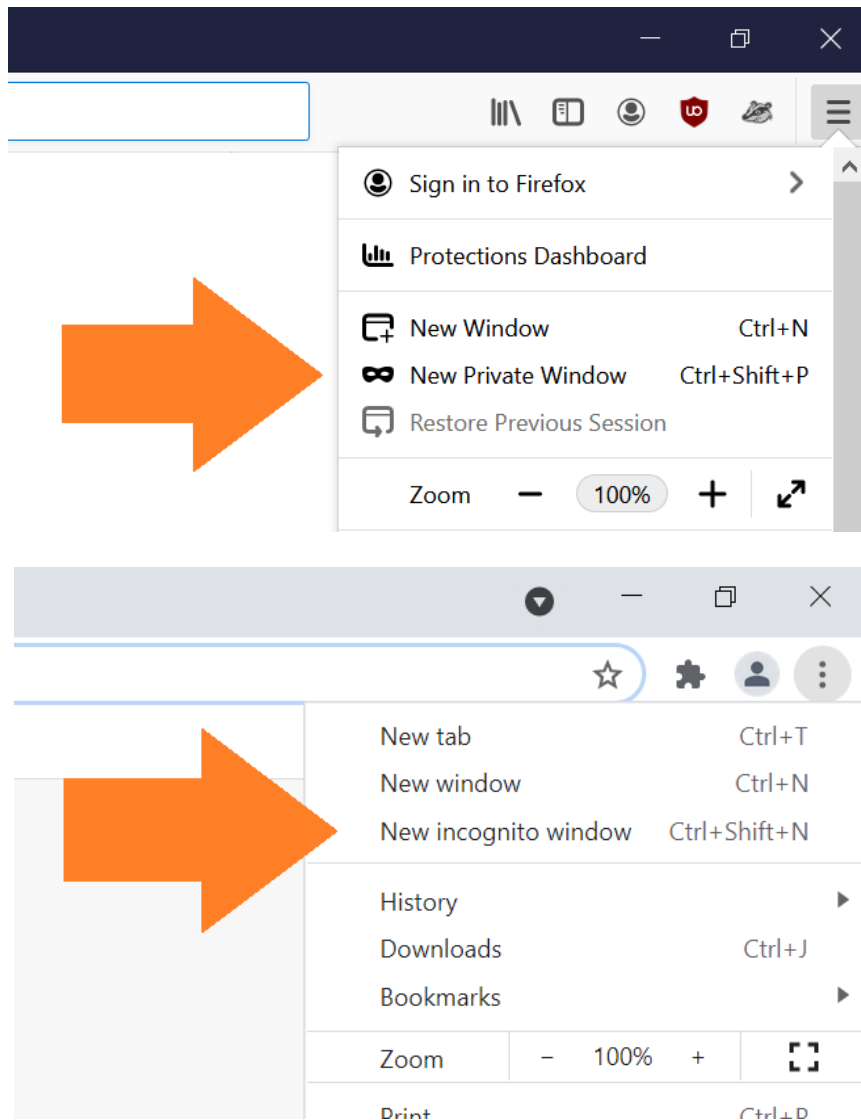


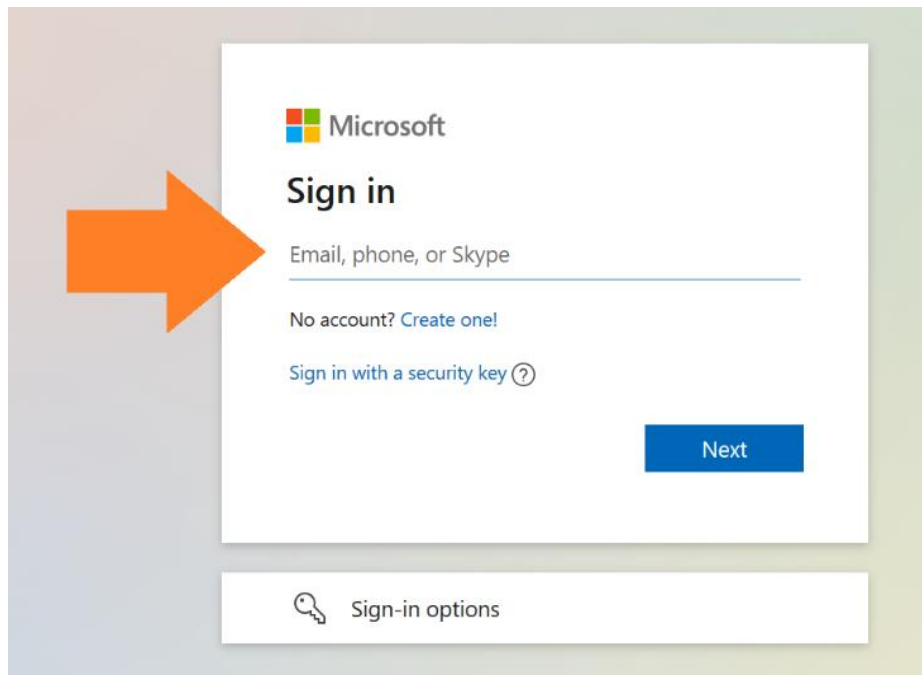
How to sign-in into Charles University Educational portal

1. Open a new incognito window (sometimes also called InPrivate or Private) in any Internet browser (Firefox, Chrom, Explorer, Edge etc.). This option can be found in pop-up menu in the upper right corner of the browser.



2. Insert a link to the educational program you have received in the browser address bar, or enter the educational portal directly via the UK website (<https://cuni.cz> → Careers → Further Education of Employees → Integrated Educational Portal).

3. Insert your account login on the log-in dialog in the form of employee_number@cuni.cz (e.g. 12345678@cuni.cz). The employee number can be found on your employee card below the photo or in your contract.



4. After redirecting to the Central Authentication Service UK (CAS), enter your username and password.

5. Wait for the educational portal to start...