

COMENIUS UNIVERSITY BRATISLAVA

ACADEMIC INFORMATION SYSTEM

AID FOR STUDENTS: SIGNING IN FOR EXAMINATION DATE

1) Activate your internet browser and write in the address line: **http://moja.uniba.sk**, then click at the hypertext link **AIS / Prihlásenie**. You must register in the **AIS** system under **your** username and password (you will find these in the letter which you received during the summer months).

Note: In case you do not have a user name and password, contact the administrator of passwords at your faculty (<http://www.uniba.sk/spravcoviahesiel>).

The image shows two overlapping browser windows. The top window displays the AIS2 portal at <https://ais2-beta.uniba.sk/ais/portal/changeLocale.do?locale=EN>. It features the AIS2 logo, a navigation menu with 'Prihlásenie' and 'Sign In', and a sidebar with 'Browser test' and 'Project AIS2'. The bottom window shows the IIKS login page at <https://login.uniba.sk/?cosign-filter-ais2-beta.uniba.sk&https://ais2-beta.uniba.sk>. The page is titled 'Univerzita Komenského v Bratislave' and 'IIKS - Prihlásenie'. It contains instructions in Slovak and English, security guidelines, and login fields for 'Login UK' and 'Heslo' (password). A red circle highlights the 'Login' button in the English section.

Univerzita Komenského v Bratislave
najväčšia a najstaršia

IIKS - Prihlásenie

Na tejto stránke sa môžete prihlásiť do Integrovaného informačného a komunikačného systému (IIKS).
Webová časť IIKS je realizovaná cez systém Cosign. Viac informácií o ňom nájdete **na tejto stránke**.
Pokiaľ nemáte svoje konto aktivované, obráťte sa **na svojho správcu hesiel**.

POZOR! zachovávajúte zásady ochrany informácií:

- pri ústnej, telefonicknej, ani e-mailovej komunikácii Univerzita Komenského od Vás nikdy nepožaduje Vaše heslo
- svoje heslo neoznamujte ani ďalším osobám, neposielajte ho e-mailom a nehovorte ho do telefónu
- Vaše heslo používajte len na tých stránkach, pre ktoré je určené
- ak máte podozrenie, že sa prezradilo Vaše prihlasovacie heslo, **zmeňte si ho tu**

Ak máte podozrenie na bezpečnostný incident obráťte sa na adresu **bezpečnosti**.

IIKS - Login

On this page You can log in to Integrated information and communication system (IIKS).
In case Your account is not activated, please contact **password manager in Your faculty**.

IMPORTANT! You must adhere to the following guidelines in order to protect information accessed through IIKS:

- Comenius University never ask for Your password in e-mail, phone or oral communication
- do not tell Your password to other persons, do not send it via e-mail, do not dictate it via phone
- use Your password only on pages it's intended for
- if You suspect Your password is compromised, **change it here immediately**

