



FILLING VUPCH

LOGGING INTO THE AIS SYSTEM

Start your internet browser and type in the address bar <http://moja.uniba.sk> and then click on the **AIS** hyperlink. Click the button "Sign up".

You log into the **AIS** system using your **university login name** and password. If you do not have your login name and password, contact the password manager of your faculty (<https://uniba.sk/o-univerzite/fakulty-a-dalsie-sucasti/cit/citps/bezpecnost/fakultni-spravcovia-hesiel/>), respectively contact **CePIT** (tel. 02 / 9010 4444).

ais2.uniba.sk/ais/portal/changeLocale.do?locale=EN

AiS2 Support AIS Privacy policy SK EN

User login

Sign In

Browser test

This test enables you to verify the settings of your browser required for using AIS2.

Run test

Project AIS2

The AIS2 project was supported by the Ministry of Education of Slovak Republic in the years 2005-2007 by means of central project of IT development. See the AIS2 portal for more information.

Information portal AIS2

YouTube channel AIS2

08.1.72

After successful login, the main window of the AIS application will be available to you.

In the left part of the window, you can click to launch the AIS applications themselves.



COMPLETING VUPCH IN UNIVERSAL VIEW

On the bar in the left part, click on **Human resources** , a panel will expand in the middle section and click on

LZ078 Person's documents dashboard
Ostrá prevádzka

New messages: 0

WWW presentation

User administration system

Human resources

Admission Procedure

Study evidence

Study programmes

Schedule

Accommodation

Content management system

Human resources overviews

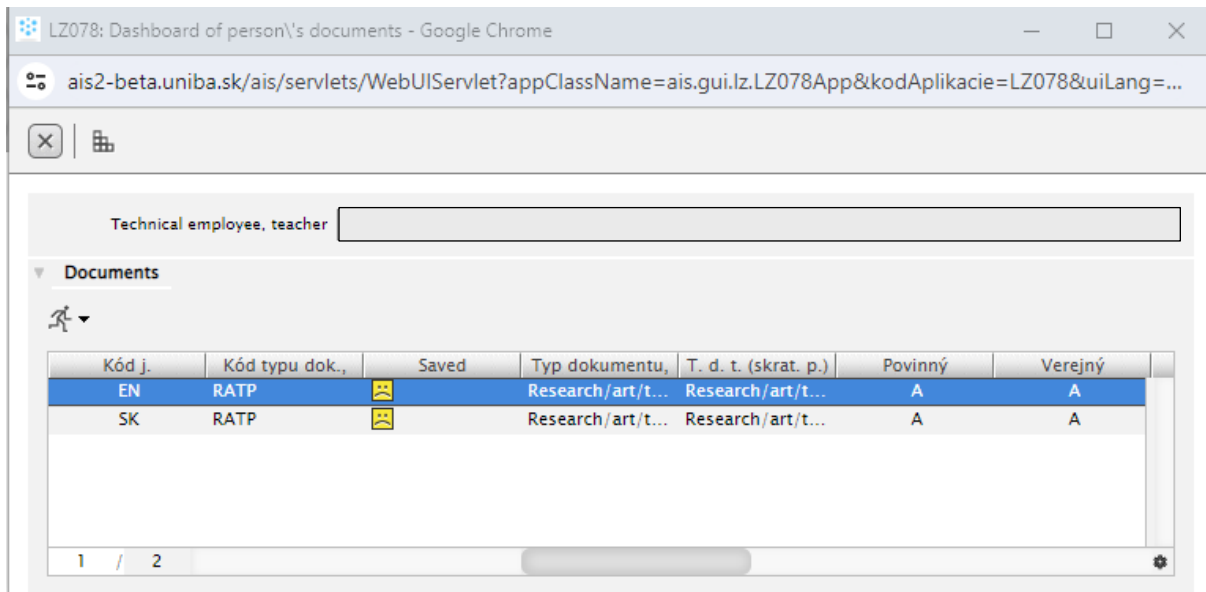
LZ014 Search for people, presentation
Ostrá prevádzka

LZ070 Person in AIS2
Ostrá prevádzka

LZ003 Personal data
Ostrá prevádzka

LZ078 **Person's documents dashboard**
Ostrá prevádzka

Subsequently, the dialog box LZ078 Person document panel will be expanded.



