

University information systems

Academic year 2020/2021



**SILESIAN
UNIVERSITY**

SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

Ing. Andrea Valentíny

Bc. Veronika Novotná

September 2020



- **CRO (central register of persons), Novell**
- **Horde (email)**
- **IS SU (study agenda)**
- **ISKaM (dormitories and catering)**
- **Elearning (Moodle)**
- **Tritius (library)**
- **Websites, Intranet**

In case of any technical issues, please contact helpdesk@opf.slu.cz and/or international@opf.slu.cz from your faculty email address.

CRO single login system



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Enables comfortable access to ICT services thanks to single login details – users use their electronic identity in **CRO** (Central Register of Persons) so they don't need to memorize a large number of login details: moje.slu.cz

Please note this site is currently operated only in Czech language. See the following slides on how to register, change your password if needed and set up Eduroam wifi.

At moje.slu.cz:

- You can create your university account.
- You can recover your forgotten password.
- Set up Eduroam wifi login details (in *Settings* menu).
- Change your passwords.

You only have one CRO identity during your studies.

Remember your CRO login details well and don't share them with anyone!

A screenshot of the 'Moje SU' login portal for Silesian University in Opava. The page has a dark red header with the university logo and name. The main content area is light gray and contains a login form titled 'Přihlášení'. The form includes a checkbox for 'Mám CRO účet a chci se přihlásit do Moje SU', a text input field for 'Uživatelské jméno', a text input field for 'Heslo', and a red 'Přihlásit' button. There are also links for 'Zapomněli jste uživatelské jméno? Pomoc zde.' and 'Zapomněli jste heslo nebo máte zablokovan CRO účet? Pomoc zde.' and a link for 'Nemám CRO identitu. Registrace zde'.

CRO set up – go to <https://moje.slu.cz/>



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Moje SU

Moje SU je portál pro zaměstnance a studenty Slezské univerzity v Opavě.

Přihlášení

Mám CRO účet a chci se přihlásit do Moje SU

Uživatelské jméno

Zapomněli jste uživatelské jméno? Pomoc [zde](#).

Heslo

Zapomněli jste heslo nebo máte zablokovan CRO účet? Pomoc [zde](#).

Nemám CRO identitu. Registrace [zde](#)

Přihlásit

If you don't have a CRO identity yet, please click on „**zde**“.

Krok 1/4: Výběr typu

CRO účet je elektronickou identitou uživatele SU a umožňuje mu používat systémy a služby informačních a ko

Registrace

Nemám CRO účet a chci jej získat – registrovat se do portálu CRO

Jsem student a nemám CRO identitu

Jsem zaměstnanec a nemám CRO identitu

I am a student and I don't have a CRO identity.

CRO set up – go to <https://moje.slu.cz/>



Krok 2/4: Získání identity

Každá osoba má vždy jen jeden CRO účet nezávisle na tom, zda má více studií nebo je zároveň student i z

Pokud jste již registrován a máte CRO účet, pak pro Vás tento formulář není a pokračujte prosím [zde](#).

Na SU jsem nový

Pokud na SU začínáte studovat anebo pracovat a ještě nemáte např. ani e-mailovou adresu, získáte svůj CRO účet a tím i přístup k informačním systémům a službám (včetně e-mailu), zadáním a odesláním požadovaných údajů níže.

Jméno

First name

Příjmení

Surname

Rodné číslo

Birth code

Registrační číslo

Registration number

Odeslat údaje a získat CRO účet

You will receive a birthcode and a registration number on your email.

Krok 3/4: Ověření osoby

Uživatelské jméno

You can see your CRO username here

Zpět

Vaše identita

Jméno

You can see your name here

Univerzitní číslo

You can see your university number here

In case you have a **Czech phone number**, you can verify your CRO account by entering your phone number. Otherwise, please enter your **personal email address**, to which an activation code will be sent.

Mobilní číslo - Pouze české číslo

Soukromá e-mailová adresa

Soukromá mailová adresa

Your personal email address

Odeslat ověřovací kod pro registraci kontaktu.

Odeslat

CRO set up – go to <https://moje.slu.cz/>



Ověřovací údaje

Před nastavením hesla zde zadejte mobilní telefonní číslo

Please **enter the 6-digit code** that was sent to your personal email address or a Czech phone number. **The validity of the code is just 5 minutes!**

Úspěšné ověření ověřovacího kódu!

Úspěšně Vám odeslali ověřovací kód pro ověření Vaší identity.

Zadejte ověřovací kód, který Vám přišel na zadaný kontakt - soukromou e-mailovou adresu nebo mobilní telefonní číslo. Platnost kódu je 5 minut.

Použít registrační kód

Odeslat kód a ověřit osobu

Heslo

Heslo musí obsahovat alespoň osm znaků, minimálně jedno písmeno a číslici. Heslo nesmí obsahovat mezeru ani speciální znaky.

Vytvořte heslo

.....

Podvrďte heslo

.....|

Odeslat a nastavit heslo

Create your CRO password.
The password has to have at least 8 characters including lower case and upper case letters and a digit.
No special characters are allowed.

Repeat the password once again.

CRO account – password and verification contact change



You can change your CRO password at: <https://moje.slu.cz/>

The screenshot shows the 'Nastavení' (Settings) page of the CRO account. The left sidebar menu has 'Nastavení' highlighted. The main content area is titled 'Nastavení' and 'E-mail'. A red box highlights the 'Nastavení' menu item. A green arrow points from the 'E-mail' section to the 'Heslo a ověřovací údaje' (Password and verification data) section. The 'Heslo a ověřovací údaje' section has a red box around its title. It contains a 'Změna hesla' (Change password) form with three input fields: 'Zadejte původní heslo' (Enter current password), 'Zadejte nové heslo' (Enter new password), and 'Zadejte nové heslo znovu' (Repeat new password). A red box highlights the 'Odeslat a změnit heslo' (Send and change password) button. The 'Ověřovací údaje' (Verification data) section has a red box around its title and contains two input fields: 'Registrované mobilní telefonní číslo' (Registered mobile phone number) and 'Registrovaná mailová adresa' (Registered email address), each with a 'Změnit' (Change) button. A red box highlights the 'Změnit' button for the mobile number. Annotations provide instructions: 'Go to Settings („Nastavení“) in the left menu.', 'Enter your current CRO password.', 'Create your new CRO password. The password has to have at least 8 characters including lower case and upper case letters and a digit. No special characters are allowed.', 'Repeat the password once again.', and 'You can change your verification Czech phone number or personal email address here.'

Go to *Settings* („Nastavení“) in the left menu.

Enter your current CRO password.

Create your new CRO password. **The password has to have at least 8 characters including lower case and upper case letters and a digit. No special characters are allowed.**

Repeat the password once again.

You can change your verification Czech phone number or personal email address here.

Eduroam WiFi set up



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Eduroam WiFi is available at all university premises including the dormitory and campus for free. Eduroam is widely used at most of the higher education institutions and other public institutions. For more information on coverage, visit: <https://www.eduroam.org/>

Login at <https://moje.slu.cz/> with your created CRO identity (username and password).