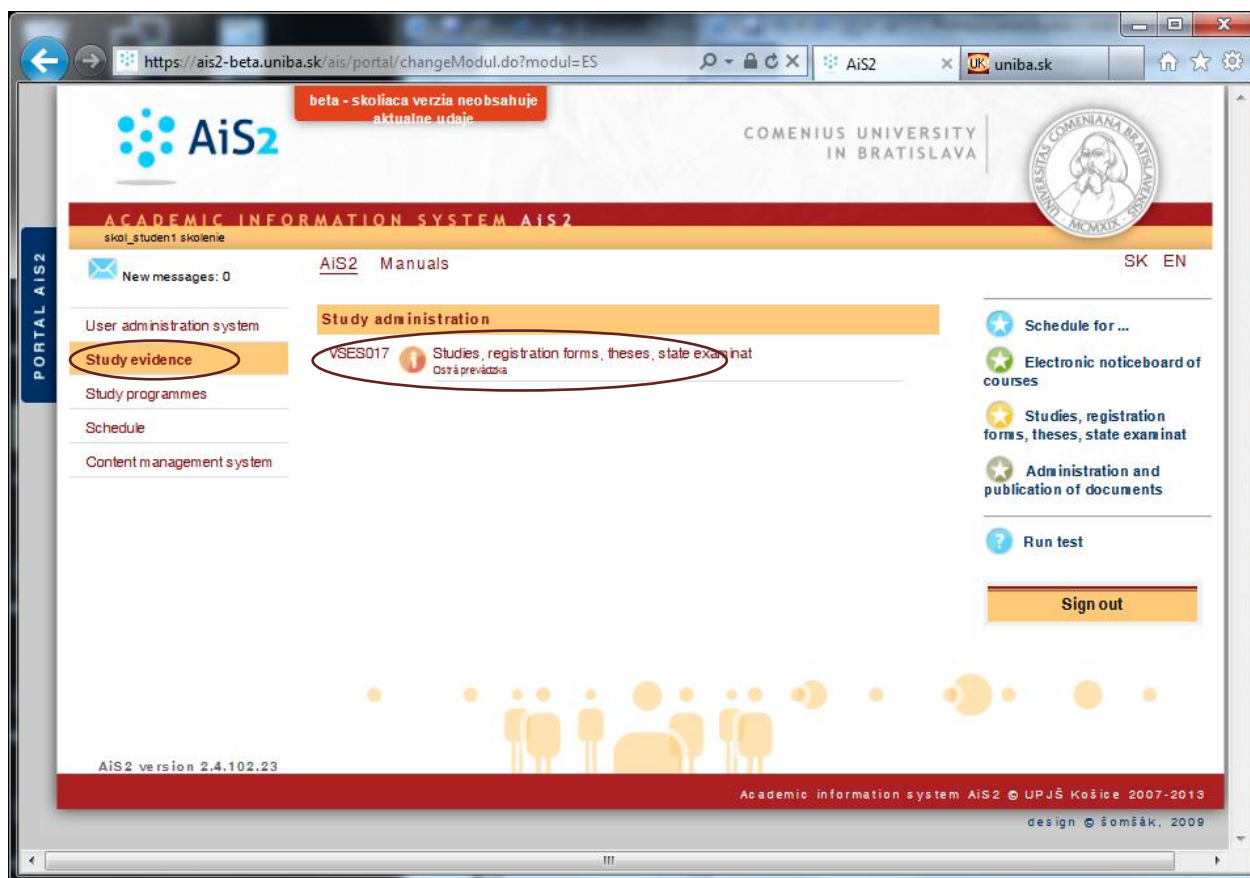
If You suspect any security related incident, please report it to **security**.

Login UK:
Heslo:

Login UK:
Password:

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2) After you have logged in the AIS2 system window will open. The menu in the left part of the window contains the list of applications in which click at **Study evidence** and afterwards pick from the options in the main part of the window the application **VSES017 – Studies, registration forms, theses, state examination**.




3) The **VSES017** application will now open. The *lower part of the window* displays the list of enrollment sheets for all the academic years of your being registered as a **student**. In order to register for assessment in a subject (examination) click at the respective enrollment sheet (for the academic year in question) and then click at the small arrow next to the icon representing a runner (the same can be achieved by clicking the right mouse button at the enrollment sheet). From the local menu displayed choose the instruction **Examination dates**.

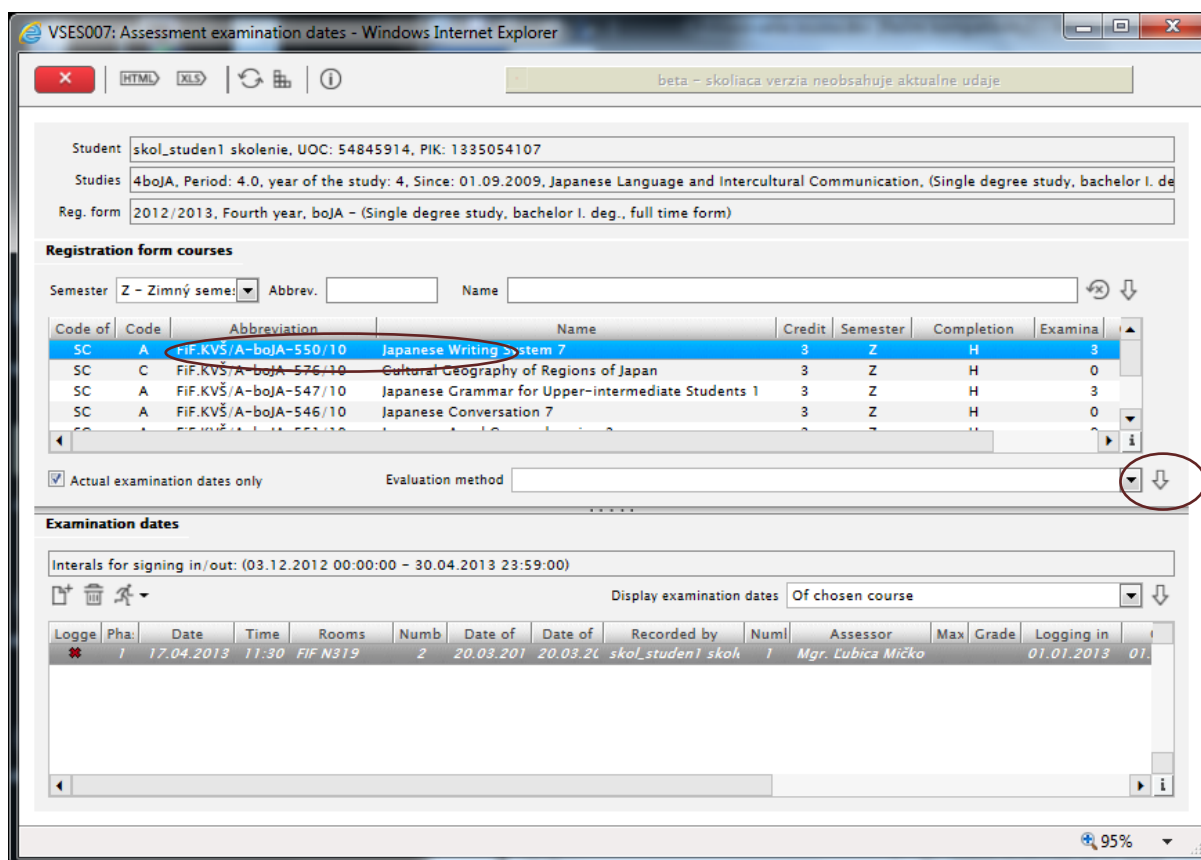
The screenshot shows the VSES017 application interface. At the top, there is a student information field with the text "Student skol_studen1 skolenie, UOC: 54845914, PIK: 1335054107" and a "Personal info detail" link. Below this is the "List of studies" section, which contains a table with columns: Year, Study, Group, Study programme, Additional, Beginning of, End of studies, Length, Length of, and Diplo. The table has one row with the following data: Year: 4, Study: boJA, Group: Japanese Language and Ir, Additional: (Single degree stuc), Beginning of: 01.09.2009, End of studies: , Length: 8, Length of: 4,0, Diplo: .

