# GUIDE FOR NEW CZU STUDENTS

Photo in UIS · ISKAM accommodation system · connecting via CZU-guest

**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.

*This sheet complements the other guides for new students. It only covers topics not included in the separate guides for Microsoft 365, Moodle and the eduroam network.*

## 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.

## 1 UPLOADING YOUR PHOTO TO UIS

**i**
INFO

### Use this procedure if you did not upload your photo via the enrolment form (návratka).

The photo is used for your student ID card, so it must meet the requirements for an **ID photo**: a white or plain light background and a clearly visible face. An unsuitable photo may be rejected.

**1** **Sign in to UIS**
At **uis.czu.cz**, sign in to **Personal administration**.

**2** **Open Information system set-up**
In Personal administration, click the **Information system set-up** panel.

**3** **Select Change photo**
Choose **Change photo**.

**4** **Upload your photo**
Upload the photo and save the change.

**5** **Wait for approval**
The photo is approved by the responsible staff member. Once approved, it may take **up to one week** to appear in other university systems.

### Making your photo publicly visible (optional)

- In UIS, open **Information system set-up › User settings**.
- For **Show photo**, select **Public** and save the settings.

## 2 ISKAM ACCOMMODATION SYSTEM

### Halls of residence accommodation records

ISKAM is used to manage accommodation in the halls of residence. If you live in a hall, sign in with your **university account and the password you set in UIS**.

- CZU students can use their UIS login details.
- Access can also be obtained via the e-enrolment form (e-návratka) or the ISKAM registration form.

Open ISKAM › iskam.czu.cz

**Questions about accommodation, registration or login details are handled by the CZU Accommodation Office: ubytovani@kam.czu.cz**

ISKAM

## 3 TEMPORARY CONNECTION VIA CZU-GUEST

### If your device is not connected to the internet yet

On the CZU campus you can temporarily use the **CZU-guest** network. Through it, open the eduroam guides page and download the required configuration tool or certificate.

CZU eduroam guides and configuration › eduroam.czu.cz

**! CZU-guest is only a temporary solution.**

For regular access, use the **eduroam** network as described in the separate guide – the connection is encrypted, you sign in with your own account and it also works at other universities.

EDUROAM

## NEED HELP?

The Helpdesk will help you with technical problems (signing in to UIS, your photo, network connection). Questions about accommodation are handled by the CZU Accommodation Office.

**UIS**
University Information System
uis.czu.cz

**HELPDESK**
Report a problem
helpdesk.czu.cz