SLEZSKÁ
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Navigace

Moje SU

Souhrn

Nastavení

Nastavení

E-mail

Vyberte si, ze které adresy budete psát mail.

-mailové adresy

Go to **Settings** („Nastavení“) in the left menu.

Bezdrátová síť eduroam

Informace

Přístup k bezdrátové síti eduroam máte neaktivní.

Aktivace eduroam

Přístup k bezdrátové síti aktivujete tak, že si nastavíte heslo.

Zadejte heslo pro CRO

Heslo pro CRO

Je potřeba, aby nové heslo obsahovalo malá a velká písmena, tak jako do CRO.

Zadejte nové heslo pro eduroam

Nové heslo pro Eduroam

Zadejte nové heslo pro eduroam znovu

Nové heslo pro Eduroam znovu

Aktivovat eduroam

Enter your CRO password

Create your eduroam password. Password needs to have at least 6 characters, including upper and lower case letters, digits and cant be the same as CRO password.

Re-enter your eduroam password

Eduroam WiFi set up



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To connect into Eduroam WiFi, use your CRUsername@slu.cz and your Eduroam password.

E.g.: abc0001@slu.cz

To set up Eduroam on your device, we recommend to download [Eduroam CAT](#) ([Configuration Assistant Tool](#)).

More information is available at: https://uit.opf.slu.cz/sluzby/wifi/visitors_information

In case of specific problems with connection, you can email helpdesk@opf.slu.cz or visit the IT staff in person at A428, main faculty building.

Eduroam WiFi – password change

You can change your Eduroam password at: <https://moje.slu.cz/>

Please note this website is currently only operated in Czech language. For a set-up, please follow the guide below:



After login (with your CRO identity), go to „Nastavení“ = settings in the left menu.

Bezdrátová síť eduroam

Informace

Přístup k bezdrátové síti eduroam máte aktivní.

Uživatelské jméno

@slu.cz

Změna hesla pro Eduroam

Zadejte heslo pro CRO

Heslo pro CRO

Je potřeba, aby nové heslo mělo alespoň 6 znaků a obsahovalo malé a velké písmena, také číslice a speciální znaky jako do CRO.

Zadejte nové heslo

Nové heslo pro Eduroam

Zadejte nové heslo znova

Nové heslo pro Eduroam znova

Změnit heslo

Re-enter your new eduroam password

In the eduroam section, fill out your CRO password and new eduroam password below.

Password needs to have at least 6 characters, including upper and lower case letters, digits and cant be the same as CRO password.

Horde – faculty email



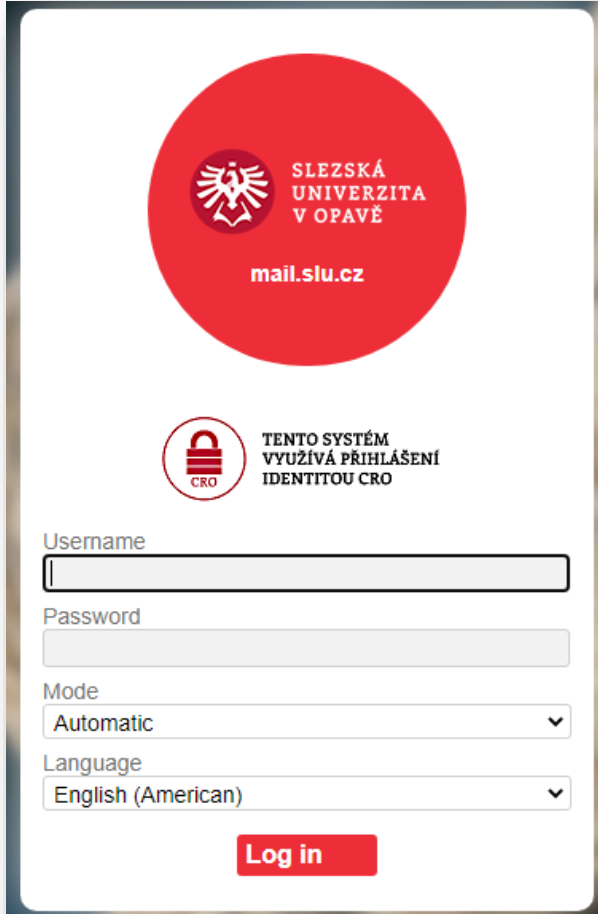
- **Communication with teachers, academics and other faculty members is only possible via official faculty email address!**
- **Access: <https://horde.opf.slu.cz> or <https://mail.slu.cz/>**
Please use your CRO username and password to login
- **Guides on how to:**
 - **Set up forwarding to your personal email address** <https://uit.opf.slu.cz/horde/preposilanien>
 - **Set up external e-mail clients** <https://uit.opf.slu.cz/horde/externien>


The screenshot shows the Silesian University website header and main navigation. The 'Students' menu item is highlighted with a red box. Below the header, the 'INFORMATION SYSTEMS' section is also highlighted with a red box, and the 'E-mail' link within it is also highlighted with a red box. The 'DOCUMENTS' and 'SERVICES' sections are visible below.


After login into <https://www.slu.cz/opf/en/>, you can see the menu „Students“ and access „E-mail“ also in the „Information systems“ section.

Principles of email communication:

- **Fill out a subject** – name of the topic or problem to which the email relates
- Don't forget to **address the person formally** inside the email body.
- „**Add Cc**“ in case you want to send a copy to one's address; „**Add Bcc**“ for a blind carbon copy.
- **Be brief and specific** – send a maximum of around 25 lines, include the most important part in the first paragraph.
- **If necessary, „Add Attachment**“– always mention in the text that you are attaching a file.
- **Formal closing (Best Regards etc.) + signature** – for setting up an automatic signature, please see the following slide.
- **Reply** – if your previous issue has not been resolved, it's a good idea to write an email in the reply, not a new message.



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mail.slu.cz

 TENTO SYSTÉM
VYUŽÍVÁ PŘIHLÁŠENÍ
IDENTITOU CRO

Username

Password

Mode
Automatic ▾

Language
English (American) ▾

Log in

Setting up an automatic signature

After login, go to „Settings“ > „Preferences“ > „Mail“ > „Personal information“ and set up „Your signature“

Don't forget to update your signature as you advance to the next year!

