FIRST LOGIN TO MOODLE CZU

Guide for new students · signing in via Microsoft 365

EN LANGUAGE

First step: switch UIS to English

Click the British flag in the top right corner of UIS. Menu items in this guide match the English version of UIS. In Moodle, choose **English (en)** in the language menu.

MS365 SIGN-IN

You sign in to Moodle with your Microsoft 365 account

On the login page, use the **MS365 login** button and the same login details as for UIS and your university e-mail.

BEFORE YOU START

UIS

University Information System (UIS)

The main CZU study system at uis.czu.cz. After signing in, you enter **Personal administration**, where you can e.g. change your password, set your eduroam password or upload your photo.

LOGIN

Login details

Your login has the form **xname001**. For Microsoft 365 and Moodle, use **xname001@studenti.czu.cz**. The password is the same for UIS, Microsoft 365 and Moodle.

MFA

Multi-factor authentication (MFA)

In addition to your password, you confirm each sign-in in the **Microsoft Authenticator** app on your mobile phone. This keeps your account protected even if someone obtains your password.

BROWSER

We recommend Microsoft Edge or Google Chrome

Microsoft 365 sign-in may not work correctly in Safari – see **Why it works this way** for the reason.

STEP BY STEP

1

Find your login details

Check your electronic application after enrolment – it contains your login (**xname001**) and password.

2

Sign in to UIS and change your password

At uis.czu.cz, sign in to **Personal administration** and open **Information system set-up › Change password**. Set your own password – you will use it for UIS, Microsoft 365 and Moodle.

3

Set up multi-factor authentication

Wait about 20 minutes for the password change to take effect. Then sign in to Microsoft 365 at **office.com** and follow the on-screen instructions to set up multi-factor authentication (MFA) with the **Microsoft Authenticator** app on your mobile phone.

4

Open moodle.czu.cz

Open moodle.czu.cz in **Microsoft Edge** or **Google Chrome**. Do not use the Moodle mobile app to sign in.

5

Click MS365 login

On the login page, choose the **MS365 login** button. Do not use the username and password fields or the **Special login in** link – they are not intended for student accounts.

6

Sign in with your student account

Enter **xname001@studenti.czu.cz** and your UIS password. Confirm the sign-in in the **Microsoft Authenticator** app on your mobile phone that you set up in step 3.

WHY IT WORKS THIS WAY

Recommendation	Reason
Use Edge or Chrome, not Safari	By default, Safari blocks third-party cookies. Microsoft 365 sign-in needs them when moving between the university page and the Microsoft sign-in page – without them, sign-in may keep repeating or end with an error.
Do not use the Moodle mobile app	Signing in via Microsoft 365, including multi-factor authentication, is intended for a web browser. It may not complete correctly in the mobile app.
Wait about 20 minutes after changing your password	The new password is not transferred from UIS to Microsoft 365 immediately. If you sign in sooner, the new password may not work yet.
Use only the MS365 login button	Student accounts are verified via Microsoft 365. The Special login in option and the login form on the page are only for special types of accounts.
If a different account is offered, open a private window	Your browser remembers Microsoft accounts you have used before (e.g. a personal or work account) and may sign you in with them automatically. A private (incognito) window does not use saved sign-ins.

IF YOU CANNOT SIGN IN

- Check that you have changed your password in UIS and that at least 20 minutes have passed.
- Make sure you have set up the Microsoft Authenticator app (step 3).
- Use the **MS365 login** button, not Special login in.
- If your browser offers a different account, open a private (incognito) window and sign in again.
- If the problem persists, submit a request at **helpdesk.czu.cz** (QR code below).

MOODLE
Sign in to Moodle
moodle.czu.cz

HELPDESK
Report a problem
helpdesk.czu.cz