

COMENIUS UNIVERSITY IN BRATISLAVA

AIS - ACADEMIC INFORMATION SYSTEM

Manual for the Schedule Registration in Student view

1) Open your internet browser and write the following in the address bar:

<http://moja.uniba.sk>

then click on the hypertext **AIS** reference.

Sign in to AIS system using your **loginUK** and **password**.

Should you have no **loginUK/password**, please, contact your faculty's password administrator (<https://uniba.sk/o-univerzite/fakulty-a-dalsie-sucasti/cit/citps/bezpecnost/fakulni-spravcovia-hesiel/>), or call the **CePIT** hotline tel. 02 / 9010 4444.

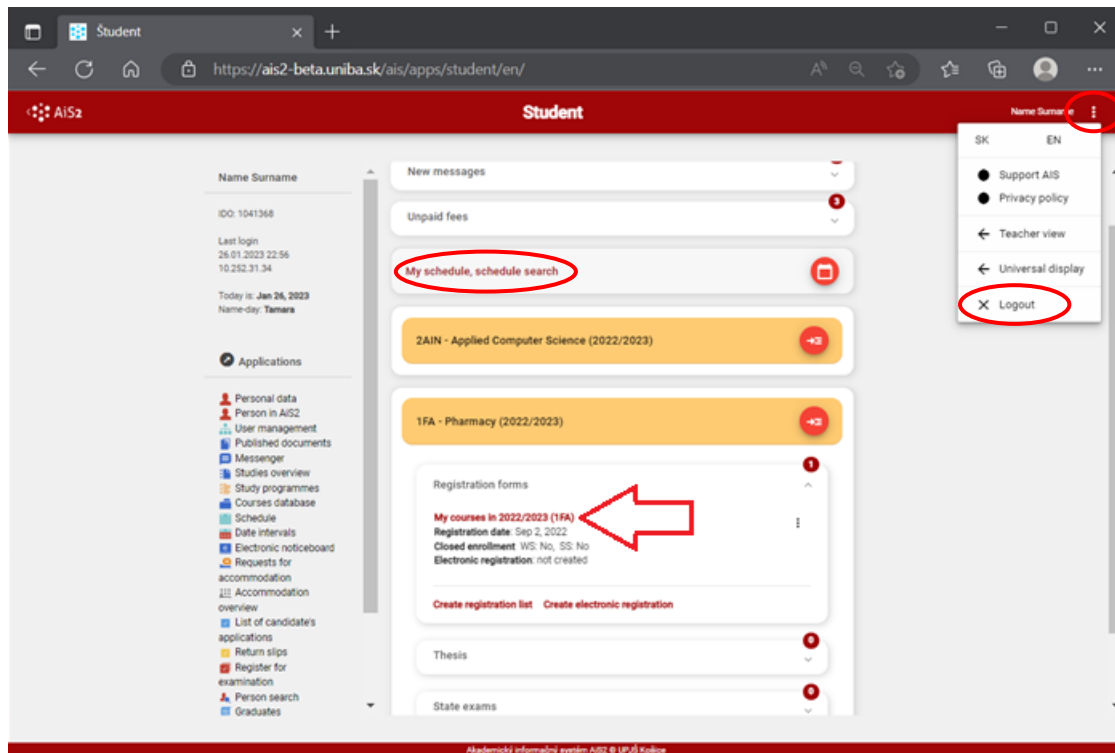
The image shows two screenshots of the AIS2 system interface. The top screenshot displays the AIS2 homepage with a navigation menu (AiS2, Support AIS, Privacy policy) and a 'User login' section where the 'Sign In' button is circled in red. The bottom screenshot shows the 'Comenius University Web Login' page with a login form. The 'loginUK' field and the password field (masked with dots) are circled in red. To the right of the login form, there is an 'IMPORTANT!' section with guidelines for password security. The footer of the login page includes the copyright notice: © UK 2022 | CePIT 02 / 9010 4444.


