

Eso – eRegistration
User Manual
Version: 1.0

1. Log in

Students can access Eso eRegistration on <http://registration.vsm.sk> (1.1)
In order to login, it is required to input valid username and password (the same that students use to access their vsm-student.sk e-mail account or Bulletin board).

Illustration 1.1

2. Basic navigation

Student George

Stud #: 17331844 **GPA:** 3.45
Program: MBA (MARKE) **Credit:** 6

My Studies Registration Funds

Course Code	Description	Term	Teacher	Grade
MC600	Business Policy	SP10	Johan Winbiadh	0
MC500	Management Accounting	WN09		3.6
MC506	Quantitative Methods for Managers	WN09		3.2
MC509	High Performance Organizations	WN09		3.7
MC511	Managerial Communication and Research Methods	FL08		2.1
MC514	Managerial Economics	FL09		3.1
MC553	Principles of Finance	SP09		3.3
MC555	Legal Systems in a Global Economy	FL08		3.6
MC573	International Business	SP09		2.8
MK513	Advertising and Promotional Strategy	SP10		3.7

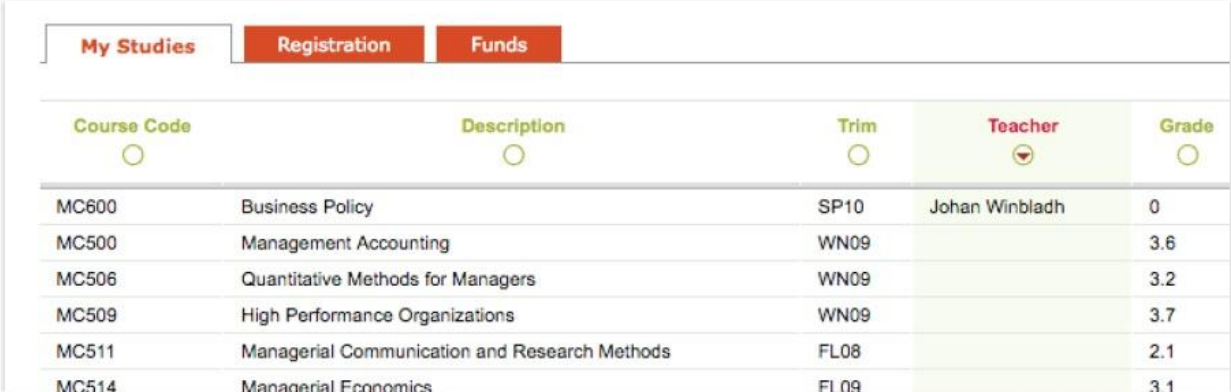
Illustration 2.1

Language options (English or Slovak) are in the right upper corner of the Web page. **Information bar** can be found in the upper part of the Web page. It offers basic information like: student number, active program and emphasis, GPA and number of earned credits.

Main menu (tabs for navigation in the system) is situated right under the information bar.

3. My Studies (tab)

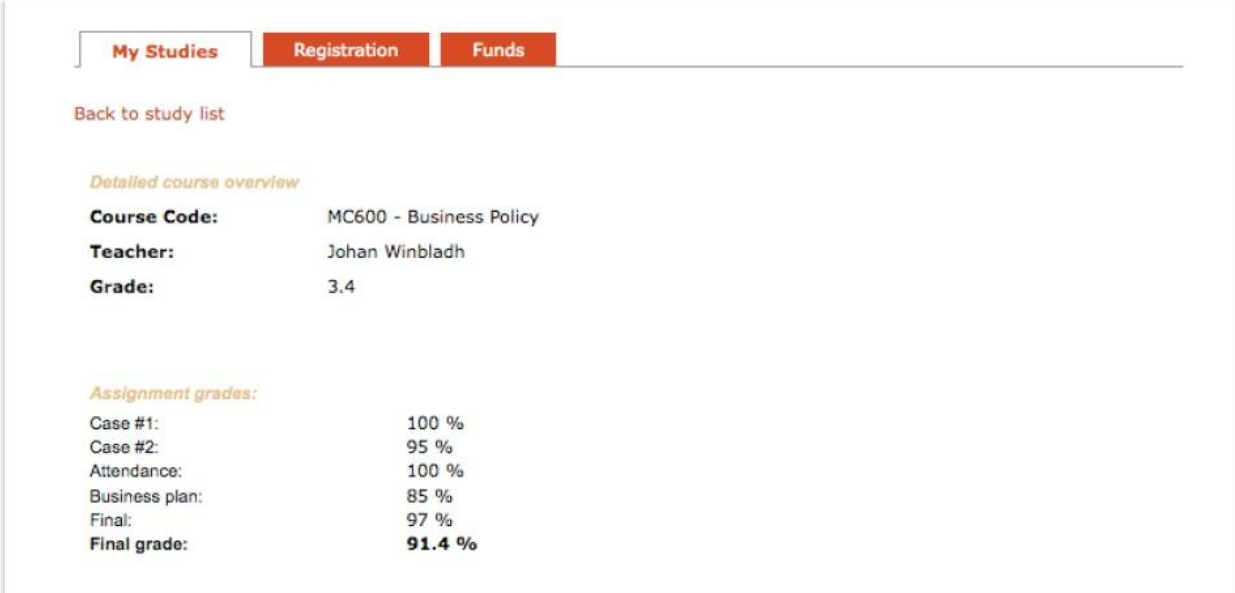
My studies offer a simple summary of student's history.



