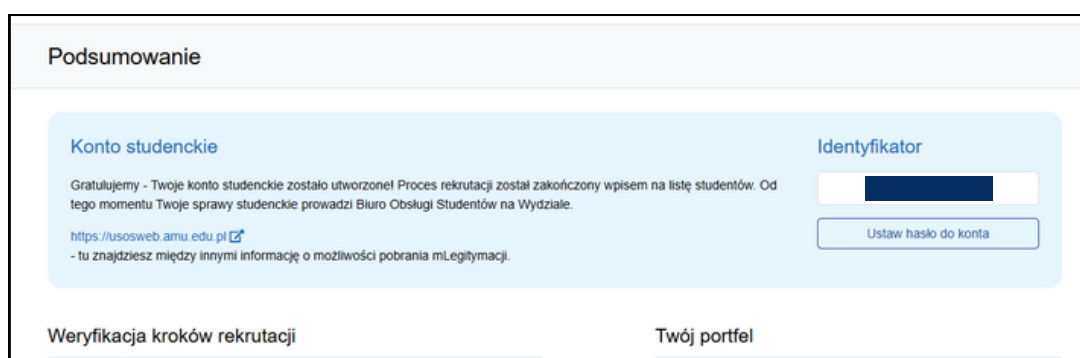


FIRST LOGIN

STUDENTS RECRUITING VIA THE WEBSITE: REKRUTACJA.AMU.EDU.PL

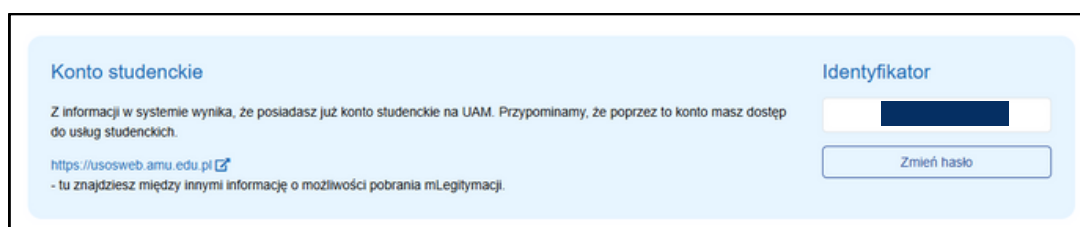
To log in to Microsoft Office 365 for the first time, first log in to your SIR user account (<https://rekrutacja.amu.edu.pl/>) and go to the "Summary" tab.

After creating an account, on the right side of the tab you will see your login and the "Set account password" button, which you should click and set your own password.



The screenshot shows a web interface titled "Podsumowanie". On the left, under "Konto studenckie", there is a congratulatory message in Polish stating that the student account has been created and the recruitment process is complete. It includes a link to <https://usosweb.amu.edu.pl> and mentions the possibility of downloading a mLegitymacja. On the right, under "Identyfikator", there is a text box containing a masked login ID and a button labeled "Ustaw hasło do konta". At the bottom, there are two progress indicators: "Weryfikacja kroków rekrutacji" and "Twój portfel".

If the candidate already has a student account, e.g. was already accepted to studies in previous years, information about the previously assigned login and the option to change the password will appear.



This screenshot shows the "Konto studenckie" section for an existing account. The message informs the user that they already have a student account in the UAM system and that they have access to student services. It includes the same link to <https://usosweb.amu.edu.pl>. On the right, under "Identyfikator", there is a text box with a masked login ID and a button labeled "Zmień hasło".

Once you have set a new password, you can go to office.com and begin the process of logging in to your Microsoft environment, including email.



LOGGING IN TO MICROSOFT 365 APPLICATIONS

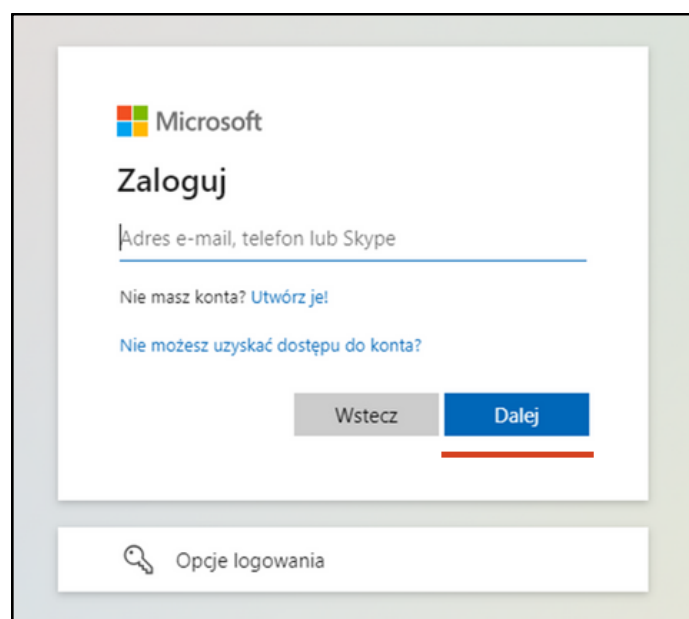
We open the website <https://www.office.com> in the browser.

We select the "Log in" button.



In the login window, enter your address (login@st.amu.edu.pl) and the password you set.

