

# INSTRUCTION FOR INTERNATIONAL STUDENTS HOW TO REGISTER FOR AMU PIE COURSES.

## 1. Log in

**Registration for courses will be open from 28.02.2018 till 20.03.2018**

In order to log in to the registration system please go to: [ul.amu.edu.pl](http://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**.

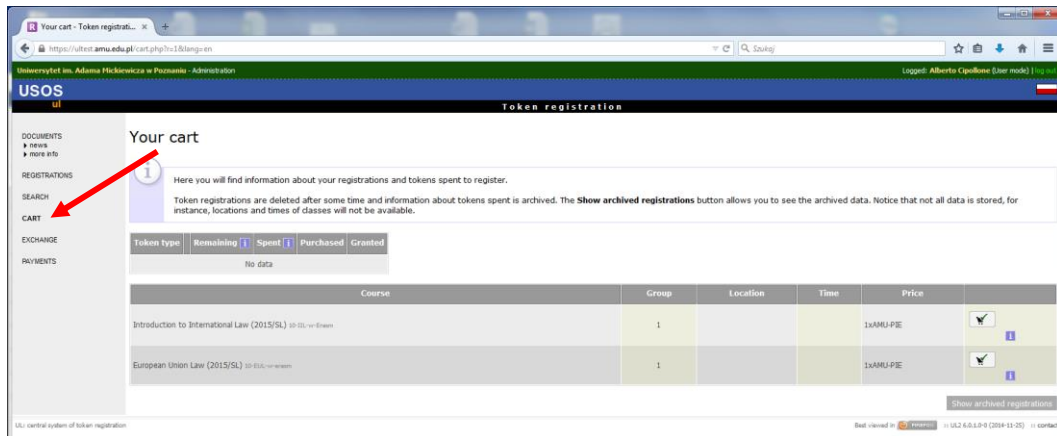
A login form titled 'Enter your PESEL and Password'. It features two input fields: 'PESEL Number' and 'Password'. Below the fields is a checkbox labeled 'Hide PESEL Number'. At the bottom, there is a 'LOGIN' button, a 'clear' link, and links for 'Polski' and 'English'. The form is set against a blue background with the UAM logo and the text 'CENTRALNY SYSTEM UWIERZYTELNIANIA' and 'UNIWERSYTET IM. ADAMA MICKIEWICZA W POZNAŃU'.

## 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.

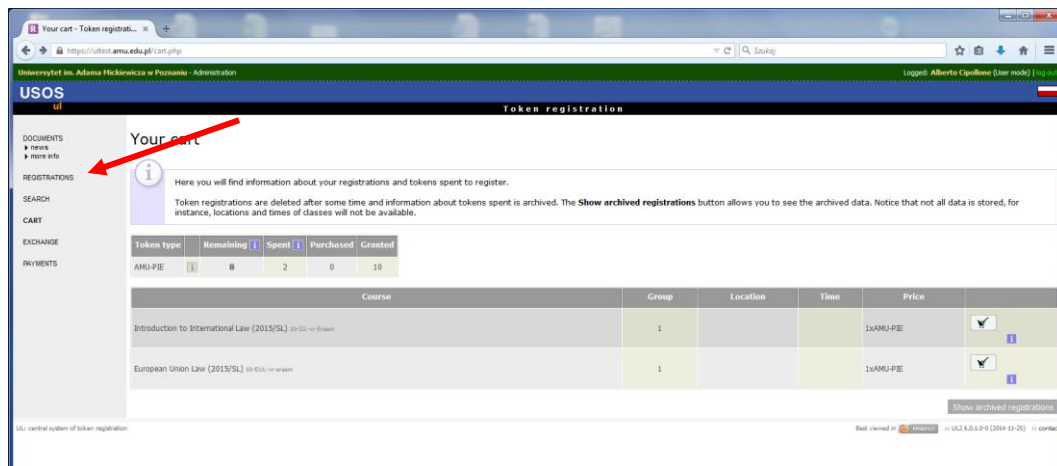


The screenshot shows the 'Your cart' page in the USOS system. A red arrow points to the 'CART' button in the left sidebar. The main content area displays a table of registered courses. The table has columns for Course, Group, Location, Time, Price, and a checkbox. Two courses are listed: 'Introduction to International Law (2015/SL)' and 'European Union Law (2015/SL)'. Both are priced at 1xAMU-PIE.

