

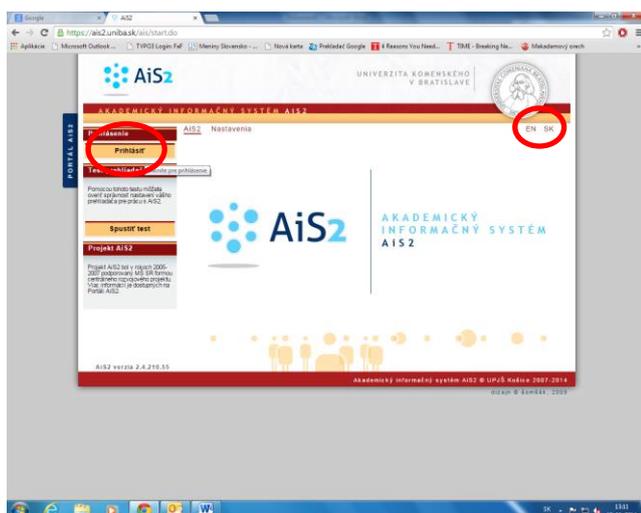
# AIS2 – Quick guide for the students of 1<sup>st</sup> year of study

## 1. Sign in to the AIS:

In the web browser go to: [moja.uniba.sk](https://moja.uniba.sk), click on „Prihlásenie“.



When you click on „Prihlásenie“ you will be automatically redirected to the login page. In the upper right corner you can change the language to English.

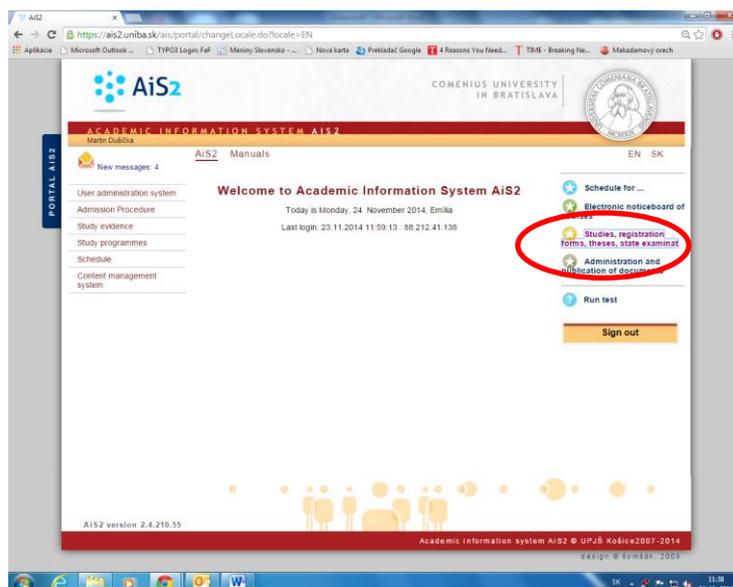


Please enter your login, which you obtained in your Decision on Admittance to Study (at the bottom of the letter). When you first log in you need to change your password (for the safety reasons). The login stays unchanged for your whole study. In case of forgetting your password, please contact the helpdesk: CePIT – 02/59 244 944, reachable during work days from 7.00 am to 8.00 pm, during weekends/holidays from 9.00 am to 12.00 noon.



