IT GUIDE
for SGH students

http://student.sgh.waw.pl//ITguide

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Dear Students,

We are very happy to present you with the 2nd edition of the IT GUIDE for SGH Students. It has been created to familiarize you with the IT systems and services available at the Warsaw School of Economics (SGH), and constitutes a thorough compendium of knowledge that will help you during the course of your academic life at SGH. The guide contains Internet addresses of the most frequently used services and instructions related to them as well as to numerous downloadable documents you may need during your study programme. SGH IT services are under constant development to facilitate the changing needs of the academic environment. Therefore, we would like to invite you to follow the news available on the following sites:

- Information Technology Centre (CTI) sgh.waw.pl/cti/en
- student's profile student.sgh.waw.pl/en
- doctoral student's profile doktorant.sgh.waw.pl/en

Have a good read!
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1.1. Student ID cards

Students at the SGH Warsaw School of Economics have student ID cards. Every student obtains an ID card after paying a fee and submitting proof of payment. The first and second cycle students receive their IDs in their Undergraduate Studies Office or Graduate Studies Office. Doctoral students receive their IDs in their Collegiums.

The ID card contains the following information: cardholder’s full name, photo, student’s album number and a unique ID number visible on the barcode.

- **Library and Aleph library system** – students need the card to use the SGH Library and Aleph online library system. Aleph contains all the information about borrowed items and their expected date of return. It is also possible to renew borrowed materials or browse the loan history online. See more about the SGH Library and the Aleph system in chapter 4.3;
- **Central Printing System (CW)** – multifunctional printers/scanners are available on the SGH campus, allowing students to print, copy or scan documents to their e-mail. See more on the CW system in chapter 5.1;
- **Access control system** – doctoral students may unlock lecture and computer rooms with their ID cards by holding it against the reader by the door (if you forgot your card it is also possible to use a key card received at a reception desk).

The card can serve as a public transport ticket – it can contain a long-term ticket corresponding to the Warsaw City Card (see www.ztm.waw.pl).

If your student ID card is lost, please disable it as soon as possible to prevent any misuse by unauthorised persons. You can disable your card by logging in to the service admin.sgh.waw.pl/konto-en and selecting the link Disable lost ID card. It is also possible to report a lost card in person to the IT Support Team (building B, room 7A, www.sgh.waw.pl/cti/en, telephone 22 564 64 64). If your card has been lost, you will need to apply for a duplicate at the appropriate Studies Office or Collegium.
1.2. SGH account: login and password

Login

admin.sgh.waw.pl/konto-en

The network identifies users by means of an individual login, which is the same for all the SGH IT systems. In case of students and doctoral students, it consists of the initials and registration number displayed on the student ID card.

Password

Your IT resources are secured with a unique password.

New students, without previously created SGH account, receive an email containing a link to create a new password.

Current users of SGH systems should change the password by going to the site admin.sgh.waw.pl/konto-en and selecting the link Forgot your password?

Upon entering that site, please carefully read the information about the password requirements.

In appropriate boxes enter your user ID, current password, and new password twice. Now select Change the password. If your password is strong enough, the system will accept it and a message change of password was successful will pop up. If it is not, you should reread the information carefully and try again with a more complex password.

Please note! You will be required to change your password every 180 days. We strongly advise you to do it more often.

Password recovery settings

Complex passwords sometimes get forgotten. In order to enable password recovery, log in at dziekanat.sgh.waw.pl/en using your SGH account login and password and select the bookmark Contact settings. Provide an alternative e-mail for recovery, to which a temporary password will be sent.
Forgot your password

If you have forgotten your password, go to admin.sgh.waw.pl/konto-en, select the link **forgot your password**, enter your login and follow the instructions of password recovery.

Please note! If you have not provided an additional e-mail address for password recovery, you will have to apply for it in person at the IT Support Team – ZWRI (building B, room 7A). You must have an ID card with you. You will receive a temporary password to be changed to your new password. If you cannot pick up the temporary password in person, you may authorise (in writing) another person to do it for you.

