



## USOSWeb (WNE) UW

## (but not only) – some basic information for new students (2023/24)

## Mateusz Kopyt

Dean's Representative for the USOS System (University Study-Oriented System or Student Management Information System)

## What we are going to talk about?

- USOSWeb general idea
- USOSWeb registration for courses
- Central registration at UW languages, physical education, OGUN (general courses)
- Courses linking to your programme
- Instalment plan selection
- University email account for students and WNE
   Computer Lab account

# USOSWeb general information

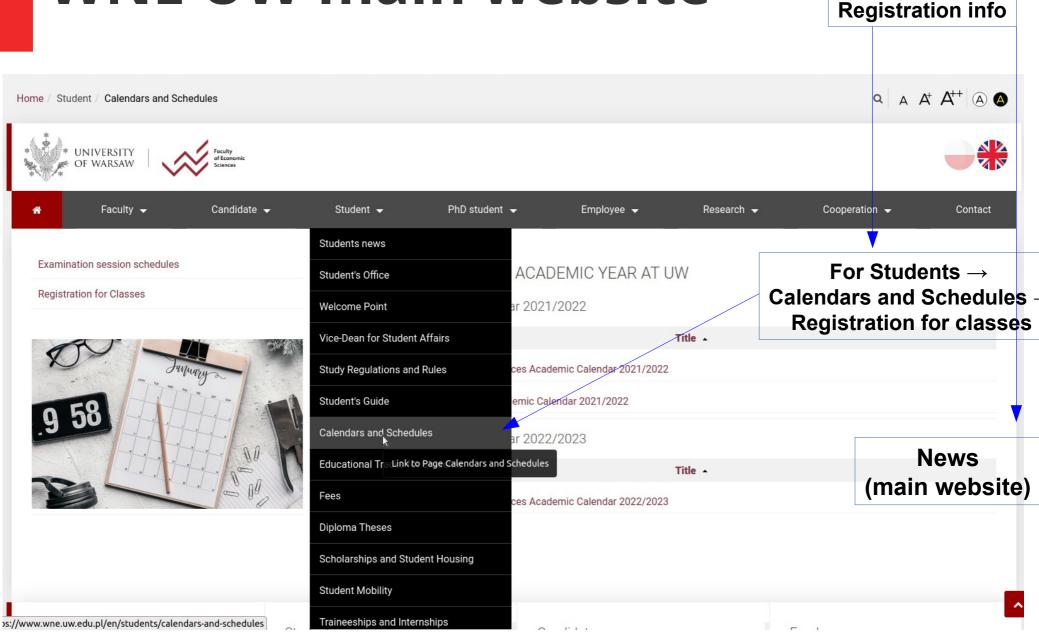
- USOSWeb is a system that in many cases provides access to information that used to be available in the Students' Office: <u>courses plan</u>, assessment / grades, information about courses, lecturers, student exchange programmes etc.
- USOSWeb in many cases allows to avoid the need for coming to Students' Office: <u>as above +</u> <u>scholarships issues, surveys, payments,</u> <u>applications, student exchange, dormitories etc.</u>

important currently!!!

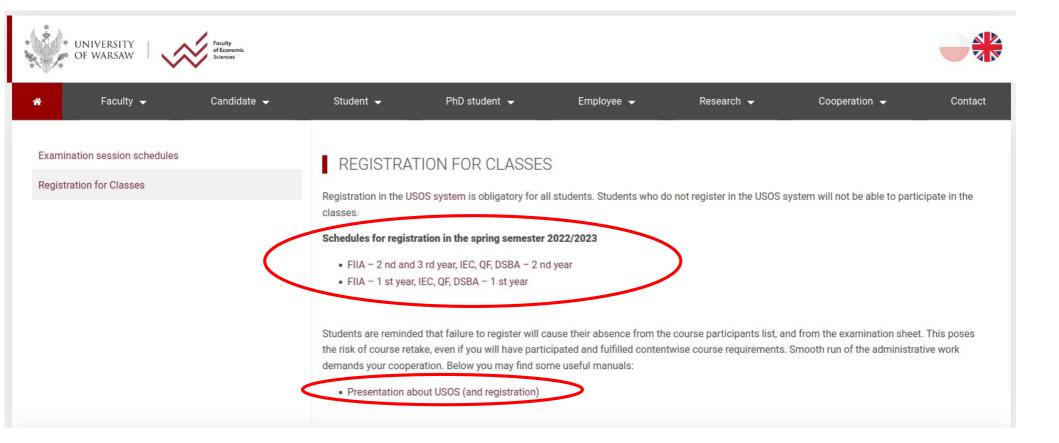
## **Important websites**

- WNE UW website
  - http://www.wne.uw.edu.pl/
- USOSweb WNE UW
  - https://usosweb.wne.uw.edu.pl
- UW web portal
  - http://www.uw.edu.pl/
- Central USOSweb UW
  - https://usosweb.uw.edu.pl
- Token registration service
  - https://rejestracja.usos.uw.edu.pl/
- Dormitories (in Polish English info available)
  - http://www.uw.edu.pl/student\_/akademiki/
  - https://bpm.uw.edu.pl/en/dormitory/ (in English)
  - https://welcome.uw.edu.pl/before-you-arrive/accomodation/ (in English) 4/30

