

# Academy of Fine Arts in Warsaw

## NOMINATION GUIDELINES for Coordinators

### Registration and confirmation of account:

#### STEP 1

You will receive a welcome email in which you will be given access to the nomination tool in our online system.

Akademia Sztuk Pięknych w Warszawie (poczta) - Welcome to Akademos

https://mail.google.com/mail/?ui=2&ik=b6ef2bef86&jsver=P4egTYNpkqs.pl.&view=pt&msg=15f8...



Test Wymiana 2 <test2@cybis.asp.waw.pl>

#### Welcome to Akademos

akademos@cybis.asp.waw.pl <akademos@cybis.asp.waw.pl>  
Odpowiedz do: anstaop@ansta.pl  
Do: test2@asp.waw.pl

3 listopada 2017 11:14

Welcome to Akademos,

[test2@asp.waw.pl](mailto:test2@asp.waw.pl)

To confirm your account in the Akademos system, please click on the link below:

Activation link: <http://akademos.asp.waw.pl/pbl/rola/token/wykorzystaj/?i:kod=c7f59fc6-d466-46da-9a3e-7fc8146ac7c3>

If the code has not been completed automatically, please copy the code below:  
c7f59fc6-d466-46da-9a3e-7fc8146ac7c3

--

Best regards

In case of any technical problems, please contact our system administrator at: [help@asp.waw.pl](mailto:help@asp.waw.pl)

#### STEP 2

The screenshot shows a web form for account confirmation. It contains three input fields: 'Confirmation code:' with the value '0995cbe8-9ee5-4b1b-91eb-32e38cab7d84', 'Password:' with masked characters, and 'Confirm password:' with masked characters. A blue 'send' button is located below the fields. A yellow callout bubble on the right side of the form contains the text 'Please create your password.' Below the form, there is a note: 'In case of any problems, please contact system administrator.'

## STEP 3

**Sign in**  
(I have an account)

**Register**  
(I don't have an account)

Operation has been successfully completed.

### Log in to the system

Please enter your email and password to sign in.

E-mail:

Password:

Remember me


**sign in**

[Forgot password?](#)

Now you can login to the system.

## STEP 4

**AKADEMUS**




test3@asp.waw.pl

SCHOOL

Data

Nominations



Welcome to the system!  
test3@asp.waw.pl

Message for the Registrant

Dear Partner,

the Akademos system is designed to help your students apply for the Erasmus exchange at the Academy of Fine Arts in Warsaw and serves as the only nomination tool.

After the students register to the system, please confirm their status by nominating them. In order to do this you need to change their nomination status to "assessed positively".

Only those students will be allowed to apply.

Please note that the system will not accept more nominations than the number settled in the bilateral agreement between our institutions.

If you have any problems related to the application requirements, please contact our Erasmus office: erasmus.incoming@asp.waw.pl.

In case of technical problems, please contact our system administrator: help@asp.waw.pl.

NOMINATION GUIDELINES

Now you are registered to the system!

## Nomination process:

### STEP 5

AKADEMUS

**NOMINATIONS**

PERSON: [ ] STATUS: [wybierz] SEMESTER: [wybierz]

FACULTY: [wybierz]

filter

	BEGINNING	END
Nomination reception period	2017-09-01 00:01	2017-11-30 23:59
Nomination assessing period	2017-10-01 00:00	2017-11-30 23:59

NO	EDITION	NOMINATION	STATUS	CHOSEN FACULTY / SEMESTER
1.	Erasmus + - incoming students summer semester 2017/18 - incoming	Name Surname test1@asp.waw.pl School of Arts	nomination - unassessed	Faculty of Graphic Arts 2017/18-L

1 [details]

### STEP 6

AKADEMUS

**NOMINATION** to list edit delete

Name Surname

Nomination.UID: #213.21 · Edition: Erasmus + - incoming students summer semester 2017/18 - incoming · School: School of Arts

status

add status

NO	STATUS	DATE
1	nomination - unassessed	2017-11-03

## STEP 7

AKADEMUS

AKADEMIA SZTUK PIĘKNYCH  
W WARSZAWIE

test3@asp.waw.pl

SCHOOL

Data

Nominations

PL GB

### Add

Dane

STATUS: \*

nomination - assessed positively

nomination - unassessed

**nomination - assessed positively**

nomination - assessed negatively

## STEP 8

AKADEMUS

AKADEMIA SZTUK PIĘKNYCH  
W WARSZAWIE

test3@asp.waw.pl

SCHOOL

Data

Nominations

### Add

Dane

STATUS: \*

nomination - assessed positively

ISSUE DATE: \*

2017-11-03

**save** cancel