1.3. E-mail and services in the SGH Cloud (Chmura SGH)

**cloud.sgh.waw.pl**

SGH Cloud provides professional e-mail, a calendar and set of web-based office applications. Storage space of 5TB is provided. It is also possible to do teamwork in the form of joint editing of documents, videoconferences or chats. These services are also available from mobile devices.

The e-mail in the SGH Cloud is the official e-mail for students. All organisational information related to the study programme is sent there. SGH newsletters are also sent to this e-mail account.

Log in to the SGH Cloud at cloud.sgh.waw.pl with the SGH account login and password.

Follow the HELP link to find instructions on using and configuring e-mail O365 for mobile devices and various e-mail clients, as well as video guides, FAQs and instructions.

If you are involved in a team project, you may need an alias, i.e. an e-mail address dedicated to a project or student organisation. In order to apply for a group alias, send a request to the IT Support Team at helpdesk@sgh.waw.pl.
1.4. Internet information pages

The SGH web portal is the main source of information about SGH life. The portal is divided into several sections, the home page www.sgh.waw.pl/en and pages devoted to different groups such as SGH students, alumni and staff.

The websites student.sgh.waw.pl/en and doktorant.sgh.waw.pl/en offer news, a listing of current events and useful links to information, procedures and documents essential for SGH students.

The website uczelnia.sgh.waw.pl/en includes general information about the University, authorities, accreditation data, SGH history, a campus map and building plans.

Collegial and administrative units of the University run their own websites, e.g. kolegia.sgh.waw.pl/en, administracja.sgh.waw.pl/en. On these websites you will find information about lecturers and other staff, contacts, descriptions of organisational units, office hours and information about the upcoming events such as conferences and seminars.

The SGH Address Book (Książka Adresowa SGH) is a particularly useful directory service available at ksiazka.sgh.waw.pl (only in Polish). It is used to locate e-mail addresses and phone numbers of university staff as well as information about all the organisational units.
Chapter 2
Internet at SGH

2.1. Wi-Fi wireless network

www.sgh.waw.pl/wifi/en
Wi-Fi is available on the SGH campus in public spaces. For the most current information see www.sgh.waw.pl/wifi/en.

WiFi includes the following networks:

• **EDUROAM** – accessible in all SGH buildings. It is the network to be used at SGH as well as at other universities providing the EDUROAM network. Some services may need access through VPN – see chapter 2.3.

• **SGH_INTERNET_R** – access for students which enables logging in to many internal IT services at SGH.

• **SGH_WIFI_SMS** – access for visitors of SGH Warsaw School of Economics. One can get the access from campus reception desk staff, SGH employees, SGH students or PhD students.

**EDUROAM network**

EDUROAM is an international initiative, which SGH joined at the beginning of 2015. It will let you use Wi-Fi on the campuses of other academic institutions using the same logging procedure as you use locally at SGH. Maps of Polish and international EDUROAM are available at www.eduroam.pl and www.eduroam.org.

In order to connect to the EDUROAM network:

• switch on the wireless card on your laptop, tablet or other device,

• select EDUROAM from the available wireless networks,

• when you see a new window, enter your login in the box marked Username. This time apply your full e-mail address in the domain sgh.waw.pl, and in the Password box – enter your SGH account password, then click OK.
2.1. Wi-Fi wireless network

Please Note! If there is a message about the security certificate problem, accept the certificate.

SGH_INTERNET_R network

In order to log in to this network:

- switch on the wireless card in your laptop, tablet or another device,
- select SGH_INTERNET_R from the list of available wireless networks,
- you will be automatically redirected to the SGH login page,
- in the login window in the box marked Username enter your login, in the box Password enter your SGH account password, and click Login.

Please note! If a message about security certificate problem shows up – accept it. After a while you will see a network authorisation window followed by the main SGH page.
Chapter 2. Internet at SGH

SGH_WIFI_SMS network

SGH_WIFI_SMS provides Internet access to persons from outside the SGH. In order to connect to SGH_WIFI_SMS:

- ask a student, an employee or a campus reception desk staff to generate a text message password,
- switch on the wireless card in your laptop, tablet or another device, select SGH_WIFI_SMS network and click OK,
- use your phone number and the password received via text message to log in to the SGH_WIFI_SMS network.