## WNE UW main website



# For Students $\rightarrow$ Calendars and Schedules $\rightarrow$ Registration for classes



### Curriculum and classes schedule: Student → Study programmes

or

https://www.wne.uw.edu.pl/en/students/study-programmes/first-cycle-studies

### https://www.wne.uw.edu.pl/en/students/study-programmes/second-cycle-studies

ne / Student / Study Programmes / Second-cycle St	udies (Master's)					A A A A A	
UNIVERSITY OF WARSAW							
Faculty 🗸 Candidate 🗸	Student 👻	PhD student 👻	Employee 👻	Research 👻	Cooperation	n	
First-cycle Studies (BA)	SECOND-C	YCLE STUDIES (MA	ASTER'S)				
Second-cycle Studies (Master's)		ance - Full-time studies					
Core Subjects	quantative i inc		Title -			Date Posted	
Elective Courses	Rok rozpoczęcia stu	udiów / Academic Year - 2023			19	/05/2023	
iploma Seminars	Rok rozpoczęcia stu	udiów / Academic Year - 2022	/2023		20	/04/2022	
	Rok rozpoczęcia stu	udiów / Academic Year - 2021	/2022		01	/12/2021	
	Rok rozpoczęcia stu	udiów / Academic Year - 2020	/2021		01	/12/2021	
	Rok rozpoczęcia stu	udiów / Academic Year - 2019	/2020			<b>C</b> (1	
	Rok rozpoczęcia stu	udiów / Academic Year - 2018	/2019		Check	for the pro	oper yea
	Quantitative Fina	ance - Part-time studies					
			Title -			Date Posted	
	Rok rozpoczęcia stu	udiów / Academic Year - 2023	/2024		19	/05/2023	
	Rok rozpoczęcia stu	udiów / Academic Year - 2022	/2023		20	/04/2022	
	Rok rozpoczęcia stu	udiów / Academic Year - 2021	/2022		20	/04/2022	
	Rok rozpoczęcia stu	udiów / Academic Year - 2020	/2021		20	/04/2022	
	Rok rozpoczęcia stu	udiów / Academic Year - 2019	/2020		20	/04/2022	
	Rok rozpoczęcia stu	udiów / Academic Year - 2018	/2019		20	/04/2022	7/30
	International Eco	onomics - Full-time stud	ies				, , 50

## **Curriculum example –** 1st year classes are important

WYDZIAŁ NAUK EKONOMICZNYCH UNIWERSYTETU WARSZAWSKIEGO

Faculty of Economic Sciences, University of Warsaw

Studia I stopnia/ First cycle studies full-time studies

rok akademicki (academic year) 2023/2024

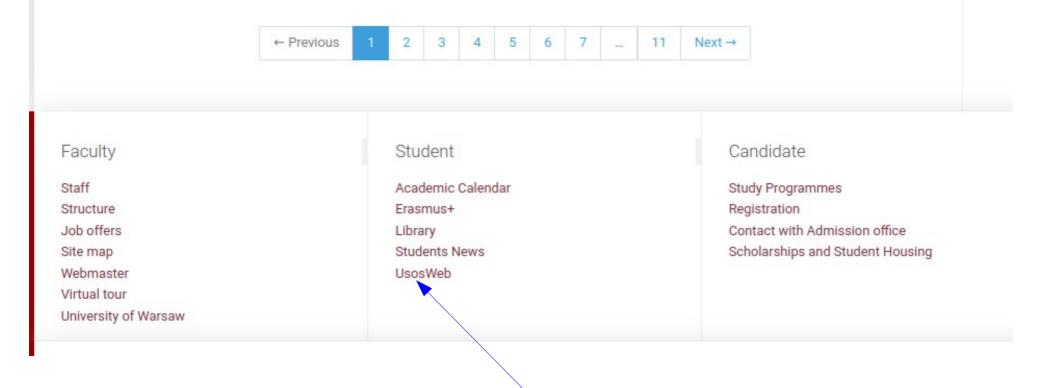
kierunek: FINANSE, INWESTYCJE MIĘDZYNARODOWE i RACHUNKOWOŚĆ

field of study: Finance, International Investment and Accounting

YEAR III Total hours/ Przedmiot Course hours/ECTS Form of credit Course type Semester Total ECTS 5 2 3 4 6 1 Course Code A. General courses godz. Foreign language (different lab. classes 60 60 60 hours 60 240 UW offer credit than English, UW offer)\* ECTS 2 2 2 2 8 Foreign language (min B2 -4 4 2 UW offer examination exam ECTS 2 level)\*\* 2 30 30 30 90 3 UW offer Physical education classes hours credit 0 0 0 0 hours 30 30 2400-FIM1NI 4 IT tools in economics seminar credit ECTS 3 3 General elective courses hours 60 60 5 UW offer lecture credit humanistic (OGUN) ECTS 6 6 30 hours 30 General elective courses 5 UW offer credit lecture (OGUN) 3 3 ECTS Occupational Safety and Health training via hours 4 4 6 UW offer credit ECTS 0.5 (OSH) 0.5 internet 6 hours 6 7 2400-FIM1POW Intelectual Property Protection training credit ECTS 0.5 0.5 Total of hours in the group of courses hours 70 180 90 90 4 30 464 SUMA ECTS w grupie ECTS 3 11 2 3 23 2 2 B. Przedmioty podstawowe Core courses 30 hours 30 2400-FIM1WDE Introduction to economics 8 lecture credit ECTS 5 5 . . .

