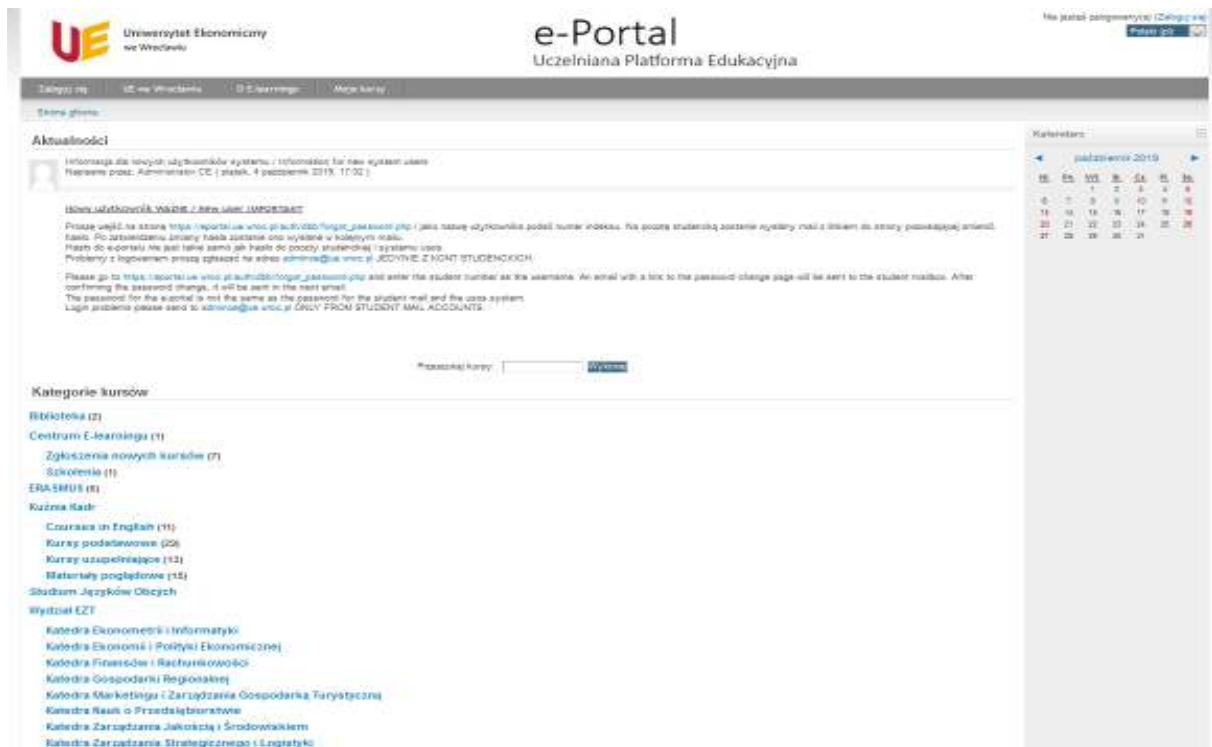


Instructions for Students who should pass Industrial Safety training at Wrocław University of Economics

1. Materials are available in the Eportal environment. To be able to use materials and pass Industrial Safety training, you must run any web browser and enter the address: eportal.ue.wroc.pl. Correctly entering the address allows you to log into the system (see screen below).



2. Change language to English



3. There are course categories displayed. To log in to the BHP (Polish acronym of Bezpieczeństwo i Higiena Pracy - Industrial Safety) course, scroll to the end and the course category called BHP will appear (see screen below).



4. After selecting this category, point your mouse at the course called: „Occupational health and safety”.



5. Then the system login screen appears.



6. Please enter the username and password to log in to the system

The screenshot shows the e-Portal login page. At the top left is the logo of Uniwersytet Ekonomiczny we Wrocławiu. The main header says "e-Portal" and "Uczelniana Platforma Edukacyjna". Below the header is a navigation bar with links: "Log in", "UE we Wrocławiu", "O E-learningu", and "Moje konto". The main content area has a heading "Returning to this web site?" and a subheading "Login here using your username and password. (Cookies must be enabled in your browser)". There are two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember username" and a link "Forgot your username or password?". A "Login" button is to the right of the "Password" field. Two blue arrows point to the "Username" and "Password" fields respectively. At the bottom, there is a link "Some courses may allow guest access: Login as a guest" and a footer with "©2014 Centrum E-learningu, Uniwersytet Ekonomiczny we Wrocławiu" and "You are not logged in."

