

# Getting your Student ID Card

## USOSweb Guide



Student Affairs Office  
Koszalin University of Technology

# How to get your Student ID Card in 5 steps?

## Step 1. Logging in

Log into your student's account on the USOS website.

To go there click on this link:

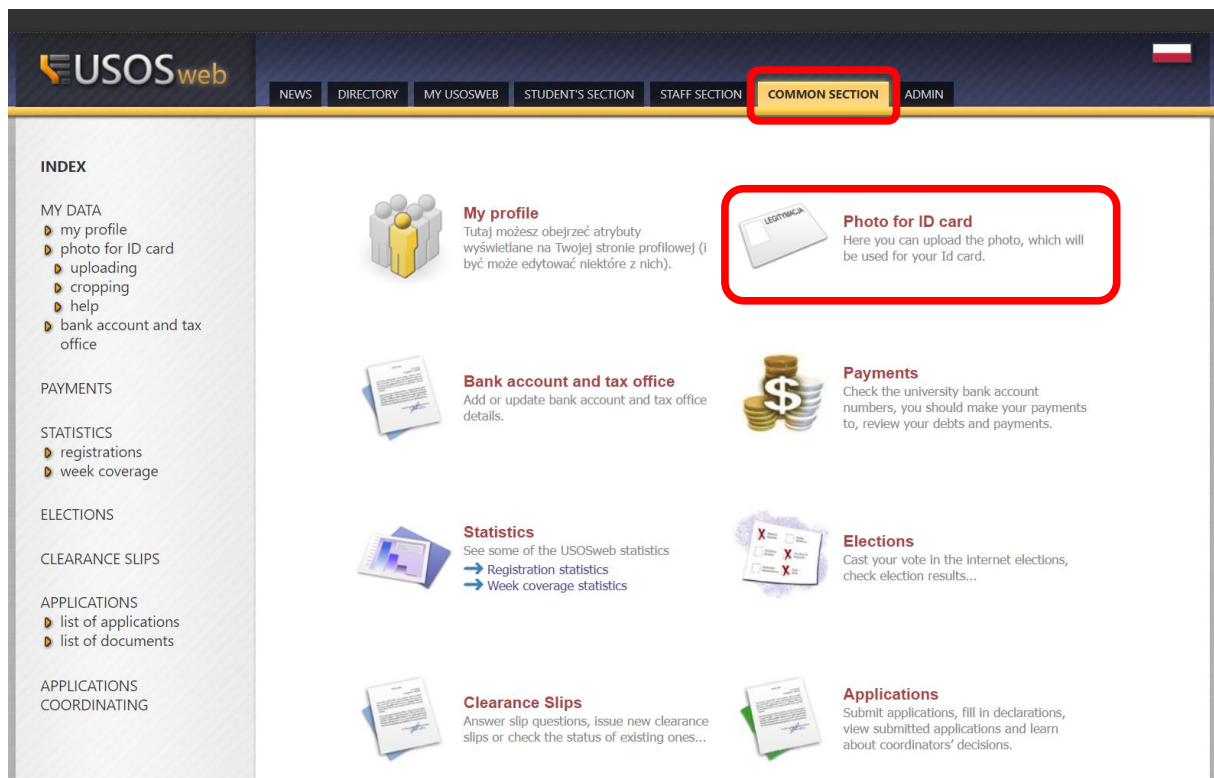
<https://usosweb.tu.koszalin.pl/kontroler.php?action=actionx%3Anews%2Fdefault%28%29&lang=en>



You will get your Username and Password via e-mail from the Student Affairs Office. To reset your password, please use the “forgotten password” button.

## Step 2. Uploading your photo

Please choose "Photo for ID card" in the COMMON SECTION part.



