

# Student Registration Guide (EN)

## ESO.VSM.SK

To access your Student Profile, go to <https://eso.vsm.sk/>

Electronic Student Office 3

**Welcome to ESO 3!**

[Please Sign In to continue.](#)

After Signing In you will be automatically redirected to your section.

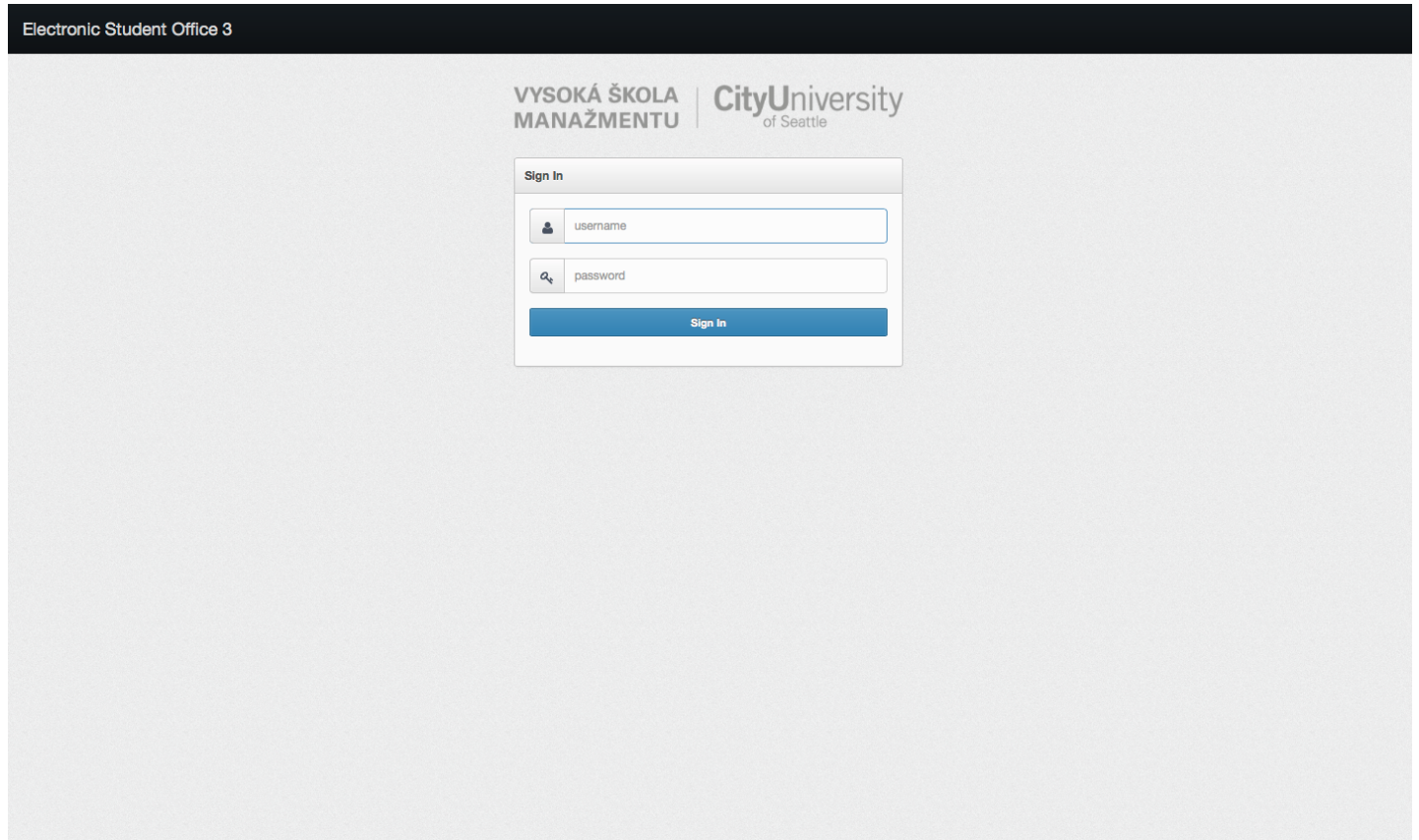
VYSOKÁ ŠKOLA  
MANAŽMENTU

| **CityUniversity**  
of Seattle

3.0.0.b3-45-ga7707cb-dirty

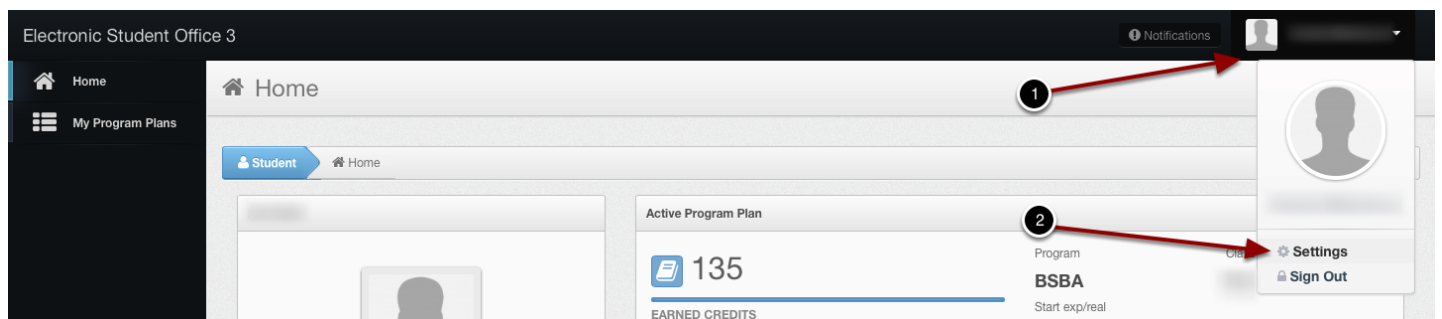
## Sign In

To Sign In, please use same credentials as you use to login into old registration system, or your moodle account.