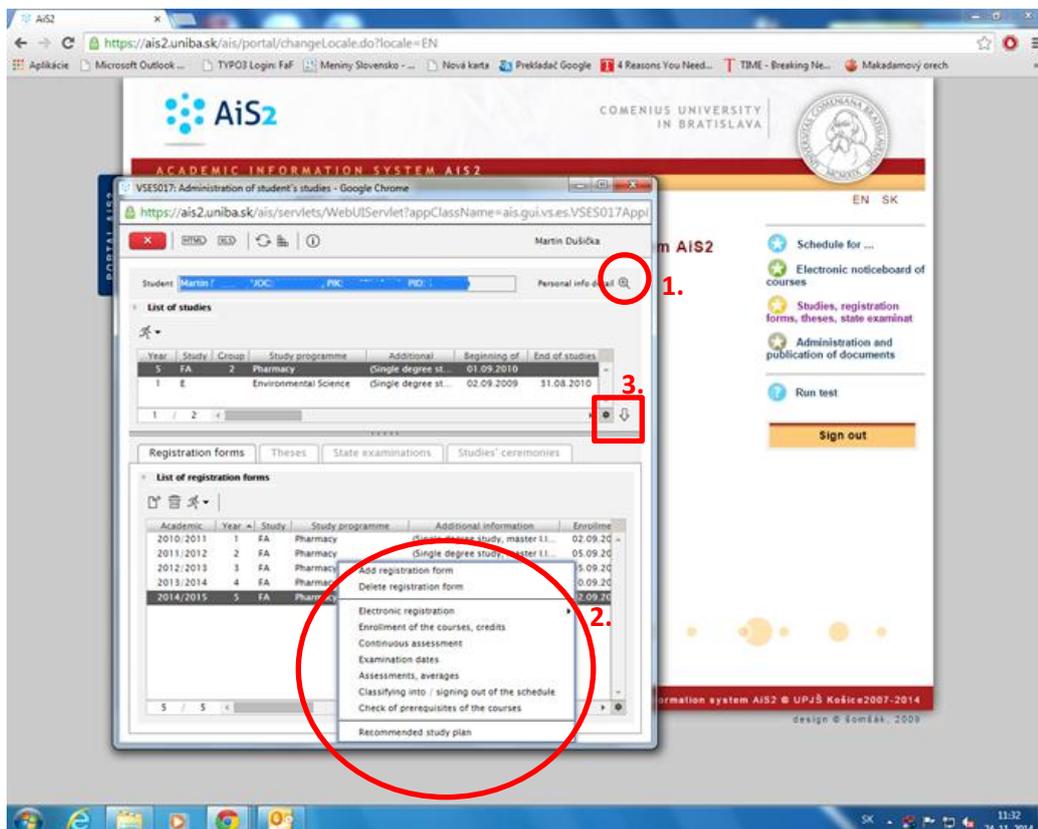
## 2. Work with the AIS

When you sign in: you will see a screen with the main menu on the left side, the right side serves as a shortcut for main applications. The most important application is marked with a yellow star icon and it is called „Studies, registration forms, theses, state examination“ (to use this application please allow pop-up windows).



When you click on the „Studies, registration forms, theses, state examination“ a new window will open and you will see all your studies at the university (even the previous ones). To see further study information you need to select (by clicking on it) the line with the study that you need and confirm by an arrow (3). Enrollment lists for the selected study will appear. By clicking on the icon of a “runner” a menu appears where you can choose different steps (2). If you want to see enrolment lists for your other studies go back to the upper part of the window, select the study, confirm by an arrow and the enrolment lists for this study will appear.

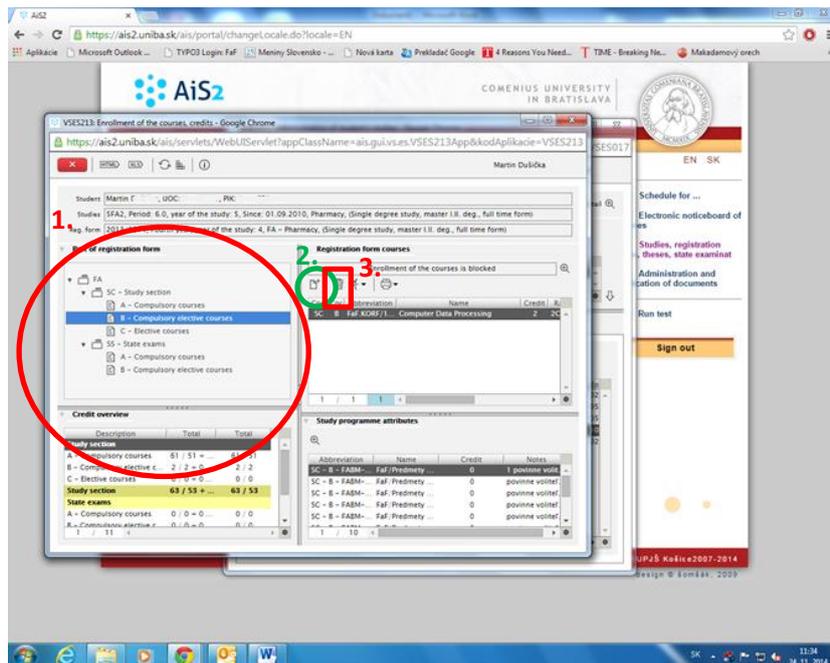
You can also see your personal information in here by clicking on the magnifying glass icon (1). This is important to check if your email address, phone number, name and surname, etc. are correct.