Below the "List of studies" is the "List of registration forms" section. It has tabs for "Registration forms", "Theses", "State examinations", and "Studies' ceremonies". The "List of registration forms" section contains a table with columns: Academic, Year, Study, Study programme, Char, Cond, and Length. The table has four rows of data:




Academic	Year	Study	Study programme	Char	Cond	Length
2009/2010	1	boJA	Japanese Language a	A	N	8
2010/2011	2	boJA	Japanese Language a	A	N	8
2011/2012	3	boJA	Japanese Language a	A	N	8
2012/2013	4	boJA	Japanese language a	A	N	8

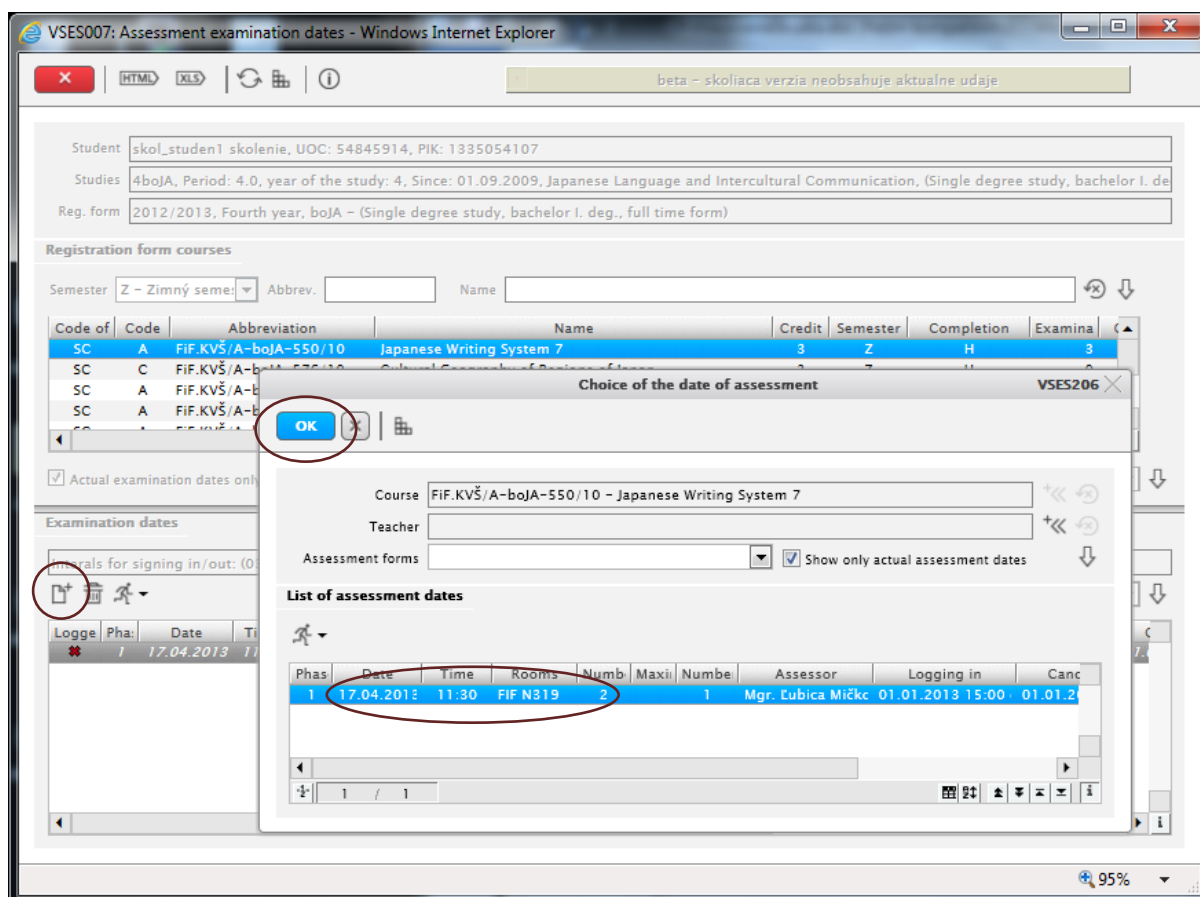
 The row for 2012/2013 is circled in red. A right-click context menu is open over this row, with the "Examination dates" option highlighted in blue. A yellow callout box above the menu says "click right button at the enrollment sheet and choose Examination dates".