Course	Group	Location	Time	Price	
Introduction to International Law (2015/SL)	1			1xAMU-PIE	<input checked="" type="checkbox"/>
European Union Law (2015/SL)	1			1xAMU-PIE	<input checked="" type="checkbox"/>

## 3. Searching information about subjects available in registration.

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



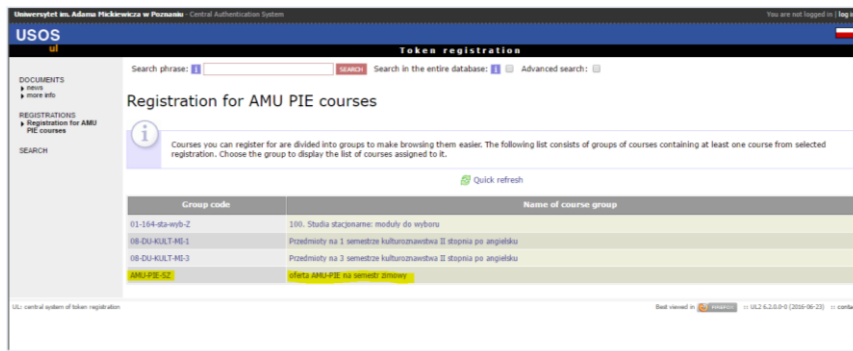
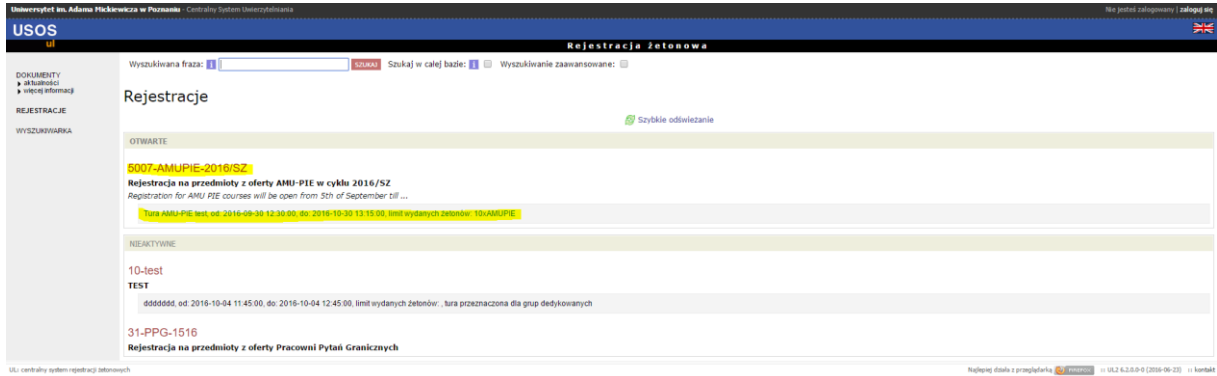
The screenshot shows the 'Your cart' page in the USOS system. A red arrow points to the 'REGISTRATIONS' button in the left sidebar. The main content area displays a table of registered courses. Above the course table, there is a summary table for token statistics.

Token type	Remaining	Spent	Purchased	Granted
AMU-PIE	8	2	0	10

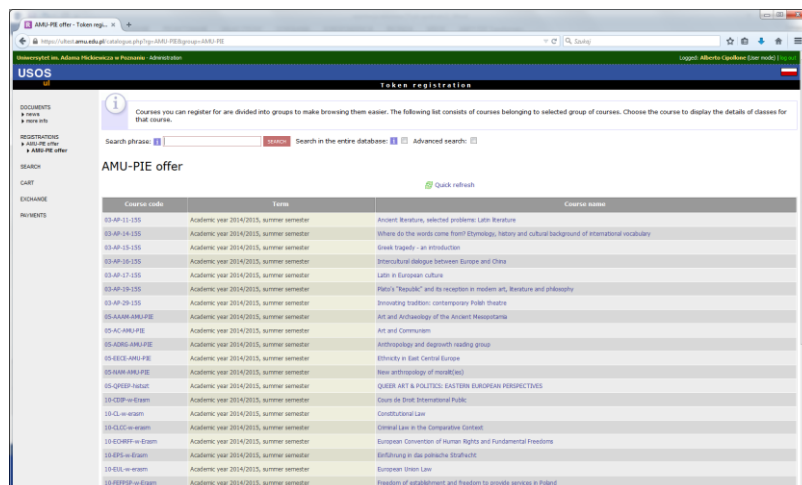
  

Course	Group	Location	Time	Price	
Introduction to International Law (2015/SL)	1			1xAMU-PIE	<input checked="" type="checkbox"/>
European Union Law (2015/SL)	1			1xAMU-PIE	<input checked="" type="checkbox"/>