The screenshot shows the USOS web portal interface. The top navigation bar includes 'NEWS', 'DIRECTORY', 'MY USOSWEB', 'STUDENT'S SECTION', 'STAFF SECTION', 'COMMON SECTION', and 'ADMIN'. The 'COMMON SECTION' is highlighted with a red box. On the left sidebar, there is an 'INDEX' menu with categories like 'MY DATA', 'PAYMENTS', 'STATISTICS', 'ELECTIONS', 'CLEARANCE SLIPS', 'APPLICATIONS', and 'APPLICATIONS COORDINATING'. The main content area displays several service tiles: 'My profile', 'Photo for ID card' (highlighted with a red box), 'Bank account and tax office', 'Payments', 'Statistics', 'Elections', 'Clearance Slips', and 'Applications'. Each tile includes an icon and a brief description of the service.

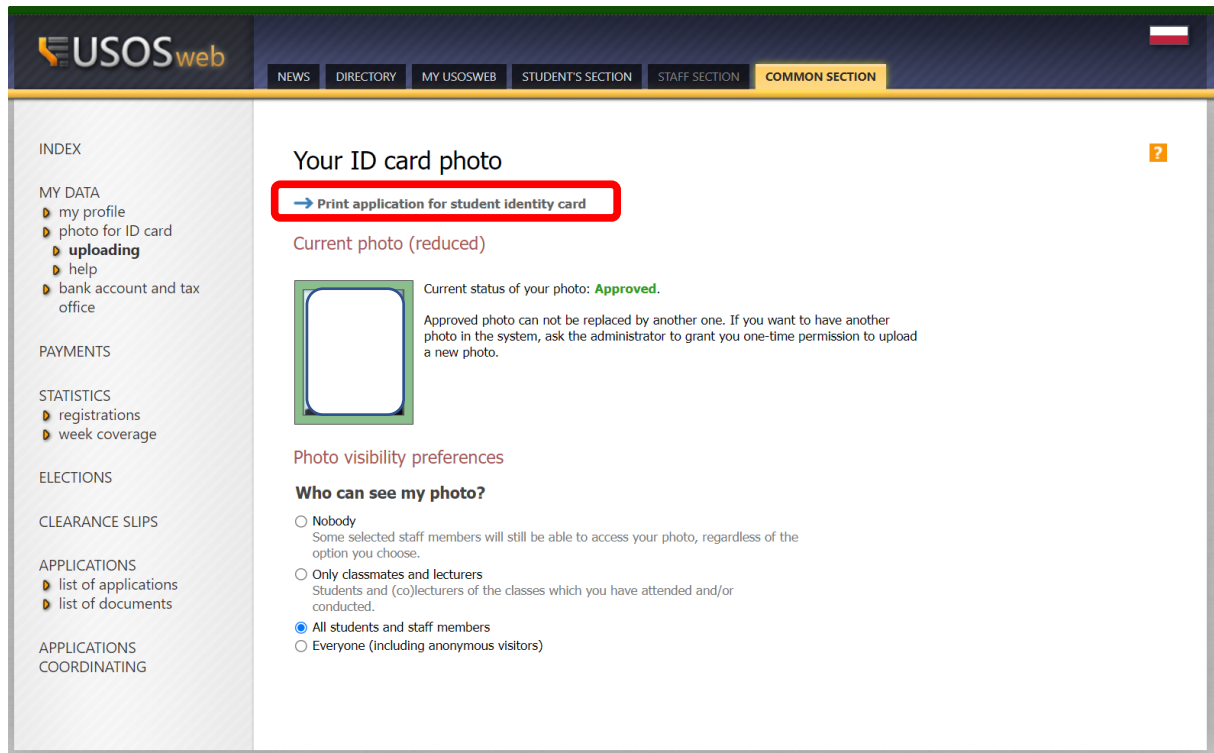
Choose a photo from your device and upload it into this site:



The screenshot shows the 'Your ID card photo' upload page in the USOS web portal. The top navigation bar is the same as in the previous screenshot. The left sidebar is also present. The main content area is titled 'Your ID card photo' and includes a 'Upload a new photo' section. Below this, there is an information box stating: 'After selecting the image you will be taken to a Cropping page where you can adjust the image to the requirements. The required format is JPG. Maximum file size of a picture is 16MB. The minimum resolution of the photo is 500x625 pixels.' Below the information box, there is a file selection area with a red box around it, containing the text 'JPG file with photo:', a 'Wybierz plik' button, the text 'Nie wybrano pliku', and a 'SEND' button. Below the file selection area, there is a 'Photo visibility preferences' section with the heading 'Who can see my photo?' and four radio button options: 'Nobody', 'Only classmates and lecturers', 'All students and staff members' (which is selected), and 'Everyone (including anonymous visitors)'.