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

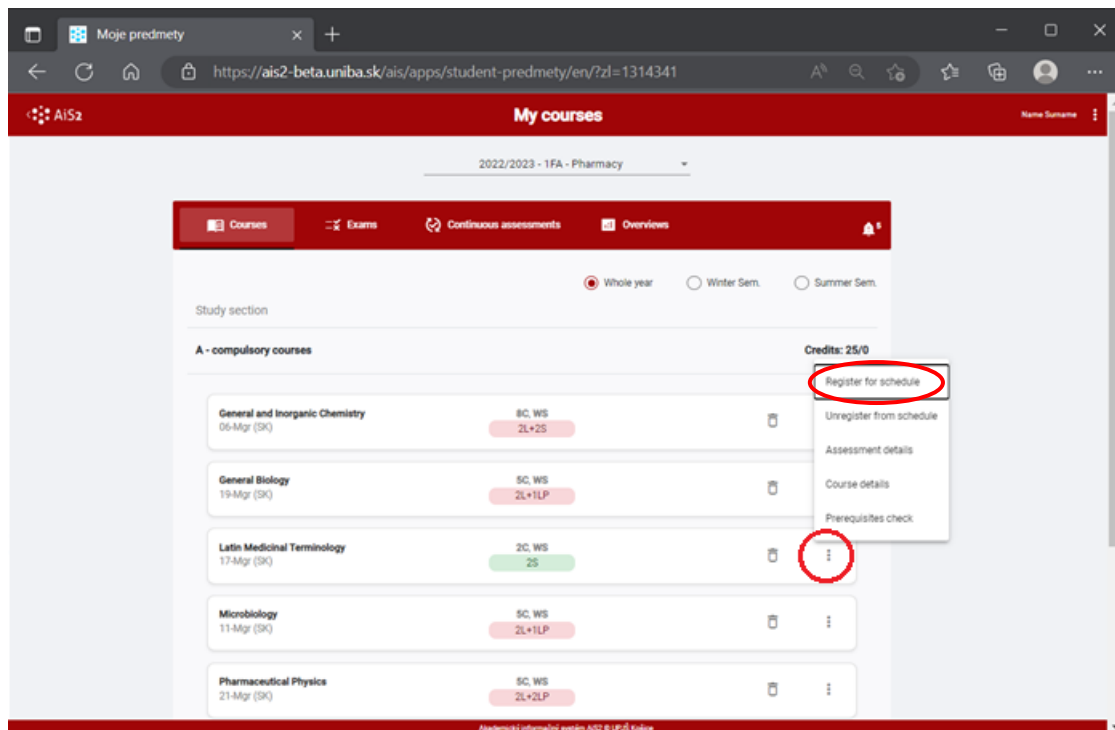
- Comenius University never asks for Your password in an e-mail, phone or oral communication
- Do not share your password with anybody else, do not send it via e-mail, do not dictate it via phone
- Use your password only on pages it's intended for
- If you suspect your password got compromised, **change it immediately**

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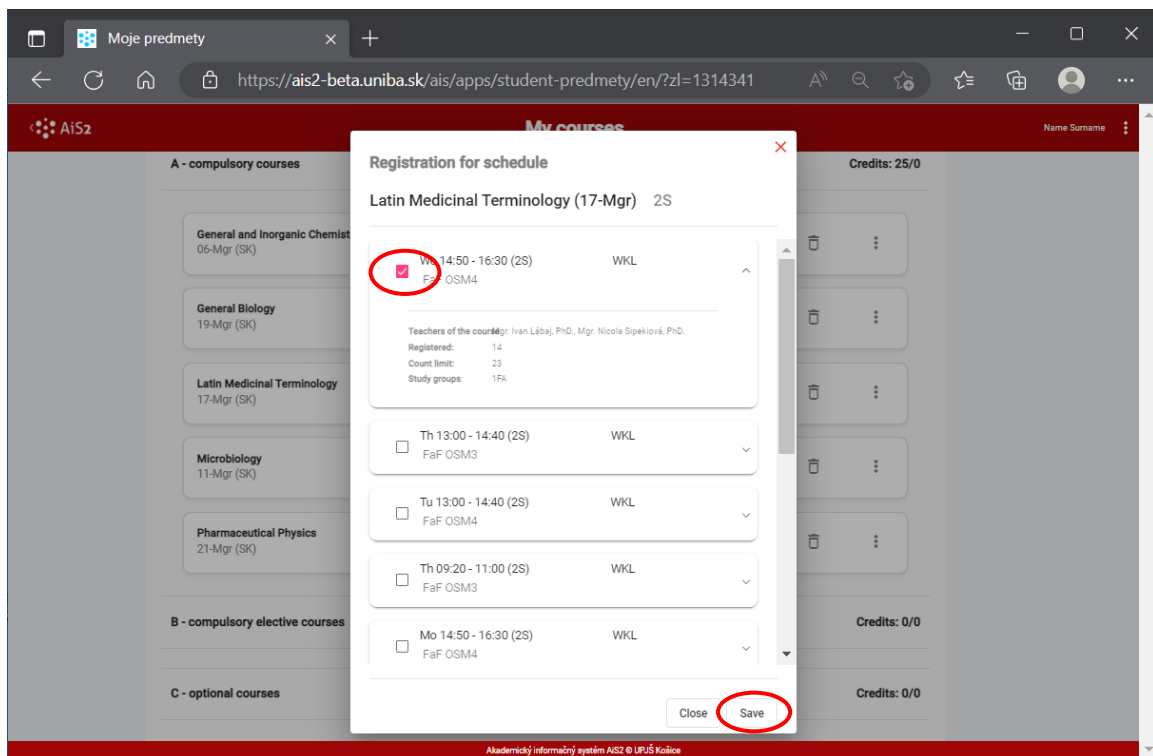
- 2) After logging into AIS the **Student view** should open. Select your study programme and in the *Registration forms* panel click at *My courses* in the current academic year.