22/03/2023

## Login to USOSweb (at the bottom of the main website)



### Registration for courses at WNE UW is possible ONLY through the WNE USOSWeb System

## Login to USOSweb

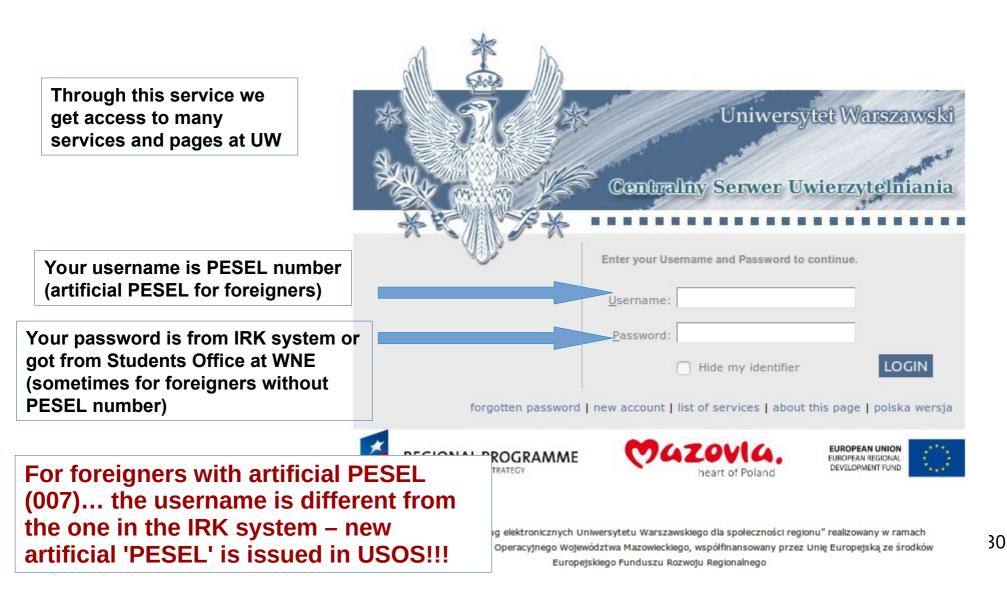
Uniwersytet Warszawski, Wydział Nauk Ekonomicznych - Centralny System Uwierzytelniania

Nie jesteś zalogowany 🕻 🚟 🛛 zaloguj s

	iwersytet Warszawski, Wydział Nauk Ekonomicznych
	MÓJ USOSWEB DLA STUDENTÓW DLA PRACOWNIKÓW DLA WSZYSTKICH YOU can login here
DOKUMENTY	ostatnia migracja danych: ok. 7 godzin temu     ostatnia modyfikacja tego dokumentu: 12 dni temu     Uniwersytet     Wydział   Nauk Ekonomicznych   Serwis przeznaczony dla pracowników oraz studentów Wydziału Nauk Ekonomicznych
	WAŻNA INFORMACJA DOTYCZĄCA PŁATNOŚCI
	You can change the language to English         Szanowni Studenci, informujemy, že są Państwo zobligowani do dokonywania wpłat na indywidualny rachunek bankowy -         widoczny przy każdej płatności w menu: DLA WSZYSTKICH->PŁATNOŚCI (MODEL FK)->NALEŻNOŚCI NIEROZLICZONE -         odpowiadający walucie opłaty (nawet jeśli Państwo dokonują wpłaty w innej walucie niż waluta opłaty), tj. należności w PLN         regulujemy na konto w PLN nawet jeśli wpłacamy je w EUR lub innej walucie; opłaty w EUR regulujemy na konto w EUR nawet         jeśli wpłacamy je w PLN, CHF, CNY, INR etc. Wpłaty na rachunek prowadzony w innej walucie niż waluta czesnego lub innych         opłat muszą być rozliczane ręcznie, co powoduje opóźnienia i niedogodności.

### **USOSWeb login (and to the other Services)**

### **Central Authentication System (CAS)**



## Login to the other services

### Offical on-line services of the University of Warsaw which are compatible with the CAS

#### **USOSweb** servers

- USOSweb of the Central Campus
- USOSweb of the Faculty of Chemistry
- USOSweb of the Faculty of Journalism and Political Sciences
- USOSweb of the Faculty of Physics
- USOSweb of the Faculty of Mathematics, Informatics, and Mechanics
- USOSweb of the Faculty of Economics

#### Pozostałe serwisy systemu USOS

- USOSownia
- Token Registration System
  - Archive of Diplomas
  - Room Reservation System
  - ECTS Course Catalogue
  - Ankieter (Surveyor)

Registration for physical education, language courses, university courses (OGUN)

Pozostałe serwisy

- Centre for Open and Multimedia Education
- Student email account setup
- Web portal of University of Warsaw
- Issue Tracking System JIRA

