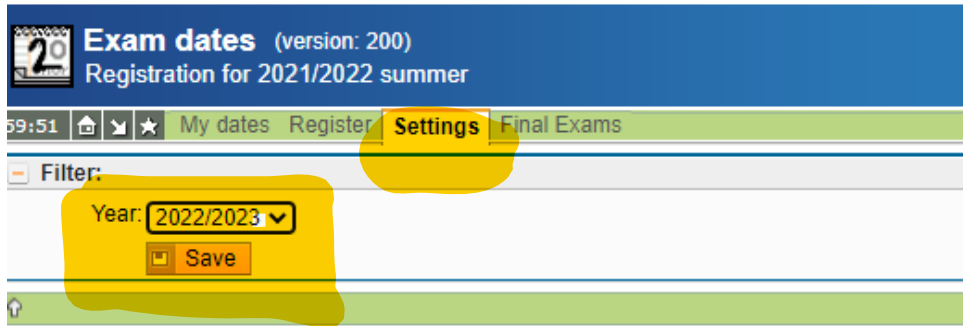
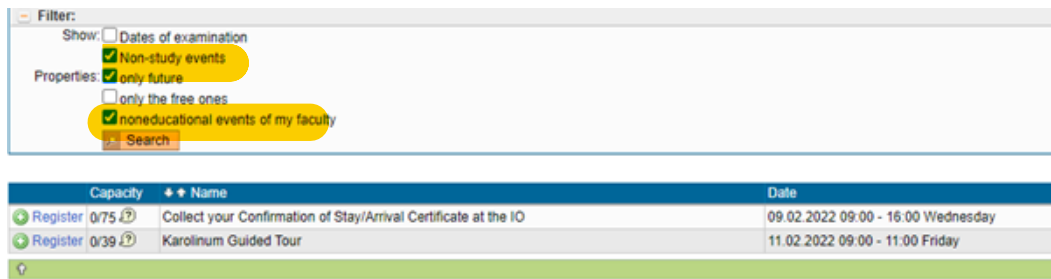


How to register for an activity organised by the International Office FSV UK

- 1) Log into [SIS](#) (login name: personal number, password: reset password in CAS)
- 2) Enter module **EXAM DATES**
- 3) Go to **SETTINGS** and change the Academic year to **2022/2023**

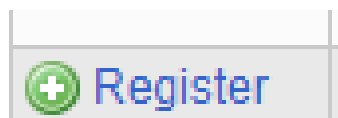


- 3) then go to **REGISTER** Where you tick **NON-STUDY EVENTS** and **ONLY FUTURE** (see the print screen)

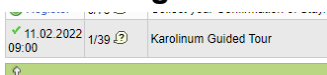


You will see events organised by the IO FSV UK e.g. Karolinum Guided Tour, registration for a spot when you want to come to our office to get your Arrival certificate and other documents signed...

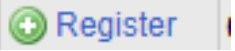
- 4) How to register? (once we allow the registration you will see a **REGISTER** button next to each event



- 5) If you want to take part in the particular event, click on the **REGISTER** button once signed correctly you can see tick next to the event



- In case the event has time slot options, there are two steps

- First: click on 
- Second: choose a preferable time slot

A screenshot of a time slot selection table for the 'Karolinum Guided Tour' event. The table has columns for time slots and a 'Sign' button for each slot.

Time Slot	Sign
09:00	Sign
09:10	Sign
09:20	Sign
09:30	Sign
09:40	Sign
09:50	Sign
10:00	Sign
10:10	Sign
10:20	Sign
10:30	Sign
10:40	Sign
10:50	Sign
11:00	Sign
11:10	Sign

6) If later on you decide to change your time slot or delete the registration, it is still possible until the date mentioned in the event description

Click on the file MY DATES

59:57 My dates Register Final Exams

Show: Dates of examination
 Non-study events
 including past
Search

Dates of examination

Public events

Time	Capacity	Name	Organized by	Semester	Date	Break	Cancel before
<input checked="" type="checkbox"/> Delegate <input checked="" type="checkbox"/> Choose time slot	09:04 / 175	Collect your confirmation of stay/Arrival certificate	11230		29.09.2021 09:00 - 16:00 Wednesday	11:00 - 13:00	22.09.2021 12:30

And there you can change or cancel the previously chosen time slot.

29.09.2021

09:00 Change time
09:04 Change time
09:08 Change time
09:12 Change time
09:16 Change time
09:20 Your term
09:24 Change time
09:28 Change time
09:32 Change time
09:36 Change time
09:40 Change time
09:44 Change time
09:48 Change time
09:52 Change time
09:56 Change time
10:00 Change time
10:04 Change time
10:08 Change time
10:12 Change time
10:16 Change time
10:20 Change time

Should you have any problems or questions, please contact your IO coordinator.