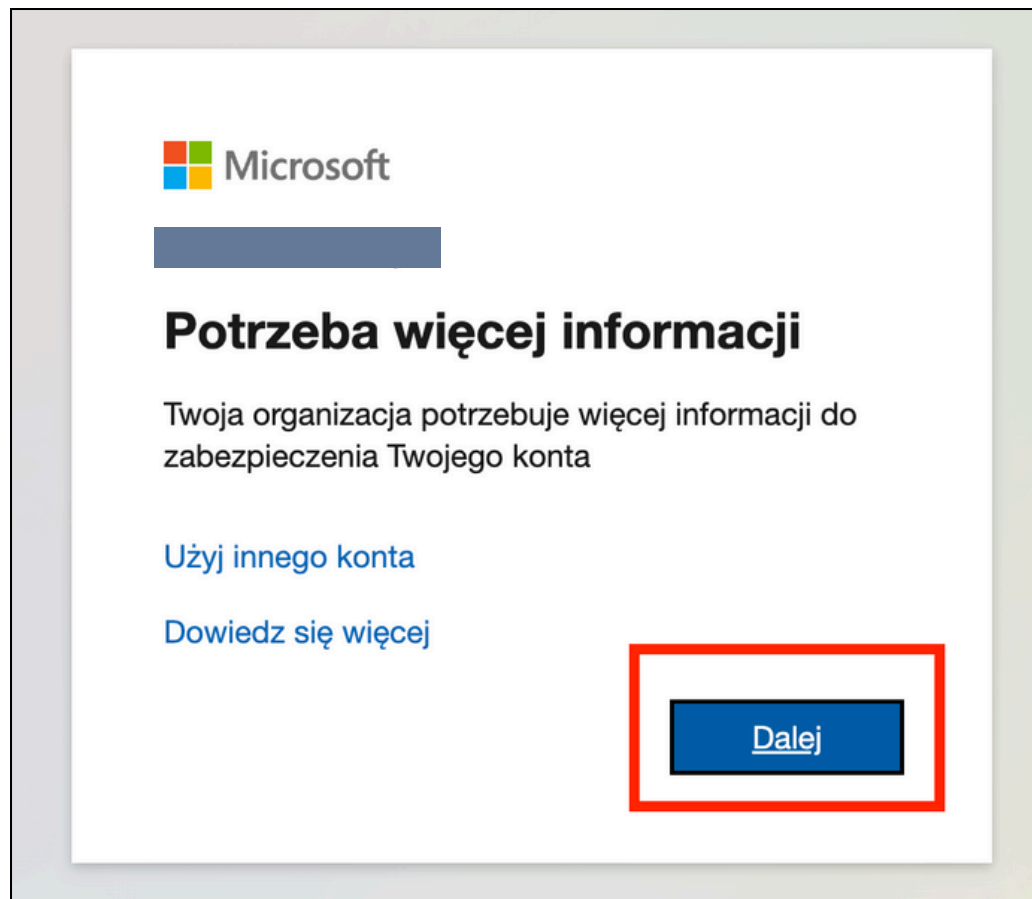
We click the "next" button.



Every account has multi-factor authentication enabled. By setting up additional confirmation, you add an extra layer of security to your Microsoft 365 account sign-in. For example, you must first enter your password and, when prompted, also enter a dynamically generated verification code provided by your authenticator app or sent to your phone via text message.

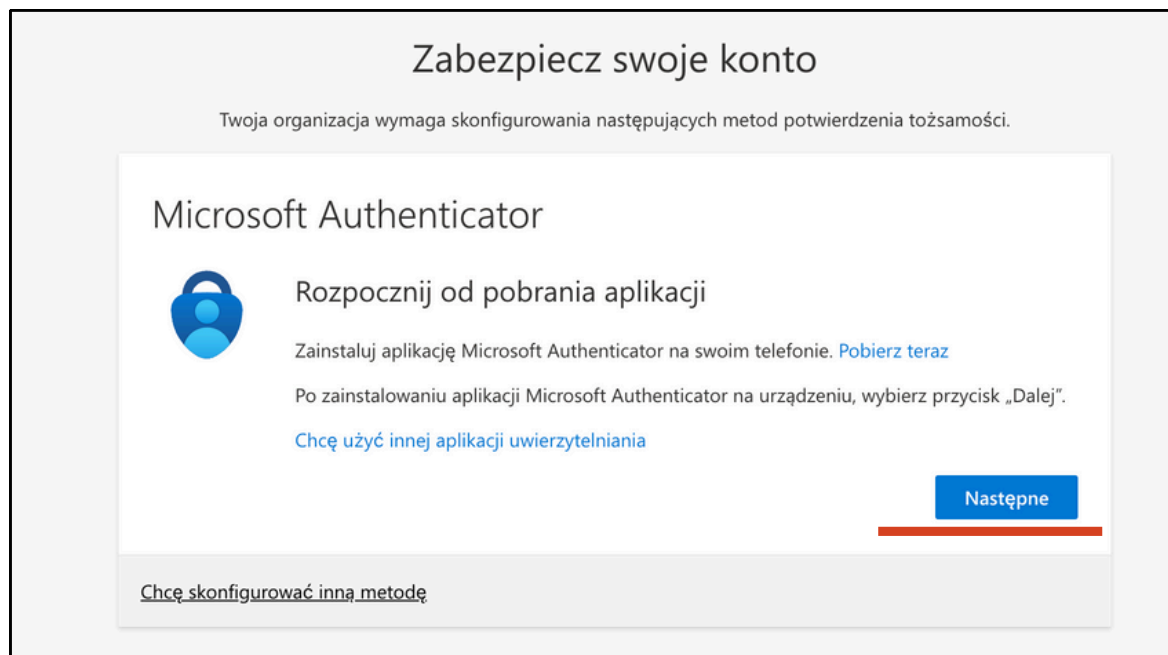
Log in to Microsoft 365 as usual—using your student account and password. After selecting "Sign in," you'll be prompted to provide additional information.

