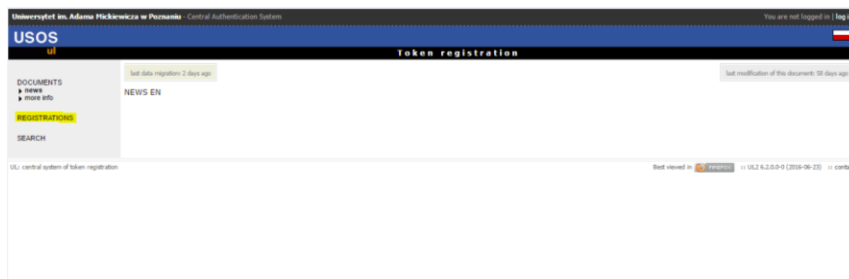


# INSTRUCTION FOR ERASMUS STUDENTS ON HOW TO REGISTER FOR AMU PIE COURSES.

## 1. Log in

In order to log in to the registration system please go to: [ul.amu.edu.pl](http://ul.amu.edu.pl) then press the **LOG IN** button on the top right corner.



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

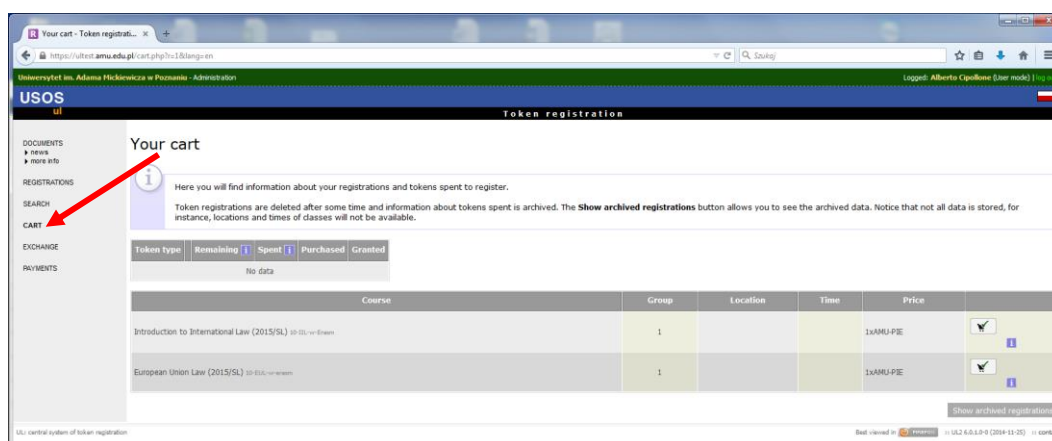
A login form titled 'Enter your PESEL and Password'. It features two input fields: 'PESEL Number' and 'Password'. Below the fields is a checkbox labeled 'Hide PESEL Number'. At the bottom, there is a 'LOGIN' button, a 'clear' link, and a 'Polski | English' language selector. The form is set against a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

## 2. Tokens

Each student receives 25 tokens.

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

You can check the amount of tokens you have left by pressing the CART button on the left side. Apart from that, in the CART you will be able to check your latest registration activities.



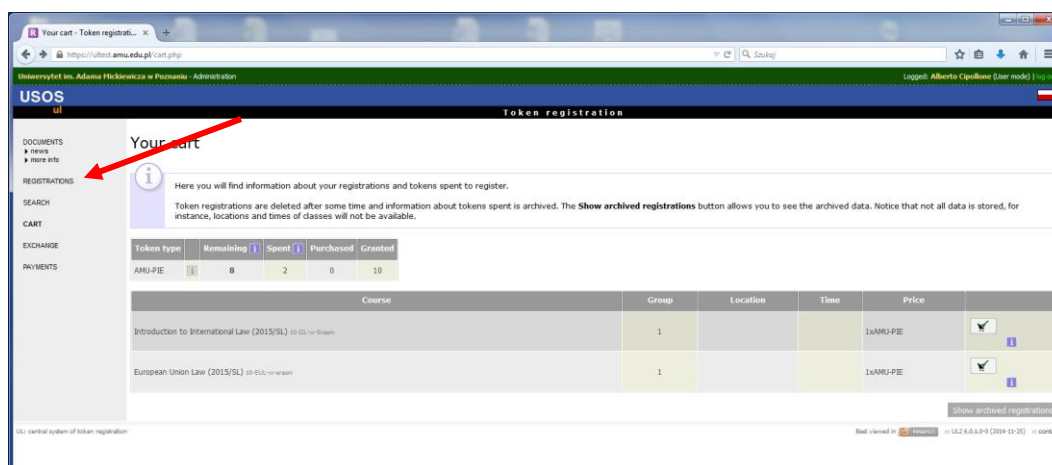
The screenshot shows the 'Your cart' page in the USOS system. A red arrow points to the 'CART' button in the left sidebar. The main content area displays a table with columns: Token type, Remaining, Spent, Purchased, and Granted. Below this is a table of courses with columns: Course, Group, Location, Time, Price, and a dropdown menu. The courses listed are 'Introduction to International Law (2015/SL)' and 'European Union Law (2015/SL)'. A 'Show archived registrations' button is located at the bottom right of the course table.