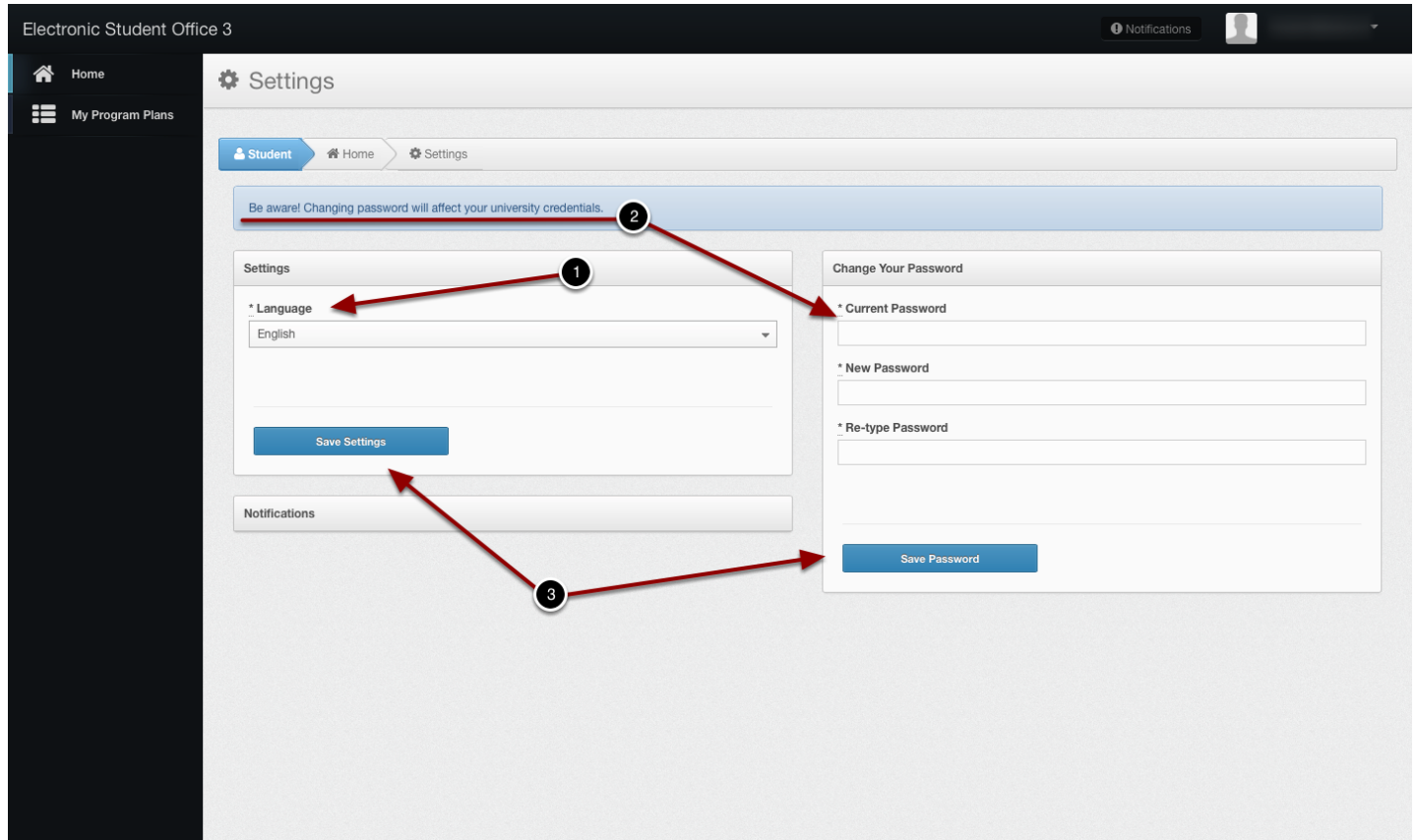
## Settings

If you would like to change the language of User Interface, please click on your name in the top right corner of the screen (1), and select Settings (2) .