#### Serwisy wydziałowe

- Web portal of the Faculty of Mathematics, Informatics, and Mechanics
- Ankieter (Surveyor) of the Faculty of Mathematics, Informatics, and Mechanics
- E-learning platform of the Faculty of Mathematics, Informatics, and Mechanics
- Room Reservation System of the Faculty of Mathematics, Informatics, and Mechanics
- · Web portal of the Faculty of Physics
- E-learning platform of the Institute of Applied Linguistics
- Wiki of the Faculty of Biology
- Intership Registration System of the Faculty of Law and Administration

wersytetu Warszawskiego dla społeczności regionu" realizowany w ramach dztwa Mazowieckiego, współfinansowany przez Unię Europejską ze środków kiego Funduszu Rozwoju Regionalnego

new account | list of services | about this page | polska wersja

Uniwersytet Warszawsk

**Centrality Serwer Uwierzytelniania** 

Enter your Username and Password to continue.

Hide my identifier

Username:

Password:

12/30

LOGIN

EUROPEAN UNION EUROPEAN REGIONAL

DEVELOPMENT FUND

Acces to the other services with CAS (common) login

### **USOSweb – after login**

### MY USOSWEB View

University of Warsaw, Faculty of Economics S

ces - Central Authentication System

Logged in: Mateusz Kopyt | 🔤 | change password | log out

		'S SECTION STAFF SECTION	COMMON SECTION	
	<u>Linkage</u>		<u>Student's tests</u>	After login we can change password to Central Authentication System (CA
SCHEDULE CLASS GROUPS	You are reginincluding:	ed for 24 courses ,	2021Z Linear Algebra 2021Z Linear Algebra more	People directory $\rightarrow$
CUSTOM SCHEDULES	<ul> <li>7 courses lir programme,</li> </ul>	l to a study not to any stage. ①		Faculties directory $\rightarrow$
USOSMAIL	<b>369 days</b> rei checkup stu	n to deliver for program Finance,	Student's classes	Studies directory $\rightarrow$
STATEMENTS	Internationa Accounting, stopnia (w je	restment and cjonarne, pierwszego u angielskim).	2022Z Accounting part II 2400-FIM2F Seminar	Search by first, last name      Search by department name, ID
PRIVACY PREFERENCES			2022Z E-learning Polish Course A1 asynchronous online language	Search by course name, ID Search by study program name, ID
USOSWEB PREFERENCES	<u>Schedule - c</u>	ent week	course (platform based without scheduled video classes) 3004-POL ZAS	LA1-
	7 8 9 10 11 12 13		E-learning course 2022Z Finance I 2400-FIM2FI1A Class, Lecture 2022Z Macroeconomics II 2400-	Staff member's schedule

How to get to registrations: STUDENT'S SECTION  $\rightarrow$  REGISTRATIONS (*Registration for courses or Direct for groups*)

### **USOSweb registration for courses – list of registrations**

#### INDEX

Registration calendar



### **USOSweb registration for courses** (the example in an older color scheme!!!) We choose only proper courses according to the curriculum - not (always) all from the registration group

	🚭 refresh	•	, e, e				<b>U</b> .				
			Time remaining to the 2020-09-23 17:00:00								
	Showing elements 110	(out of 10)		То	register: 'shopping						
	Course				Term Classes		Actions	cart with green arrow'			
	i Accounting part II 2400-FIM2RACII			2020Z	20Z Seminar (7 groups)		i I	you	you will be asked to choose specific groups (i		
	i Econometrics 24	e I (ACCA) 2400-FIM2FI1(ACCA)		2020Z		(5 groups) e (1 group)	Ø ? 8 i	it is more than one)			
	i Finance I (ACCA			2020Z	2020ZLecture (1 group) Class (6 groups)2020ZLecture (1 group) 			T	he list of free /		
	i Insurances 2400-			2020Z			∅ ♀ □ i	occupied places			
	i International Fina	ance 240	0-FIM3IF	2020Z Seminar (2 gr		ar (2 groups)	Ø ? 8 i				
	i International Tra	de Theo	ry and Policy 2400-FIM3IT	TT 2020Z	2020Z Class (4 groups) [ Lecture (1 group)]		Ø •		Group exchange		
burse				Actions	1 group)				(if applicable)		
) Introduction to Economics [2	400-FIM1WDE]	Term 2023Z	Classes			1 group) groups)					
Linear Algebra [2400-FIM1AL	Algebra [2400-FIM1AL]		Lecture (1 group) Class (6 groups)	ہے : بي →	∮ ≣ i	(6 groups)					
Mathematical Analysis I [240	0-FIM1AMI]	2023Z	Lecture (1 group) Class (6 groups)	 بي →	Ø		Ŷ ≣ i		egister: 'shopping h orange arrow'		
Microeconomics I [2400-FIM	1MI]	2023Z	Lecture (1 group) Class (6 groups)	ہے۔ بخ →	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	1 group)	i i				

### **USOSweb registration for courses (Group exchange)**

#### Linear Algebra (2023Z) [2400-FIM1AL]

Obligtory courses - 1st year of first cycle studies (FIIA) - Fall semester 2023/24 [2400-2023Z-EN1-OBL1]

