

### Token registration instruction

1. Go to the website <https://usosweb.uni.lodz.pl>
2. Token registrations can be found in the module "FOR STUDENTS" in the tab REGISTRATIONS-Token REGISTRATIONS.
3. After clicking on the registration list page on the registration code (3701-WF) for physical education classes, you will be taken to the page with the list of classes and groups available for registration.
4. To sign up for the chosen class, hover the mouse cursor over the basket icon. A balloon message appears: "Please request registration." Click on the basket icon. Just clicking it does not mean that the student has been registered for the course. Before the end of the micro-tour, the student can unsubscribe and ask for the cancellation of the enrollment request by clicking on the basket again. If after hovering the cursor over the basket, the message "Cannot register now" is displayed, it means that there is a microbreak at the moment and you should wait until the next micro-tour starts.
5. Information whether the student has been registered by the system will be displayed in the "My registrations" window after the start of the next micro-tour.
6. In the same place, the student can unsubscribe from the class for which he was enrolled by clicking on the basket with the red arrow.
7. It may happen there won't be free places in the chosen group. In such a situation, the student must register for the most suitable remaining dates or classes.
8. Each student who is required to enroll in physical education classes should have the token 3701-CW. This can be checked in REGISTRATIONS> tokens> token registration basket. If it is not there, please report this fact to the e-mail address: [studiumwfis@uni.lodz.pl](mailto:studiumwfis@uni.lodz.pl).
9. You can choose any PE group you want, in a different time slot than that reserved by your faculty as long as it does not interfere with other classes you attend.
10. In the token registration for PE classes the rule: *first come, first served* applies.