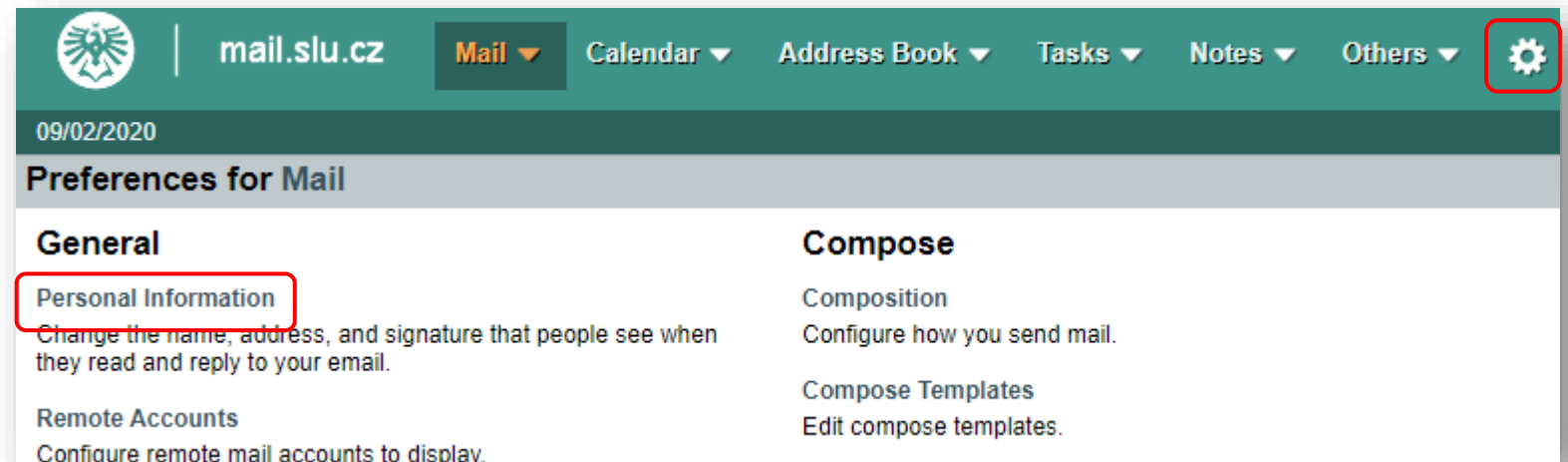
Example:

učo: 6584 – John Brown

1st year, Master's degree, full-time

Programme: Economics and Management

Field of study: Business Economics and Management



The screenshot shows the Horde mail interface. At the top, there is a navigation bar with the university logo, the email address 'mail.slu.cz', and several menu items: 'Mail', 'Calendar', 'Address Book', 'Tasks', 'Notes', and 'Others'. A gear icon for settings is highlighted with a red box. Below the navigation bar, the date '09/02/2020' is displayed. The main content area is titled 'Preferences for Mail' and is divided into two columns. The left column is titled 'General' and contains three links: 'Personal Information' (highlighted with a red box), 'Remote Accounts', and 'Compose'. The right column is titled 'Compose' and contains three links: 'Composition', 'Compose Templates', and 'Edit compose templates'.

IS SU - study agenda



Access to IS SU: <https://is.slu.cz>

Includes information on the course of study in the following areas:

- **Enrollment and registration of courses, schedules**
- **Study checks – according to the study plan template**
- **Homework vaults – for submitting seminar papers**
- **Registration for examination dates**
- **End of studies – submission of Master thesis, registration for state final exams**
- **Courses, teachers, classrooms**
- **Scholarships, tuition fee payments**
- **Document office – student applications, requests**

IS SU Login

CRO-ID user name

required

CRO password

Log in



STUDENT

My Grades
Registration and
Enrolment
E-learning



CALENDAR

My timetable



FILES

Documents
File Depository



COURSES

Find a course
Syllabi



SCHOLARSHIPS

My scholarships
Account number



PEOPLE

Personnel Groups
Personal Section
Contacts
Departments -
Overview

IS SU - study agenda



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IS SU Login

CRO-ID user name



required

CRO password



Log in

Login to is.slu.cz with your **CRO username and password**. If you have more than one study, you still have only one account. After logging in, you can switch between your studies (upper right corner).

IS SU - study agenda

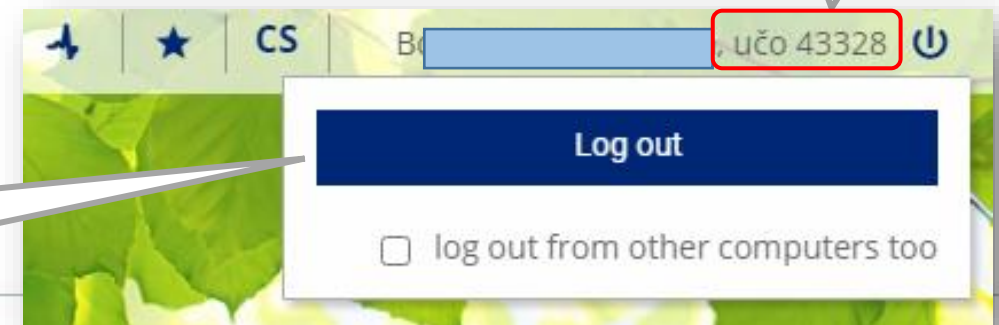


- Always make sure that you have the **correct faculty and semester selected (in the upper right corner)**, e.g. when registering for courses or looking at timetables.
- **Help section** is available in the footer of the page. For some tasks, there is a help icon which you can expand to get more information.



UČO is your university personal number

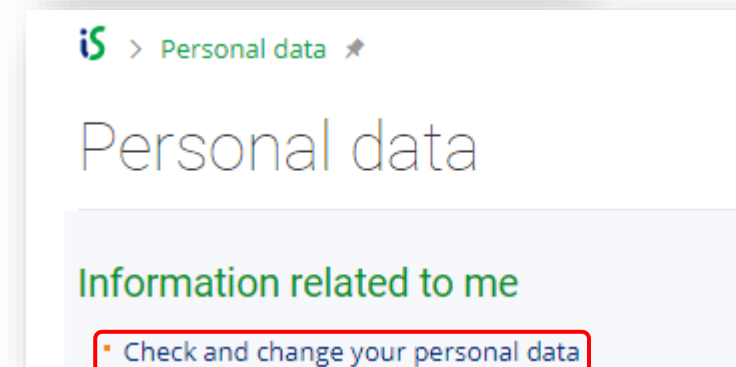
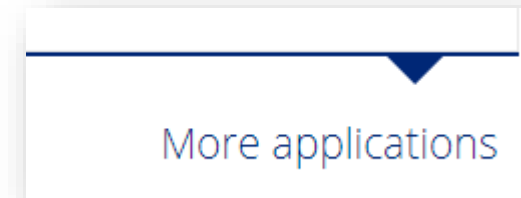
- Use the search field if looking for anything (hand glass icon)



It is **necessary to log out** when you finish working in IS SU. **Shutting the computer down does not log you out!**

Check your personal data:

