1) Activate your internet browser and write in the address line: http://moja.uniba.sk, then click at the hypertext link AIS / Prihlásenie. You must register in the AIS system under your username and password (you will find these in the letter which you received during the summer months). Note: In case you do not have a user name and password, contact the administrator of passwords at your faculty (http://www.uniba.sk/spravovadstel).
2) After you have logged in the AIS2 system window will open. The menu in the left part of the window contains the list of applications in which click at Study evidence and afterwards pick from the options in the main part of the window the application VSES017 – Studies, registration forms, theses, state examination.
3) The VSES017 application will now open. The lower part of the window displays the list of enrollment sheets for all the academic years of your being registered as a student. In order to register for assessment in a subject (examination) click at the respective enrollment sheet (for the academic year in question) and then click at the small arrow next to the icon representing a runner (the same can by achieved by clicking the right mouse button at the enrollment sheet). From the local menu displayed choose the instruction Examination dates.
4) Now the application **VSES007** will open. This application enables to register for assessment in the subject. Ticking the subject and confirming the choice at the icon **Display examination dates for selected course** (located on the right of the center) the assessment dates will be displayed for which the user is already registered.
5) Registration for a new date is possible by using the **Plus**-icon “Register for examination date” icon (on the left). The newly-opened window **Choice of the date of assessment** allows to display all the registered dates of assessment or restrict the list displayed as chosen by the person doing the assessment. Ticking the checkbox “Actual examination dates only” you will restrict the choice to the current dates only. Select the teacher. After confirming the choice the filtered dates of assessment will be displayed. The date required must be marked and confirmed by the blue icon **OK** Confirm (Enter) in the top left corner. If you decide not to confirm the choice, click the grey icon **Back** (Esc).

![Image of the VSES007 application](image)

After this the dialogue window will close and the date selected will be displayed in the VSES007 application.

**Note:** In choosing the date there is a possibility to Display the list of those registered for that date (runner icon).

**Note:** To cancel the registration for the date of assessment it is necessary to tick the date and click at the icon “Log out from examination date” (on the left).

6) If you wish to finish work in the application, close it using the first icon **Close application** in the upper menu. If you have also finished work within the AIS system, you must ALWAYS leave by logging out; in the AIS system you must click at “Sign out” and afterwards also at the “Log out” button in the **IKS – Logout** window.

*For more information you can visit the [http://moja.uniba.sk](http://moja.uniba.sk) part AIS2 pages.*

*Elaborated by the Center of Information Technologies, Comenius University*