If the VUPCH document is not filled out, there is a "sad smiley" in the "Saved" column.

Through the runner icon and the **"Create, update form document"** option, a person has the option to fill in data in VUPCH in both language mutations.



LZ078: Dashboard of person\ documents - Google Chrome

ais2-beta.uniba.sk/ais/servlets/WebUIServlet?appClassName=ais.gui.lz.LZ078App&kodAplikacie=LZ078&uiLang=...

Technical employee, teacher

Documents

- Create, update form document
- Upload file of the document
- Remove file of the document
- Download file of the document
- History of document's files

Saved	Typ dokumentu,	T. d. t. (skrat. p.)	Povinný	Verejný
	Research/art/t...	Research/art/t...	A	A
	Research/art/t...	Research/art/t...	A	A

1 / 2



Dokument

Meno a priezvisko

Typ dokumentu

Vedecko/umelecko-pedagogická charakteristika osoby

 SK EN SK, EN

Názov vysokej školy

Sídlo vysokej školy

I. Basic information

I.1 Surname

EN

Textová položka



I.2 Name

EN

Textová položka



I.3 Degrees

EN

Textová položka



I.4 Year of birth

EN

Textová položka



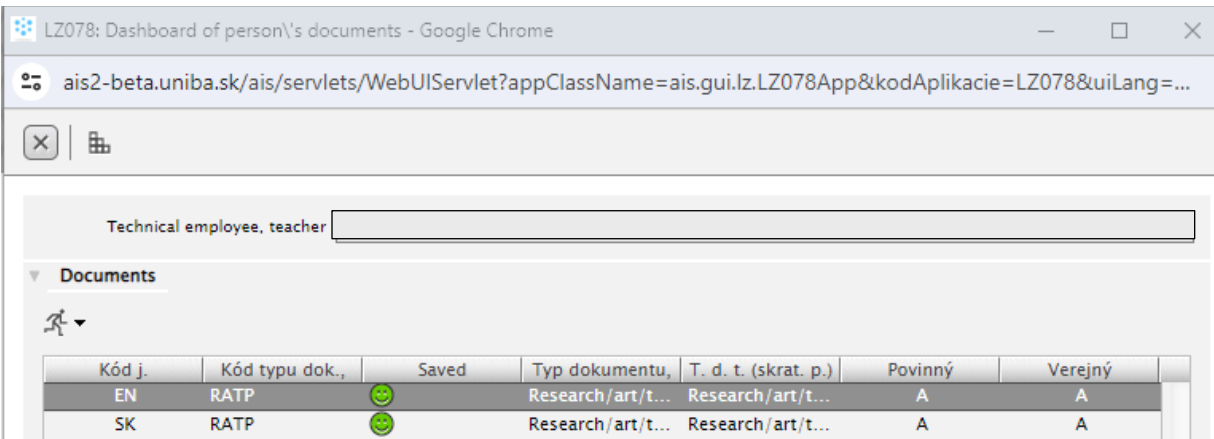
From part III. by pressing the icon



does the person have the option to exchange groups of items.



You can temporarily save the entered data by pressing the icon **Priebežne uložíť** at the bottom of each page of the document. After pressing the icon **Generovať dokument** at the bottom of each document page, the "smiley" in the "Saved" column will turn green and smiley.



In case you decide to supplement or to update the data you entered, enter the data and the option **Generovať dokument**. The system will then display a message:

Potvrdenie


Dokument v jazyku SK už v systéme existuje. Chcete dokument uložiť ako novú verziu?

Nie Áno

By clicking on **Áno** the document will regenerate to a newer version.