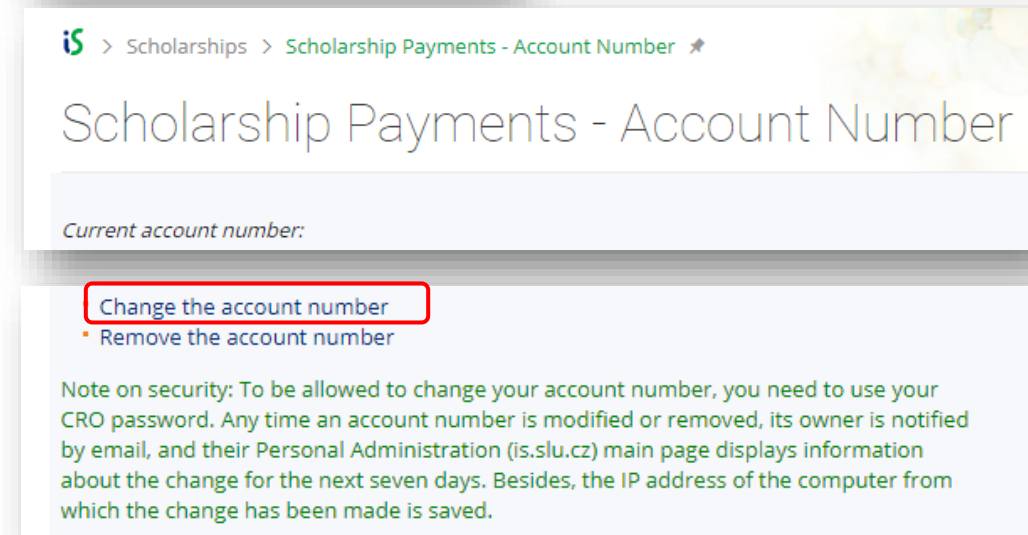
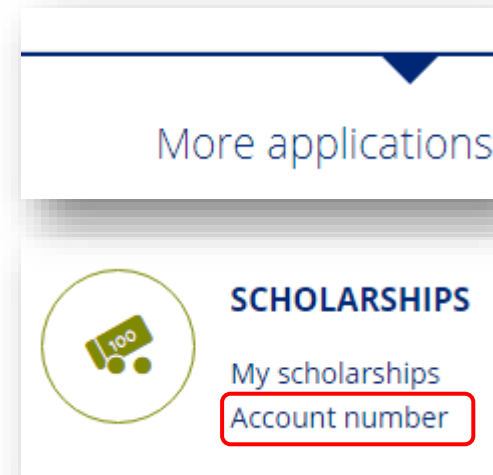
- Go to **PEOPLE/Personal Section**. In case you can not see PEOPLE application, click on „*More applications*“.
- In Personal Section/Personal Data, go to „*Check and change your personal data*“
- In „*Check and Apply for Changes in Personal Information/Records*“ section, proceed according to the context help section (green parts).
- After updating all information, click on „*Submit the application for changes*“.



For MASTER DEGREE students only

Add your Czech bank account number:

- In **SCHOLARSHIPS** application, you can add your account number, once you open one in the Czech Republic, after your arrival.
- In case you can not see the application, click on „*More applications*“.
- Please note that scholarships can only be paid on Czech bank accounts.



IS SU - study agenda



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STUDENT / MY COURSES | **START OF TERM** | TEACHING | END OF TERM | DURING STUDIES | END OF STUDIES

search the IS

In **STUDENT** application, follow the **blue bar** referring to course of your study.



STUDENT

My Grades
Registration and Enrolment
E-learning

My courses

FIUNPMFM International Financial Management ★

TEACHER(S)
J. Šimáková

A | **5** credit(s) | **zk**

TIMETABLE
Tue 12:15–13:50 MS

SEMINAR
FIUNPMFM/03 Tue 10:35–11:20 B208 J. Šimáková

Information about enrolled course

Discussion Forum

Study Materials **12**

File Vault

ROPOT (Revision, Opinion Poll and Testing)

Interactive syllabus

Notebooks (3. 5. 09:49)

STUDENT/MY COURSES:

For enrolled courses, you can access:

- Study materials
- Interactive syllabus
- Discussion forum
- Seminar groups (overview)
- Exams (registration for examination dates)
- Catalogue (accreditation document)
- Notebooks (test or exam scores)

Registration for courses and enrolment:

