system of token registration' and 'Best viewed in ... 11.2.4.0.1.0 (2014-11-25) ... contact'.