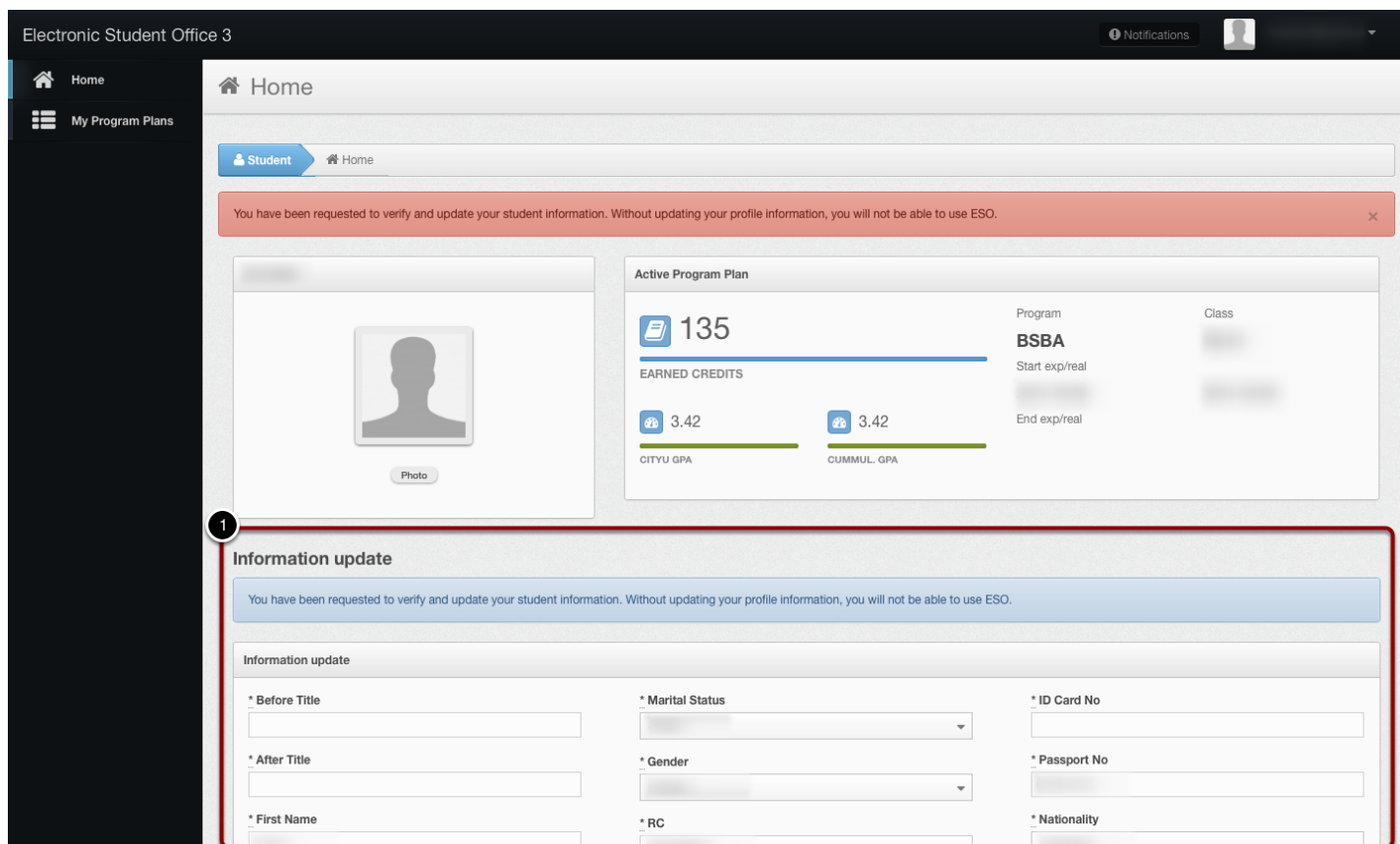
## Settings

In Settings you can change the language of the User Interface (1) as well as update your university password (2). If you will change your password, this will also change your password for @vsm-student email and moodle. Use Save buttons (3) to confirm the settings.



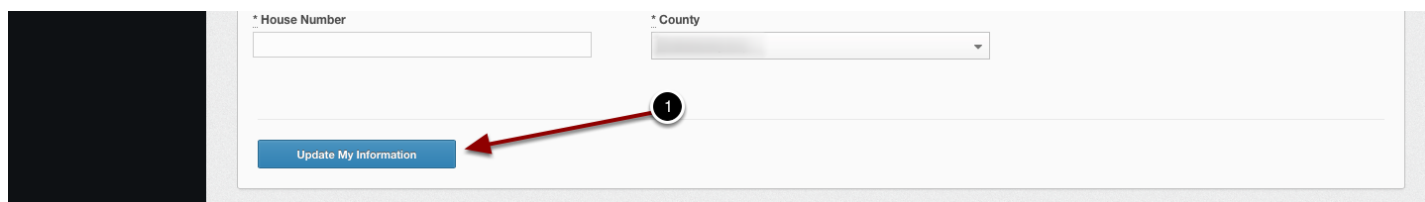
## Information Update

After your first Sign In, you will be asked to update your student information (1). It is necessary to provide all new information that is missing, as well as update all changed information. Admission staff has the right to reject your provided information and request your information update again. **Without submission of your information, you will not be able to use ESO!**



## Information Update Submit

After you fill in the information update form, press **Update My Information** (1) in the bottom of the page. This will submit your information and you will be able to use ESO.



## Home

Your Home view provides overview of your current study. You see basic information about your **Active Program Plan** (1), information about **current or upcoming registrations** (2), status of your registrations, and your **Current Courses** (3).

Information about currently opened **registration** is displayed with blue color. Future registration is displayed with green color. You can see dates when registration begins and ends. Registration always begin and end at midnight of Central European Time Zone. Registration section also displays short information about your payments for courses in the system. If you cannot see the correct amount of prepaid courses, please contact your admission office.

**Current Courses** provides a list of courses in which you are currently enrolled. You can see teacher's name, course details and schedule of a course. If the teacher is submitting assignment grades into ESO, you will see the grades values in the system.

To access your current and previous Student Program Plans, please click to **My Program Plans** (4) in the left menu.

