

Instructions for the use of IT systems

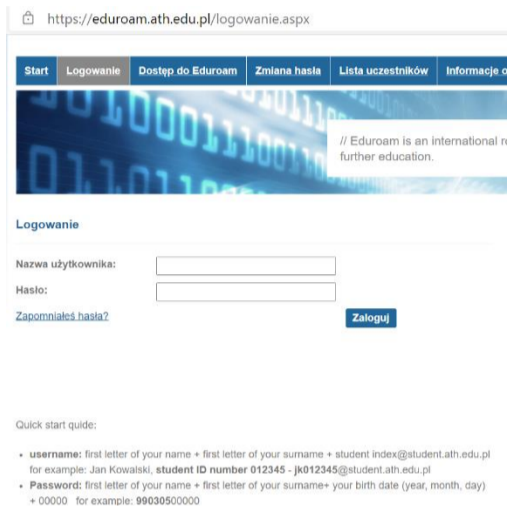
Each student, on the basis of a valid student ID, has an option of activating his account in the Eduroam system in order to use e-mail and wireless Internet (Eduroam wireless network operating at our University), the Office 365 system (student e-mail, MS Teams), Azure Dev Tools for Teaching , E-uczelnia (E-University) / Moodle.

1 | Eduroam (wireless Internet, e-mail) – account activation is possible on any device with Internet access

Website address: <https://eduroam.ath.edu.pl>

Login instructions for students:

Go to <https://eduroam.ath.edu.pl/logowanie.aspx>



Login (In Polish: **Nazwa użytkownika**): first letter of the first name + first letter of the last name + full album number@student.ath.edu.pl

Example for **Adam Smith** with the album number **012345**: as012345@student.ath.edu.pl

Password (in Polish: **Hasło**): first letter of the first name + first letter of the last name + date of birth (YYMMDD) + 00000

Initial password for Adam Smith, date of birth 02.01.1990 is as90010200000

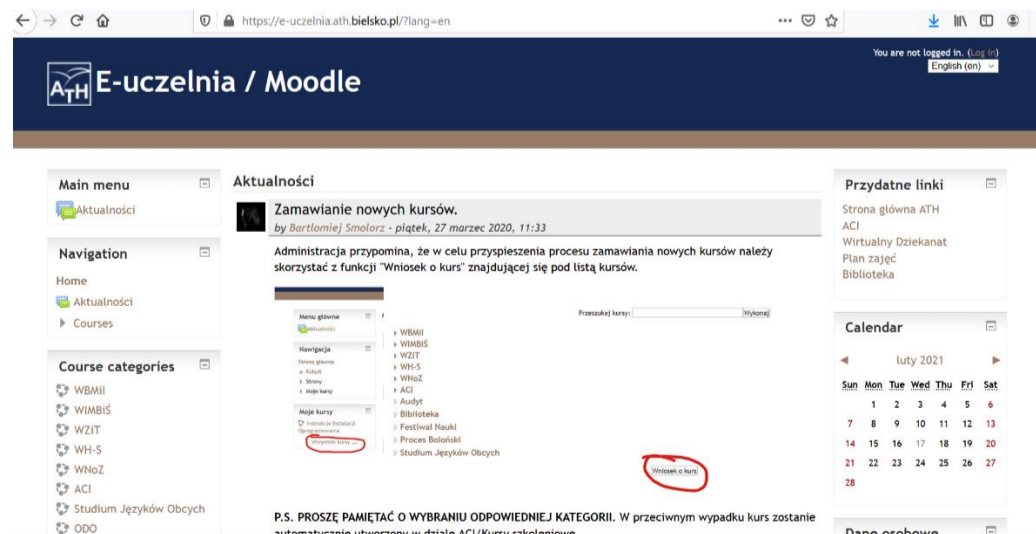
Step 2 Change the default password by filling the form fields correctly: Father's name; Password (old password); New password (minimum 8 characters); Repeat new password

Step 3 Log in to the website by using new login details

Step 4 Activate the Eduroam account after reading the regulations, by checking the acceptance box: „Chcę przystąpić do Eduroam” (Eng.: „I want to join Eduroam”)

2 | Portal e-uczelnia (Moodle)

Website address: <https://e-uczelnia.ath.bielsko.pl/?lang=en>



Step 1 Each student who completed the Eduroam account activation according to the first instruction in this brochure can log in to the E-Uczelnia (E-University) using the same data as for the Eduroam system

Step 2 To log in to the portal, click on the top right corner of the page

Step 3 Fill in the form in which the required fields are: name, surname and university e-mail address - and then confirm the form

Step 4 Activate the account by clicking the activation link that you will receive to the given earlier e-mail address

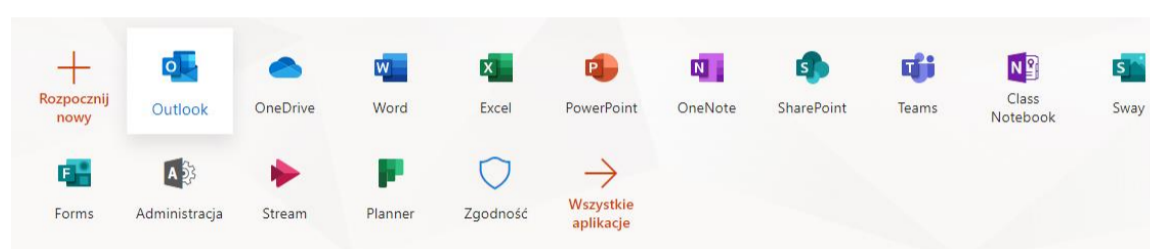
Step 5 You can use the portal's functions at the fullest

3 | Office 365 (student's e-mail, Teams)

Website address: <https://portal.office.com>

Microsoft Office 365 is a set of services serving for sharing didactic materials with the possibility of their editing by each member of a given group. The Office365 A1 package free for educational institutions offers for example in applications such as: Word, PowerPoint, Excel, PowerPoint and OneNote. In addition to the above basic applications, Microsoft provides following services:

- **Teams** (Additional tools supporting the conduct of classes. The service allows saving and organizing and sharing teaching materials for students)Exchange (50GB mail)
- Forms (Tool for creating forms, tests, etc.)
- OneDrive (1TB network drive)
- SharePoint (Multi-tasking content sharing platform)
- Sway (Presentation preparation tool)
- Skype (Online communication)



Step 1 Each student who completed the Eduroam account activation according to the first instruction in this brochure can log in to the student e-mail in the Office 365 service using the same data as for the Eduroam system. The e-mail address is as follows: first letter of the name + first letter of the surname + index number@student.ath.edu.pl

IMPORTANT: Eduroam account **MUST** be activated first!

4 | Systems which are not related to logging in to Eduroam (logging in takes place using new data entered in the registration form): Virtual Dean's Office (eHMS)

Website address: <https://ehms.ath.bielsko.pl>

Step 1 Each student is required to use the Virtual Dean's Office after creating an account

Step 2 The registration form is available at the link [registration / recovery of student accounts] on the website <https://ehms.ath.bielsko.pl/register.php>

Step 3 Fill in all the fields in the form – the password should contain at least 8 characters.

Step 4 Change the e-mail address provided during the admission process to the university e-mail address

Good Luck in your studies at the University of Bielsko-Biala!