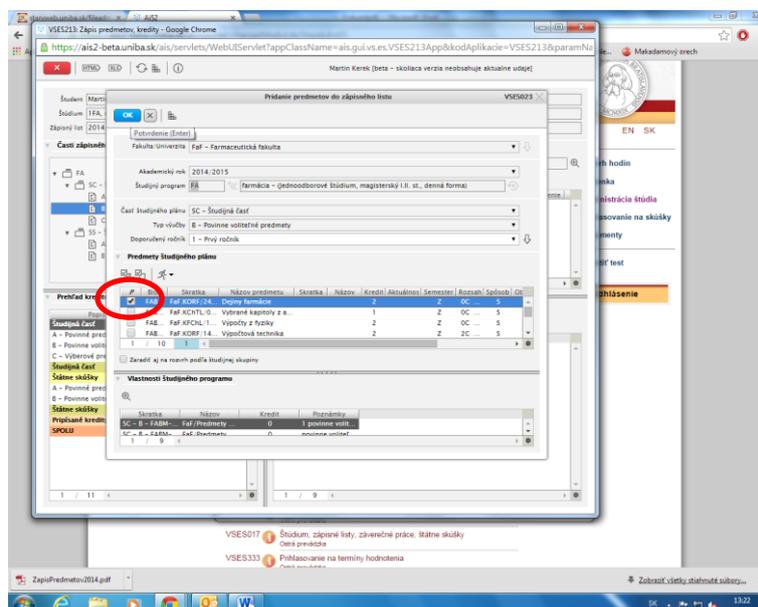
### 3. Registration of the subjects

You can register for subjects only in selected dates. The reason is for students to reserve a place at the subject, even more so if the number of students at the subject is limited. This way you will be sure that you can participate in the subject the next academic year, that's why it is called **“pre-enrolment”**. Usually it takes place at the end of summer semester and you should choose subjects for the full academic year – **winter and summer semester**. However, this is not binding, you can still change your choice at the enrolment in September, that is to cancel even all of your chosen subjects and add completely new ones (if there is available place).

Click on the yellow star icon **„Studies, registration forms, theses, state examination”**. Select correct enrolment list where you would like to register the subjects (see previous page). In menu (runner icon) choose the option named **„Enrollment of the courses, credits”**. New window appears and on the left side select the line **„B – Compulsory elective courses”** (1). To add a subject, click  (2). To remove a subject from the enrolment list, highlight it and press the **“trash” icon** (3).

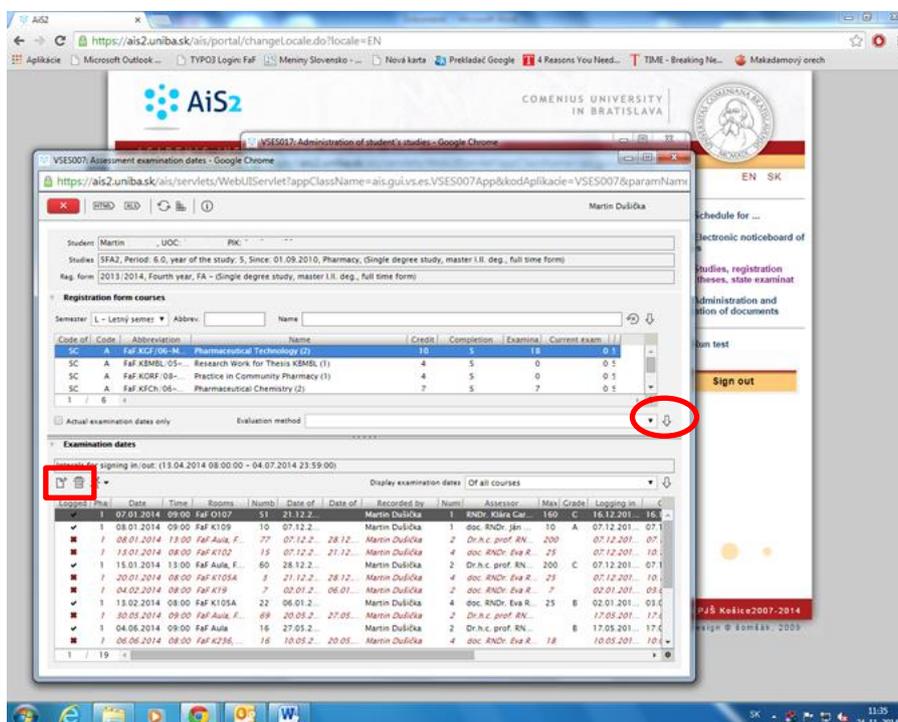


If the subject is available it will have a checkbox next to it. Tick the box and to save your choice, click on the blue **„OK”** button (2).

