

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

1. Log in

Registration for courses will be open from 24.02.2020 (12:00) till 16.03.2020

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**.



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.

The screenshot shows the 'Your cart' page in the USOS system. The page title is 'Your cart'. Below the title, there is 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, there is a table with columns: Token type, Remaining, Spent, Purchased, Granted. The table shows 'AMU-PIE' with values: Remaining 1, Spent 1, Purchased 0, Granted 10. Below this table, there is a table with columns: Course, Group, Location, Time, Price. Two courses are listed: 'Introduction to International Law (2015/SL)' and 'European Union Law (2015/SL)'. A red arrow points to the 'CART' button in the left sidebar.

Token type	Remaining	Spent	Purchased	Granted
AMU-PIE	1	1	0	10

Course	Group	Location	Time	Price
Introduction to International Law (2015/SL)	1			1xAMU-PIE
European Union Law (2015/SL)	1			1xAMU-PIE

3. Searching information about subjects available in registration.

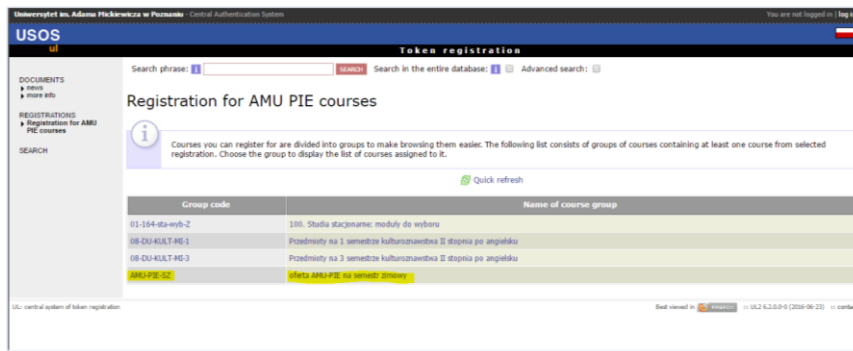
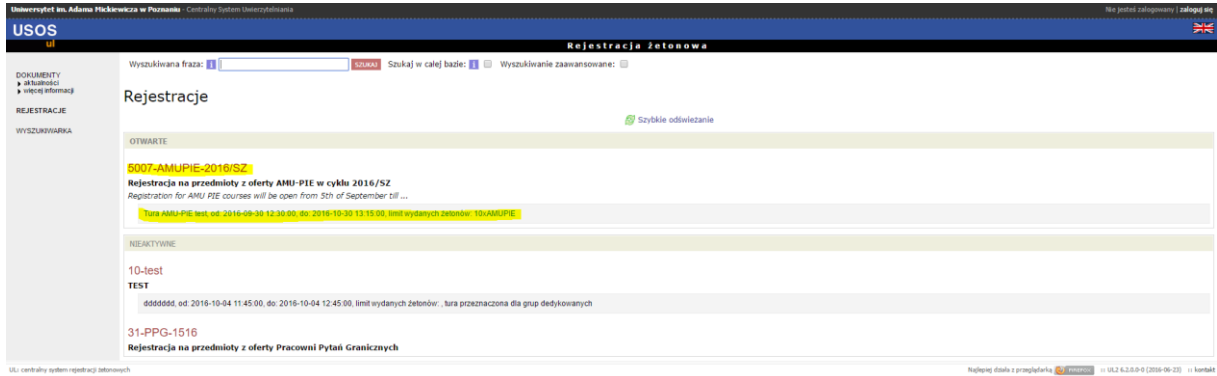
In order to check courses availability and classes schedules please go to **REGISTRATIONS**.

The screenshot shows the 'Your cart' page in the USOS system. The page title is 'Your cart'. Below the title, there is 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, there is a table with columns: Token type, Remaining, Spent, Purchased, Granted. The table shows 'AMU-PIE' with values: Remaining 1, Spent 1, Purchased 0, Granted 10. Below this table, there is a table with columns: Course, Group, Location, Time, Price. Two courses are listed: 'Introduction to International Law (2015/SL)' and 'European Union Law (2015/SL)'. A red arrow points to the 'REGISTRATIONS' button in the left sidebar.

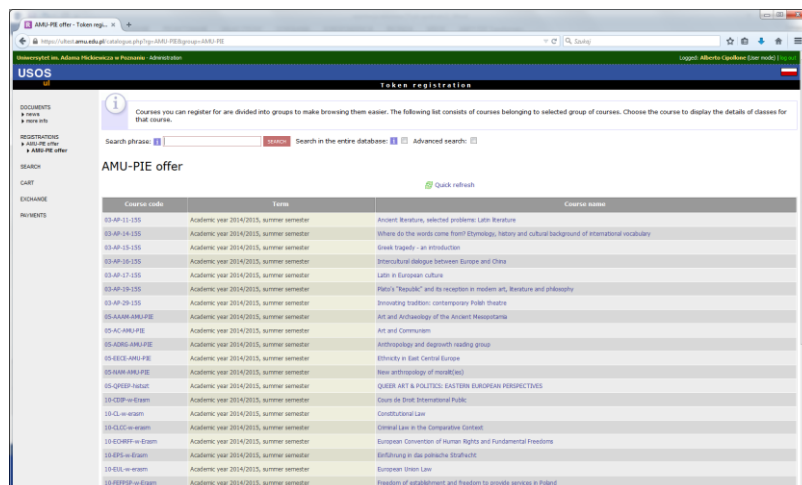
Token type	Remaining	Spent	Purchased	Granted
AMU-PIE	1	1	0	10

Course	Group	Location	Time	Price
Introduction to International Law (2015/SL)	1			1xAMU-PIE
European Union Law (2015/SL)	1			1xAMU-PIE

