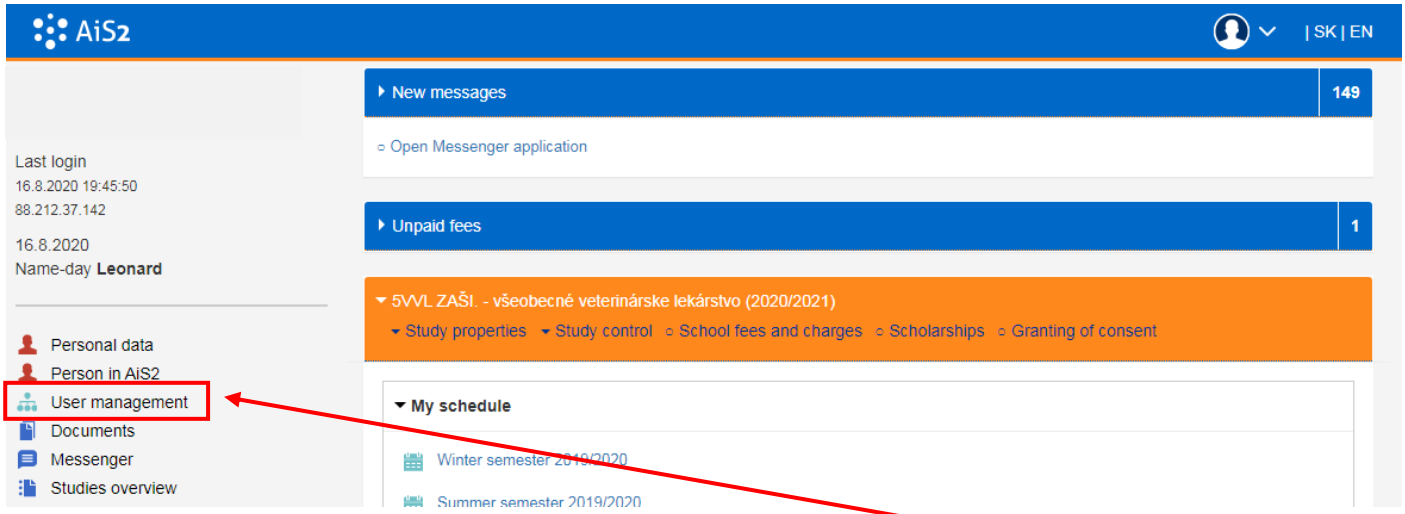
USER ADMINISTRATION, CHANGE OF PASSWORD AND CHECKING THE DATA IN THE ACADEMIC INFORMATION SYSTEM AiS2

➢ your personal screen after login into the Academic Information System AiS2 of UVMP in Košice