2.2. Computer workstations with Internet access

Currently there are 20 computer workstations for student use at SGH. Please use your login and password. All computers are equipped with Microsoft Office. To make this resource available to a maximum number of users, sessions at these workstations are limited to one hour. The system informs you about the approaching end of the session, and the computer will log out automatically.

These workstations are located in the main building at the underground floor.

2.3. Virtual Private Network (VPN) – remote access to SGH systems

www.sgh.waw.pl/vpn/en

VPN (Virtual Private Network) allows you to access SGH-network-only services from remote devices. Thanks to VPN client, you will be able to reach services such as: databases and electronic resources, Central Printing System and other.

You can download VPN client via following website: https://vpn.sgh.waw.pl (available for both Windows and MacOS). The usage of new VPN client is similar to Network Connect. A mobile version of the application is available at Google Play and App Store.

Once you connect to the VPN, simply go to the preferred website via your browser e.g. databases and electronic resources.

For detailed instructions regarding the installation and usage of the VPN visit www.sgh.waw.pl/vpn/en (instructions are available only after logging in to the website).
3.1. General information

dziekanat.sgh.waw.pl/en

The Virtual Dean’s Office provides students with an individual account through which they can select courses for every semester, track their record, view their grades and manage payments to SGH. It is also a tool for communication between a student and the Dean’s office.

You log in to the Virtual Dean’s Office at dziekanat.sgh.waw.pl/en using your SGH account **login** and **password**.

After logging in, you may access such links as:

- **Teaching programmes and study plans** – SGH studying guides in the PDF file are available here;
- **Course browser** – advanced search for instructional offerings;
• **Contact** – links to the pages with the Undergraduate and Graduate Studies Offices and IT Support Team contact data;

![Contact](image)

• **Important terms** – information about the organisation of the academic year, about holidays, as well as about declarations terms;

• **Running semester** – information about courses in the current term;

• **Personal data** – your data from the Dean’s Office system;

• **Course selection card** – the place to make class selections for the following semester;

![Plan of studies](image)

Plan of studies for semester 5, field of study Economics studies, in academic semester 2015/2016

<table>
<thead>
<tr>
<th>No</th>
<th>Course groups</th>
<th>ECTS points</th>
<th>course syllabus</th>
<th>declared</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Major course</td>
<td>18.0</td>
<td>0.0</td>
<td>18.0</td>
<td>18.0 ECTS points missing</td>
</tr>
<tr>
<td>2.</td>
<td>Other courses to choose</td>
<td>12.0</td>
<td>0.0</td>
<td>12.0</td>
<td>12.0 ECTS points missing</td>
</tr>
<tr>
<td></td>
<td>ECTS total</td>
<td>30.0</td>
<td>0.0</td>
<td>30.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Semester limit</td>
<td>70.0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Available functions
- Instruction for filling in the declaration
- Showing the content of the basket, deleting the codes from the basket, acceptance of the declaration ATTENTION - changes not entered into declaration
- Entering new courses to the basket on the basis of the schedule
- Content of the declaration
- History of the course selection

• **Declaration correction** – the place to submit the change in your classes;

![Field of study](image)

Field of study: EKO, w semestrze akademickim 2015/2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Courses</th>
<th>ECTS points</th>
<th>Semester limit</th>
<th>Basket &gt; declaration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declaration</td>
<td>0</td>
<td>0.0</td>
<td>70.0</td>
<td>Saved</td>
</tr>
<tr>
<td>Basket</td>
<td>3</td>
<td>12.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• **Subject choice history** – your history of adding and removing courses in the declaration;

• **Payment** – your individual account number is provided, along with information about your student fees from the Dean’s Office system;
• **Mode of study** – information about your course of study, completed classes, number of points and average grade – from the Dean’s Office system;

• **Applications** – the place to submit electronic applications, view the application procedure and the Dean’s decision;

• **Electronic Academic Project** – the place to submit academic project applications and their status;

• **Students' appraisal of lectures** – obligatory anonymous evaluation of classes conducted at the end of each semester.