Confirm with the "Next" button.

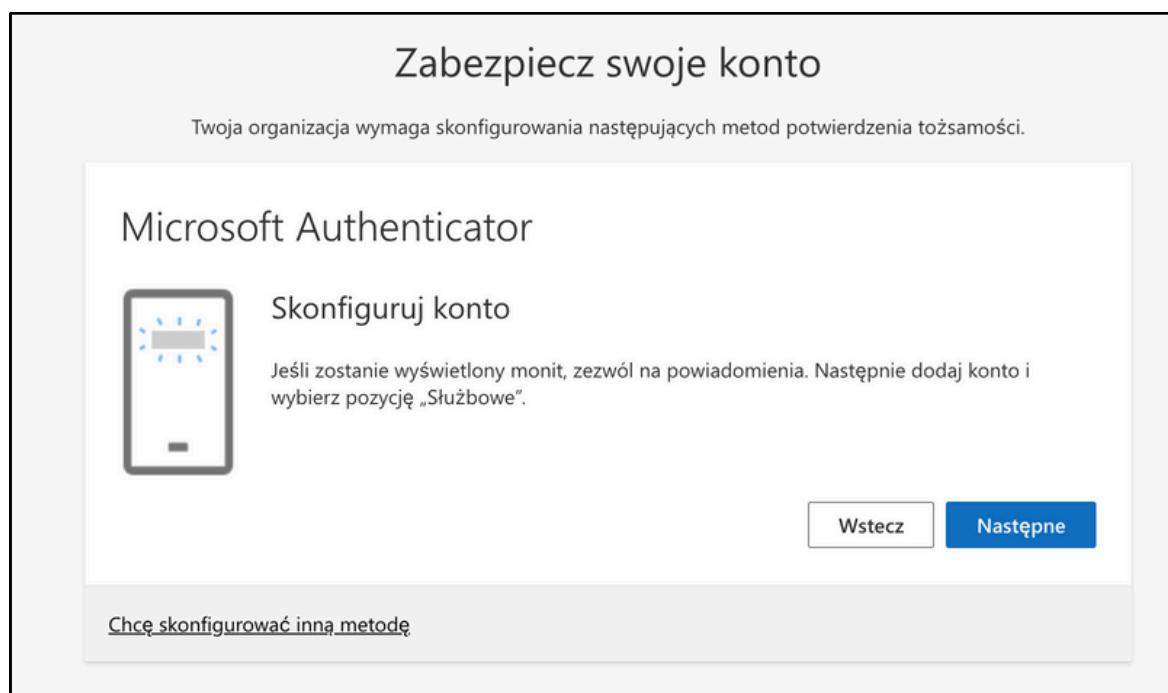


We can download the authentication application to our mobile phone or choose another configuration method - SMS to the phone.

OPTION 1 - configuring the Microsoft Authenticator application.



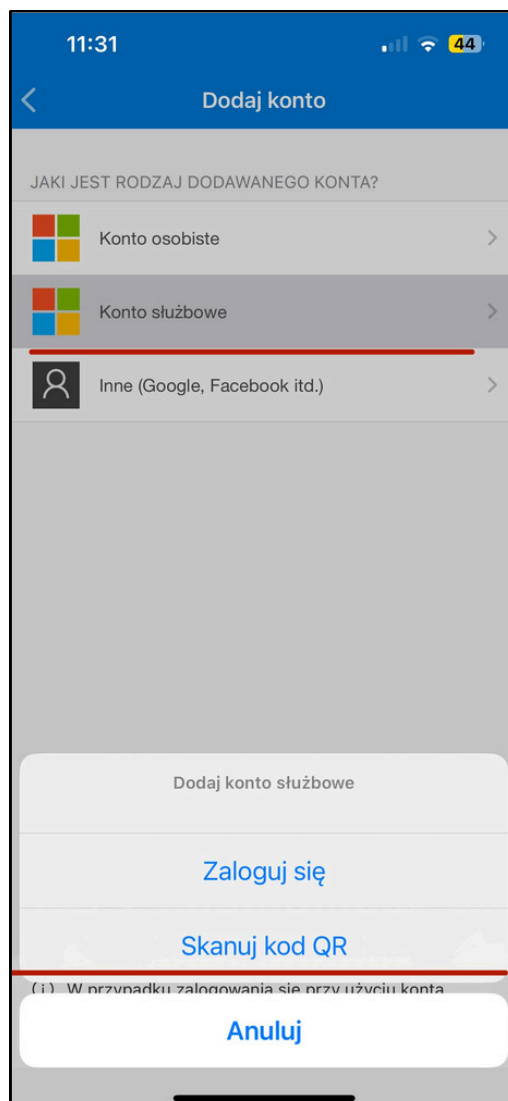
We follow the messages on the screen.



We install the Microsoft Authenticator application on our phone.
We agree that the application will send us notifications in the form of pop-up push messages.

In the app, click the "+" icon and add your work account. Then, select the QR code scanning option.

After scanning the code, your data will automatically be synchronized and your account will be connected to the app.



We scan the QR code with our phone and follow the instructions on the screen and phone.

Zabezpiecz swoje konto


Twoja organizacja wymaga skonfigurowania następujących metod potwierdzenia tożsamości.

Microsoft Authenticator

Zeskanuj kod QR

Zeskanuj kod QR przy użyciu aplikacji Microsoft Authenticator. Spowoduje to połączenie aplikacji Microsoft Authenticator z Twoim kontem.

Po zeskanowaniu kodu QR wybierz przycisk „Dalej”.



Nie możesz zeskanować obrazu?