← go back to the list of courses

G	<b>P</b> refresh					Round will	be open in 20 hou	ırs 13 min	
_ sho	ow location of	f classes					Change s	ettings	
f you	want to chan	ge these set	tings perma	anently, edit y	our preferences in the My	y USOSweb menu.			
				Su	ubmit exchange wish				
Group	Registered	Lower limit 🛈	Upper limit	Requests ①	Teacher	Group description	Time		
					Lecture				
1	154	1	210	0	Oskar Kędzierski	none	Monday 15:00-16:30	YOUR GROUP	
					Class				
1	28 i	1	28	0	Bruno Stonek	(In Polish) gr dz. / f.t.	Tuesday 09:45-11:15 Thursday 09:45-11:15	YOUR GROUP	
2	23	1	28	0	André Saint Eudes Mialebama Bouesso	(In Polish) gr dz. / f.t.	Tuesday 08:00-09:30 Thursday 08:00-09:30		Group already assigne
3	26	1	28	0	Francesco Galuppi	(In Polish) gr dz. / f.t.	Tuesday 13:15-14:45 Thursday 13:15-14:45		
4	25	1	28	0	Francesco Galuppi	(In Polish) gr dz. / f.t.	Tuesday 11:30-13:00 Thursday 11:30-13:00		
5	28 i	1	28	0	Oskar Kędzierski	(In Polish) gr w. / ev.	Thursday 16:45-18:15 Tuesday 16:45-18:15		You can indicate the desired
6	24	1	28	0	Oskar Kędzierski	(In Polish) gr w. / ev.	Thursday 15:00-16:30 Tuesday 15:00-16:30		group 16 / 30

## **IPP and OSH (BHP)**

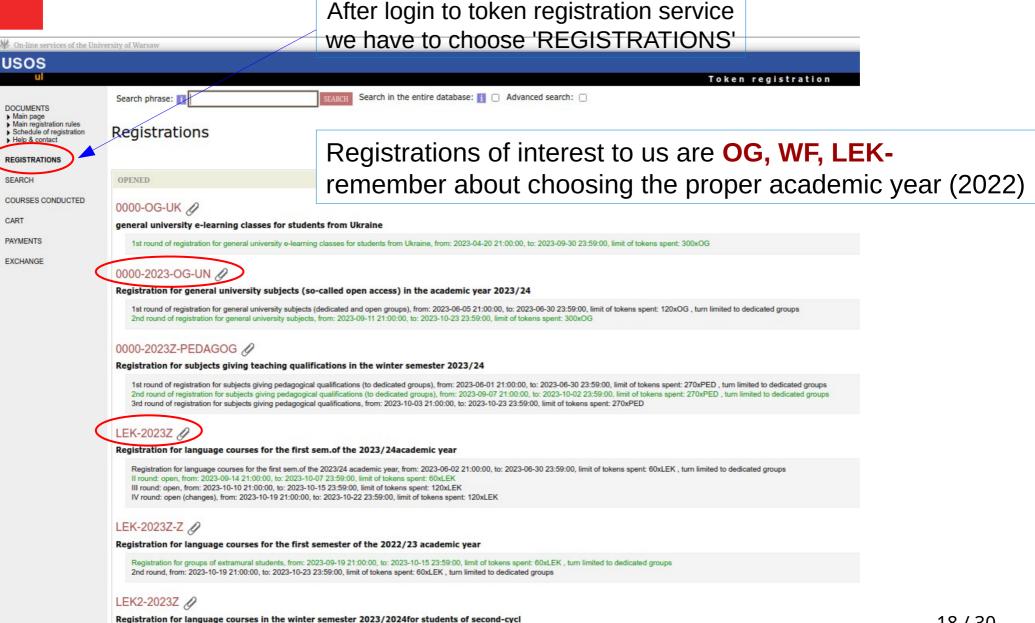
Registration for POWI course for programs in Polish and IPP in English [2400-2022Z\_POWI\_IPP]

show courses related to this registration  $\rightarrow$ 

NOTE !!! REGISTRATION WILL BE HELD LATER!!!

- IPP classes will be held in November / December (or registration start at the end of October) information soon
- You will soon be registered automatically by the Dean's Office for OHS (Occupational Health and Safety) classes.
  - OHS classes have so far been carried out remotely on the Campus CKC UW platform

### Token registration: https://rejestracja.usos.uw.edu.pl/ Language courses, physical education, university courses (OGUN)



Registration for language course for second-cycle students in the winter semester 2023/2024, from: 2023-06-06 21:00:00, to: 2023-06-30 23:59:00, limit of tokens spent: 30xLEK2, turn limited to dedicated groups II round, from: 2023-09-16 21:00:00, to: 2023-10-10 23:59:00, limit of tokens spent: 30xLEK2, turn limited to dedicated groups