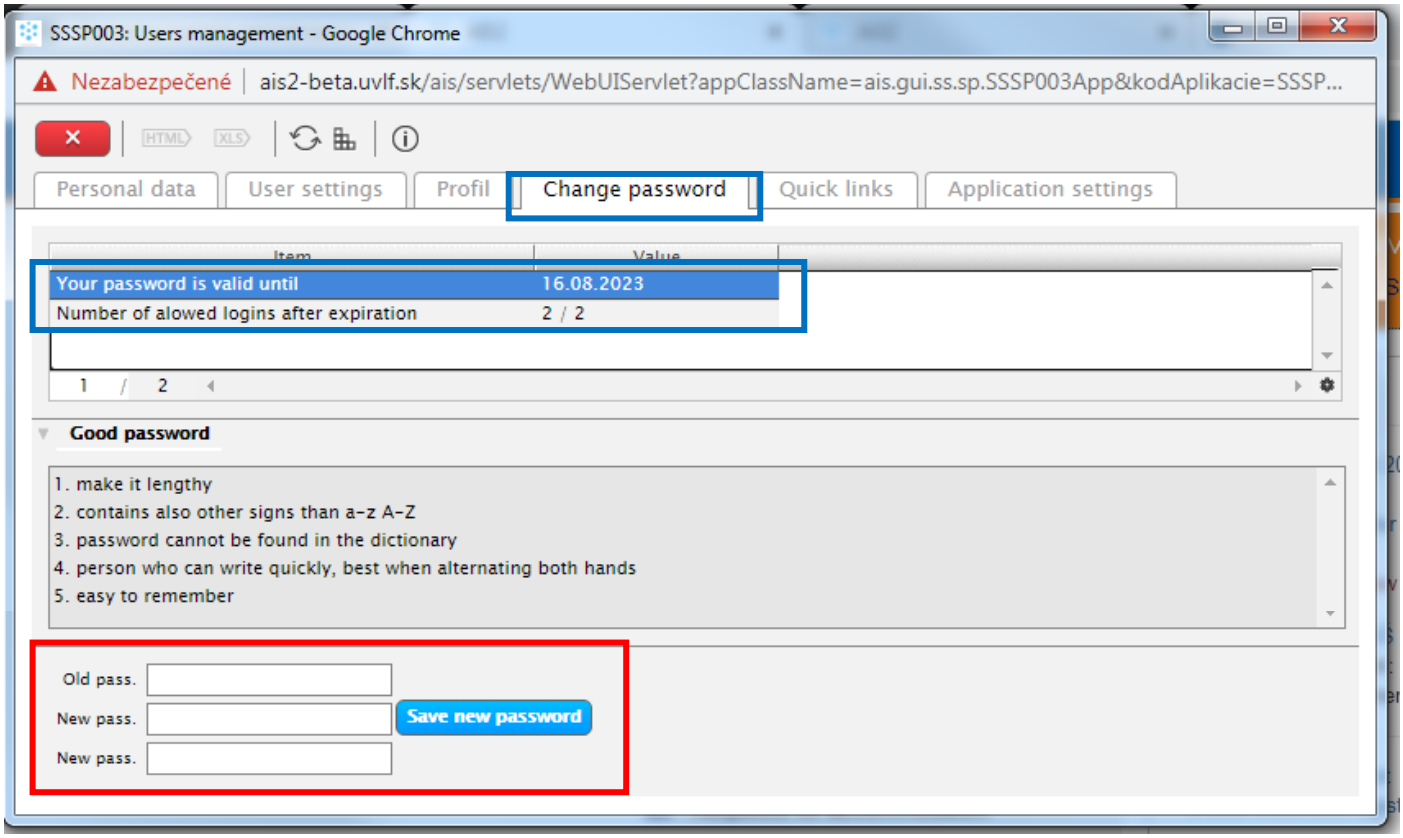


– to change your password and add personal contacts, click on section *"User management"* on the left

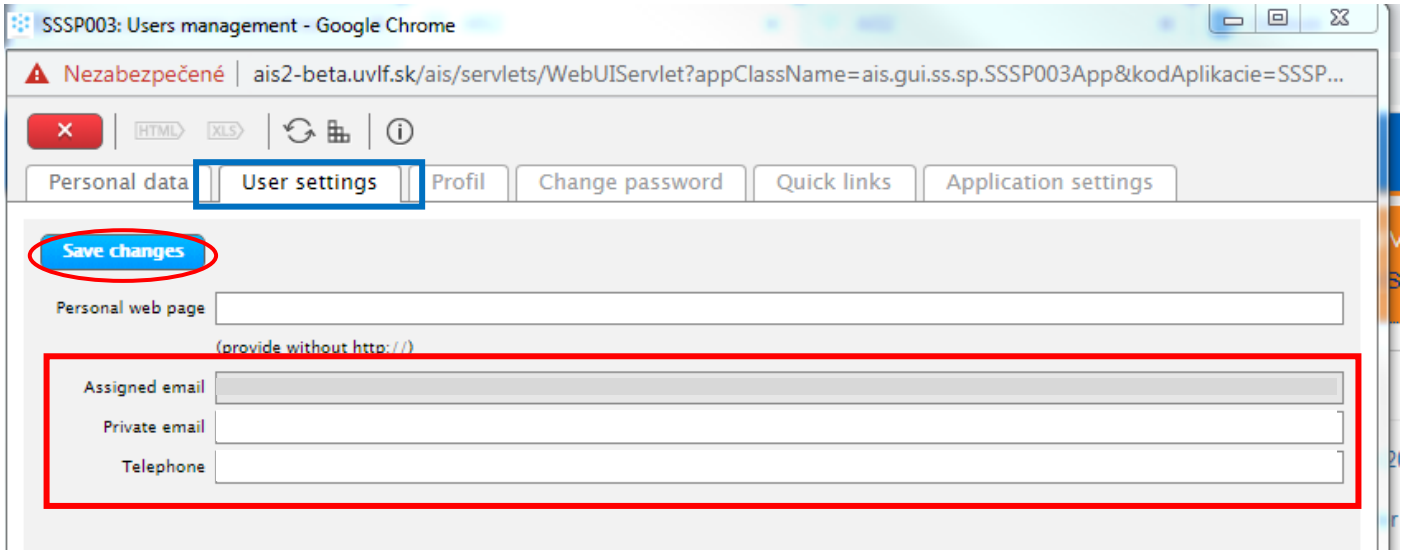
➢ **"User management"** dialog box opens