Token type	Remaining	Spent	Purchased	Granted	
AMU-PIE	1	8	2	0	10

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

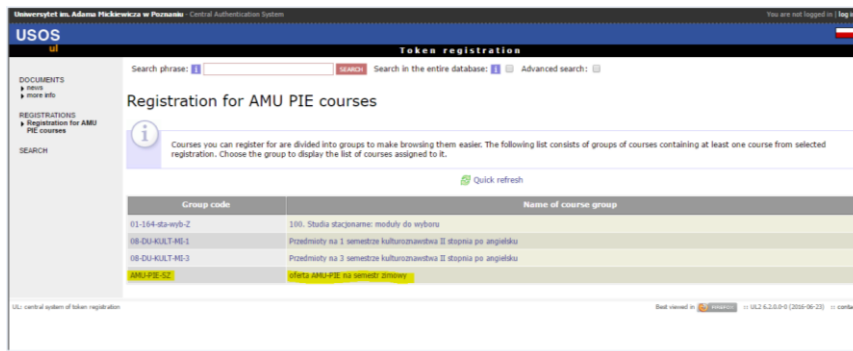
## 3. Searching information about subjects available in registration.

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

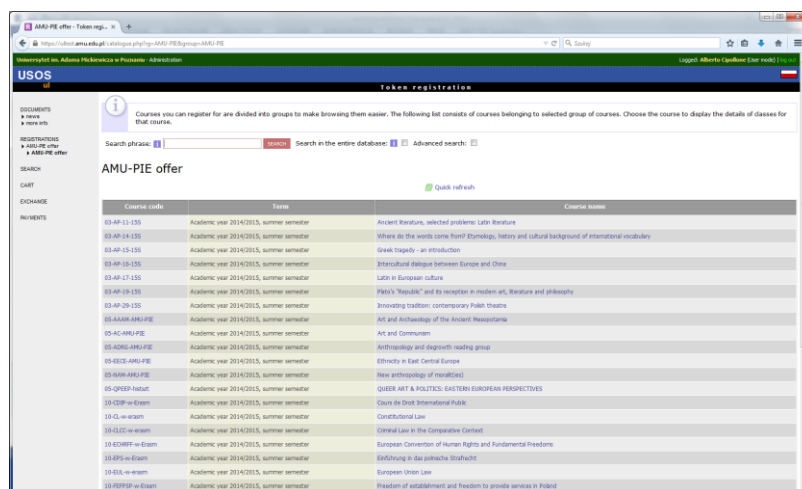


This screenshot is similar to the one above, but a red arrow points to the 'REGISTRATIONS' button in the left sidebar. The rest of the page content, including the token statistics and course table, remains the same.

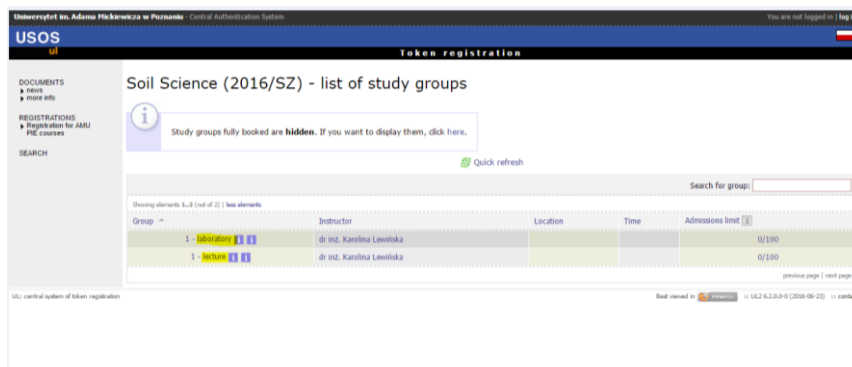
Once registration is active, you will see the OPEN comment, information regarding registration will be highlighted in green color. Once you click on it, the group of AMU PIE courses will be seen.