7. The username is determined by the "student / ID number" - a standard username in EU IT systems in Wrocław. **The username is 6 digits. The student receives or generates the password by himself. In case you are logging in to the Eportal system for the first time in the course Industrial Safety Training YOU MUST !!! register yourself in the system.** Registration will allow you to receive an individual password to access the course. To register your profile in the Eportal system, select „[Forgotten your username or password?](#)”).

This screenshot is identical to the one above, showing the e-Portal login page. A single blue arrow points to the link "Forgot your username or password?" located below the "Remember username" checkbox.

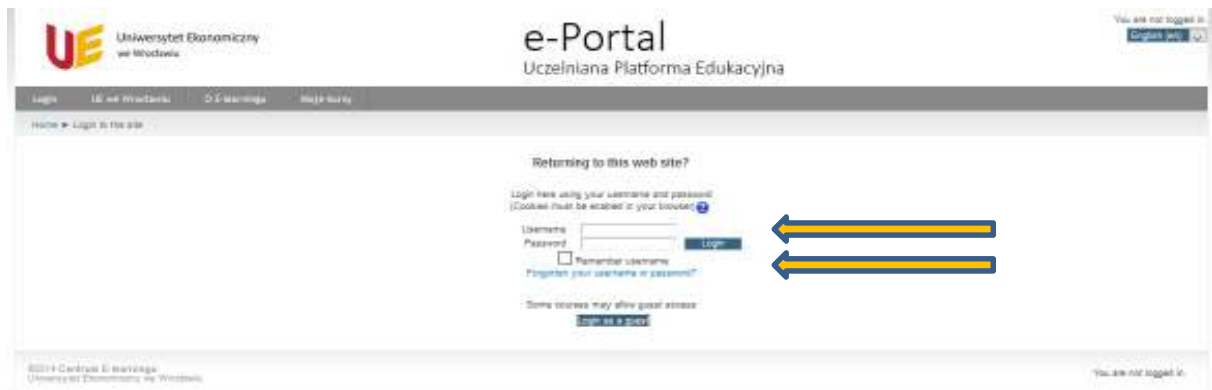
8. Now enter the username, i.e. the student's index number

The screenshot shows the "Search by username" page. At the top left is the logo of Uniwersytet Ekonomiczny we Wrocławiu. The main header says "e-Portal" and "Uczelniana Platforma Edukacyjna". Below the header is a navigation bar with links: "Log in", "UE we Wrocławiu", "O E-learningu", and "Moje konto". The main content area has a heading "Search by username" and a subheading "To reset your password, submit your username below. If we can find you in the database, an email will be sent to your email address (e.g. john.smith@ue.wroc.pl or 123456@student.ue.wroc.pl, with instructions how to get access again)". There is a large input field for the username. A blue arrow points to this input field. At the bottom, there is a footer with "©2014 Centrum E-learningu, Uniwersytet Ekonomiczny we Wrocławiu" and "You are not logged in."

9. Then follow the instructions on the screen. A message appears (approximately): „The password has been sent to your email account” („Hasło zostało wysłane na konto mailowe”). Note – the current e-mail domain address of EU students in Wrocław is e.g. 123456@student.ue.wroc.pl where digits are student's ID number

OHS - Occupational Health and Safety - instructions for logging into the Eportal system

10. Note - Registration to Industrial Safety training course takes place only once. Re-entering the system requires only entering the username and password.
11. After receiving the password the Student can log in to the course.



12. Logging in to the system for the first time by a student will require entering an access key. It depends on the place (Jelenia Góra, Wrocław), study mode (full-time - S, part-time - N) and level (first level -1, second level - 2). A separate access key is created for foreign students. **ATTENTION VERY IMPORTANT !!!** - If the student chooses the wrong access key to the course, he will be incorrectly assigned to the group solving the test and will not have completed a health and safety course.