Course Code	Description	Trim	Teacher	Grade
MC600	Business Policy	SP10	Johan Winbladh	0
MC500	Management Accounting	WN09		3.6
MC506	Quantitative Methods for Managers	WN09		3.2
MC509	High Performance Organizations	WN09		3.7
MC511	Managerial Communication and Research Methods	FL08		2.1
MC514	Managerial Economics	FL09		3.1

Illustration 3.1

Each column can be sorted by clicking on the green circle in the header. (3.1)



Course Code	MC600 - Business Policy
Teacher	Johan Winbladh
Grade	3.4
Assignment grades:	
Case #1:	100 %
Case #2:	95 %
Attendance:	100 %
Business plan:	85 %
Final:	97 %
Final grade:	91.4 %

Illustration 3.2

Detail information about each VŠM course is available for courses taken after September 2010. In order to view partial grades (3.2), click on selected course. Detail information about CityU courses is available on Blackboard (under Tools > My Grades).

4. Registration

During the registration period, Registration tab offers a list of courses suggested for student's program plan (it has only informational character, each student is responsible for selecting courses according to his/her program plan).

It is not possible to submit registration before or after the registration period.



Illustration 4.1

Student can change automatically selected courses by clicking on "Customize registration" button if there is any other course available.

When the course or list of courses is selected, click on "Proceed with registration" in order to send the registration request to the admissions office.

Students will receive an e-mail confirmation about successful registration within 48 hours (except on weekends and during holidays).



Illustration 4.2

To customize registration, student has to remove (Odstranit) selected course (4.2) and select other course from the drop down menu (4.3).



Illustration 4.3

New course will be selected after clicking on the Add button. Special attention should be paid to the following information when selecting the desired course: course code, section, instructor, site and trimester. Number of courses selected for registration should be in accordance with program plan.

“Back” button will take you back to the previous page. In order to submit selected courses – for registration – user has to click on “Proceed with registration” button. If student does not have enough funds (tuition or fees) paid in advance; he/she will be redirected to pay for chosen courses via e-banking payment tool (currently using only ČSOB bank).

Note: Students, who do not have an account at ČSOB, are obligated to e-mail their proofs of payment for tuition and fees to:

- Adriana Hrachova ahrachova@vsm.sk (all **Bratislava** students)
 - student advisor for each program (all **Trenčín** students)
- at least one week before the registration period.

5. Funds

List of tuition and fees offers easy and comfortable payment method via **ČSOB** e-banking tool.

Noje štúdium	Registrácia	Financie
<input checked="" type="radio"/>		614 € 1 predmet (Bratislava)
<input type="radio"/>		577.5 € 1 predmet (Trenčín)
<input type="radio"/>		5249.7 € 1 rok (Bratislava)
<input type="radio"/>		4937.63 € 1 rok (Trenčín)
<input type="radio"/>		9087.2 € Cele štúdium MBA (Bratislava)
<input type="radio"/>		8547 € Cele štúdium MBA (Trenčín)

ČSOB platobné tlačidlo

Illustration 5.1

System will choose tuition for selected course (courses) automatically. Other tuition and fees options offer review of the current tuition/fees list of VŠM/CityU (5.1).



Illustration 5.2

To proceed with the payment, you have to click on “Pay” button (5.2). It will take you to secured bank Web page where you can transfer required amount. After successful payment, you will be redirected back to the registration Web page where you will see message about successful transaction.