– in the section *"Change password"* you can change your first given password or you can choose another one before its expiration date

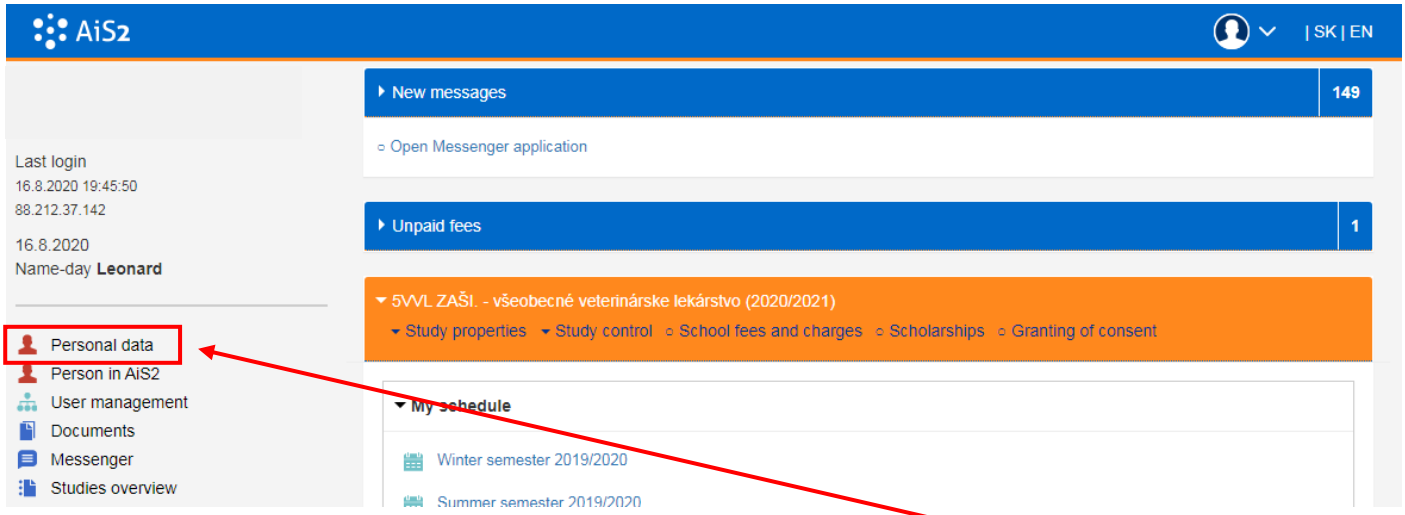
- in the upper part you can see the expiration date of your current password – if you don't change your password before it expires, your account will be blocked
- in the lower part you can change your current password – type in your old password, then type in your new password two times – you must confirm your change by clicking on "*Save new password*"



- in the section *"User settings"* you can add your private email and telephone number
  - type in your contacts and confirm them by clicking on *"Save changes"*
  - here you can also see your assigned university email