Wstecz

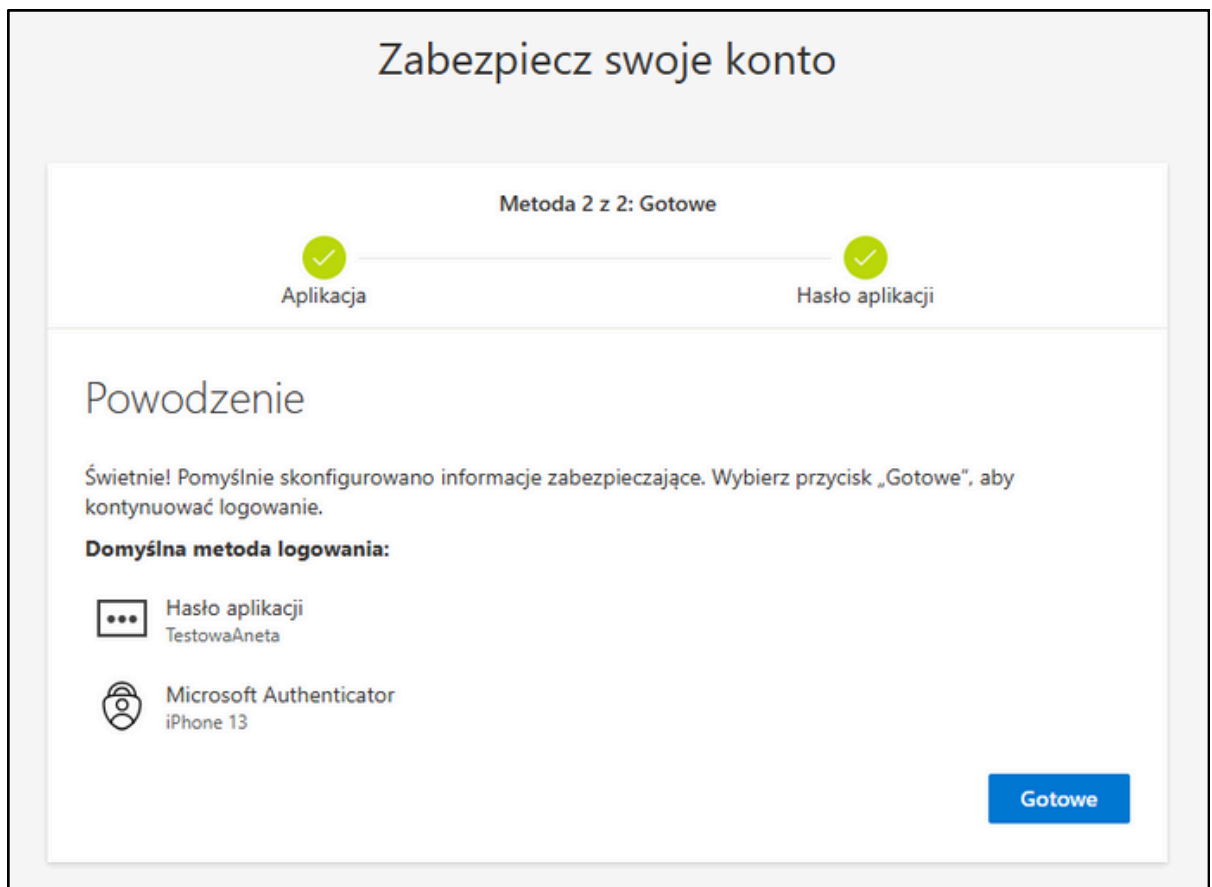
Następne

[Chcę skonfigurować inną metodę](#)




NOTE: During the final setup step, the system will generate an additional password for you. Please keep it in a safe place. This secure password will allow you to log in to Microsoft services if you lose all other login options.


Once the configuration is complete, a message will appear on the screen.



Zabezpiecz swoje konto

Metoda 2 z 2: Gotowe



Aplikacja


Hasło aplikacji


Powodzenie

Świetnie! Pomyślnie skonfigurowano informacje zabezpieczające. Wybierz przycisk „Gotowe”, aby kontynuować logowanie.

Domyślna metoda logowania:



