

Dear Student,

To log in to the USOS system, go to [USOS Login](#) or [USOS Login PL](#) and select **RESET YOUR PASSWORD**. A link to change the password will be sent to the provided e-mail address.

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Dear Student,

Thank you for your message.

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1. If:

**A - You have problems to log in.**

**B - You do not remember your password.**

**C - Your password has expired.**

**D - Your password is not accepted by USOS.**

**E - Password was not provided during recruitment. (PESEL number or other document).**

**F - You cannot change your password after logging in.**

**G - The provided authentication details are not correct.**

Please reset your password.

On the [[USOS Reset password please – click here](#)] choose "**Reset your password**". After clicking on the reset password tab and after entering your UID / NIU number (in the "Username" field please provide your NIU number), a link to reset the password will be sent to your mailbox.

**The password must contain at least 8 characters, a capital letter, a number and a special character.**

Website USOSweb: [Click here](#)

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2. If:

**A - You do not know your NIU / UID.**

**B - You do not receive messages from UEP to your inbox.**

**C - You do not receive messages concerning changing your USOS password.**

Please check your SPAM / Junk folder. Some messages may end up in SPAM folder, please carefully check the entire mailbox. To recover / check your NIU / UID number, please go to the website:

<https://sso.ue.poznan.pl/StudentNiu.php> (the website displays all NIU / UID numbers according to your surname ("Nazwisko")).

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3. If:

**A - Your account has been disabled.**

**B - Your account is inactive.**

**C - You are logged in but you do not have an account in the USOSweb.**

**D - Unknown user.**

Please be patient. Your account is being migrated, please check from time to time if your account is already active. In case of problems with logging in after 1<sup>st</sup> October, please contact us at [pomoc@ue.poznan.pl](mailto:pomoc@ue.poznan.pl)

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4. If:

**A - Your account has expired.**

Logging in to the Kalasoft system ([e-bos.ue.poznan.pl](http://e-bos.ue.poznan.pl) or [e-dziekanat.ue.poznan.pl](http://e-dziekanat.ue.poznan.pl)) is inactive.

Please log in to the new webUSOS system <http://usosweb.ue.poznan.pl/> | English version: [Click here](#)

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5. If:

**A - You do not see your group.**

**B - You do not know the language group.**

**C - No group was added.**

**D - You do not see the assigned degree course.**

**E - My status is inactive.**

**F - No courses in the USOS system.**

Information about groups can be obtained from BOS (Student Service Office) Email: [bos@ue.poznan.pl](mailto:bos@ue.poznan.pl)

If you do not see groups in the USOS system, please contact BOS directly: [bos@ue.poznan.pl](mailto:bos@ue.poznan.pl).  
If your status is inactive and you do not see the courses, please contact BOS: [bos@ue.poznan.pl](mailto:bos@ue.poznan.pl).

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6. If:

**A - You do not have codes for MSTeams classes.**

Please contact BOS in order to be assigned to the group in USOSweb. Then, the BOS will send the information to the teacher to send the codes for classes in the MS Teams application.  
BOS email address: [bos@ue.poznan.pl](mailto:bos@ue.poznan.pl)

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7. If:

**A - You cannot log in to the PUEB inbox.**

Logging in to the student inbox is done through a Microsoft account. Go to the website <http://office365.ue.poznan.pl> and select the tab "przejdź do usługi Office365".

**Email login: [NIU@student.ue.poznan.pl](mailto:NIU@student.ue.poznan.pl) Password: the same as for USOS system**

In case of further problems with logging in, please go to the following address:

<https://ue.poznan.pl/pl/uniwersytet,c13/administracja-i-jednostki-uep,c9844/administracja,c29/administracyjny-pion-organizacyjny-prorektora-ds-edukacji-i-studentow,c50/centrum-informatyki,c86/instrukcje,c9107/uczelniana-studencka-poczta-elektroniczna,a60056.html> where you can find the login instructions and the email manual. In case of changing the password in the USOS, please wait for the password synchronization with Microsoft (up to 3 hours).

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8. If:

**A - You cannot sign in to Microsoft Azure / Dream Spark / Microsoft Imagine.**

Accounts for the above mentioned services will be available from 12<sup>th</sup> October. Please contact us in case of further problems.

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9. If:

**A - You cannot log in to Microsoft Teams.**

Login and password for the Microsoft Teams platform:

**Login: [NIU@student.ue.poznan.pl](mailto:NIU@student.ue.poznan.pl) Password: the same as for USOS system**

In case of changing the password in the USOS, please wait for the password synchronization with Microsoft (up to 3 hours).

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10. If:

**You cannot login to Moodle.**

Website: <https://moodle.ue.poznan.pl>

The login and password for the Moodle platform is the same as for the USOS system.

**User name: NIU / UID number, Password: the same as for USOS**

In case of problems with logging in, please change the password in the USOS system and wait 30 minutes.

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11. If:

**A - I am a student and I have received a new NIU / UID number.**

**B - I am a graduate and I have received a new NIU / UID number.**

**C - I have an old NIU / UID number and I have received a new one.**

If you have received a new NIU / UID number but you have the old one, please log in with the old NIU / UID number. The new number is a wrong one and will be soon deleted.

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**Scholarship applications, other applications**

In case of absence of certain applications, please be patient, we are preparing the documents.

**Bank account / tuition fee and ID cards**

In case of absence of an account number for payments for studies / ID, please contact BOS [bos@ue.poznan.pl](mailto:bos@ue.poznan.pl)

(Student Service Office).

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**Useful websites:**

<https://ue.poznan.pl/pl/>

<https://ue.poznan.pl/pl/e-uep,c6795/>

<https://usosweb.ue.poznan.pl/> (English version: [USOS UEP](#))

<https://moodle.ue.poznan.pl/> (English version: [Moodle UEP](#))

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In case of other questions or problems, please contact us at [pomoc@ue.poznan.pl](mailto:pomoc@ue.poznan.pl)

Best regards,

IT Center

Poznań University of Economics and Business

HelpDesk team