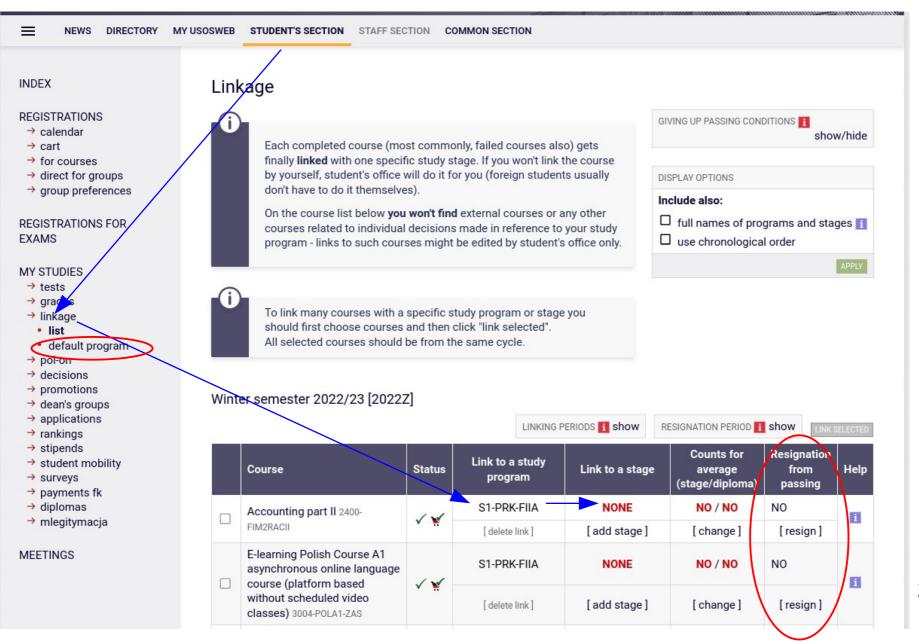
## Linking courses to your programme

• The idea:

To credit current <u>study term</u> and enrolling for a new one, each student should indicate which courses are to be taken into consideration as part of the <u>study</u> <u>curriculum</u> for which he/she has obtained credit in a given study term, and which are to be regarded as extracurricular or for another programme.

- From 2015/16 linking courses are obligatory during registration for courses
  - If a student studies at <u>one programme</u> links are <u>automatically</u> added !!!
  - One may set default programme to be linked to your courses !
- The need to <u>verify</u> linkage for the study term prior to settlement (finishing a year).

## Linking courses (after registration)



20/30

## Instalment plan choosing

### (Only for those who pay tuition fee for studies)

- Until 14 Oct. you must choose how to pay tuition fees
  - 1 instalment, 2 instalments or 10 instalments (EUR / PLN depending on study programme)
  - 1 instalments in EUR for foreigners on full-time / stationary programmes in Polish language /S1-..., S2-.../)\*
- After this date, the system automatically assigns one (1) instalment plan
- As soon as possible select your plan it allows a quick settlement of the amounts already paid
- Students of programmes in English and foreigners on full-time / stationary programmes in Polish: transfer money to EUR account (except some fees); others to PLN account

More on USOSweb

## **Instalment plan choosing** (Only for those who pay tuition fee for studies)

#### PAYMENTS FK

- → academic bank
- accounts
- → uncleared debts
- → cleared debts
- → all payments
- → uncleared payments

#### STATISTICS

- → registrations
- → week coverage

#### ELECTIONS

#### CLEARANCE SLIPS

#### APPLICATIONS

→ list of applications

→ list of documents

#### APPLICATIONS COORDINATING

MOBILE USOS

unit and whether the account is in the same currency as the assigned payment.

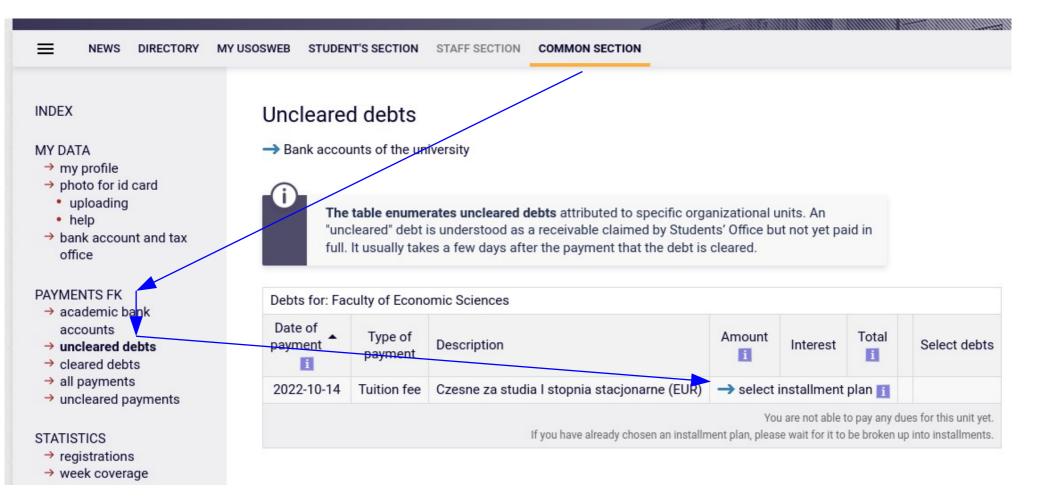
You may have numerous virtual accounts. Each payment should be made to appropriate account. In case the uncleared debts site shows more than one virtual account number for the amount due you should choose a proper one according to the description in the table. In case of any doubts please contact the office of the Dean of the organization unit on whose behalf the payment should be made.