Go to **STUDENT/Registration and Enrolment**

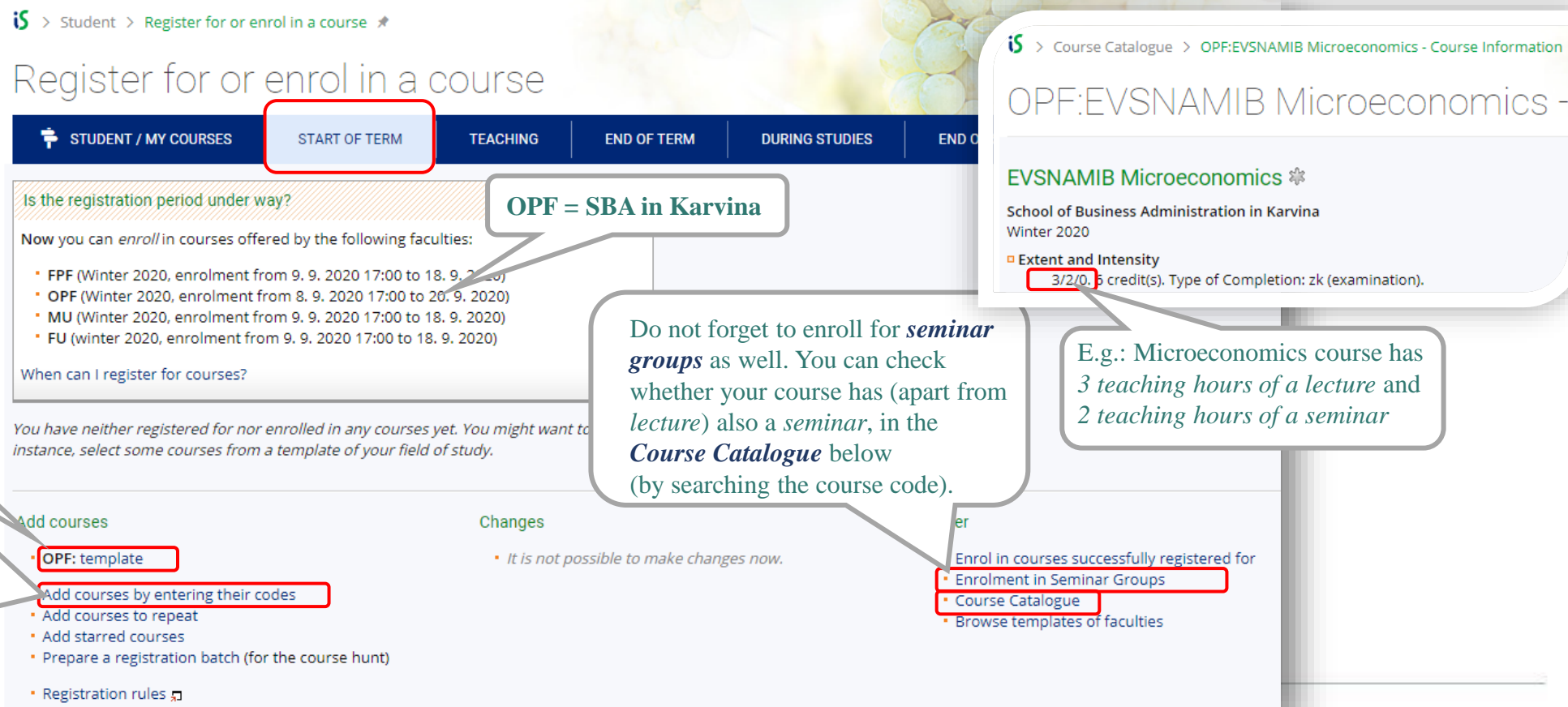


STUDENT

My Grades

Registration and
Enrolment

E-learning



The screenshot shows the 'Register for or enrol in a course' page. The breadcrumb trail is 'Student > Register for or enrol in a course'. The main heading is 'Register for or enrol in a course'. Below this is a navigation bar with tabs: 'STUDENT / MY COURSES', 'START OF TERM' (highlighted with a red box), 'TEACHING', 'END OF TERM', 'DURING STUDIES', and 'END OF TERM'. A callout box points to 'START OF TERM' with the text 'OPF = SBA in Karvina'. Below the navigation bar, there is a section titled 'Is the registration period under way?' with a list of faculties: FPF, OPF, MU, and FU, each with their respective enrolment dates. A callout box points to the OPF entry with the text 'Do not forget to enroll for seminar groups as well. You can check whether your course has (apart from lecture) also a seminar, in the Course Catalogue below (by searching the course code)'. Below this list is a section 'When can I register for courses?' with a message: 'You have neither registered for nor enrolled in any courses yet. You might want to, for instance, select some courses from a template of your field of study.' At the bottom, there are two sections: 'Add courses' and 'Changes'. The 'Add courses' section has a list: 'OPF: template' (highlighted with a red box), 'Add courses by entering their codes' (highlighted with a red box), 'Add courses to repeat', 'Add starred courses', 'Prepare a registration batch (for the course hunt)', and 'Registration rules'. The 'Changes' section has a message: 'It is not possible to make changes now.' On the right side, there is a 'Course Catalogue' section for 'OPF:EVSNAMIB Microeconomics - Course Information'. It shows the course name, 'School of Business Administration in Karvina', 'Winter 2020', and 'Extent and Intensity' as '3/2/0, 3 credit(s). Type of Completion: zk (examination)'. A callout box points to the '3/2/0, 3 credit(s)' with the text 'E.g.: Microeconomics course has 3 teaching hours of a lecture and 2 teaching hours of a seminar'. Below the 'Course Catalogue' section, there is a list of options: 'Enrol in courses successfully registered for', 'Enrolment in Seminar Groups' (highlighted with a red box), 'Course Catalogue' (highlighted with a red box), and 'Browse templates of faculties'.

MASTER DEGREE students:
The best way how to register for courses is to register through **OPF: template**

EXCHANGE (e.g. Erasmus) + VISITING students:
The best way how to register for courses is to register by „adding courses by entering their codes“
List of courses:
<https://www.slu.cz/opf/en/listofcourses>

Do not forget to enroll for *seminar groups* as well. You can check whether your course has (apart from lecture) also a seminar, in the *Course Catalogue* below (by searching the course code).

E.g.: Microeconomics course has 3 teaching hours of a lecture and 2 teaching hours of a seminar

IS SU - study agenda



is > Student > Register for or enrol in a course

Register for or enrol in a course

STUDENT / MY COURSES | START OF TERM | **TEACHING** | END OF TERM | DURING STUDIES

Is the registration period under way?

Now you can *enroll* in courses offered by the following faculties:

- FPF (Winter 2020, enrolment from 9. 9. 2020 17:00 to 18. 9. 2020)
- OPF (Winter 2020, enrolment from 8. 9. 2020 17:00 to 20. 9. 2020)
- MU (Winter 2020, enrolment from 9. 9. 2020 17:00 to 18. 9. 2020)
- FU (winter 2020, enrolment from 9. 9. 2020 17:00 to 18. 9. 2020)

When can I register for courses?

Courses currently registered for or enrolled in:

Course	Further information	Enrolled	Requesting	Position
OPF:EVSNAMIB Microeconomics Thu 13:55-16:20 A412 Group: select		yes zk 6 credit(s)	registration/enrolment cancellation	enrolled/25
OPF:INMNASTZ Statistical Data Processing Mon 10:35-12:10 A406 Group: INMNASTZ/01 Mon 12:15-13:00 A406, change		yes zk 5 credit(s)	registration/enrolment cancellation	enrolled/40
Total		11 credit(s) [zk: 2]	11 credit(s) [zk: 2]	

You will not be enrolled in the courses containing **not possible** in the Enrolled column. Provided you still insist on your enrolment, apply for being granted an exception with the teacher of the course.

OPF:FIUNANMU Managerial Accounting
Wed 14:45-15:30 A406
Group: **select**
The course is **offered to the study fields other than yours.**
For up to 10 students. & Prerequisites: fakulta(OPF) && typ_studia(N) && forma(P)

not possible
enrolment exception application

Not registered for a seminar group yet

Registered for a seminar group

In case you are having trouble registering for a course, submit an **application for exception.**

IS SU - study agenda



MASTER DEGREE students only: in **OPF template** you can see which courses are:

- **Required (P)** = compulsory
- **Selective (PV)** = compulsory elective
- **Elective (V)** = facultative

Required and Selective courses are mandatory to register for.

Already passed courses are marked **[condition met]**

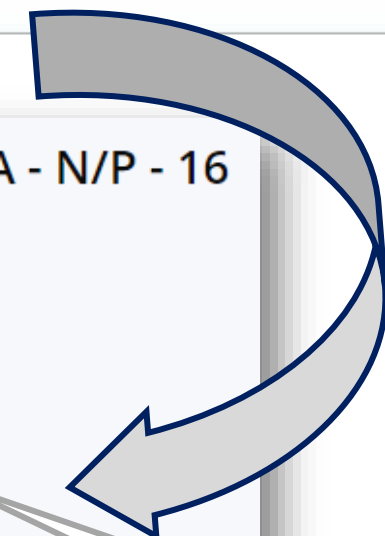
To register for a course, click on **„try to register“**

full time from academic year 2019/2020 - PMMOA - N/P - 16

Template used to monitor progress of studies:
Number of courses/pre-requisites necessary to complete/meet all the courses/pre-requisites

1. semestr

<input type="checkbox"/>	OPF:CVAPICLA Introduction to the Czech Language and Culture * [condition met] capacity: 60, enrolled: 0/60, only registered: 0/60 <i>K. Heinz, M. Chylková, P. Kajzar try to register </i>	0/60	[elective]
<input type="checkbox"/>	OPF:EVSNAMEIB Microeconomics * [condition met] capacity: 25, enrolled: 2/25, only registered: 0/25 <i>I. Majerová try to register </i>	2/25	[required]
<input type="checkbox"/>	OPF:INMNASTZ Statistical Data Processing * [condition met] capacity: 40, enrolled: 2/40, only registered: 0/40 <i>D. Bartl try to register </i>	2/40	[required]
<input type="checkbox"/>	OPF:PEMNAMEK Managerial Economics * [condition met] capacity: 15, enrolled: 2/15, only registered: 0/15 <i>Ž. Rylková, R. Šperka try to register </i>	2/15	[required]
<input type="checkbox"/>	OPF:PEMNAOOR Trade Organizations * [condition met] capacity: 25, enrolled: 2/25, only registered: 0/25 <i>M. Klepek, M. Stoklasa try to register </i>	2/25	[selective]
<input type="checkbox"/>	OPF:OPFNASDP Master Thesis Seminar * <i>M. Tvrdoň, I. Palečková, M. Stoklasa, R. Šperka try to register </i>	3/-	[required]



During your 2-year studies, you need to complete **at least 13 ECTS** credits from „*elective*“ courses.