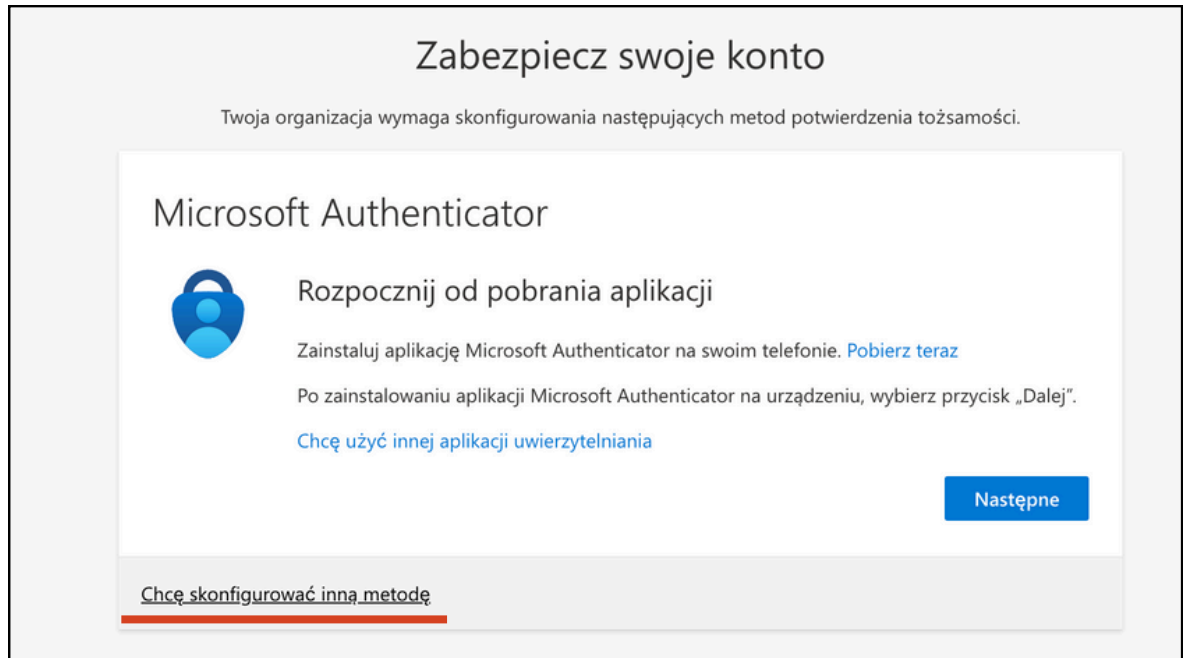
Hasło aplikacji
TestowaAneta



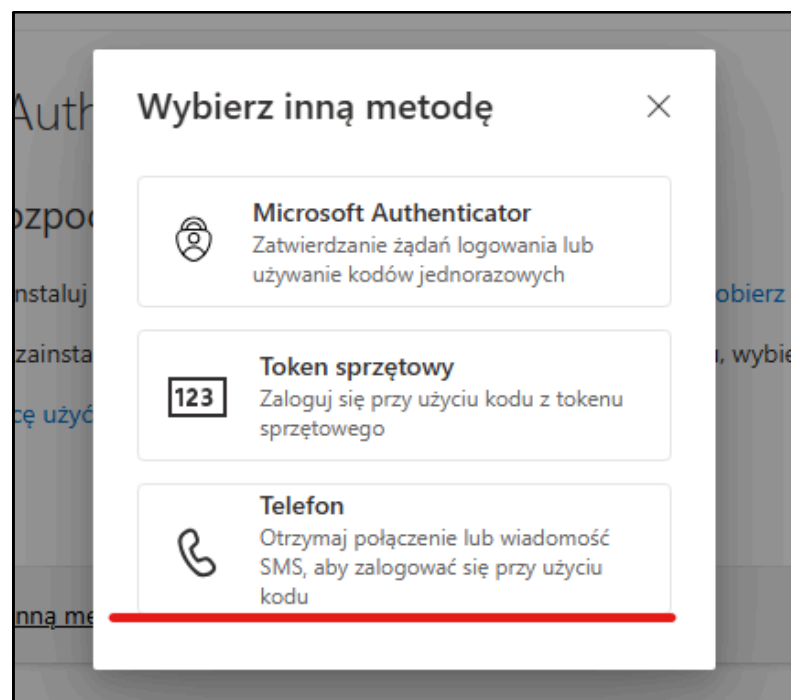
Microsoft Authenticator
iPhone 13

[Gotowe](#)


OPTION 2 - SMS to phone.



After selecting “I want to configure another method”, in the new window we select the “Phone” method.



We select the telephone area code and enter the telephone number to which the verification code should be sent.



Zabezpiecz swoje konto

Twoja organizacja wymaga skonfigurowania następujących metod potwierdzenia tożsamości.

Telefon

Swoją tożsamość możesz potwierdzić, wysyłając na swój telefon wiadomość SMS z kodem.

Jakiego numeru telefonu chcesz użyć?

☒ Wyślij kod w wiadomości SMS

Mogą obowiązywać opłaty za przysyłanie wiadomości i danych. Wybranie pozycji Dalej oznacza zgodę na [Warunki użytkowania usługi](#) oraz [Oświadczenie o ochronie prywatności i plikach cookie](#)

[Następne](#)

[Chcę skonfigurować inną metodę](#)

We confirm that we are not robots.


Zabezpiecz swoje konto

Metoda 1 z 2: Telefon

☒ Telefon ☐ Hasło aplikacji

Telefon

Please show you are not a robot.

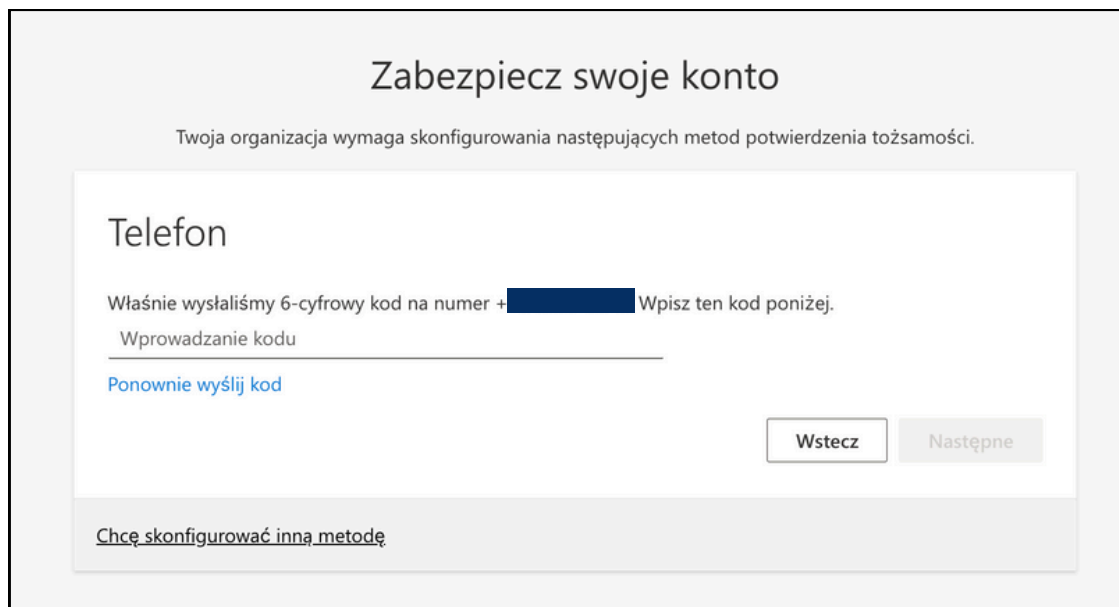


[Wstecz](#) [Następne](#)