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

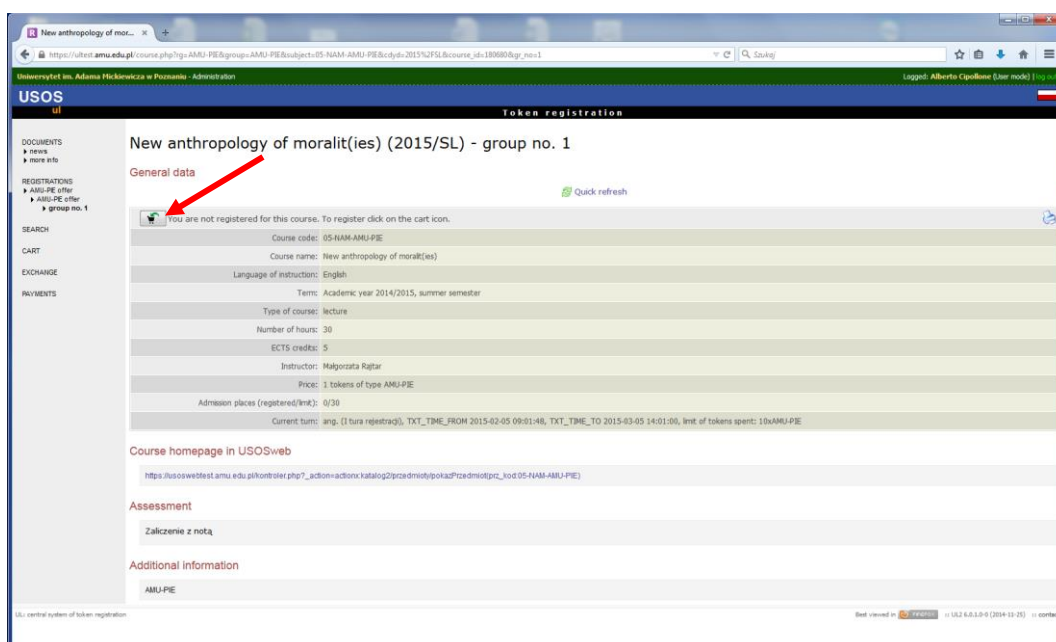


If the subject (offered) consists of two components, for example: lectures and a seminar, or a lecture and a lab class, you must register for both components.

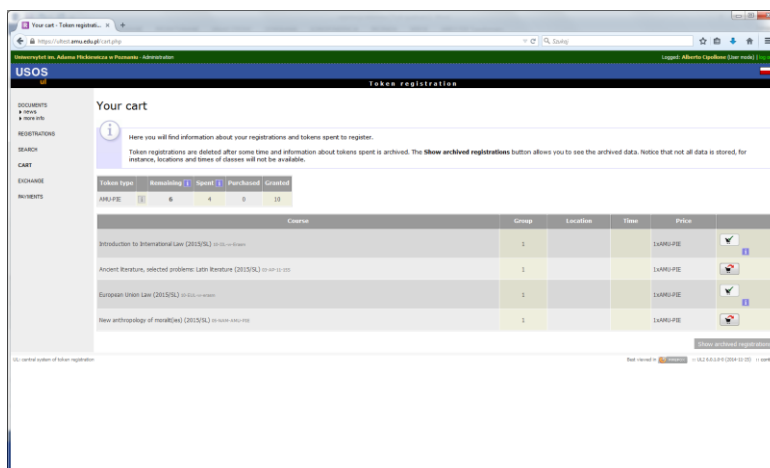


#### 4. To sign up/sign out for courses.

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



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



Meaning of icons :



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



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

## IMPORTANT!

Remember that once registration is active/open you **HAVE TO SIGN OUT** from those classes you are not going to attend. Unless you do that, such a course will receive state: **FAILED**.

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



The screenshot shows the 'Your cart' page in the USOS system. A table lists registrations with columns for Course, Group, Location, Time, and Price. A confirmation dialog box is overlaid on the table, asking 'Are you sure you want to unregister from this course?' with 'Confirm' and 'Cancel' buttons. A red arrow points to the 'CART' icon in the table row for 'Introduction to International Law (2015/SL)'. The table data is as follows:

Token type	Remaining	Spent	Purchased	Granted	
AMU-PIE	11	6	4	0	10

Course	Group	Location	Time	Price	Actions
Introduction to International Law (2015/SL) [0-02-01-0000]	1			1xAMU-PIE	[CART] [Info]
Ancient literature, selected problems: Latin literature (2015/SL) [0-01-02-0000]	1			1xAMU-PIE	[CART] [Info]
European Union Law (2015/SL) [0-01-01-0000]	1			1xAMU-PIE	[CART] [Info]
New anthropology of morality (2015/SL) [0-01-01-0000]	1			1xAMU-PIE	[CART] [Info]