During the **first week of the semester**, you can make changes to your timetable yourself or you can send an email to **is@opf.slu.cz**.

In your email, always include your **UČO** number and **course code** with **seminar group number**.

E.g.: **EVSNAMEIB/01**

You can only request a change in your seminar group number in case your classes collide!

IS SU - study agenda



You can access your timetable at **CALENDAR/ My timetable**.

During the semester, there might be slight changes in the timetable. In case of changes, you will be informed by email.

is > Timetable > Timetable

Timetable

MY TIMETABLE | MY CALENDAR | OTHER TIMETABLES AND RESERVATIONS | OVERVIEW AND STATISTICS

My timetable | Full timetable | Current week | **Display options**

	7:15	8:05	8:55	9:45	10:35	11:25	12:15	13:05	13:55	14:45	15:35
Mon							PEMNPON Corporate Controlling Š. Čemerková B307		PEMNPON... Corporate... Š. Čemerková B307		
Tue			FIUNPNMU Manageria... M. Šeligová MS			FIUNPNMU/02 Managerial Accounting M. Šeligová A217			PEMNACSR Corporate Social Respons... P. Adámek B308		
Thu	PEMNPKR Crisis Management W. Bernatík B307		PEMNPKR/01 Crisis Man... W. Bernatík B307		PEMNPCSR Corporate Social Responsi... P. Adámek A206						

After enrolment, you can print your timetable here:

CALENDAR
My timetable

Teacher's name

Room numbers:
A, B, C, D – main faculty building (Univerzitní nám.)
V – Dormitory building „Na Vyhliďce“
MS – Small Hall (D104)
VS – Large Hall (C001- C004)
AULA – Auditorium/Aula (B115)

Course/reservation with unknown timetable information or which takes place in a different time interval than the one currently displayed: **OPFNPSDP** Master Thesis Seminar.

Note: A course may be taught in several seminar groups. If this is the case, the times of these can be found in the timetable of the course.

- Lecture
- Seminar
- In progress
- Irregularities in teaching

IS SU - study agenda



For MASTER DEGREE students only:

To check your studies according to the OPF template (study plan), go to:
STUDENT/DURING STUDIES/ Check my studies

The screenshot shows a user interface for a student. At the top, there is a navigation bar with five tabs: 'STUDENT / MY COURSES', 'START OF TERM', 'TEACHING', 'END OF TERM', and 'DURING STUDIES'. The 'DURING STUDIES' tab is highlighted with a red border. Below the navigation bar, there are two main buttons: 'Check my studies' (with a checkmark icon) and 'IS reminders' (with an 'iS' icon). Both buttons are highlighted with red borders.

Check your studies using the templates assigned to them.:

Templates of required and selective courses assigned to my studies:

- OPF:KŠ/Teaching in English/Business Economics and Management, special. Marketing and Trade MA 2016/full time from academic year 2019/2020 - PMMOA - N/P - 16

Supplementary templates assigned to the programme of study:

The programme of study has no templates assigned.

Check my studies using the selected templates

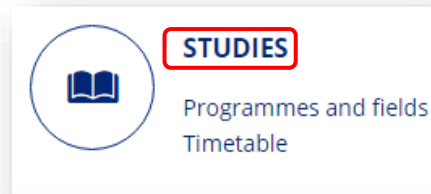
Study plan template

IS SU - study agenda



For MASTER DEGREE students only:

To access a study plan template, you can also go to **STUDIES/ Registration and Enrolment/ Browse templates**



is > Studies: information related to studies > Studies - Information Related to Studies

Studies – Information Related to Studies

[Terms and Courses](#) | [Registration and Enrolment](#) | [Topic Lists](#) | [Final State Examination](#) | [Course Of studies - surveys and statistics](#) | [Search for traces of plagiarism](#) | [Information](#)

Terms and Courses

- Browse faculty calendars
- Print Term Calendar
- System workload forecast (use for planning registration)
- Course Catalogue

Registration and Enrolment

- Help for students
- Course Registration and Enrolment
- Registration and enrolment statistics
- [Browse templates](#) (browse courses before registration)

Templates

Obchodně podnikatelská fakulta v Karviné

Template used to monitor progress of studies:
Number of courses/pre-requisites necessary to complete/meet all the courses/pre-requisites

- number of levels below: 51032, number of courses in the levels below: 103608, number of instructions: 136
- try to show in the print version (output format is experimental)

- [Kontrolní šablony all 4](#)
- [Akreditační šablony](#)
- [Šablony archivní](#)
- [Testovací šablony both](#)

• **Teaching in English**

• **Business Economics and Management, special. Marketing and Trade MA 2016**

• **full time from academic year 2019/2020 - PMMOA - N/P - 16 into all 5 [beginning of monitoring template]**

We recommend to display the template in the *print version*.

IS SU - study agenda



For MASTER DEGREE students only:

The date of enrolment and registration for courses of the summer semester will be announced later in January according to the calendar. You can see the important dates in **Course Catalogue/ Browse faculty calendars** or on our website: <https://www.slu.cz/opf/en/quickfactsanddeadlines> - Academic calendar

is > Course Catalogue > Term Calendars by Faculties

Term Calendars by Faculties

Limit to the term: Summer 2021 Winter 2020 Summer 2020 Winter 2019 Summer 2019 Winter 2018 more -

Limit to faculty: FPF FVP OPF MU FU

Summer 2021

OPF = SBA in Karvina

Faculty	FPF	FVP	OPF	MU	FU
Name of term	Summer 2021	Summer 2021	Summer 2021	Summer 2021	Summer 2021
Is this a regular term?	yes	yes	yes	yes	yes
Course enrolment period	from	15. 2. 2021 17:00	1. 2. 2021 17:00	15. 2. 2021 17:00	14. 2. 2021 17:00
	to	19. 2. 2021	14. 2. 2021	19. 2. 2021	19. 2. 2021
Timetable release date	1. 2. 2021			1. 2. 2021	1. 2. 2021
Enrolment in seminar groups	from	15. 2. 2021 17:00	1. 2. 2021 17:00	15. 2. 2021 17:00	14. 2. 2021 17:00
	to	19. 2. 2021	14. 2. 2021	19. 2. 2021	19. 2. 2021
Teaching	from	22. 2. 2021	22. 2. 2021	22. 2. 2021	22. 2. 2021
	to	23. 5. 2021	23. 5. 2021	23. 5. 2021	21. 5. 2021
Examination period	from	24. 5. 2021	24. 5. 2021	24. 5. 2021	24. 5. 2021
	to	30. 6. 2021	30. 6. 2021	30. 6. 2021	30. 6. 2021
Extended examination period	from	9. 8. 2021	9. 8. 2021	9. 8. 2021	9. 8. 2021
	to	31. 8. 2021	31. 8. 2021	31. 8. 2021	31. 8. 2021