COMPLETING VUPCH IN RESPONSIVE (TEACHER) DISPLAY

On the bar in the left part, click on  RATP and documents of a person

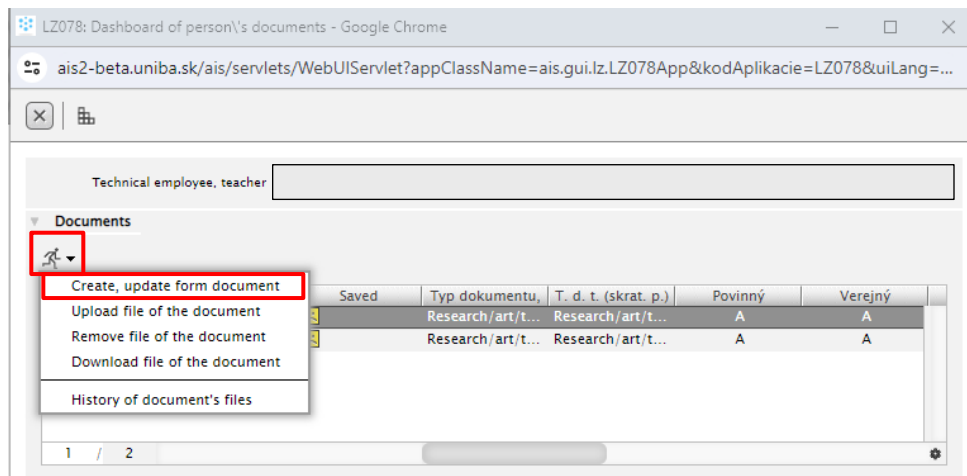
Subsequently, the dialog box LZ078 Person document panel will be expanded.

Kód j.	Kód typu dok.,	Saved	Typ dokumentu,	T. d. t. (skrat. p.)	Povinný	Verejný
EN	RATP		Research/art/t...	Research/art/t...	A	A
SK	RATP		Research/art/t...	Research/art/t...	A	A



If the VUPCH document is not filled out, there is a "sad smiley" in the "Saved" column.

Through the runner icon and the **"Create, update form document"** option, a person has the option to fill in data in VUPCH in both language mutations.



Dokument

Meno a priezvisko

Typ dokumentu
 SK EN SK, EN

Názov vysokej školy
Sídlo vysokej školy

I. Basic information

I.1 Surname EN

✕

I.2 Name EN

✕


I.3 Degrees EN

✕

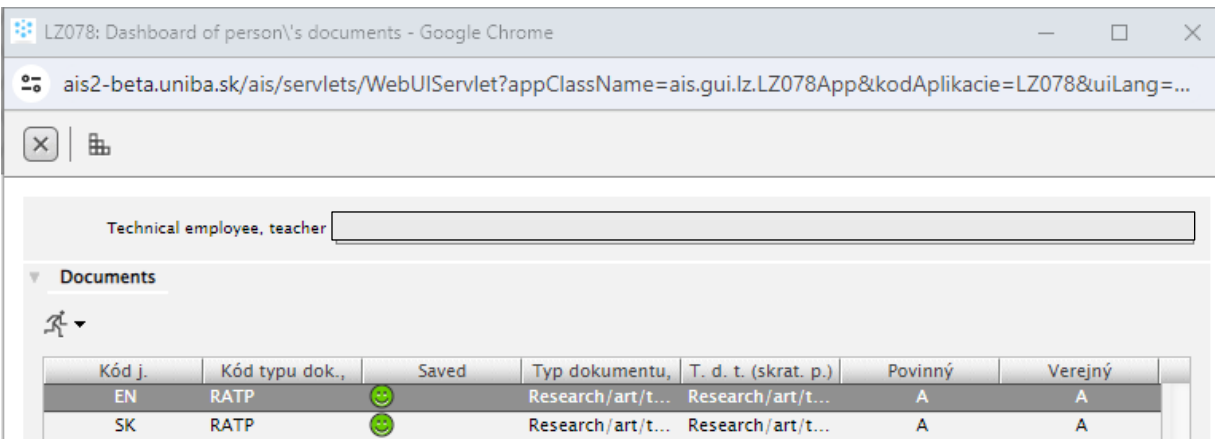
I.4 Year of birth EN

✕



From part III. by pressing the icon  does the person have the option to exchange groups of items.

You can temporarily save the entered data by pressing the icon **Priebežne uložíť** at the bottom of each page of the document. After pressing the icon **Generovať dokument** at the bottom of each document page, the "smiley" in the "Saved" column will turn green and smiley.



Kód j.	Kód typu dok.,	Saved	Typ dokumentu,	T. d. t. (skrat. p.)	Povinný	Verejný
EN	RATP	😊	Research/art/t...	Research/art/t...	A	A
SK	RATP	😊	Research/art/t...	Research/art/t...	A	A

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... DONE, YOU MADE IT ... VUPCH IS FILLED 😊