The screenshot shows the 'Electronic Student Office 3' interface. The top navigation bar includes 'Home' and 'My Program Plans' (marked with a red arrow and a circled '4'). The main content area is titled 'Home' and features several sections:

- Active Program Plan (1):** A large section containing a student profile card with a 'Photo' placeholder, 'EARNED CREDITS' (135), and GPA information (CITYU GPA: 3.42, CUMMUL. GPA: 3.42). It also displays program details for 'BSBA' and a table for 'Class' with columns for 'Start exp/real' and 'End exp/real'.
- Registrations (2):** A section with two messages: 'Online Registrations for BS / WN14 are opened from 2013-11-13 to 2013-12-20' (in blue) and 'Online Registrations for BS / WN14 will be opened from 2013-11-20 to 2013-11-21' (in green). Below these is a message: 'You have prepaid 6.0 courses.'
- Current courses (3):** A section for 'BSC402 - Financing Organizations' showing teacher 'Johan Winbladh', schedule 'Tuesday: 8:00 - 10:20; Thursday: 8:00 - 10:20', and an 'Assignments' column.

## Program Plan

Your Student Program Plan displays your courses according to the Program Plan template of the year you started. Number in the first column represents line/order number in the program plan template (1). If you took one course several times (for example you failed or dropped it and later passed it), all tries will be displayed one after each other with the same line/order number.

Each taken course is represented with a labeled course code (2). You can find legend in the bottom of the page. **Blue** color represents successfully passed course, **Green** represents currently enrolled courses, **Red** represents failed courses, and **Pink** represents dropped courses.

To see details about your old course, click on the course line in the table (3).

Electronic Student Office 3

Home | My Program Plans

Student | Program Plans | BSBA

Active Program Plan

135 EARNED CREDITS

Program: BSBA

CITYU GPA: 3.42 | CUMMUL. GPA: 3.42

Registrations

Online Registrations for BS / WN14 are opened from 2013-11-13 to 2013-12-20

You have prepaid 6.0 courses.

D	Course	Description	Registered	Trim	Teacher	Sec	Crd	Grd
1	ENG102	English Composition II					5	TC
2	MATH188	College Algebra					5	TC
3	ENG290	Advanced Composition			Miles White		0	
4	SSC220	Principles of Microeconomics			Ing. Andrej Piovarci, PhD.		5	3.7
5	SSC221	Principles of Macroeconomics					5	TC
6	MTH110	Introduction to Statistics			Winston Addis		5	3.1



## Registrations

Courses that you need to take, are displayed as **empty line** (1) with gray description of the program plan template line. It can be described as a specific course you need to take (1), or group of courses from which you need to take one (2). For example group of electives or group of emphasis courses.

If registrations are opened, you will see **Register** button in each empty line of your Student Program Plan. If there aren't any opened courses next trimester for specific line, you will see **Gray button** (3). For line where there are opened courses for next trimester, you will see **Green button** (4) with number of opened courses for specific line. To register for such line, click the Register button.

**It is important that you register for courses in order with your Program Plan Template. If it is possible, first try to take courses on the top of your Student Program Plan, and then continue downwards. If you will register for course from the bottom of your student program plan too early, admission staff may reject your registration and you will need to register again for different course!**

The screenshot shows a table of courses with columns for course ID, name, instructor, and credit hours. Annotations include:

- 1**: Points to empty lines (e.g., line 18) with a gray description.
- 2**: Points to lines with a gray description of a group of courses (e.g., line 36: "1 of 8 from Emphasis group").
- 3**: Points to a gray "Register" button (e.g., line 26) with a tooltip: "There aren't any opened Courses for this category in this Trimester".
- 4**: Points to a green "Register" button (e.g., line 30) with a tooltip: "Opened Courses: 1".

**Legend:**

- Taken Courses (blue)
- Current Courses (green)
- Failed Courses (red)
- Dropped Courses (red)