- 3) In the list of courses open the context menu by clicking on the icon „“ and select the option „Register for schedule“.

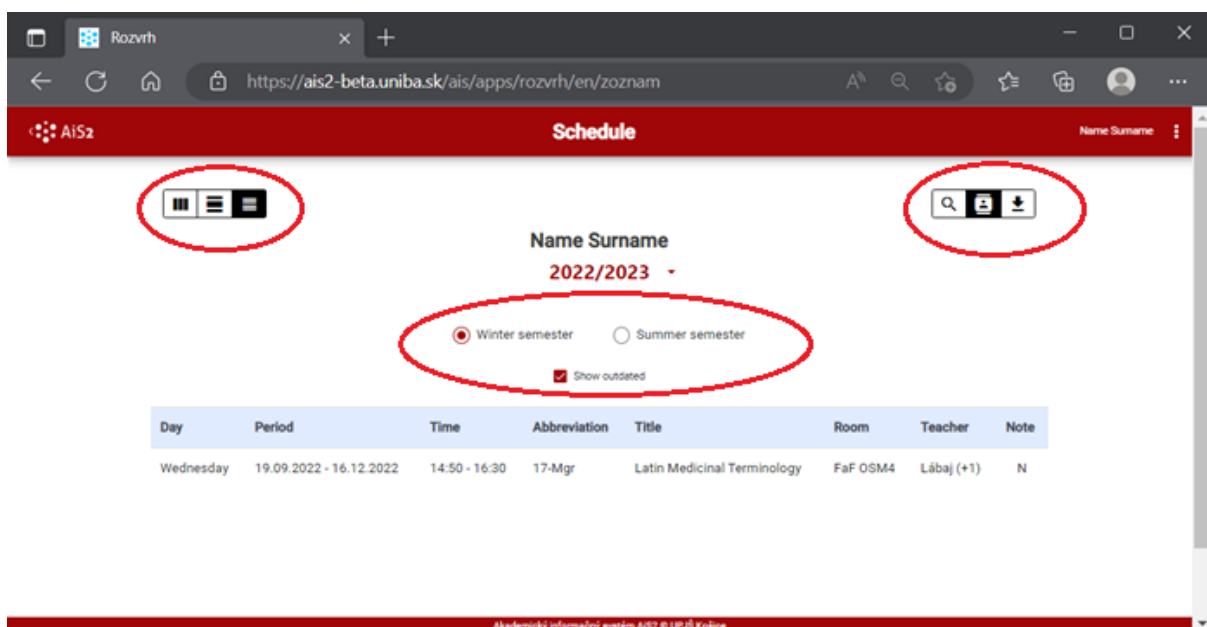


- 4) The *Registration for schedule* window will open and the scheduling actions of the selected course will be displayed. Select the **specific actions** in the schedule – for all required lectures and/or seminars and/or practicals – and confirm the schedule registration using the button „Save“.



Repeat the schedule registration for all enrolled courses.

- 5) You can display your current schedule by clicking on *My schedule, schedule search* in the **Student view**:



- 6) If you are finished working with AIS, you must ALWAYS leave by logging out. In the **Student view** open the context menu by clicking on the icon „☰“ in the upper right corner of the window and click on the option “Logout”.

If you encounter any problem with this procedure, please call the CEPIT (Centre for IT support at UK) AIS support (AIS Hotline), tel. 02 / 9010 4444, available between 08:00 to 20:00, weekends 9:00 to 12:00.