SIGNING UP FOR TRAININGS FOR UW ADMINISTRATIVE STAFF
HOW TO LOG INTO THE PLATFORM

1. Enter the website: http://szkolenia-rozwoj.uw.edu.pl/.
2. Click on „Log in” in the top right-hand corner.

3. On the following page choose "University of Warsaw employees" to log in using your CAS (USOS) account (PESEL number and password).

4. You will be transferred to the Central Authentication Server (CAS). Enter your PESEL number and the password and click "Log in".

   ![Central Authentication Server](image)

   If you do not have a CAS (USOS) account, contact the USOS officer in your faculty or the UW Helpdesk (helpdesk@uw.edu.pl; phone 22 55-20-836, 22 55-22-005) to create one.

   To log into the platform successfully, your email address must be entered in USOS (make sure you provide it while creating your CAS account).
5. You will be automatically transferred to the website: http://szkolenia-rozwoj.uw.edu.pl/. Your name and surname will be visible in the top right-hand corner - this means you are logged in.

When logging in for the first time, you will be asked to provide your phone number (in the user profile modification window) so that you can be contacted about the training if necessary.

6. Choose the „Training for administration and service” category. On the following pages select the appropriate sub-category to find the course you intend to sign up for.
7. When you have found your course, click on its title.

8. Next click on „Enrol me”. Depending on the number of participants to be admitted to the training and on the order of applications you will be admitted, placed on the reserve list or informed about the limit of the applications being reached. You will be informed about your application being admitted/rejected via email.