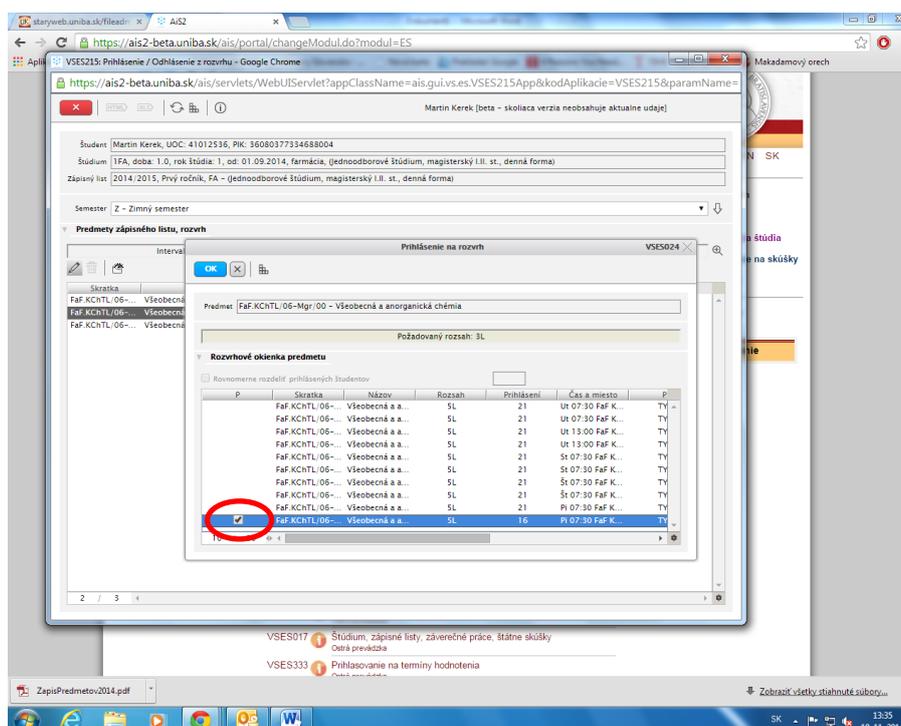


## 4. Registration for exams

Click on the yellow star icon „Studies, registration forms, theses, state examination“. Select correct enrolment list where you would like to register for the exams (see page 2). Choose the option „Examination dates“. In this window choose the corresponding semester, confirm with the arrow, a list with exam dates for that semester will appear under. To register for an exam click on the icon of blank paper . To cancel the registration for exam click the “trash” icon.



Available dates will have a checkbox next to them. To register for an exam tick the box next to it and confirm your selection with „OK“ button.



## 5. Registration for Schedule

Click on the yellow star icon „Studies, registration forms, theses, state examination“. Select correct enrolment list where you would like to register for schedule (see page 2). To create your own Schedule → right click on selected enrollment list → in menu choose „Classifying into / signing out of the Schedule“. Select your semester and confirm with an arrow.

A list of subjects for that semester will appear (only those which you have in your enrolment list, if you want to add a subject you have to do so within 2 weeks from the beginning of the semester at the study department). To register for a subject click on the “pencil” icon. New window appears with different time options for that subject. Only the available ones will have a checkbox next to it. If the checkbox is not there the seminar/lab is full.

To cancel from your schedule highlight the subject and click on the trash – the subject itself will stay in the window, just the time registration will disappear and you can register into a different time.

To open and see your schedule click on the icon of an eye.

The screenshot shows the AIS2 web application interface. The main window is titled "VSES215: Classifying into / signing out of the schedule". It displays student information: Student: Martin, UOC: , PKC: . Studies: SFA2, Period: 6.0, year of the study: 5, Since: 01.09.2010, Pharmacy, (Single degree study, master I.II. deg., full time form). Reg. form: 2013/2014, Fourth year, FA - (Single degree study, master I.II. deg., full time form). The semester is set to "Z - zimný semester". Below this, there is a table of "Courses of registration form, schedule" with columns for Abbrev., Name, Typ., Range, Location, and Lang. The table lists various subjects such as Pharmaceutical Chemistry, Pharmacology and Toxicology, Clinical Pharmacology and Ph., and Computer Data Processing. A red box highlights the semester dropdown menu, and a red circle highlights the pencil icon for editing a course. The interface also shows a sidebar with navigation options like "Electronic noticeboard of es", "Studies, registration theses, state examination", and "Administration and zation of documents".