

INSTRUCTION FOR THE “TOKEN REGISTRATION WITH TIME SLOTS” FOR THE GIVEN COURSE (SUBJECT)

Please note: the registration procedure here described is the so-called “token registration with time slots”.

Token registration means that for each course (subject), tokens were defined, which you need to have in order to register for the given course. You will have received these tokens from the staff of your Dean’s Office (or the Foreign Language Centre, Physical Education and Sports Centre, etc.) – for specific subjects you can access.

Registration with time slots means that the registration process, cyclically, consists of the so-called time-slots and breaks in-between them. You make a registration request (i.e. you express your “demand” for the given subject/course) during the time slot (lasting 10 minutes), after which a 1-minute break follows (giving the system time to handle your request and all the other requests from all the other students). After the break, a message appears on your screen, informing you whether your registration was successful or not. If the registration wasn’t completed (for instance, due to the lack of places available in the given class/course group), then in the next time slot you will need to modify your selection, and wait until the next break to check whether your registration was successful.

In order to register for a class/course group, you need to:

1. Log in to the USOSweb system, that is:

- Enter the address of the service (<https://usosweb.uek.krakow.pl>) in the web browser’s address bar, and then choose “Log in” – “*zaloguj się*” (in the upper right corner of the screen).
- Log in form to the CUE’s Central Authorization System (CAS) will appear, where you will need to provide your “username/login ID” (“*identyfikator*”) and “password” (“*hasło*”) - (see the screenshot below).
- Your login ID is your album (“*indeks*” book of records) number, and your password is either the password that was given to you at the time of registration (i.e. your initial password) or the password that you assigned for your CAS account.
- If you do not remember your password, click the “Forgot your password?” link in your CAS login form.

UNIWERSYTET
EKONOMICZNY
W KRAKOWIE

CAS

Login

USOS WEB TEST

Username:
212345

Password:
.....

LOGIN

[Reset your password](#)

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

2. After logging in to the USOSweb, choose the “token registration” (“*rejestracja żetonowa*”) designated for you, that is:

- From the menu on the top of the page, select “DLA STUDENTÓW” (“*STUDENT’S SECTION*”) tab, and from the sidebar menu (on the left-hand side of the screen) select “REGISTRATIONS: token > registrations” – “*REJESTRACJE: żetonowe > rejestracje*”, (see the screenshot below).

USOSweb

NEWS DIRECTORY MY USOSWEB **STUDENT'S SECTION** STAFF SECTION COMMON

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TOKEN REGISTRATIONS

Registrations
Register for courses or examinations, see the current state of your registration cart...

Final grades
View the current final grades for courses you completed...

- From the list of available registrations, select the one designated for you, and then click the “Go to registration” (“Przejdź do rejestracji”) link (see the screenshot below).

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MEETINGS

Token registrations

☐ Show inaccessible registrations **1**

Opened

UEK-SJ Centrum Językowe

LEK20/21Z-S1-1/1				active registration
STACJONARNE 1 stopień (S1) oraz STACJONARNE Jednolite MAGISTERSKIE (SM) - 1 rok/1 sem. [LEK20/21Z-S1-1/1]				
✓	Rejestracja na lektoraty I tura	closed September 1, 2020 12:00 PM - September 8, 2020 11:59 PM	1 × L21Z-S1-ANG BR 1 × L21Z-S1-POL 5 × L21Z-S1-XXX 2 × L21Z-SM-XXX	i link
✓	Rejestracja na lektoraty II tura	closed September 10, 2020 12:00 PM - September 13, 2020 8:59 PM	1 × L21Z-S1-ANG BR 1 × L21Z-S1-POL 5 × L21Z-S1-XXX 2 × L21Z-SM-XXX	i link
✓	Rejestracja na lektoraty III tura	closed September 18, 2020 2:00 PM - September 20, 2020 8:59 PM	1 × L21Z-S1-ANG BR 1 × L21Z-S1-POL 5 × L21Z-S1-XXX 2 × L21Z-SM-XXX	i link
→	Rejestracja na lektoraty IV tura	in progress September 25, 2020 2:00 PM - September 30, 2021 8:59 PM	1 × L21Z-S1-ANG BR 1 × L21Z-S1-POL 5 × L21Z-S1-XXX 2 × L21Z-SM-XXX	i link

[Go to registration](#)

Inactive

There are no registrations to view

USORejestracje

Please note: this is a sample screenshot only. The content on your screen may differ in details from your personal registration screen.

3. When you have found the right registration – select the subject and the class/course group for which you would like to register, that is:

- Select the specific subject (for instance French language, level A2). You can also check the details of the class/course group (including the dates, the lecturer, and the location) by clicking on the “details” (“szczegóły”) link (see the screenshot below).