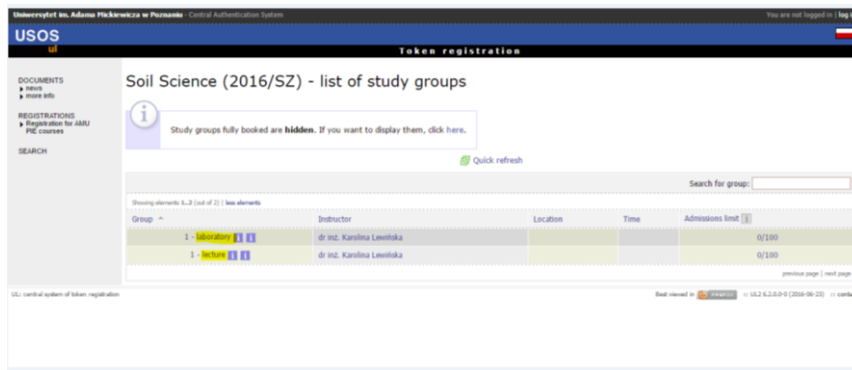
Once registration will be active you will see comment **OPEN**, information regarding registration will be headlighted in green colour. Once you will click on it, the group of AMU PIE courses will be seen.



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

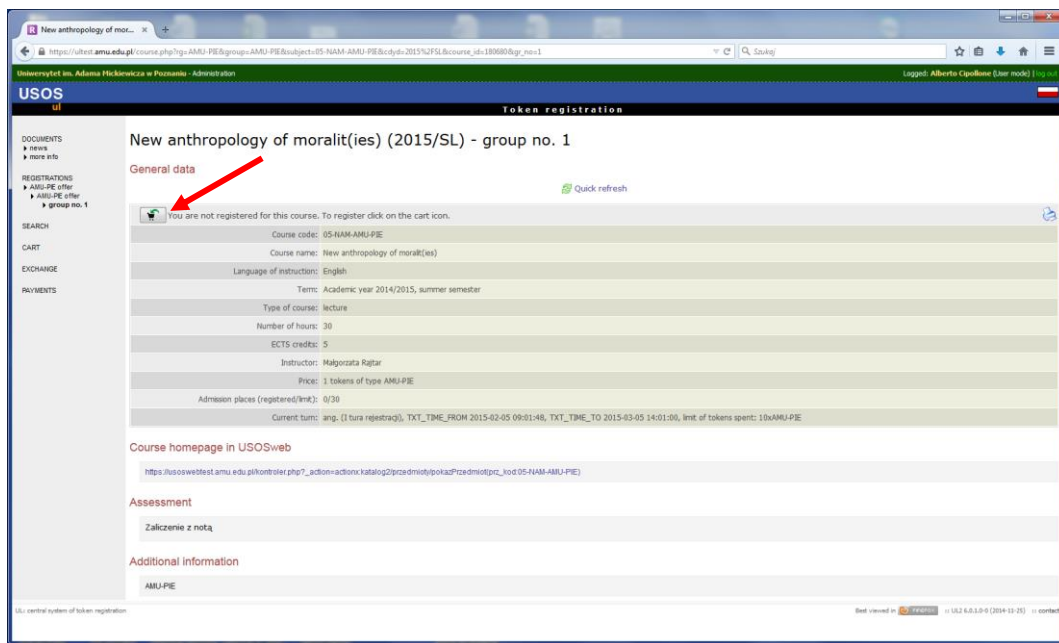


If the subject (offered) consists of two components, for example: lectures and a seminar, or a lecture and a lab class, you must register for both components.

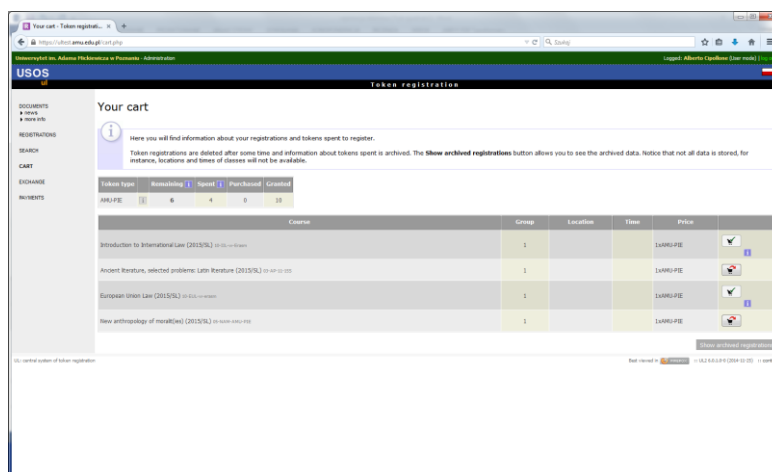


#### 4. To sign up/ sign out for courses.

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, 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: 'Course', 'Group', 'Location', 'Time', 'Price', and 'Action'. The table lists four courses: 'Introduction to International Law (2015/16)', 'Ancient literature, selected problems: Latin literature (2015/16)', 'European Union Law (2015/16)', and 'New anthropology of moral(es) (2015/16)'. Each course has a '1' in the 'Group' column and '1xARU-PE' in the 'Price' column. The 'Action' column contains a shopping cart icon with a red arrow pointing down, indicating the student is registered to the class. 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.

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