

## Portal STUDNET – Frequently Asked Questions

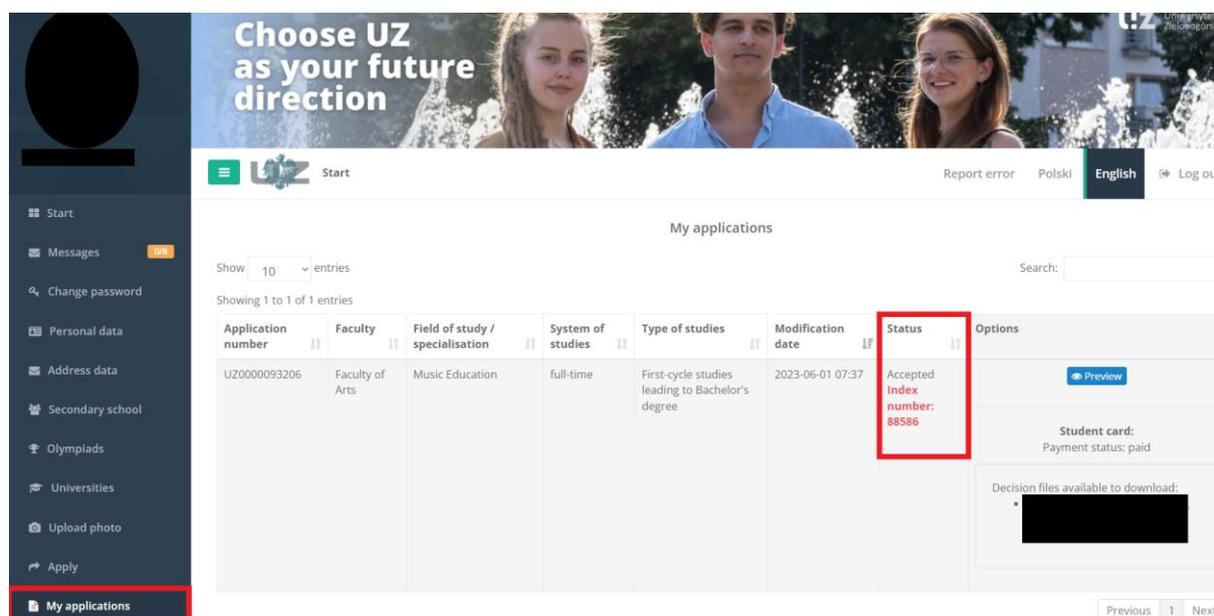
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### What is an album number and where to get it?

The album number is assigned when the candidate is admitted to study at the university. You can find it during the recruitment process by visiting the website <https://webapps.uz.zgora.pl/rekrutacja> and checking the "My applications" tab. Album number (**also called index number**) will appear in the application status when the candidate is marked as "enrolled (admitted)" AND the Student Service Office (BOS – Biuro Obsługi Studenta in polish) has already downloaded data from the recruitment system to the study management system (system Dziekanat in polish).

**Note: The album number is not the same as the recruitment application number!**



Application number	Faculty	Field of study / specialisation	System of studies	Type of studies	Modification date	Status	Options
UZ0000093206	Faculty of Arts	Music Education	full-time	First-cycle studies leading to Bachelor's degree	2023-06-01 07:37	Accepted Index number: 88586	<a href="#">Preview</a> Student card: Payment status: paid Decision files available to download: • [redacted]

The album number can also be found on the front of the student ID card - however, all zeros preceding the number should be omitted (e.g. 012345 indicates the album number 12345)

If a student has not yet received her/his ID student card and/or has been admitted outside the usual recruitment process, she/he will receive the album number at Student Service Office (BOS).

### Album number and types of studies

Additional letters may appear next to the album number, depending on the type of studies.

- Students have their album number without any additional letters: e.g. 12345
- Phd students have their album number ending with the letter D, e.g. 12345D
- Postgraduate students (studia podyplomowe in polish) have their album number ending with the letter S, e.g. 12345S
- Erasmus students have their album number ending with the letter E, e.g. 12345E

Therefore, to log in to the **STUDNET** portal, for example as a PhD student, you must:

- Enter the album number ending with a letter D, e.g. 12345D

The screenshot shows the StudNet login interface. At the top left is the 'UZ StudNet' logo. At the top right are links for 'Report an error', 'polski', and 'english'. Below this is an 'Information' banner with text: 'Login to the StudNet portal is possible only for people who are current students / PhD students. In particular, graduates (14 days after graduation) and students deleted do not have such a possibility. If you do not have access to the system, please contact your mother's dean's office.' The main form contains: 'Please type in your index number' with a text input field containing '12345D' (highlighted with a red box); 'Enter your password' with a masked password field; a reCAPTCHA 'I'm not a robot' checkbox; a 'Log in' button; 'Do not remember your password?' with a 'Reset password' button; two 'Frequently Asked Questions' buttons (one in Polish, one in English); and a 'Student email account' section with 'Go to login page' and 'How to log in (translation by Google)' buttons. At the bottom, there is a yellow bar for 'Information on data processing (GDPR)' and a copyright notice: '© 2015-2023 University of Zielona Góra (build 164)'.

- Or enter the album number without additional letters, e.g. 12345 and then manually select the appropriate type of studies from the given list

This screenshot is similar to the first one but shows the dropdown menu for 'I am a PhD student' open. The index number field now contains '12345' (highlighted with a red box). The dropdown menu is also highlighted with a red box and shows the following options: 'I am a PhD student' (selected), 'I am a regular student', 'I am a Postgraduate programme student', 'I am a PhD student', and 'I am an exchange programme student'. The rest of the page layout, including the information banner, password field, reCAPTCHA, and footer, remains the same as in the first screenshot.

Exactly the same rule works when resetting the password.

## How to get the password for the STUDNET portal? What to do if you forgot your password

In this case, please use the password reset functionality available on the login page. The reset procedure is as follows. **Attention! It is very important to carefully read the messages that appear in the colored boxes.** Please go to the login page

1. Click 'reset password'
2. Enter the album number and e-mail address (e-mail address must match the address provided during registration for studies)
3. Receive an email with a password reset link (**it may be in your SPAM folder**)
4. Click the password reset link (or copy it to the browser if you can't click it) - it will redirect you to a page with a message that a new password has been sent to your e-mail address
5. Receive again the email with the password message in it (**if it is missing, check your SPAM folder**)
6. Log in using the password from the second email

If you do not remember the e-mail address used during registration or you were accepted outside the standard recruitment process, or you are unable to cope with the reset process, the password may be changed in exceptional case by an employee of the Student Service Office(BOS).

## I have found an error, something is not working properly, what should I do?

In the event of **technical** errors (e.g. database error), please send an e-mail to [system.dziekanat@uz.zgora.pl](mailto:system.dziekanat@uz.zgora.pl) with a detailed description of the error and the circumstances in which it occurred.

In the event of **non-technical** errors (e.g. an incorrect grade for classes) you should report this fact to the Student Service Office (BOS).

**The staff of the University Computer Center wish you pleasant use of the STUDNET portal.**