### 3.2. Semester declarations

Seed a tab **Course Selection Card**

Semester declarations should be made within the time frame required by the Dean’s Office. In a tab **Course Selection Card** you can view the table showing your current schedule along with a list of available functions:

• **Instruction for filling in the declaration** – detailed instruction on how to complete the Course Card;

• **Showing the content of the basket, deleting the codes from the basket, acceptance of the declaration**;

• **Entering new courses to the basket on the basis of the schedule**;

• **Content of the declaration** – here you can review the current content of your declaration;

• **History of the course selection** – a table consisting of all changes in the declaration.

After selecting the courses, save your declaration.

After saving the courses, you will see the sum of ECTS points for the selected courses calculated in the declared column.
3.3. Declaration Correction

The list of available functions includes:

- **Instruction manual for the Declaration**;
- **How to choose courses** - general information;
- **Showing the content of the basket, deleting codes from the basket and accepting the declaration** – you may delete the courses from the basket, enter the basket into the declaration or copy the content of a former declaration into the basket.

In order to delete a course or courses from the basket, you should select them and then choose **Deleting checked courses from the basket – Yes**.

In order to enter a basket into the declaration, i.e. accept the declaration, choose **Basket → Declaration – Yes**.

In order to return to the former declaration content, choose **Declaration → Basket – Yes**.

- **Entering new courses to the basket on the basis of the schedule** – allows students to search and add courses to the basket. The course may be searched according to several criteria after displaying the list of courses. You can choose the lectures you prefer and add them to the basket.

**Please note!** If you want to accept your declaration, move **Basket** to **Declarations**.

- **Change of the number of class’ groups in the basket** – you may change the course group only if there is a question mark on the list.
Please note! After entering the change of course group to the basket you should move the Basket to Declaration.

• Display course declaration;

<table>
<thead>
<tr>
<th>Date</th>
<th>Courses</th>
<th>ECTS points</th>
<th>Semester limit</th>
<th>Basket &gt; declaration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declaration</td>
<td>3</td>
<td>9.0</td>
<td>70.0</td>
<td>Saved</td>
</tr>
<tr>
<td>Basket</td>
<td>3</td>
<td>9.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Content of the basket of course's choice - form for deleting and acceptance of the declaration

• Subject choice history

<table>
<thead>
<tr>
<th>Year and semester</th>
<th>Declaration</th>
<th>Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015/2016Z</td>
<td>Declaration correction</td>
<td></td>
</tr>
<tr>
<td>2014/2015Z</td>
<td>Declaration correction</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year and semester</th>
<th>Declaration</th>
<th>Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015/2016Z</td>
<td>Course Selection Card</td>
<td></td>
</tr>
<tr>
<td>2014/2015Z</td>
<td>Course Selection Card</td>
<td></td>
</tr>
</tbody>
</table>

Please Note! After the first declaration step the course schedule is connected and conflicts between courses are possible. During the Declaration correction you should first remove courses conflicts by choosing a course group that does not clash with the other or resign from either course in the conflicting pair. Otherwise, if you do not remove the clash, the system itself will remove all conflicting courses during the technical break.
4.1. E-learning platform e-sgh

The SGH e-learning platform enables students to take part in over 60 online courses. During these lectures students meet with the instructors online, study contents enriched by educational films and take part in forum or chat discussions. Only at the end of the semester will they assemble in a traditional way – in a classroom – in order to take their examination. Some online lectures are conducted in cooperation with other universities in Poland (econet project – Virtual Space of Cooperation of Business Universities) or in the United States.

First-semester SGH students begin their e-learning experience with three required training sessions – www.e-sgh.pl/trainings: Occupational Health and Safety (BHP), Library Orientation and Fundamentals of Intellectual Property Protection. There are tests at the conclusion of each of those sessions. First-year students receive this training at the time when they are given their registration number and SGH e-mail address. The training sessions are accessed by logging in to the platform www.e-sgh.pl using your individual SGH account login and password.

You access courses within the category Online Courses (e-learning) and blended learning lectures after declaring the course in the Virtual Dean’s Office. Access to the chosen courses is granted automatically by www.e-sgh.pl platform at the beginning of semester. To start online lecture, student should log in to the e-sgh with the use of SGH login and password. The video Registration for online lectures describes the procedure www.e-sgh.pl/registration.