### Step 3. Printing the application form

Print out your application for a Student ID Card from the website:



The screenshot shows the USOS web portal interface. The top navigation bar includes 'NEWS', 'DIRECTORY', 'MY USOSWEB', 'STUDENT'S SECTION', 'STAFF SECTION', and 'COMMON SECTION'. The left sidebar contains a menu with categories like 'INDEX', 'MY DATA', 'PAYMENTS', 'STATISTICS', 'ELECTIONS', 'CLEARANCE SLIPS', 'APPLICATIONS', and 'APPLICATIONS COORDINATING'. The main content area is titled 'Your ID card photo' and features a red-bordered button labeled 'Print application for student identity card'. Below this, there is a section for 'Current photo (reduced)' with a placeholder image and a status of 'Approved'. A 'Photo visibility preferences' section follows, with a sub-heading 'Who can see my photo?' and three radio button options: 'Nobody', 'Only classmates and lecturers', and 'All students and staff members' (which is selected).

or just come to your Student Affairs Office at your Faculty and ask for the application to be printed out for you.

Remember to sing it.

### Step 4. Payments

You need to pay 22 PLN for the Student ID Card. You can find your individual bank account number in the COMMON SECTION:

USOSweb

NEWS DIRECTORY MY USOSWEB STUDENT'S SECTION STAFF SECTION **COMMON SECTION** ADMIN

INDEX

MY DATA

- ▶ my profile
- ▶ photo for ID card
  - ▶ uploading
  - ▶ cropping
  - ▶ help
- ▶ bank account and tax office

PAYMENTS

STATISTICS

- ▶ registrations
- ▶ week coverage

ELECTIONS

CLEARANCE SLIPS

APPLICATIONS

- ▶ list of applications
- ▶ list of documents

APPLICATIONS COORDINATING

**My profile**  
Tutaj możesz obejrzeć atrybuty wyświetlane na Twojej stronie profilowej (i być może edytować niektóre z nich).

**Photo for ID card**  
Here you can upload the photo, which will be used for your Id card.

**Bank account and tax office**  
Add or update bank account and tax office details.

**Payments**  
Check the university bank account numbers, you should make your payments to, review your debts and payments.

**Statistics**  
See some of the USOSweb statistics  
→ Registration statistics  
→ Week coverage statistics

**Elections**  
Cast your vote in the internet elections, check election results...

**Clearance Slips**  
Answer slip questions, issue new clearance slips or check the status of existing ones...

**Applications**  
Submit applications, fill in declarations, view submitted applications and learn about coordinators' decisions.

USOSweb

NEWS DIRECTORY MY USOSWEB STUDENT'S SECTION STAFF SECTION **COMMON SECTION**

INDEX

MY DATA

- ▶ my profile
- ▶ photo for ID card
  - ▶ uploading
  - ▶ help
- ▶ bank account and tax office

**PAYMENTS**

- ▶ academic bank accounts
- ▶ uncleared debts
- ▶ cleared debts
- ▶ all payments
- ▶ uncleared payments

STATISTICS

- ▶ registrations
- ▶ week coverage

ELECTIONS

**Payments**

What do you want to do?

- ▶ **bank accounts of the university** - check the university's bank account number for your payments
- ▶ uncleared debts - browse uncleared debts
- ▶ cleared debts - browse cleared debts
- ▶ all payments - browse all your payments for the university
- ▶ uncleared payments - browse your payments for the university not yet cleared with any debts

## Step 5. Collecting your ID card

When your ID card is ready to be collected you will be informed via e-mail.