Do not disclose or make available your virtual account number to other users, as each user has got a different account number to which his/her payments should be made.

#### Your virtual accounts

Description:	Currency:	Account number:	
Account for: Faculty of Economic Sciences	PLN	PL 21 1160 2215 1007 6000 (Bank Millennium SA Bankowy Punkt Rozliczeń Nr 1, SWIFT: BIGBPLPW)	→ download payment slip
Account for: Faculty of Economic Sciences	EUR	PL 45 1160 2215 1010 6000 (Bank Millennium SA Bankowy Punkt Rozliczeń Nr 1, SWIFT: BIGBPLPW)	$\rightarrow$ download payment slip
Account for: University of Warsaw	PLN	PL 96 1160 2215 1009 7000 (Bank Millennium SA Bankowy Punkt Rozliczeń Nr 1, SWIFT: BIGBPLPW)	$\rightarrow$ download payment slip
Account for: Physical Education Centre	PLN	PL 54 1160 2215 1009 3000 (Bank Millennium SA Bankowy Punkt Rozliczeń Nr 1, SWIFT: BIGBPLPW)	$\rightarrow$ download payment slip

## **Instalment plan choosing** (Only for those who pay tuition fee for studies)



## Instalment plan choosing

### (Only for those who pay tuition fee for studies)

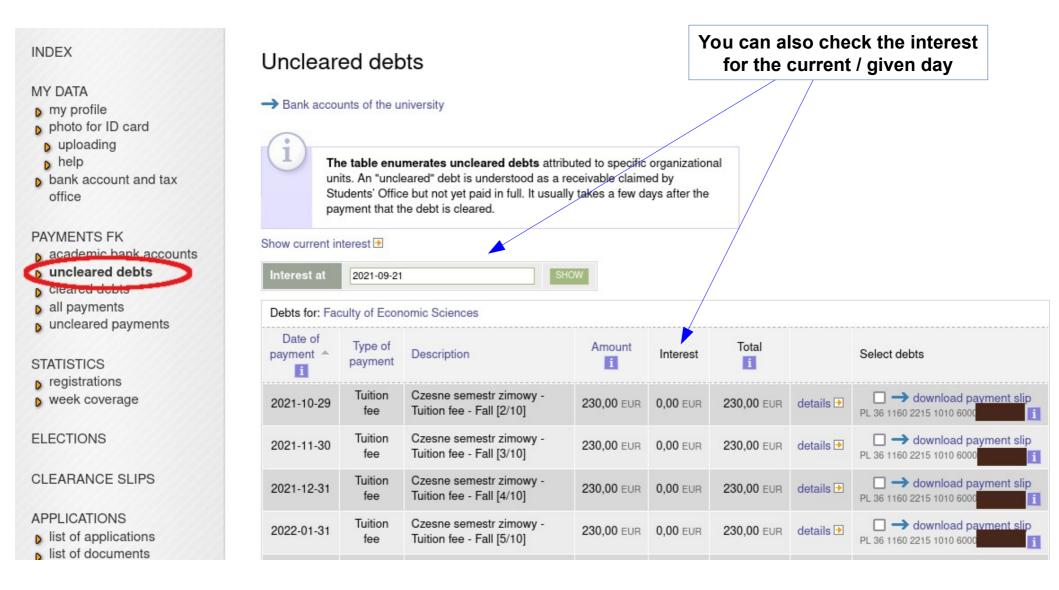
Debts for: Fac	ulty of Econor	mic Sciences				
Date of payment	Type of payment	Description	ount Interest	Total S	elect debts	
2022-10-14	Tuition fee	Czesne za studia I stopnia stacjonarr	ne (EUR) 🔶	select installment p	lan i	
	<	Warning! Once the plan is selected,	you won't be abl	le to change it.		
Date	Description		installment nu	mber Amount	Default i	
2022-10-15	Czesne opła	ata roczna - Annual tuition fee	1	2200,00 EUR	Yes	Choose
2022-10-15	Czesne sem	estr zimowy - Tuition fee - Fall [1/2]	1	1125,00 EUR	No	Choose
2023-01-31	Czesne sem	estr letni - Tuition fee - Spring [2/2]	2	1125,00 EUR		Choose
2022-10-15	Czesne sem	estr zimowy - Tuition fee - Fall [1/10]	1	230,00 EUR		
2022-10-31	Czesne sem	estr zimowy - Tuition fee - Fall [2/10]	2	230,00 EUR		
2022-11-30	Czesne sem	estr zimowy - Tuition fee - Fall [3/10]	3	230,00 EUR	````	$\mathbf{N}$
2022-12-30	Czesne sem	estr zimowy - Tuition fee - Fall [4/10]	4	230,00 EUR		
2023-01-31	Czesne sem	estr zimowy - Tuition fee - Fall [5/10]	5	230,00 EUR	No	Choose
2023-02-28	Czesne sem	estr letni - Tuition fee - Spring [6/10]	6	230,00 EUR		Choose
2023-03-31	Czesne sem	estr letni - Tuition fee - Spring [7/10]	7	230,00 EUR		
2023-04-28	Czesne sem	estr letni - Tuition fee - Spring [8/10]	8	230,00 EUR		
2023-05-31	Czesne sem	estr letni - Tuition fee - Spring [9/10]	9	230,00 EUR		
2023-06-30	Czesne sem	estr letni - Tuition fee - Spring [10/10]	10	230,00 EUR		

You are not able to pay any dues for this unit yet.