A detailed guide on how to navigate around the platform is accessible in a video at www.sgh.waw.pl/info/esgh/en. The English transcription of the video is available at the bottom of the website.
4.2. Niezbędnik e-sgh

www.e-sgh.pl/niezbednik

Niezbędnik e-sgh is a part of the e-learning platform www.e-sgh.pl that allows instructors to independently manage teaching materials for their courses. On the course page you can do such things as access information about lectures, complete homework or view examination grades.

Please note! In order to access materials related to the course, ask the instructor if she/he uses Niezbędnik, and then make use of the link provided by the instructor.

If the access to the course requires a login, the instructor will provide a link to the application card, whose general form will be as follows: www.e-sgh.pl/last_name_of_the_teacher/name_of_the_course/card. You will need to perform a one-time registration with your SGH login and password.

If access to the course does not require a login, the lecturer will give you a direct link to the materials, whose general form will be as follows: www.e-sgh.pl/last_name_of_the_teacher/name_of_the_course. You may add this course to the list of courses on your account by selecting Follow this course page.

The courses you have signed up for or the ones you follow are visible on the main page of Niezbędnik or can be viewed by clicking the link Niezbednik on the course tree of the e-sgh.pl platform.

All the questions about the operation of www.e-sgh.pl platform and Niezbędnik should be sent to the Centre for Open Education (Centrum Otwartej Edukacji – COE) at administracja.sgh.waw.pl/en/coe, e-mail: e-sgh@sgh.waw.pl, tel.: 22 564 97 22.
4.3. SGH Library (the Aleph system and electronic resources)

biblioteka.sgh.waw.pl/en

The SGH Library web page includes all necessary information about the library, including databases, and available books and periodicals. The web page provides access the Aleph system, which includes the library catalogue and library user accounts.

Library catalogue

www.sgh.waw.pl/aleph

The Aleph electronic catalogue lists books, periodicals, special resources, PhD, Master’s and Bachelor’s theses, and collections of the European Documentation Centre (EDC) and the International Monetary Fund (IMF). It provides more detailed information about those resources, including the number of copies, their location and means of access them. More information about catalogue and resources also provides Reference & European Documentation Centre (Library building, ground floor, room 10) and General Reading Room.

User’s library account

Every SGH student has an individual account in the Aleph system. You can browse your current borrowing, and dates of return, arrange for renewals or reservations, browse the loan history, and check the balance of your late-return fees.

If you want to access your library account, you should first activate your student ID card in the Students’ Lending Library (Library building, ground floor, room 17). Once you have completed the necessary formalities, your account will be activated.

In order to log in to your account, go to www.sgh.waw.pl/aleph, select English language in the top right corner and choose either Sign-in or My library card.

Please note! The login and the password to your library account is the same as to the others SGH systems. If you have problems with the access to the library account please send an e-mail to wypożyczalnia@sgh.waw.pl
You will find detailed information about using the Aleph catalogue at the Help link.

Databases and electronic resources

biblioteka.sgh.waw.pl/en/databases

The SGH Library provides their users with access to Polish and foreign language electronic resources. This is an essential resource for the academic life of a student. You can find not only bibliographic citations but also full text versions of publications in the areas of your interest.

The databases are available via all desktop computers and mobile devices connected through Wi-Fi on the SGH campus. A full list of available databases is available at biblioteka.sgh.waw.pl/en/databases.

Remote access to the databases is possible through VPN (see chapter 2.3). Log in to VPN and select the link Databases on the SGH Library website from the menu.

Some databases have special requirements for remote access. You will need to install and launch the VPN client, which you can download after logging in at website https://vpn.sgh.waw.pl (see more about VPN in chapter 2.3).
Please Note! The EMIS-Polska database is accessible off-campus only for staff and doctoral students.

If you need any additional information about electronic resources and their use or you have a problem with using databases through VPN, please consult the librarians in the Reference & European Documentation Centre (Library building, ground floor, room 10) or inquire at biblioteka@sgh.waw.pl.

4.4. APD

apd.sgh.waw.pl

Archive of Diploma Theses (APD) serves the purpose of verifying and storing of diploma theses. The process of handling a diploma thesis in the system shall be triggered automatically after the selection of a seminar. The thesis title and supervisor’s data shall be entered into the system. The thesis data shall be put into the APD system on the list of tasks for the thesis Author-student thus initializing the process of entering the thesis.

