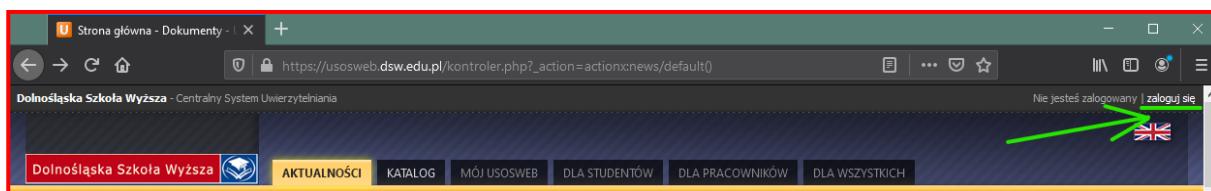


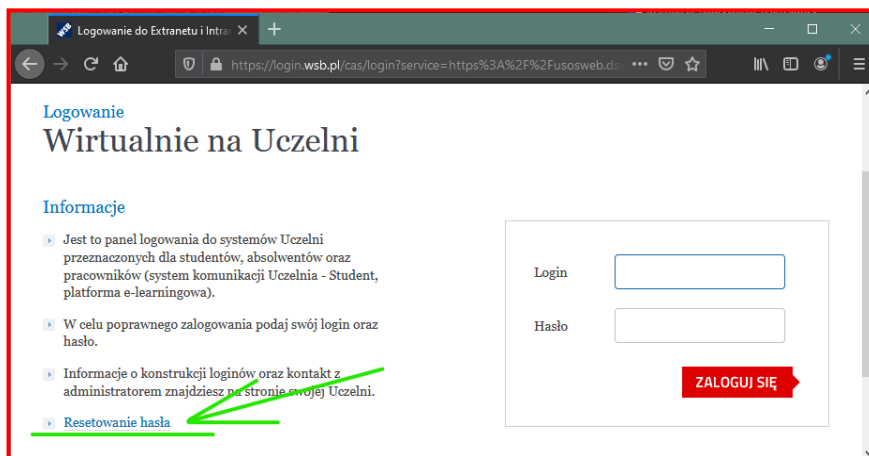
Login instructions for students to USOSweb and Microsoft365 (Teams)

Dear Students, below are brief instructions on how to log in to our IT systems:

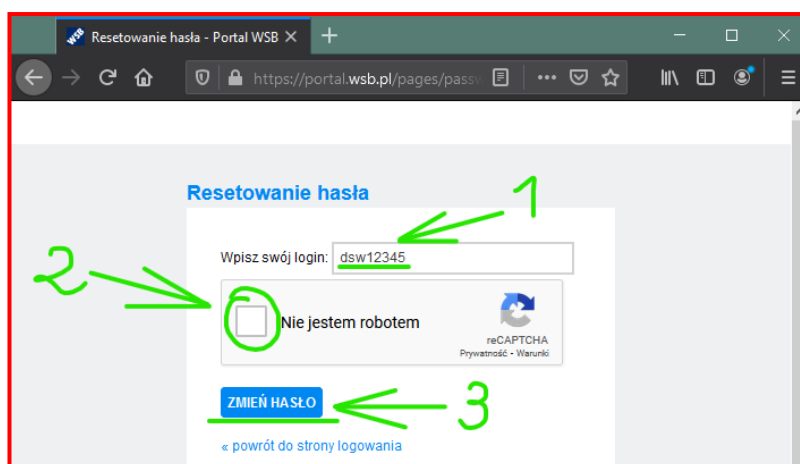
1. Login to the USOSweb system was sent in the welcome email from "powiadomienia@mail.dsw.edu.pl" to the e-mail address you provided during recruitment.
2. **First you will need to set your USOSweb password.**
3. To do so, please go to: <https://usosweb.dsw.edu.pl>
4. In the upper right corner press: [zaloguj się](#)



