FIRST LOGIN FOR NEW CZU EMPLOYEES

UIS · Microsoft 365 · Microsoft Authenticator · intranet

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.

SMS
START DATE

Complete this procedure on the start date stated in your employment contract

On your start date, you will receive an **SMS with your username (login) and a temporary password**. You will use these details for your first sign-in and to set your own password.

BEFORE YOU START

UIS

University Information System (UIS)

The CZU information system at **uis.czu.cz**. After signing in, you enter **Personal administration** – your personal part of UIS where you can, among other things, change your password.

LOGIN

Login details

Your login and temporary password are sent by SMS. You sign in to UIS with your login and to Microsoft 365 with your **CZU employee e-mail address**. The password is the same for UIS and Microsoft 365.

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

Sign in to UIS

- In your web browser, open **uis.czu.cz**.
- Enter your login and the **temporary password from the SMS**.
- If you do not receive the SMS on your start date, contact the Helpdesk.
- If you have worked or studied at CZU before, the account activation procedure may differ. If you have any problems, contact the Helpdesk.

2

Change your temporary password

- In Personal administration, open **Information system set-up › Change password**.
- Enter the temporary password from the SMS and set a new password according to the requirements shown.
- Remember your new password and do not share it with anyone.

Until you change the temporary password, your account may not be fully active for other university services.

3 Wait for the password change to take effect

Wait about 20 minutes for the new password to be transferred to Microsoft 365, university e-mail and other CZU services. In some cases it may take longer.

4 Sign in to Microsoft 365

- Open **office.com**.
- Sign in with your **CZU employee e-mail address** and the new password you set in UIS.
- If you are asked to choose an account type, select **Work or school account**.
- Open Outlook and check that you can access your university mailbox.

On your first sign-in, Microsoft will ask you to set up multi-factor authentication – follow step 5.

5 Set up multi-factor authentication (MFA)

- Install the **Microsoft Authenticator** app on your mobile phone from the App Store or Google Play.
- On your first sign-in to Microsoft 365, follow the prompt to set up an additional verification method.
- In the Microsoft Authenticator app, add a **Work or school account**.
- Scan the QR code shown on your computer and complete the test verification.

Approve a sign-in request in the app only if you started the sign-in yourself.

6 Add your phone number on the intranet

The number is used for verification on the intranet, for example when accessing your payslip. This is not the same setting as Microsoft Authenticator for Microsoft 365.

1. Sign in to the intranet.
2. In the top menu, open **Applications › Personal › My profile**.
3. Click **Add contact** and select **Mobile phone** as the contact type.
4. Enter the phone number **with the international prefix and without spaces** (e.g. +420…).
5. Tick **Primary contact** and **Use the number as a second factor for identity verification**.
6. Save the changes.

CHECK YOUR BASIC ACCESS

- ☐ UIS / Personal administration
- ☐ Microsoft 365, Outlook and your university mailbox
- ☐ Microsoft Authenticator
- ☐ Intranet

WHY IT WORKS THIS WAY

Recommendation	Reason
Wait about 20 minutes after changing your password	The new password is not transferred from UIS to Microsoft 365 and other services immediately. If you sign in sooner, the new password may not work yet.

Recommendation	Reason
Sign in to Microsoft 365 with your e-mail address	Microsoft 365 identifies your account by your full employee e-mail address. Your short login alone is not enough to sign in.
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.
Approve Authenticator requests only for your own sign-in	A request you did not trigger may mean that someone else is trying to sign in to your account. Deny such a request.
Phone number on the intranet	It serves as a second factor for verification on the intranet (e.g. for your payslip). It is a separate setting, independent of Microsoft Authenticator.

IF YOU CANNOT SIGN IN

- Check that you are using the new password set in UIS, not the temporary password from the SMS.
- Wait about 20 minutes after changing your password.
- Sign in to Microsoft 365 with your employee e-mail address, not just your login.
- If your browser offers a different (personal or student) account, sign out or use a private (incognito) window.
- After several failed attempts, your account may be temporarily locked. Wait a while before trying again.
- When contacting the Helpdesk, give your name, login, the system you are signing in to and the exact error message. You can attach a screenshot that does not show your password.

Security notice

Never send your password by e-mail or share it by phone. **The Helpdesk will never ask you for your full password.**

NEED HELP?

The Helpdesk will help you with signing in and setting up your account. Connecting to eduroam Wi-Fi is described in a separate guide.

UIS
University Information System
uis.czu.cz

HELPDESK
Report a problem
helpdesk.czu.cz