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.

Welcome to Akademus
akademus@cybis.asp.waw.pl <akademus@cybis.asp.waw.pl>
Do: test2@asp.waw.pl

Welcome to Akademus,
test2@asp.waw.pl

To confirm your account in the Akademus system, please click on the link below:
https://akademus.asp.waw.pl/pl/gwiazda/akademus/uzytkownik/aktualizacja?kod=c7956d5-d466-466d-9e3e-7d91f4e4ac7a3

If the code has not been completed automatically, please copy the code below:
c7956d5-d466-466d-9e3e-7d91f4e4ac7a3

Best regards

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

STEP 2

Confirmation code:
0995cbe8-9ee5-4b1b-91eb-32e38cab7d84

Password:

Confirm password:

Please create your password.

send

In case of any problems, please contact system administrator.
STEP 3

Now you are registered to the system!

Now you can login to the system.

STEP 4

Now you are registered to the system!
Nomination process:

**STEP 5**

**Nomination**

<table>
<thead>
<tr>
<th>PERSON</th>
<th>STATUS</th>
<th>SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>wybierz</td>
<td>wybran</td>
</tr>
</tbody>
</table>

**FACULTY**

wybierz

**BEGINNING**

Nomination reception period: 2017-09-01 09:01 - 2017-11-30 23:59

**END**

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

**NO. EDITION NOMINATION STATUS CHOSEN FACULTY / SEMESTER**

1. Erasmus + - incoming students summer semester 2017/18 - incoming nomination - unassessed Faculty of Graphic Arts 2017/18 - L

**STEP 6**

**Nomination**

<table>
<thead>
<tr>
<th>Name Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>校名 Surname</td>
</tr>
<tr>
<td>Erasmus + - incoming students summer semester 2017/18 - incoming School of Arts</td>
</tr>
<tr>
<td>School of Arts</td>
</tr>
</tbody>
</table>

**Status**

<table>
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<tr>
<th>NO. STATUS DATE</th>
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</thead>
<tbody>
<tr>
<td>1 nomination - unassessed 2017-11-03</td>
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</table>
STEP 7

Add

<table>
<thead>
<tr>
<th>STATUS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>nomination - assessed positively</td>
<td></td>
</tr>
<tr>
<td>nomination - unassessed</td>
<td></td>
</tr>
<tr>
<td>nomination - assessed positively</td>
<td></td>
</tr>
<tr>
<td>nomination - assessed negatively</td>
<td></td>
</tr>
</tbody>
</table>

STEP 8

Add

<table>
<thead>
<tr>
<th>STATUS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>nomination - assessed positively</td>
<td></td>
</tr>
</tbody>
</table>

Issue date: 2017-11-03
This is the last step. You can see your student’s current nomination status.