Line	Course ID	Course Name	Instructor	Credits	Grade	Status
18	KM200S	Algorithmization and programming		5	TC	Empty
19	BC301	Approaches to Critical Thinking	Larry Johnson	5	3.8	Current
20	BC302	Professional Communication	Larry Johnson	5	3.5	Current
21	BC303	Statistics	Luba Habodászová	5	3.2	Current
22	BC306	Ethics and Leadership	Chris Eley	5	3.9	Current
23	BSC401	Interpretation of Financial Accounting	Johan Winblad	5	4.0	Current
24	BSC402	Financing Organizations	Johan Winblad	0	0.0	Current
25	BSC403	Legal Issues at the Workplace				Empty
26	BSC407	The Effective Organizations	Owen Fernandes	5		Gray Register
27	BSM405	Operation Management				Empty
28	INT302	International Economics	Johan Winblad	5	3.5	Current
29	IS330	Information Systems	Rudolf Rossel, M.B.A.	5	2.8	Current
30	MK300	Principles of Marketing	doc. PhDr. Ivan Zárý, PhD.	0		Green Register (1)
31	BSM495	Business Strategy				Empty
32	BSM404	International Business	James Caldwell	5	2.8	Current
33	BSC400	Decision Modelling and Analysis				Gray Register
34	PM401	Introduction to Project Management				Gray Register
35	HR405	Strategic Management of Human Resources	Jozef Simúth	5	3.3	Current
36		1 of 8 from Emphasis group				Gray Register

## Course Registration

After you click on the Register button, you will see the course selection form. Please **pick course** (1) for which you would like to register and confirm the selection by clicking to **Add Registration** button (2).

Electronic Student Office 3

Home  
My Program Plans

### Register for Course

Student Program Plans Register

Active Program Plan

135

EARNED CREDITS

3.42 CITYU GPA 3.42 CUMMUL. GPA

Program: BSBA  
Start exp/real: [blurred]  
End exp/real: [blurred]

Class: [blurred]

#### Registrations

Online Registrations for BS / WN14 are opened from 2013-11-13 to 2013-12-20

You have prepaid 6.0 courses.

#### New Register

Program Plan Item  
**BSM495 - Business Strategy**

BSM495 - WN14 / MGRDL - Bratislava - Day - Johan Winbladh

**BSM495 - Business Strategy**  
BSM495 - WN14 / MGRDL - Bratislava - Day - Johan Winbladh

Add Registration OR Cancel



## Registration Submission

After you add your course, you can continue by adding another courses to your registration. If you want to change your selection, please click **Remove** (1) button in Actions column, and add registration for different course like described in the previous step. When you are finished with your selection, please confirm it by pressing **Submit My Registrations** (2).

**Until you will not submit your registration, admission staff will NOT be able to accept or reject your registrations.**

Electronic Student Office 3

Home  
My Program Plans

Program Plans

Student Program Plans

Active Program Plan

135 EARNED CREDITS

3.42 CITYU GPA

3.42 CUMMUL. GPA

Program: BSBA

Class: [blurred]

Start exp/real: [blurred]

End exp/real: [blurred]

Photo

Registrations

Online Registrations for BS / WN14 are opened from 2013-11-13 to 2013-12-20

You have prepaid 5.0 courses.

Submit My Registrations

Course	Submitted	Accepted	Actions
BSM495 - WN14 / MGRDL - Bratislava - Day - Johan Winbladh			Remove (1)

All My Program Plans

Program	Status	Section	Program Plan	Site	Form	Language	Proficiency	Start	Finish
BSBA	Active								


## Registration Status

After you submit your registrations, you will see date and time of your submission (1). Once the admission staff process your registrations, you will see registration status in **Accepted** column (2). Each processed registration can be represented as **Yes** for accepted, or **No** for rejected.

Electronic Student Office 3 Notifications

**Program Plans**

**Student** | Program Plans



Photo

**Active Program Plan**

**135**

EARNED CREDITS

**3.42** CITYU GPA     **3.42** CUMMUL. GPA

Program: **BSBA**     Class: [blurred]

Start exp/real: [blurred]

End exp/real: [blurred]

**Registrations**

Online Registrations for BS / WN14 are opened from 2013-11-13 to 2013-12-20

**You have prepaid 5.0 courses.**

My Registrations			
Course	Submitted	Accepted	Actions
BSM495 - WN14 / MGRDL - Bratislava - Day - Johan Winblad	2013-11-13 12:23	Yes	

**All My Program Plans**

My Program Plans									
Program	Status	Section	Program Plan	Site	Form	Language	Proficiency	Start	Finish
BSBA	Active								