Enrolment guide: instructions for online registration in the IRK system

NOTE: The registration guide is a preview, for guidance purposes only. Remember to choose courses and other educational modules conducted in the current semester!

To sign up for a selected educational offer of the 4EU + Alliance go to the website https://irk.uw.edu.pl/pl/ and create an account.

1. Click "create an account" in the top right hand corner.

2. Read the Information about processing of personal data and select the box "I have read and accept the above information". Then click "Continue".

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1. Regulation of the European Parliament and the Council of Europe (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
2. https://www.google.com/about/privacy/notice/locations/index.html
3. Enter your email address and password. Then click "Create an account". Please note that you will receive an email containing a link to activate your account.

4. Please click on the link that has been sent to your email to activate your account.

5. Enter your email address and password and click "Log in".
6. Click on "Personal Forms" in order to complete your personal data.

7. Enter your "Basic personal data", "Address and contact information", optionally "Photo", and click "Save".

**NOTE:** Skip the section "Education" as it is to be filled out only by degree seeking students.
8. In order to take part in the enrolment process, click "Studies" in the right top menu.

9. Select "4EU+ Alliance 2021/2022" registration.

**NOTE:** Remember that dates on the screens are only exemplary and you have to choose courses and other educational modules conducted in the current semester and academic year!
10. In the winter semester of the academic year 2021/2022 you can register for "4EU+ Courses".

11. Click on the "Sign up" button.
12. The system will inform you about the submission of the application and the need to fill out the forms with additional information.

13. Go to the "Enrollment applications" to fill out additional information and documents.

To this end, follow the link or click "My account" and then "Enrollment applications". 
14. In the "Courses" section, select courses that you want to attend.

15. You will be redirected to the ECTS catalogue course. Click "I understand, let’s begin".
16. Select "Courses search".

17. Define search parameters: “Course dedicated to a programme” - **4EU+ Courses**, “Selected term” - academic year, and semester in the previously selected academic year.
18. Choose the course that you want to attend from the search results.

19. Click "Add to the selected courses".
20. **NOTE:** in order to add another course you need to repeat the whole procedure.

21. Once you have added all the courses, click "Finish selecting".
22. The selected courses will be visible in the "Courses" section.

23. Provide all required information and documents in the "Additional information" section.
- Select your Home University and click "Save and return".

- Attach in PDF format a certificate of enrolment issued by your home university or 4EU+ Learning Agreement in order to confirm your current, active student status, click "Save and return".
24. After providing all required information and documents, the points will be marked in green color and you will be able to submit your application. Click "Submit".

25. A warning will be displayed that after submitting the application you won't be able to make any changes. Click "OK".
26. Your application has been successfully submitted and is waiting to be verified.

27. Wait for the verification of your application, which will appear in your IRK account.
FURTHER STEPS FOR STUDENTS WHO HAVE BEEN QUALIFIED AND ADMITTED IN THE IRK ACCOUNT.

28. Use the Username and the same password you have already used when creating your IRK account in order to log in to the University of Warsaw student services: USOSweb portal, the CAMPUS e-learning platform, or any other UW services. An automatically generated Username will be sent to your private email account.

29. Once your application is verified, you will be matriculated at the University of Warsaw and you gain:

- Access to the USOSweb portal: USOSweb is an online Student Information System which supports the management of your studies and academic records. You can find there important information about your working groups, course schedule, syllabi and ECTS points concerning selected courses: https://usosweb.uw.edu.pl/kontroler.php?action=actionx:news/default()
• student email account. To log in, you need to follow the instructions under this link: https://it.uw.edu.pl/en/uslugi/UslugiMojaPocztaGmailStudent/
  
  o Please make sure you check your student email account regularly because all the correspondence regarding your courses will be delivered to this account only.
  
  o You are advised to use this email account for all communication with academic teachers, course instructors and administrative staff from the University of Warsaw.

30. Each course instructor decides individually which online learning platform they are going to use to conduct their course. The course instructor usually informs students about the selected platform and how to log in by email before the start of the course. If you have not received a message regarding this matter please contact your course instructor directly (all contact information can be found in USOSweb platform and in the syllabus).

• Our internal platform for online learning at the University of Warsaw is the CAMPUS e-learning platform (https://kampus.come.uw.edu.pl/). Note: each course instructor can choose another online platform for their classes (for example ZOOM, Google Meet or MS Teams). In order to receive the latest information on how to successfully log in and join online courses you have selected, you are advised to check your UW student email account regularly, because only there you will find updates on your courses.

• If you don’t receive any information about the classes on time, don’t hesitate to write directly to the course instructor.
31. If you want to change your password or check your data on your student account, you can do it yourself via this website (you log in using your student account password used for your USOSweb account): https://mojekonto.uw.edu.pl/