

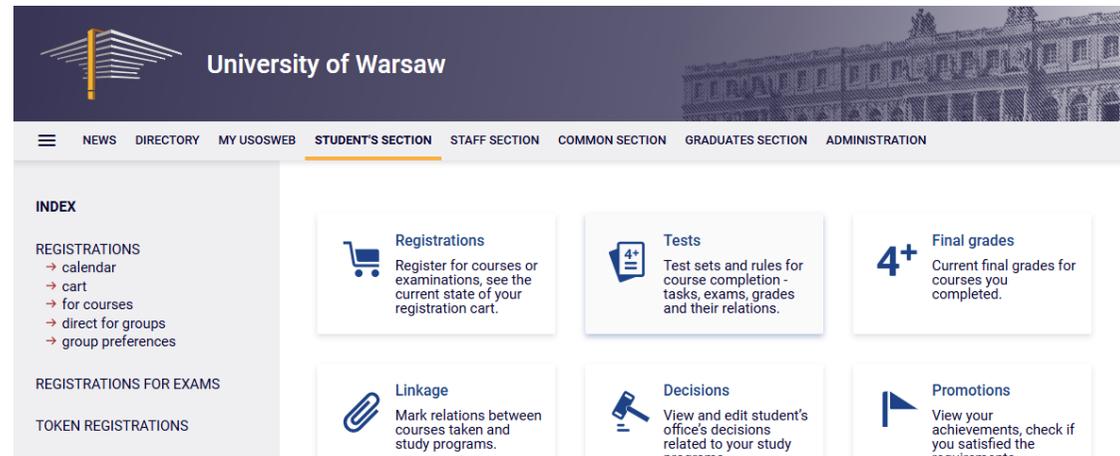
# Short user manual outlining the token registration module in the USOSweb system

## 1. Logging in to USOSweb

1. Go to [usosweb.uw.edu.pl](https://usosweb.uw.edu.pl).
2. Log in via the Central Authentication System (CAS) using your email address or PESEL (Personal ID No).

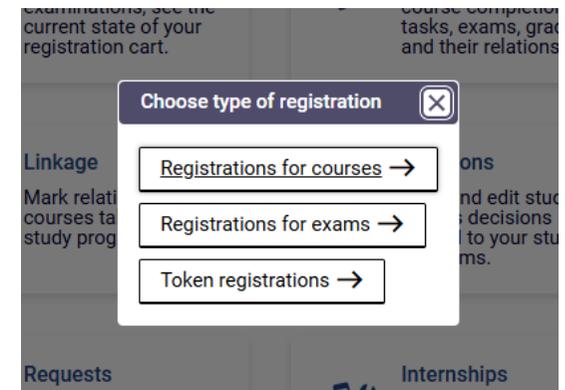
## 2. Moving to registration

1. After logging in, select the **STUDENT'S SECTION** tab.
2. Select **Registrations** and then **Token Registrations**.



## 3. Choice of registration

1. Select a registration category:
  - o **Active in the current round:** Registrations which are currently open.
  - o **With a round to be open in the future:** Registration which will be open in the future.
  - o **With rounds already closed:** Registrations which have been completed.
2. Click on the registration code or [Go to registration](#) → to see a list of available courses.



## 4. Filtering courses

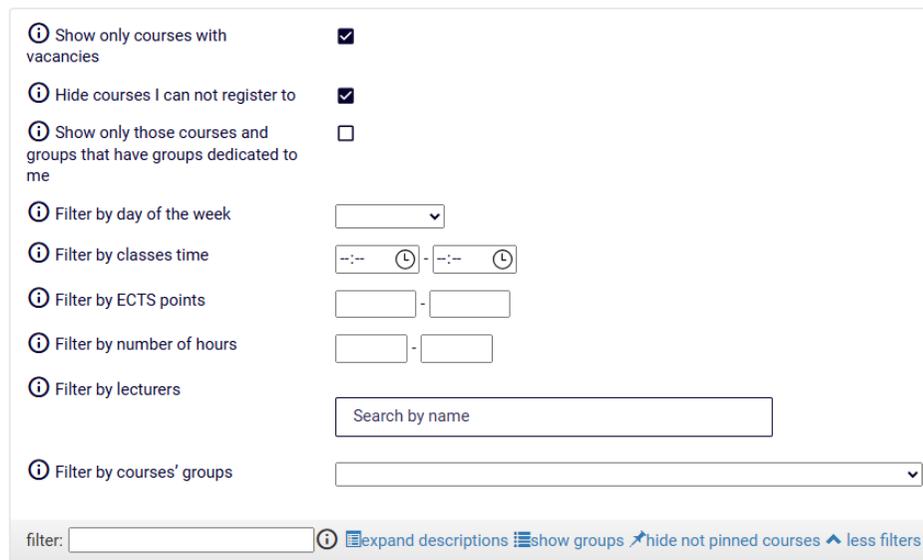
1. You can use filters to find courses you are interested in. For example:
  - **Show only courses with vacancies.**
  - **Hide courses I cannot register for.**
2. Click on **Show Groups** to see additional information on course groups.

## 5. Registration for courses

1. Click on the cart icon  next to the selected course.
2. If the registration is open, a green arrow will appear. Click on it to register.
3. The system will deduct the appropriate number of tokens and register you for the course.

## 6. Check the registration results

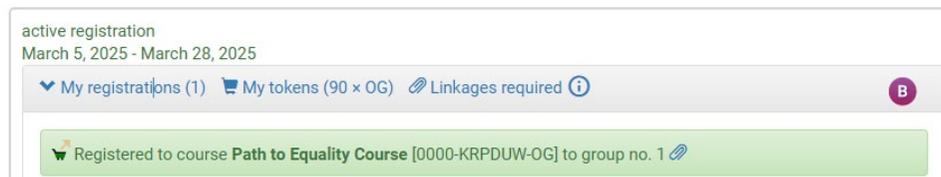
1. When you have registered, go to **My Registrations** to see a list of the courses you have signed up for.
2. You can also check the status of your tokens under **My Tokens**.



The screenshot shows a filtering panel with the following options:

- Show only courses with vacancies
- Hide courses I can not register to
- Show only those courses and groups that have groups dedicated to me
- Filter by day of the week: [dropdown menu]
- Filter by classes time: [time range selector]
- Filter by ECTS points: [input] - [input]
- Filter by number of hours: [input] - [input]
- Filter by lecturers: [Search by name input]
- Filter by courses' groups: [dropdown menu]

At the bottom, there is a search bar labeled "filter:" and a row of utility links: [expand descriptions](#), [show groups](#), [hide not pinned courses](#), and [less filters](#).



The screenshot shows the "active registration" section for the period "March 5, 2025 - March 28, 2025". It includes a summary bar with:

- My registrations (1)
- My tokens (90 x OG)
- Linkages required
- Information icon (i)

Below this, a registration entry is shown in a green box: "Registered to course **Path to Equality Course** [0000-KRPDUW-OG] to group no. 1".

## 7. Unregistering from a course



1. If you want to unregister, click the cart icon next to the course you wish to unregister from.
2. Remember to unregister before the end of the registration round so that you do not unnecessarily lose tokens.

### Additional information

- **No tokens, e.g. OG, PED:** The system will not allow you to register if you do not have enough tokens.
  - **No tokens, e.g. LEK, LEK2, KURS, WF:** If you have used up these types of tokens from the free initial pool, the system will allow you to register, but it will charge you for the missing tokens.
- 

Please contact your student affairs section if you have any questions or need assistance.