COURSES
Find a course
Syllabi

Course Catalogue

[Terms](#) | [Browse](#) | [Edit - Change](#) | [Check](#) | [Seminar Groups](#)

Terms

[Browse faculty calendars](#)

Registration for :

- Courses (lectures) starts at 5PM
- Seminar groups starts at 6PM



Changes to your timetable or Learning Agreement

MASTER DEGREE students:

During the **first week of the semester**, you can make changes to your timetable yourself or you can send an email to is@opf.slu.cz or contact the **International Relations Office in case of any issues.**

In your email, always include your **UČO** number and **course code** with **seminar group number.**

EXCHANGE (Erasmus) and VISITING students:

You can make changes in your Learning Agreement (LA) and your timetable during the **first 2 weeks of classes** (within 2 weeks after the start of the semester).

To request a change in your LA, please contact your International Coordinators at your home and host institution.

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STUDENT

My Grades
Registration and
Enrolment
E-learning

is > Student

Student

STUDENT / MY COURSES | START OF TERM | TEACHING | END OF TERM | **DURING STUDIES** | END OF STUDIES

Confirmation of Studies

Internships and stays

Tuition Fees

Calculated fees
History of my studies and fee calculation
Study fees calculator

During your studies, you can access other applications, such as *Internships and stays, Confirmation of Studies, or Tuition Fees*

Student

STUDENT / MY COURSES | START OF TERM | TEACHING | **END OF TERM** | DURING STUDIES

Grades obtained

Examination dates

In the **END OF TERM** section, you can access other applications, such as *Grades obtained or Examination dates*


IS SU - study agenda




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Student

STUDENT / MY COURSES | START OF TERM | TEACHING | END OF TERM | DURING STUDIES | **END OF STUDIES**


Grades and credits obtained during all my studies and my grade average


Final State Examination and Thesis/Dissertation Archive
Print Thesis Description
Final state examination dates

 **STUDENT**

My Grades
Registration and Enrolment
E-learning

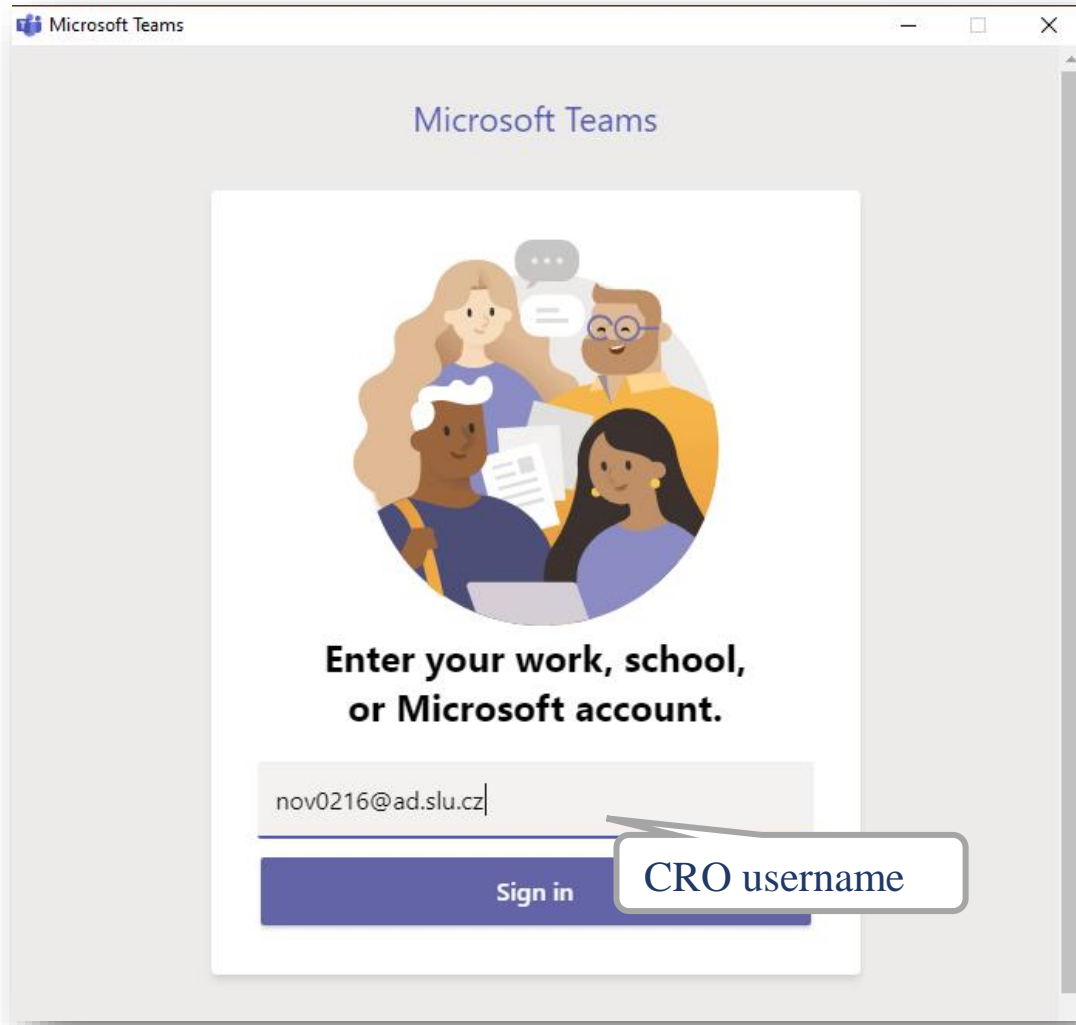
In **END OF STUDIES**, you can check your grades for all the semesters including your current or overall GPA (Weighted Grade Point Average).

There is also a section for **Final State Examination and Thesis Archive** (applies for **final year Master degree students**).

Microsoft Teams



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MS Teams application is used during online teaching at SU SBA.

Available for download at:

<https://teams.microsoft.com/downloads>

Login with your CROusername@ad.slu.cz and CRO password.

For using MS Teams, you need to have a microphone and a camera available/connected to your device.

Microsoft support and video trainings are available [here](#).

E-learning (Moodle)



Apart from IS SU, additional study materials can be found at elearning.opf.slu.cz. Some activities (e.g. homework, tests, seminar papers or exams) may also take place on this platform.

Please follow the instructions of your teachers.

Login with your **CRO username and password**.

Login into university PC network



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For an authorized access, enter the CRO username and password.