A detailed instructions on how to upload your thesis and other info about APD system you can find at www.sgh.waw.pl/apd/en.
Chapter 5
Other resources available for students

5.1. Central Printing System (CPS)

www.sgh.waw.pl/cw/en

The Central Printing System, provides large print/copy/scan devices located in many places around SGH campus. If you want to use any of the CPS devices to print, copy or to scan a file, hold your student ID card over the proximity reader.

You can scan for free, but there is a charge for printing and copying. For the latter, you need to deposit money into your individual Central Printing System account. To charge your CPS account please log in with your SGH login and password to cw.sgh.waw.pl, choose Deposit money and follow the instructions.

- **printing (paid)**
  Documents sent for printing with one of the methods mentioned below remain in the CPS for up to 24 hours, after which they are automatically deleted. During this period the files may be printed after logging in to any of the CPS devices at SGH.

**Please Note!** Colour printouts will not be visible on the black and white devices.

- **printing from SGH computers**
  The CPS is seen by a computer as a printer named Print_B&W (for black and white printouts) and Print_Color (for colour printouts).

- **printing via e-mail**
  This is a convenient method for users working on mobile devices and laptops, as well as from outside the University campus. A file may be printed by sending it via the electronic mail in the SGH domain to print-bw@sgh.waw.pl in the case of black and white printouts and print-color@sgh.waw.pl in the case of colour printing. The file should be sent as an attachment.

**Please note!** Printing via e-mail works only if you send the print job from your SGH email address in our domain (sgh.waw.pl).
– printing by uploading a file through WWW
A file may also be printed by uploading it directly to CPS at cw.sgh.waw.pl/m. The website allows for the managing of print jobs as well as the upload of new ones.

• copying (paid)
Copying with CPS devices works just like with any other copy machines. Some additional features like stapling or sorting are available.

• scanning and sending files to e-mail addresses (free)
A scanned file is sent to the mailbox as attachment, with the parameters of scan and e-mail address to be configured as desired (the default e-mail address is an address in the domain sgh.waw.pl - other email addresses will be rejected).

5.2. Microsoft Office suite for PC/Mac/mobile
Service Office 365 ProPlus allows free downloading of the latest version of Microsoft Office suite to be installed on five devices - PC or MAC computers, tablets or smartphones. The package includes Word, Excel, PowerPoint, OneNote, Outlook, Skype, OneDrive for Business, Publisher and Access. Additionally, thanks to the SGH Cloud (see chapter 1.3), you can edit and share files in the cloud.
In order to install the Microsoft Office package on your device:

- enter your account in the SGH Cloud cloud.sgh.waw.pl,
- log in after entering your SGH login and password;
- install MS Office from the webpage that opens as a default after logging in;

- or install choosing menu Settings and select Office 365 Settings.

**Please note!** Every 30 days the applications will verify if you are entitled to free use of the package. If your computer is not connected to the Internet or you are no longer entitled (for example if you are no longer a student), the application will shift to a restricted mode. You will be prompted to renew subscription. To regain the full functionality of the package, confirm your login and password.

Detailed information on the system requirements, and installation on PC and MAC devices, including mobile devices, can be found at www.sgh.waw.pl/office-for-students.
5.3. Azure Dev Tools for Teaching (previously: MS Imagine)

Microsoft Imagine is a special license that allows university students to use several operating systems and packages for free. The offer includes:

- Microsoft Windows 10 Education,
- Microsoft Windows 8.1 Professional,
- Microsoft Visio Professional 2016,
- Microsoft Project Professional 2016,

For more information go to www.sgh.waw.pl/AzureDevTools. After you register your account, you will acquire access to downloading the software from the following website https://aka.ms/devtoolsforteaching.

If you have any questions related to this service, please send them to helpdesk@sgh.waw.pl.

5.4. Statistical software (SAS, PS IMAGO/SPSS, STATA, Statistica)

SGH students and staff have access to four major statistical packages SAS, SPSS, STATA and Statistica for their academic work.

If you want to install the software, log in at www.sgh.waw.pl/programy and choose one of the folders.