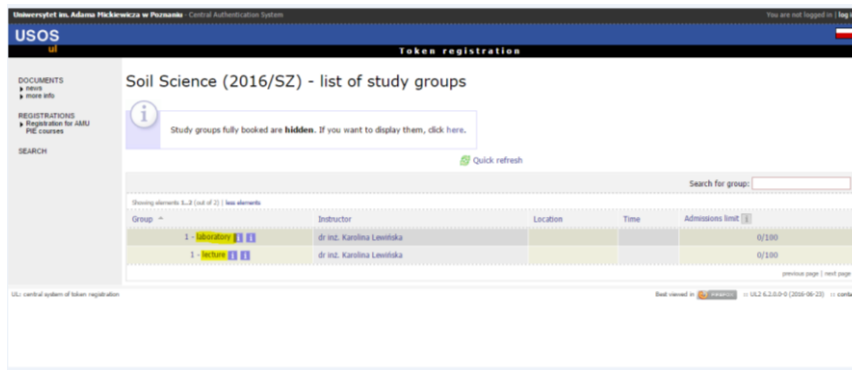
Once registration will be active you will see comment **OPEN**, information regarding registration will be headlighted in green colour. Once you will click on it, the group of AMU PIE courses will be seen.



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

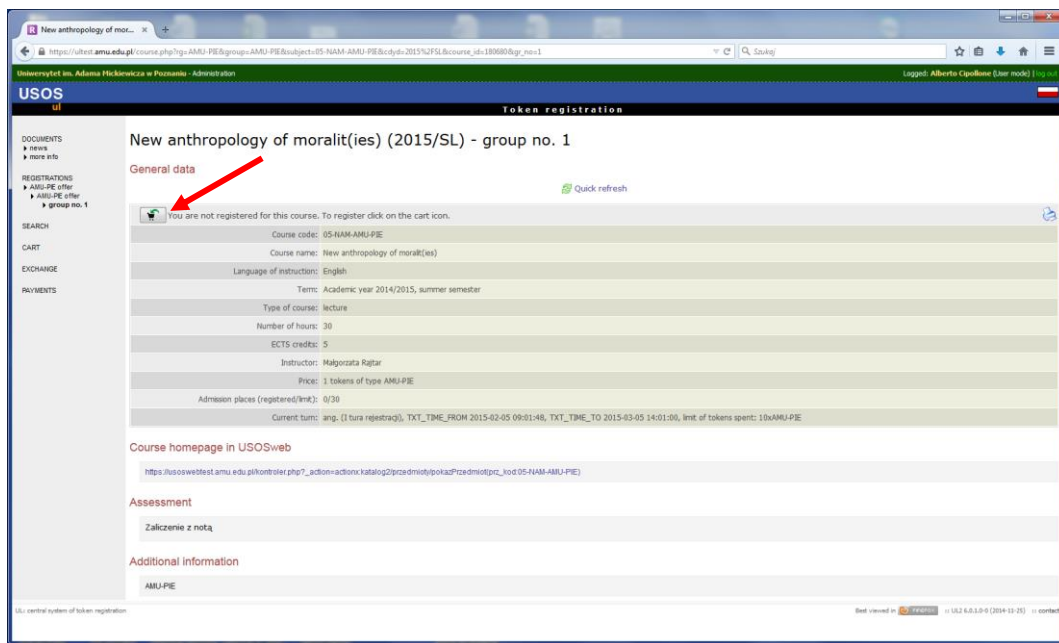


If the subject (offered) consists of two components, for example: lectures and a seminar, or a lecture and a lab class, you must register for both components.

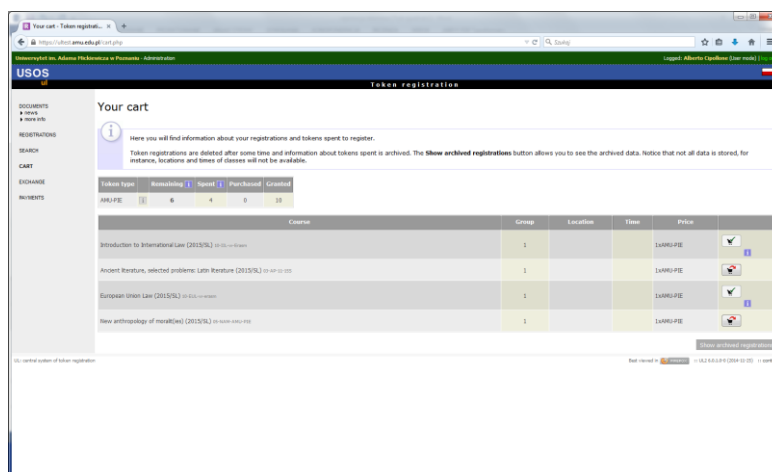


4. To sign up/ sign out for courses.

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 'Your cart' and the subtitle is 'Token registration'. The page contains a table with columns: 'Token type', 'Remaining', 'Spent', 'Purchased', and 'Granted'. Below the table is a list of registrations with columns: 'Course', 'Group', 'Location', 'Time', 'Price', and 'Action'. A red arrow points to the 'Action' column for the first row, which contains a shopping cart icon with a red arrow pointing down. A confirmation dialog box is open over this icon, asking 'Are you sure you want to unregister from this course?' with 'Confirm' and 'Cancel' buttons.

Token type	Remaining	Spent	Purchased	Granted
AMU-PIE	6	4	0	10

Course	Group	Location	Time	Price	Action
Introduction to International Law (2015/16)	1			1xAMU-PIE	
Ancient literature, selected problems: Latin literature (2015/16)	1			1xAMU-PIE	
European Union Law (2015/16)	1			1xAMU-PIE	
New anthropology of moral(es) (2015/16)	1			1xAMU-PIE	