4) Now the application **VSES007** will open. This application enables to register for assessment in the subject. Ticking the subject and confirming the choice at the icon  **Display examination dates for selected course** (located on the right of the center) the assessment dates will be displayed for which the user is already registered.




The screenshot shows the 'VSES007: Assessment examination dates' application in a Windows Internet Explorer browser. The interface includes a header with a status bar indicating 'beta - skoliaca verzia neobsahuje aktualne udaje'. Below the header, there are input fields for student information: 'Student: sko_studen1 skolenie, UOC: 54845914, PIK: 1335054107', 'Studies: 4boJA, Period: 4.0, year of the study: 4, Since: 01.09.2009, Japanese Language and Intercultural Communication, (Single degree study, bachelor I. de', and 'Reg. form: 2012/2013, Fourth year, boJA - (Single degree study, bachelor I. deg., full time form)'. The 'Registration form courses' section features a table with columns for Code of, Code, Abbreviation, Name, Credit, Semester, Completion, and Examina. The first row is highlighted in blue and circled in red, showing 'FIF.KVŠ/A-boJA-550/10 Japanese Writing system 7'. Below the table, there is a checkbox for 'Actual examination dates only' and an 'Evaluation method' dropdown menu, which is also circled in red. The 'Examination dates' section includes a text box for 'Intervals for signing in/out: (03.12.2012 00:00:00 - 30.04.2013 23:59:00)', a 'Display examination dates' dropdown menu set to 'Of chosen course', and a table with columns for Logge, Pha, Date, Time, Rooms, Numb, Date of, Date of, Recorded by, Numl, Assessor, Max, Grade, and Logging in. The table contains one row of data: '1 17.04.2013 11:30 FIF N319 2 20.03.201 20.03.20 sko_studen1 skol 1 Mgr. Lubica Mičko 01.01.2013 01.'.


5) Registration for a new date is possible by using the *Plus*-icon  “**Register for examination date**” icon (on the left). The newly-opened window **Choice of the date of assessment** allows to display all the registered dates of assessment or restrict the list displayed as chosen by the person doing the assessment. Ticking the checkbox “*Actual examination dates only*” you will restrict the choice to the current dates only. Select the teacher. After confirming the choice the filtered dates of assessment will be displayed. The date required must be marked and confirmed by the blue icon  *Confirm* (Enter) in the top left corner. If you decide not to confirm the choice, click the grey icon  *Back* (Esc).



After this the dialogue window will close and the date selected will be displayed in the VSES007 application.

Note: In choosing the date there is a possibility to Display the list of those registered for that date (runner icon).

Note: To cancel the registration for the date of assessment it is necessary to tick the date and click at the icon  “Log out from examination date” (on the left).

6) If you wish to finish work in the application, close it using the first icon  “Close application” in the upper menu. If you have also finished work within the AIS system, you must ALWAYS leave by logging out; in the AIS system you must click at “Sign out” and afterwards also at the “Log out” button in the **IKS – Logout** window.

For more information you can visit the <http://moja.uniba.sk> part AIS2 pages.
Elaborated by the Center of Information Technologies, Comenius University