[Chcę skonfigurować inną metodę](#)



In the new window, enter the code received in the SMS message.



Zabezpiecz swoje konto

Twoja organizacja wymaga skonfigurowania następujących metod potwierdzenia tożsamości.

Telefon

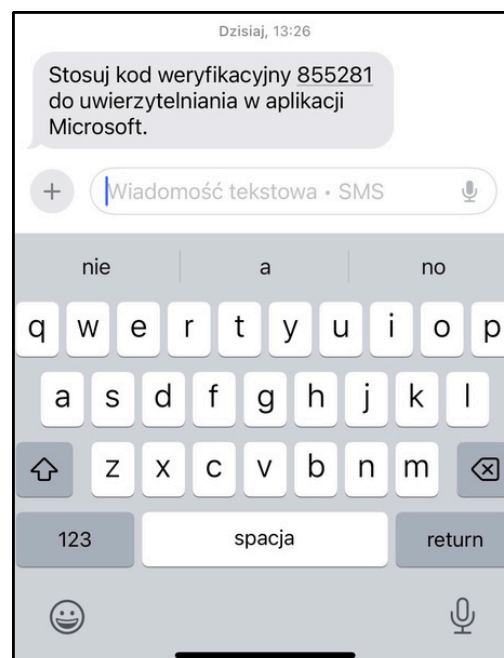
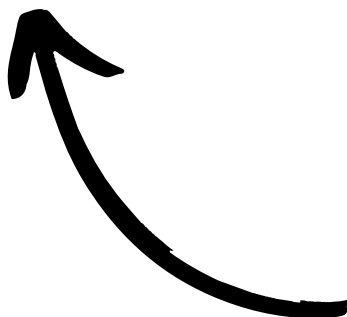
Właśnie wysłaliśmy 6-cyfrowy kod na numer + [redacted] Wpisz ten kod poniżej.

Wprowadzanie kodu


[Ponownie wyślij kod](#)

[Wstecz](#) [Następne](#)

[Chcę skonfigurować inną metodę](#)



After correct configuration, we receive messages informing about success.



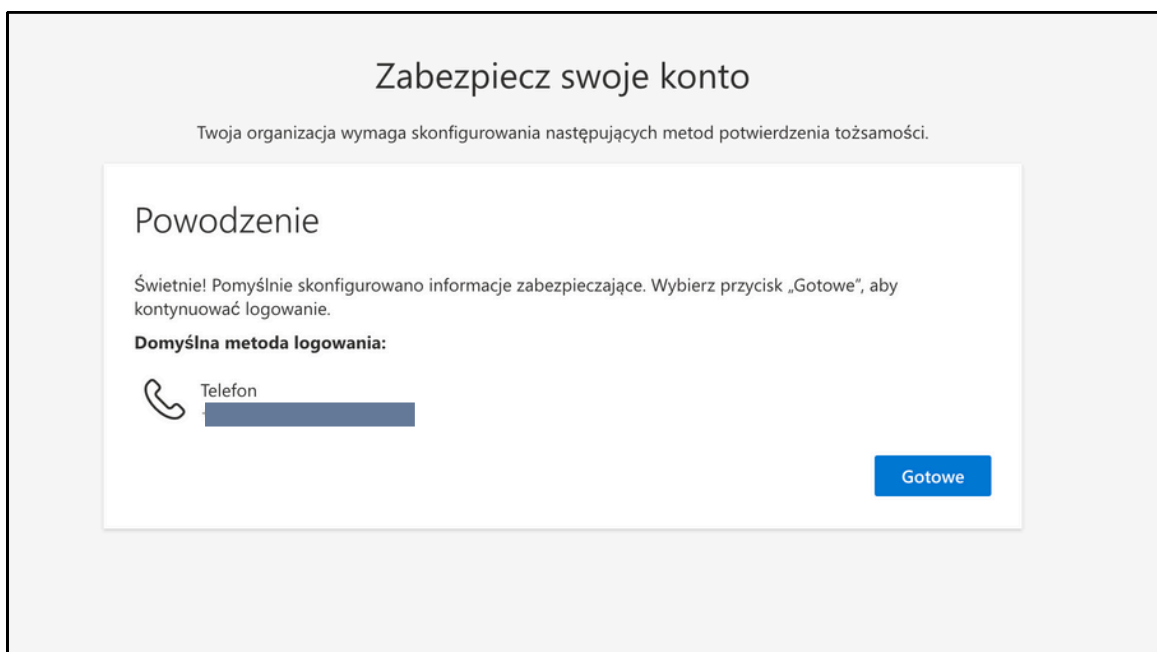
Zabezpiecz swoje konto

Twoja organizacja wymaga skonfigurowania następujących metod potwierdzenia tożsamości.

Telefon

✓ Zweryfikowano wiadomość SMS. Twój telefon został pomyślnie zarejestrowany.