If you have already chosen an installment plan, please wait for it to be broken up into installments.

## **Uncleared debts**

### (the example in an older color scheme!!!)



## University student's email account and WNE Computer Lab account

## 1) After immatriculation your account to the WNE Computer lab has been / will be created by the IT administrator.

The user account form:

- Login: the first letter of your name, the first letter of your surname and the student ID number (to be found in USOSWeb)
- Password: the same as login but starting with CAPITAL letter and with \* at the end
- After the first login the system asks you to change above password (current one is temporary)

Example:

Jan Kowalski student's ID 123456 Login: jk123456 Password: Jk123456\*

2) Logging in and out to computers at WNE lab (Windows 10)

- use CTRL-ALT-DEL to show login screen
- log out after you finish do not turn off computers

## University student's email account and WNE Computer Lab account

3) Creating student's university e-mail account – the full information may be found on: https://it.uw.edu.pl/en/uslugi/UslugiMojaPocztaGmailStudent/ To CREATE GO TO: https://mojekonto.uw.edu.pl

### • <u>UW e-mail accounts should be created automatically for WNE students</u>



Gmail for students

Gmail for employees

Exchange

Email domains of University units

#### How to create a Gmail account?

 Students - Account is created automatically at the moment of student registration. If for any reason it was not created automatically, you can set it up manually at: mojekonto.uw.edu.pl

#### What is the login?

Students: initial.surname@student.uw.edu.pl (m.eacron.student.uw.edu.pl)

#### Where to log in to my account?

- gmail.com
- · If you already use a gmail account use the "add new account" option
- Gmail configuration on popular mail clients manual by google

#### Forgotten password reset:

mojekonto.uw.edu.pl

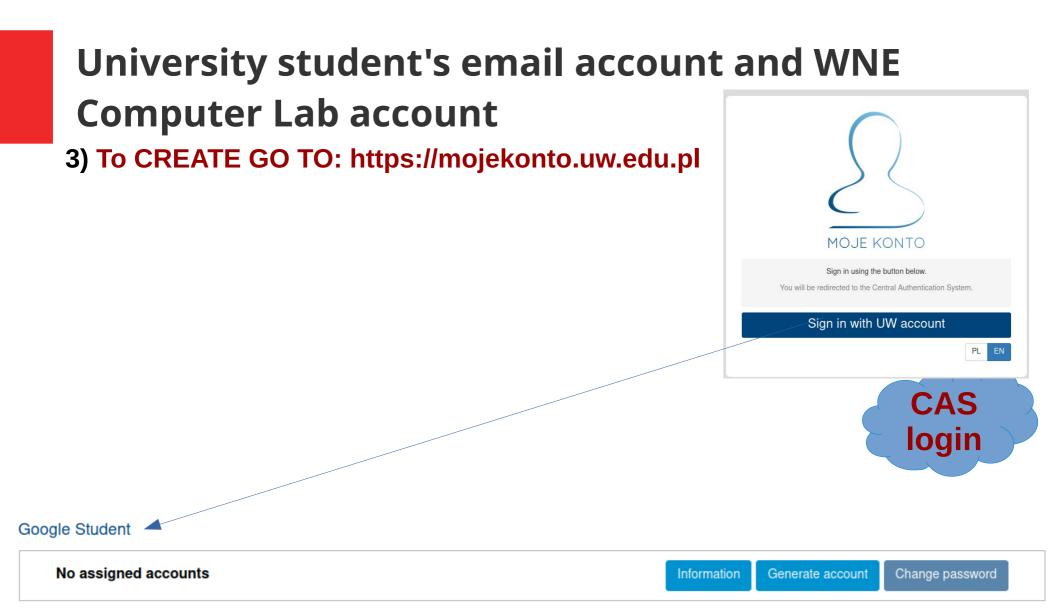
#### Changing the password:

myaccount.google.com

### I have problems with my Google account, where can I seek help?

0

In case of problems contact the central helpdesk https://it.uw.edu.pl/pl/kontakt/



### University student's email account and WNE Computer Lab account

- Students are obligated to have student's e-mail account in the UW domain (!) according to the Study rules
  - At WNE e-mail accounts are created on the UW central e-mail server (provided by google) *it can't* be a private gmail account
- OBLIGATION TO HAVE A WORKING EMAIL
   ACCOUNT IN THE USOSWeb SYSTEM
- <u>Once you create UW e-mail account, it should</u> <u>be transferred to USOSweb automatically.</u>
- There is no obligation to come to the Comp. Lab Office at WNE in order to complete, activate your account etc.



### Thank you for your attention!

### Mateusz Kopyt Dean's Representative for the USOS System usosweb@wne.uw.edu.pl \*

\* Please provide your name, surname, programme, student's ID number (<u>no</u> USOS ID)