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STACJONARNE 1 stopień (S1) oraz STACJONARNE Jednolite MAGISTERSKIE (SM) - 1 rok/1 sem. LEK20/21Z-S1-1/1

active registration

My registrations (0)

My tokens (1 × L21Z-S1-POL)

My tokens (5 × L21Z-S1-XXX)

Only free tokens

links required

Show only courses with vacancies

Hide courses I can not register to

Show only those courses and groups that have groups dedicated to me

Filter by day of the week

Filter by classes time

Filter by courses' groups

Filter by courses' groups

filter:

Expand descriptions

show groups

hide not linked courses

less filters

Number of displayed courses: 24 of 37. Sorting courses by course code/name

<input type="checkbox"/>	[CJ-S1-1/1-ANG-B2] English, level B2	Winter semester 2020/21
<input type="checkbox"/>	[CJ-S1-1/1-ANG-C1] English, level C1	Winter semester 2020/21
<input type="checkbox"/>	[CJ-S1-1/1-ANG-C1-BR] English, level C1	Winter semester 2020/21
<input type="checkbox"/>	[CJ-S1-1/1-ANG-C1-H] English, level C1	Winter semester 2020/21
<input checked="" type="checkbox"/>	[CJ-S1-1/1-FRA-A2] French language, level A2	Winter semester 2020/21

LEK - Foreign language course

1	16 / 16	(no description)	details	3 × L21Z-S1-XXX
2	15 / 16	(no description)	details	3 × L21Z-S1-XXX

Please note: this is a sample screenshot only. The content on your screen may differ in details from your personal registration screen.

- After clicking on the “details” (“szczegóły”) link, you will see basic information about this class/course group displayed on your screen (see the screenshot below).

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STACJONARNE 1 stopień (S1) oraz STACJONARNE Jednolite

Group details

General data

Course	French language, level A2 [CJ-S1-1/1-FRA-A2]
Academic term	Winter semester 2020/21
Course language	French
Short description	
Course belongs to groups:	[CJ-S1-1/1] STACJONARNE 1 st., 1 rok/1 sem., Lektoraty MIĘDZYWYDZIAŁOWE
Type of class	Foreign language course
Number of hours	30
ECTS credits	2
Lecturers	mgr Beata Korcowska-Raszyk
Time and location	show classes on a schedule Wednesday , 9:45 - 11:15
Cost	3 × L21Z-S1-XXX
Number of students (registered/limit)	15/16
Current round	Rejestracja na lektoraty IV tura, od September 25, 2020 2:00 PM, do September 30, 2021 8:59 PM, Limit of used tokens: 1×L21Z-S1-ANG-BR, 1×L21Z-S1-POL, 5×L21Z-S1-XXX, 2×L21Z-SM-XXX,
Dedicated groups	
Is registered	NO

Assessment

Zaliczenie (bez oceny)

OK

Please note: this is a sample screenshot only. The content on your screen may differ in details from your personal registration screen.

- In order to register for the selected class/course group, click on the “shopping basket” icon next to that group (see the screenshot below).

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STACJONARNE 1 stopień (S1) oraz STACJONARNE Jednolite MAGISTERSKIE (SM) - 1 rok/1 sem. LEK20/21Z-S1-1/1

active registration

My registrations (0) My tokens (1 x L21Z-S1-POL) My tokens (5 x L21Z-S1-XXX) only free tokens links required

filter: Expand descriptions show groups hide not linked courses more filters

Number of displayed courses: 24 of 37. Sorting courses by course code/name

<input type="checkbox"/>	[CJ-S1-1/1-ANG.B2] English, level B2	Winter semester 2020/21
<input type="checkbox"/>	[CJ-S1-1/1-ANG.C1] English, level C1	Winter semester 2020/21
<input type="checkbox"/>	[CJ-S1-1/1-ANG.C1-BR] English, level C1	Winter semester 2020/21
<input type="checkbox"/>	[CJ-S1-1/1-ANG.C1+] English, level C1	Winter semester 2020/21
<input checked="" type="checkbox"/>	[CJ-S1-1/1-FRA.A2] French language, level A2	Winter semester 2020/21

LEK - Foreign language course

1	16 / 16	(no description)	details	3 x L21Z-S1-XXX
2	15 / 16	(no description)	details	1 x L21Z-S1-XXX

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4. Wait for the break in registration. After the break, in the “My registrations” (“*Moje rejestracje*”) list, a message will appear, informing you whether your registration was successful or not (see the screenshot below). If it doesn’t – repeat your registration attempt.

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STACJONARNE 1 stopień (S1) oraz STACJONARNE Jednolite MAGISTERSKIE (SM) - 1 rok/1 sem. LEK20/21Z-S1-1/1

active registration

My registrations (2) My tokens (1 x L21Z-S1-POL) My tokens (5 x L21Z-S1-XXX) only free tokens links required

Willingness to register for the course French language, level A2 [CJ-S1-1/1-FRA.A2] to group no. 2

Willingness to register for the course English, level B2 [CJ-S1-1/1-ANG.B2] to group no. 15

filter: Expand descriptions show groups hide not linked courses more filters



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5. If you wish to change your class/course group (for instance, because you registered there by mistake), you can request to unregister by clicking the “shopping basket” icon next to the group (see the screenshot below). The request will be processed during the next upcoming break.

☒ [CJ-S1-1/1-FRA.A2] French language, level A2

Winter semester 2020/21

LEK - Foreign language course

1	16 / 16	(no description)	details  XXX
2	16 / 16	(no description)	details  3 x L21Z-S1-XXX

Please note: this is a sample screenshot only. The content on your screen may differ in details from your personal registration screen.

Please note: If you follow several study programs, it may be necessary to link the selected subject/course with the appropriate study program – this is done by indicating the specific program on the list displayed.

6. Should you have any questions or problems:

- technical problems should be reported by mail to: **usos-rejestracje@uek.krakow.pl**