Please note! IT Support Team (ZWRI) does not provide support for the installation and use of SAS, SPSS, STATA and Statistica software.
SAS
- open the folder with the available SAS version,
- save all the files to your computer,
- unzip the archive, for example, with 7-ZIP,
- install the software,
- for more information, visit www.sgh.waw.pl/sas/en.

PS IMAGO/SPSS
- log in to admin.sgh.waw.pl/konto-en and copy the license code from "License" tab,
- go to www.sgh.waw.pl/programy, open the SPSS folder and download the appropriate SPSS image file,
- using Windows 10 simply click on the file and it will open as a virtual drive,
- for other systems burn the resulting ISO image file onto a DVD disc with Nero, InfraRecorder or a similar DVD-burning software,
- start the installation process,
- for detailed information please visit SPSS Installation Instructions located at www.sgh.waw.pl/spss/en.

STATA
- log in to admin.sgh.waw.pl/konto-en and copy the license code from "License" tab,
- go to www.sgh.waw.pl/programy, open the STATA folder and download the appropriate STATA image file,
- using Windows 10 simply click on the file and it will open as a virtual drive,
- for other systems burn the resulting ISO image file onto a DVD disc with Nero, InfraRecorder or a similar DVD-burning software,
- start the installation process,
- for detailed information please visit STATA Installation Instructions located at www.sgh.waw.pl/stata/en.

Statistica
- log in to admin.sgh.waw.pl/konto-en and copy the license code from "License" tab,
- go to www.sgh.waw.pl/programy and open the folder with available Statistica versions (EN or PL),
- using Windows 10 simply click on the file and it will open as a virtual drive
- for other systems burn the resulting ISO image file onto a DVD disc with Nero, InfraRecorder or a similar DVD-burning software
• start the installation process.
  In order to register software during the installation:
• your device should be connected to the Internet,
• use your e-mail address from the sgh.waw.pl domain. If you provide your private
  address, you will not be able to install the software.
Detailed installation guides are located at www.sgh.waw.pl/statistica/en.

Please note! IT Support Team (ZWRI) does not provide support for the installation and
use of SAS, SPSS, STATA and Statistica software.

5.5. Scholarship, financial aid and dormitories
– USOSweb system

usosweb.sgh.waw.pl
Go to the USOSweb site and log in using your
SGH login and password. Here you can apply for
dormitory accommodation and several forms of
financial aid and scholarships. Follow the links
applications, stipends and payments.

Please Note! All other student issues at SGH (selection of courses, marks, credits etc.) are
handled on the ALBS system of the Virtual Dean’s Office (see chapter 3).

If you need more information, please contact the Student Aid Section (Sekcja Pomocy
Materialnej – SPM) e-mail: spm@sgh.waw.pl, tel.: + 48 22 564 66 17 or 19.
For technical issues, please contact USOSweb technical staff by e-mail at
helpdesk@sgh.waw.pl.
5.6. SGH Career

Online career services are operated by the SGH Career and Alumni Centre. It offers students and graduates quick and easy access to current internships and jobs, related to SGH's fields of study. Last year the service listed 4,752 job offers, 1,610 internships, and 1,634 work placements. The Career and Alumni Centre provides career consultations and organises workshops devoted to presentation skills, interviews and writing application documents. SGH students and graduates may also participate in workshops co-organised with partner companies (EY, DB Schenker, Deloitte, KPMG, L'Oréal, PKO BP or PwC).

5.7. International Programmes On-line Application System

International Centre (Centrum Programów Międzynarodowych – CPM), which can be accessed at www.sgh.waw.pl/international, is responsible for various forms of international cooperation and exchange with foreign universities and other academic institutions. The International Centre provides online application forms for the available programmes. Log in using your SGH login and password and follow the links.
5.8. Room availability (CELCAT)

portiernia.sgh.waw.pl

If you need a room for a meeting or other event, go to portiernia.sgh.waw.pl. The system provides an interface for viewing the availability of rooms on the SGH campus. You can browse the schedules by date, building or semester.

The system is visible from the SGH campus network. If you need to access the information from outside the university, please use VPN and select the Room availability link (more information about VPN in chapter 2.3).
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