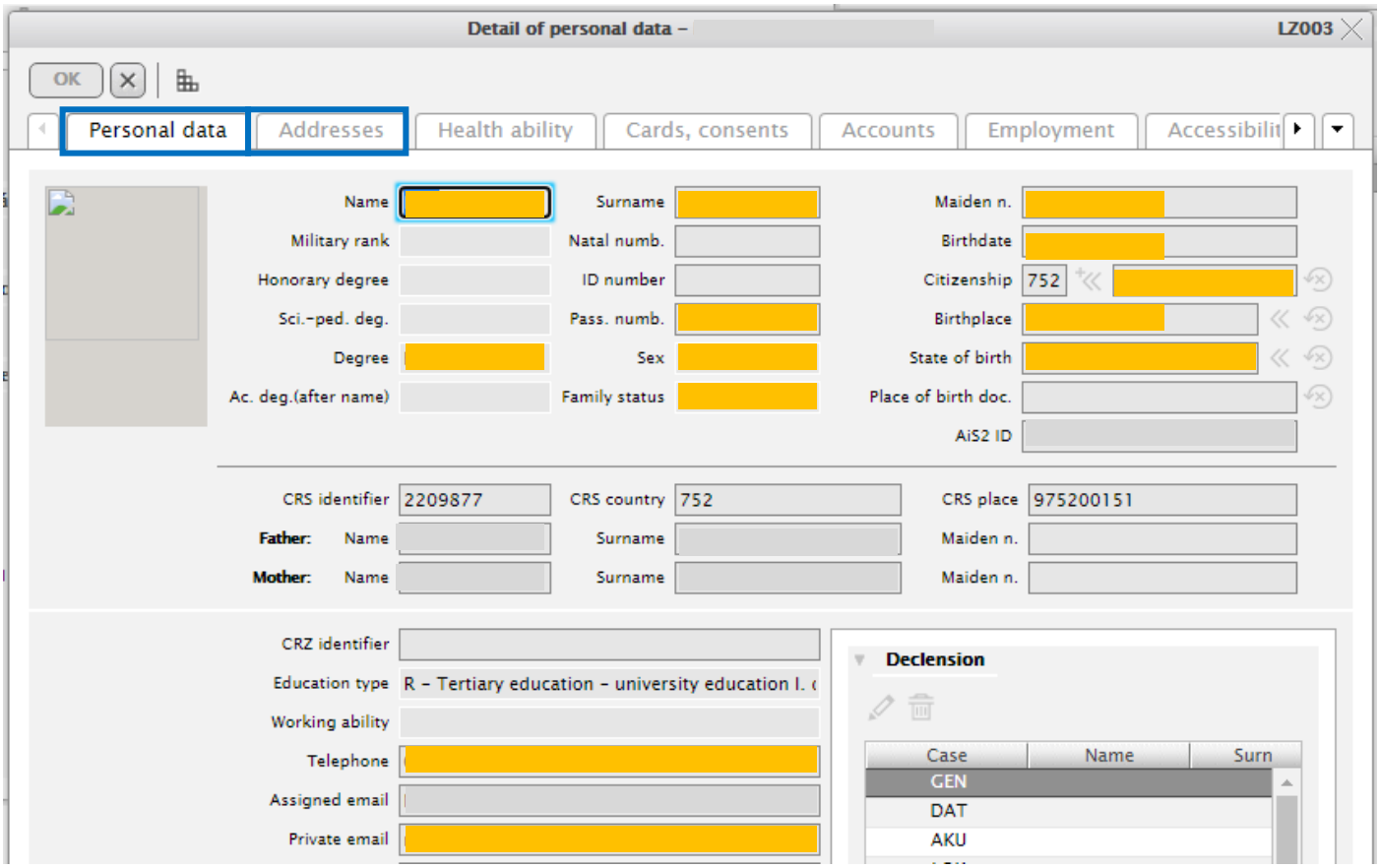


➢ back in your personal AIS screen



- to review your personal data recorded in AIS, click on the section *"Personal data"* on the left

➢ **"Detail of personal data"** dialog box opens, which lists all your personal data the AIS system is bound to collect and record



- in the section *"Personal data"* you can see and check correctness of your name, birthdate, birthplace, family status, passport number, etc.)
- in the section *"Addresses"* you can you can see and check correctness of your permanent (type of address T) and alternative (type of address P) addresses
- all data in sections *"Personal data"* (full name, family status, birthdate, place of birth, telephone, e-mail) and *"Addresses"* (permanent home address and temporary Slovak address) are mandatory and has to be true and updated
- compare your personal data to your passport and provide us only with matching data (e.g. don't provide us with your middle name if it is not used on your passport or on other identification documents, etc.) – all recorded data will be eventually printed on your graduation documents!
- if any changes occur during the year (e.g. address) you are required to report it to the Study Office within 8 days of the change!