Następne



Zabezpiecz swoje konto

Twoja organizacja wymaga skonfigurowania następujących metod potwierdzenia tożsamości.

Powodzenie

Świetnie! Pomyślnie skonfigurowano informacje zabezpieczające. Wybierz przycisk „Gotowe”, aby kontynuować logowanie.

Domyślna metoda logowania:

☎ Telefon

Gotowe



MULTI-FACTOR AUTHENTICATION

LOGIN USING THE APPLICATION

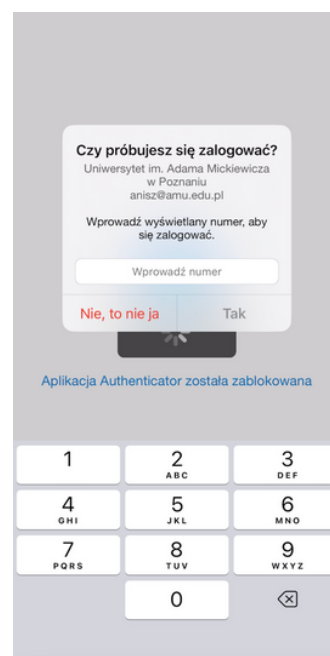
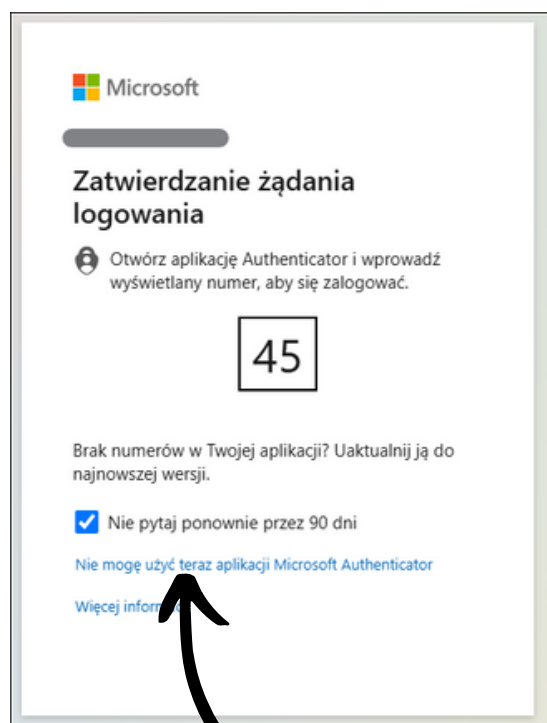
We only perform configuration once.

From this point on, when you log in to your account and all Microsoft applications, you will be prompted with an additional confirmation in the form of a randomly generated code.

After entering your email address and password during login, an additional window will appear with a randomly generated number.

The number displayed on the screen should be entered into the Microsoft Authenticator app on your phone. NOTE: Push notifications (i.e., pop-up messages) must be enabled on your phone.

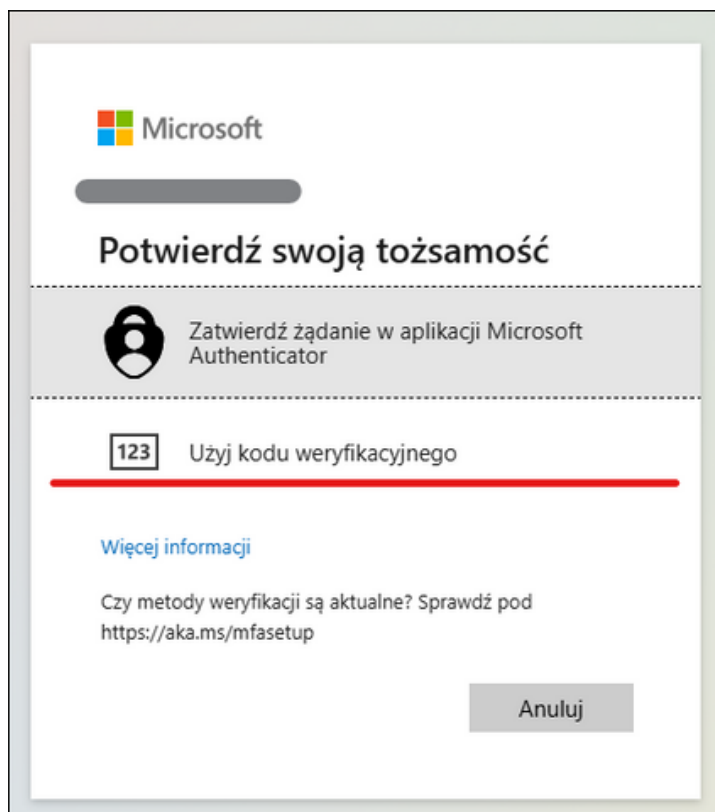
The login process will be completed.



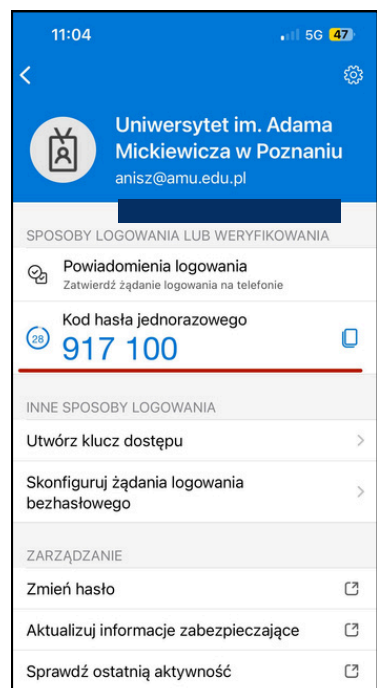
For increased security, we recommend unchecking the feature.