Access keys - Foreign students (all): BHP_20192020_foreigners

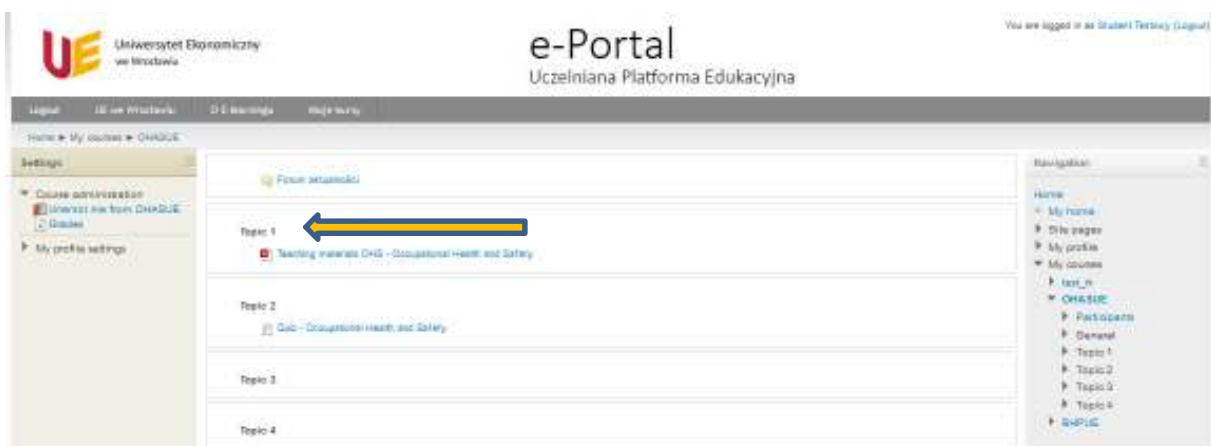
13. You may be prompted to enter your password directly into the course. **Enter the access key into the course (see point 12) (please note the letter size!!!)**



14. Note – work (study) in the course takes place on the individual profile of the Student in the system. This is especially important when passing the Industrial Safety Course (final test).
15. If the system logs in correctly, the Student will see the following screen.



16. In case the Student forgets the password to access the account on Eportal he selects in the login window: „Forgot your username or password?” („Zapomniałeś(aś) nazwy użytkownika lub hasła?”).
17. In case you need to enter a password after selecting materials, please enter: **BHPUE20192020** (please note the letter size!!!)
18. After studying the materials OHS, you should run test. After finishing please accept the answers. See screen below.

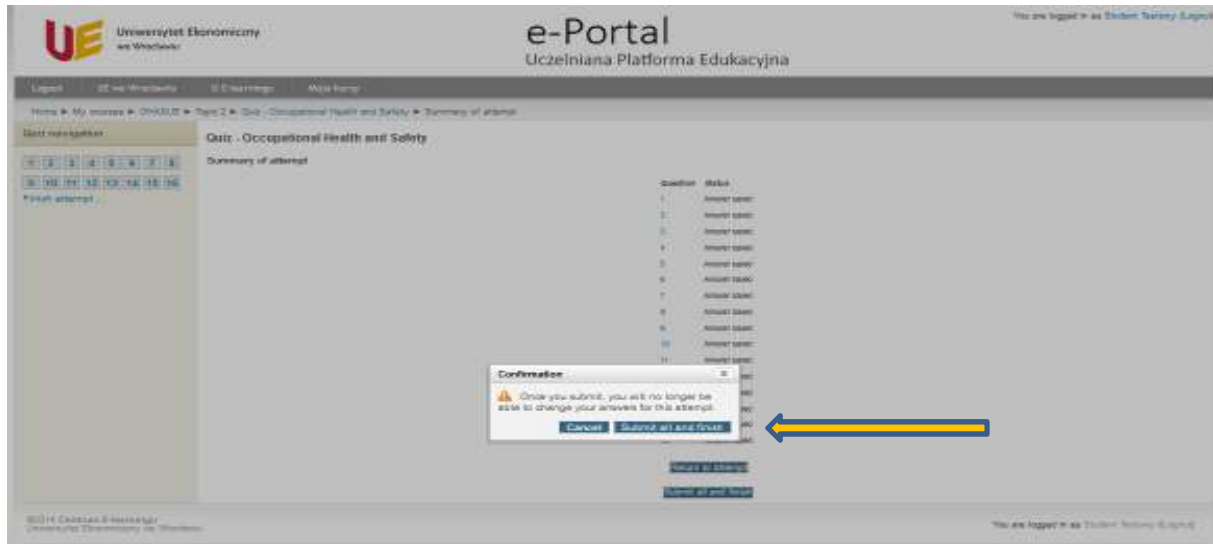


19. Next you should run test. After finishing please accept the answers. See screen below.



20. The system will ask you again to accept given responses.

OHS - Occupational Health and Safety - instructions for logging into the Eportal system



21. After approval the Student will see the test result. See screen below



22. Information about failure to complete the test obliges to start it again and pass.

23. **ATTENTION – AFTER THE WORK IS COMPLETED, IT IS MANDATORY TO LOG OUT OF THE EPORTAL SYSTEM!!! – UPPER RIGHT CORNER INTERNET BROWSER WINDOW**

