**Postup pro přihlašování na program Athens zaslaný pařížskou centrálou – čtěte tedy pozorně!!!**

**Starting page** for student registration is (the link from the website is still to be updated):

<https://register.athensnetwork.eu>

Since this system is new, all students will be new to the system.

Here are the **steps for student registration**:

1. Click "SIGN-UP" in the upper right hand corner to create a new user account

2. Fill out the new user account and click "Register".
- Note that passwords must be 10 characters in length.
- There are no requirements for special characters

3. With the user account created, the next page that comes up is the Login page.- The student should do so using the email and password they just used to create the account

4. Now logged in, the student can click on "REGISTRATION" on the toolbar (top menu).

This brings them to the "Registration menu & status" page. Here, there are 4 steps involved:

- (1) Personal information - Required personal information about the student
- (2) Select Courses - Allows selection of courses and editing of these selections, return to field „Registration“ and check [Review and edit selected courses](https://register.athensnetwork.eu/student/selections/434). Check if you'll need housing while attending the course!
- (3) Print application - Allows printing of the personal information page and the Student Commitment

- (4) **Submit application!!! No changes are possible after pressing this button!!!**
- (5) Application status - Updates the student on their status after registration close.

The system is designed such that they can register, save and edit their personal information to degree they desire.In other words, they can log in and out; coming back to fill out and modify their information.

At that point when they have filled out all required fields, the option to "(2) Select Courses" opens up.

Now, they can browse the Course catalog and select those courses they wish to attend. Under "(2) Select Courses", they can edit their choices; sorting them, indicating whether or not they need housing, and remove choices.

Once they have selected a minimum of four courses, the next step opens up. "(3) Print application" gives them two links: The first shows them a summation page of their choices and personal information. This should be printed out. (Either choosing "Print..." in the web-browser, or typing ctrl+p.) The second link is to the PDF of the ATHENS Student Commitment. This should be downloaded, printed out and signed (don't forget that local coordinators have to make sure Student Commitment is signed by all before leaving).

**At this point the student is done and has registered for the next session!**