If you are having problems with the code appearing, you can use the "I can't use the Microsoft Authenticator app right now" option. A new window will appear where you can select "Use verification code" and enter the code manually generated in the phone app. The code is valid for 30 seconds, after which a new code is generated.



View from the computer



View from the phone



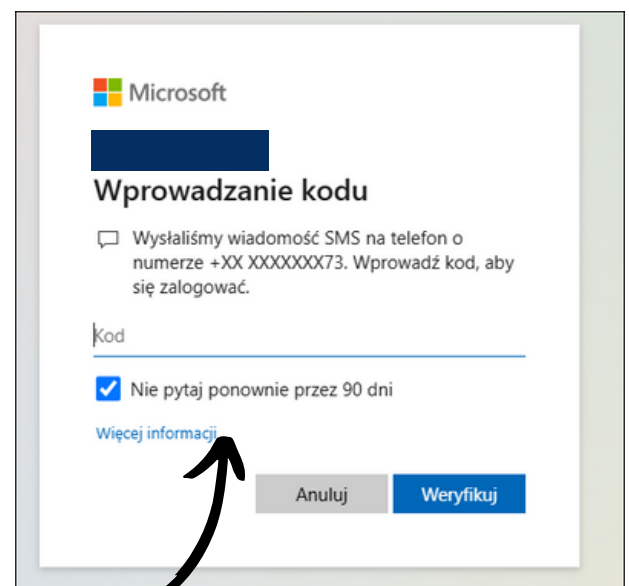
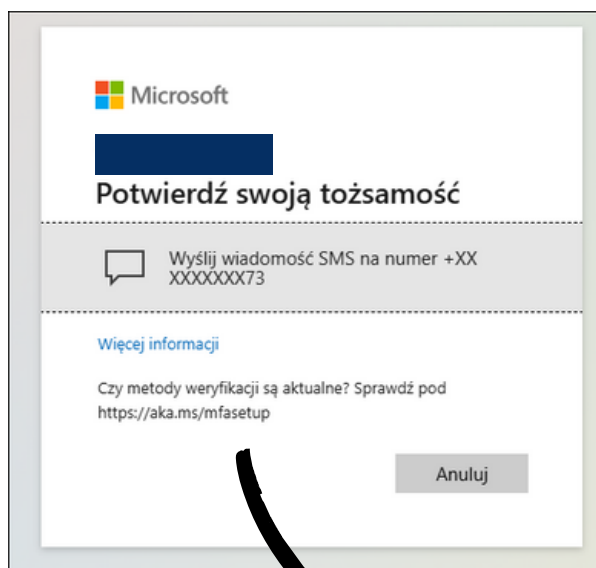
LOGIN USING SMS CODE

We only perform configuration once.

From this point on, when logging in to your account and all Microsoft applications, an additional confirmation will be triggered in the form of a code sent via SMS to the provided phone number. After entering your email address and password during login, an additional window will appear in which you must confirm the need to send the text message.

The code you receive should be entered in the browser window.

If verification is successful, the login process will be completed.

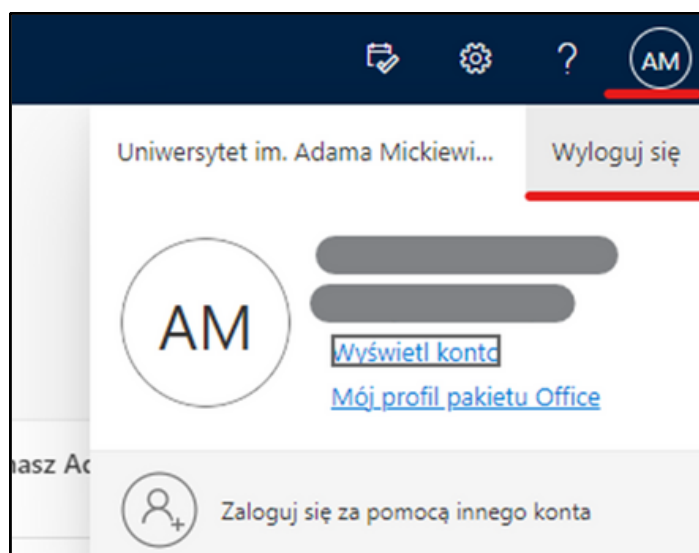


For increased security, we recommend unchecking the feature.

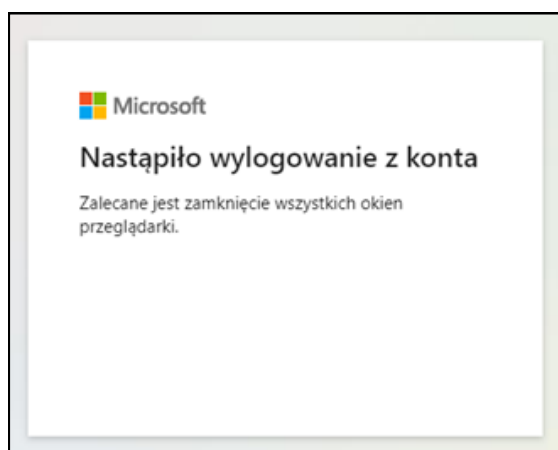


LOGGING OUT OF THE SYSTEM

If you want to log out, click on the person symbol in the upper right corner and select "Log out" from the list.



After a moment, a message will appear informing you that you have successfully logged out.



If any problems occur, please contact the Faculty USOS Coordinator. The current list of Coordinators is available on the USOSweb website.