Possibilities:

- In the **library/study room**: (single sign-on system **Novell**).
 - From **home** via the Internet (**Vmware Horizon**).
 - From a **laptop, a mobile phone in the faculty premises** via the **EDUROAM** wireless network.
 - From **dormitories/campus Na Vyhlídce** via the **EDUROAM** wi-fi.
-

Printing



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Credit system – for printing, it is necessary to make a deposit on your printing account either in the library (Na Vyhřídce) or at a cashdesk (A109). You need to take your student card with you.

Printing is possible from PCs available in the main faculty building and the library, after logging in to Novell network (with CRO identity). Before printing, please check the „**printer settings**” and the **location of the printer** you are printing to - it is listed in the printer’s name. There are printers located in the 4th floor (A431) in the main faculty building or in the library.

Black and white printing is 1 CZK/A4 page and **printing in color** is 2.50 CZK/A4 page.

You can use the multifunctional printers for **scanning for free**. Scanned files will be sent to your university email address.

You can use so-called **secure printing** - prints are sent to the selected printer, where you attach your student card to the scanner.

Check your printing account balance, upload the files and see the status of prints here:

<https://tisk.opf.slu.cz>

ISKaM – dormitory and catering



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Login to the dormitory and catering information system with your CRO username and password.

ACCOUNTS		
Account type	Balance	Detail
Main account	0 Kč	
Accommodation deposit	0 Kč	
Booking deposit	2,600 Kč	

Inside the system, you can check your main account balance, which is available on your student card.

A student card can be charged (cash deposited) at the dormitory reception or at a cashdesk (A109, main faculty building). The system does not allow the student to go into a debt/negative balance.

Catering: Students can enjoy 2 discounted meals daily by presenting their student cards at selected restaurants located within a few metres from the faculty building:

- restaurant [Fryštátská chalupa](#) (address: Fryštátská 135/28, Karviná)
- restaurant [FYTÓN Bistro](#) (address: Fryštátská 151/15, Karviná)

The login interface for ISKAM 4 features a header with the system logo and name. Below the header, a red padlock icon and the text 'TENTO SYSTÉM VYUŽIVÁ PŘIHLÁŠENÍ IDENTITOU CRO' indicate that CRO authentication is required. The login form includes a 'Login:' field with the value 'nov0216', a 'Password:' field with masked characters, and a brown 'LOGIN' button.

Library



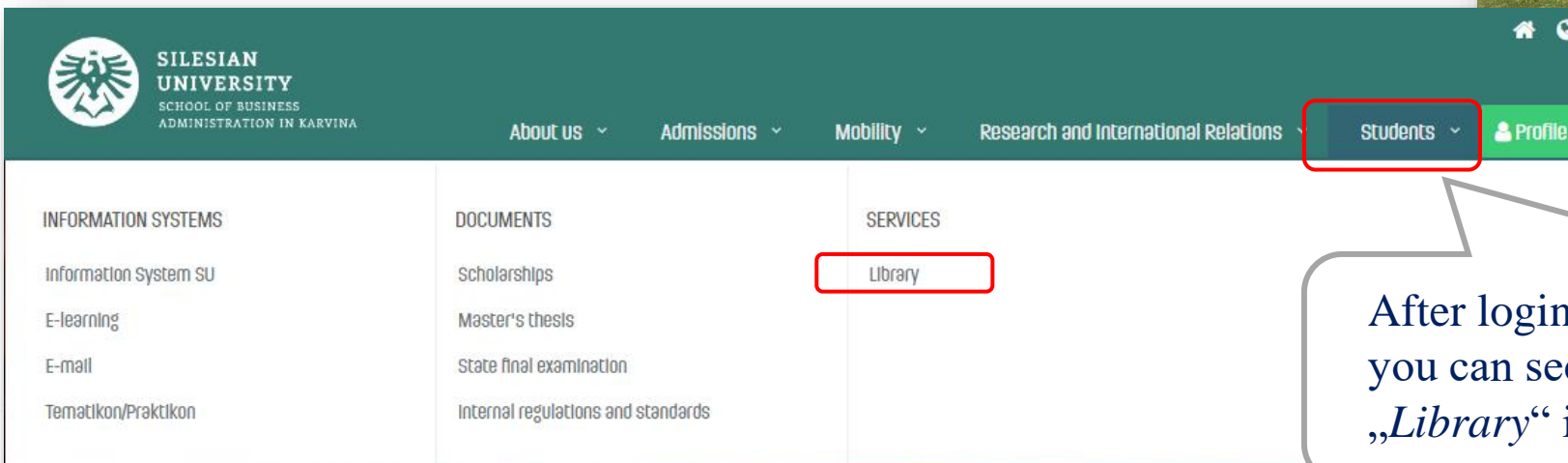
Library is located on the university campus, in the dormitory building Na Vyhlídce.

More information on library services including contacts and electronic information resources is available at:

<https://www.slu.cz/opf/en/library>

Printing and scanning is possible in the library. A student card has to be charged in the library or at a cashdesk (A109, main faculty building) prior to printing.

Studyrooms are available for the students in the library or in the main faculty building (in between Large and Small Hall).



After login into <https://www.slu.cz/opf/en/>, you can see the menu „Students“ and access „Library“ in the „Services“ section.

Faculty website - <https://www.slu.cz/opf/en/>



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The screenshot shows the top navigation bar of the faculty website. The 'Students' menu item is highlighted with a red box. A green arrow points from the 'Students' menu to a text box on the right. Another green arrow points from the text box to the 'DOCUMENTS' sub-menu. The background of the website features a large image of a building with a fountain and a sign that reads 'Walther 18 294: Non p To not go forward is t'.

After login to the faculty website, with your **CRO identity**, you can access STUDENTS menu and other categories:

- ***INFORMATION SYSTEMS***
- ***DOCUMENTS***
- ***SERVICES***



29 Sep Run with the Dean
School of Business Administration in Karvina

Student card



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The student ID card entitles you to enter the university buildings. It can be used for discounted catering, printing or scanning.

You can apply for your student card upon your arrival in Karvina and enrollment at <https://karty.slu.cz/> Please note this site is currently run only in Czech language. Guide on how to apply for a card will be provided to the students.

You can pick up your card at the card center (room A422, main faculty building) during office hours. In case of further inquiries, please contact **International Relations Office** or karty@slu.cz.

MASTER DEGREE students: can choose from a basic university card (free of charge) or an ISIC card (180 CZK/year). For more information on ISIC cards and related discounts, please see: <https://www.isic.cz/en/>. ISIC card can be renewed each year by purchasing a re-validation stamp (180 CZK/year).

EXCHANGE and VISITING students: apply for a basic university card (free of charge).



Information systems overview

Silesian University website

www.slu.cz

School of Business Administration website

www.slu.cz/opf/

SU Information System

is.slu.cz

E-mail

horde.opf.slu.cz

E-learning (Moodle)

elearning.opf.slu.cz

ISKaM (Dormitories and catering)

iskam.opf.slu.cz

CRO identity setup, password changes

moje.slu.cz



Any questions?
Contact us at international@opf.slu.cz