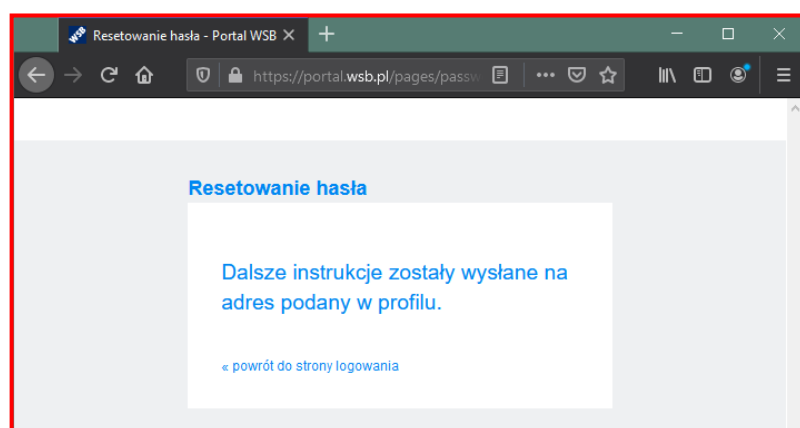
5. On the login page, select: [Resetowanie hasła](#)



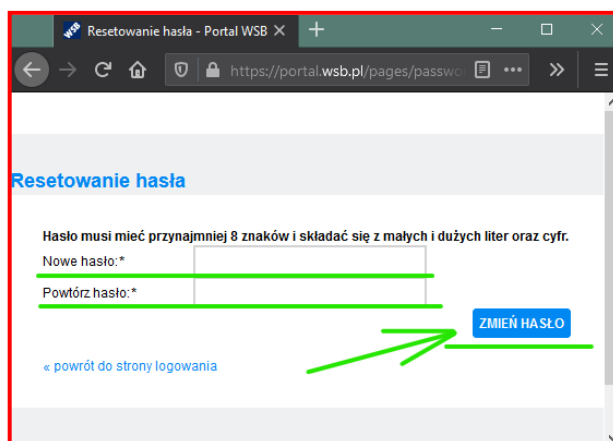
6. In the next step, enter your USOSweb login received in the welcome message, check the box next to „Nie jestem robotem” and press „Zmień hasło”.



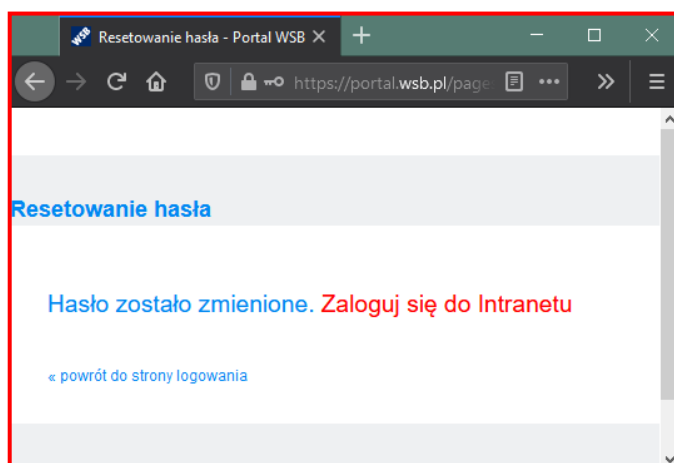
7. You will receive link to the page where you can create your own password at the email address you provided during the recruitment process.



8. After entering the link sent in the e-mail message, set your own password. The password must consist of at least 8 characters, including upper and lower case letters and numbers.



9. Password changed. Please login to USOSweb with your username and password by clicking on the „zaloguj się” button at the top right of the page:
<https://usosweb.dsw.edu.pl>



10. Logging into the Microsoft 365 environment (including Teams app and Outlook mail) is done using your university email address and the same login credentials as for USOSweb.
11. In the welcome email sent from "powiadomienia@mail.dsw.edu.pl to the address you provided during recruitment, you received information about your **university email address**.

12. On the Microsoft login page, enter your university email address and then click the "Dalej" button. You will be redirected to a familiar login page, where you just need to enter your USOSweb login details in the login and password fields.



13. Teams App login: <https://teams.microsoft.com>

Optionally download desktop or mobile app:

<https://www.microsoft.com/pl-pl/microsoft-teams/download-app>

14. University email login: <https://outlook.office.com/>

15. You can access all Microsoft365 services by logging in to the site:

<https://portal.office.com>

16. Moodle platform: <https://moodle2.e-wsb.pl/login/index.php>

Please report **technical problems** to the DSW IT Department at: helpdesk@mail.dsw.edu.pl