

Access to EduIS

Access to EduIS is enabled only to authorized and authenticated users. The information system can be accessed via the Internet, using any Internet browser (Internet Explorer, Microsoft Edge, Google Chrome, Mozilla Firefox, ..), and via the following link:

<https://portal.eduisonline.com>

Login to the system is enabled by the following login form (Figure 1), which will appear at each new launch of the application:

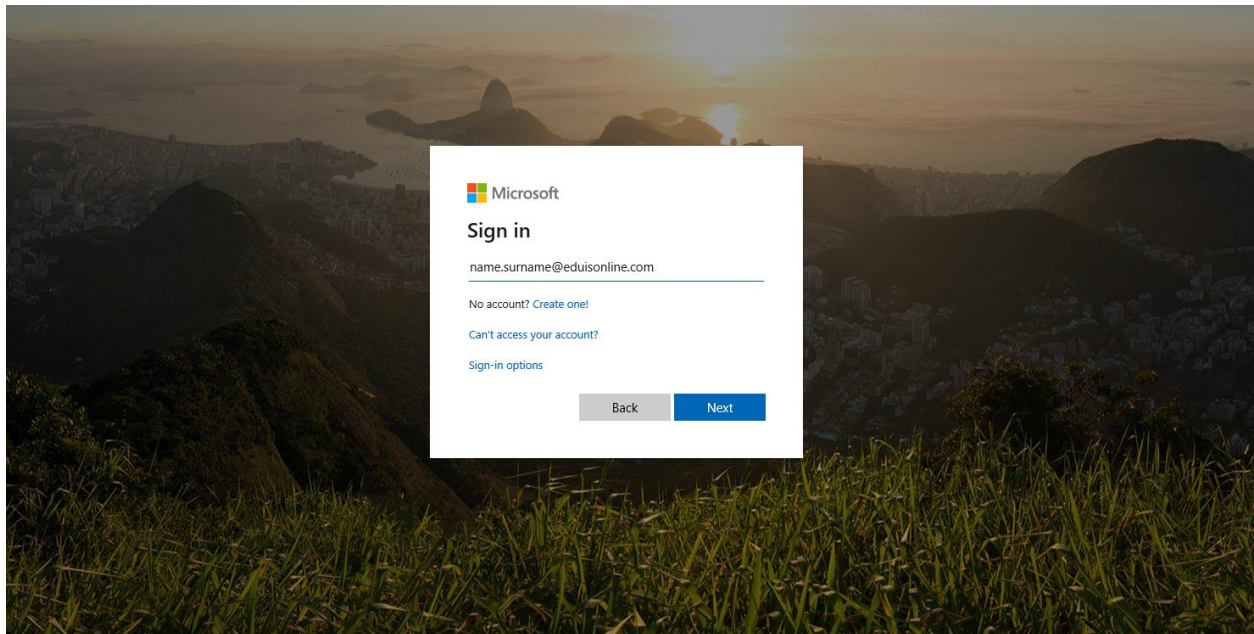
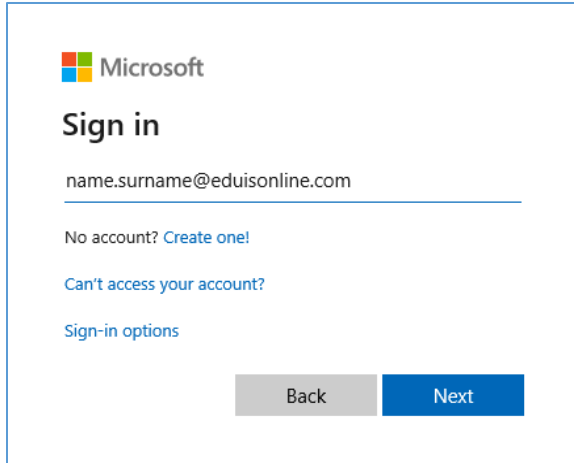


Figure 1. – Login form

After entering your credentials (username and password – figures 2 and 3), in the following form:

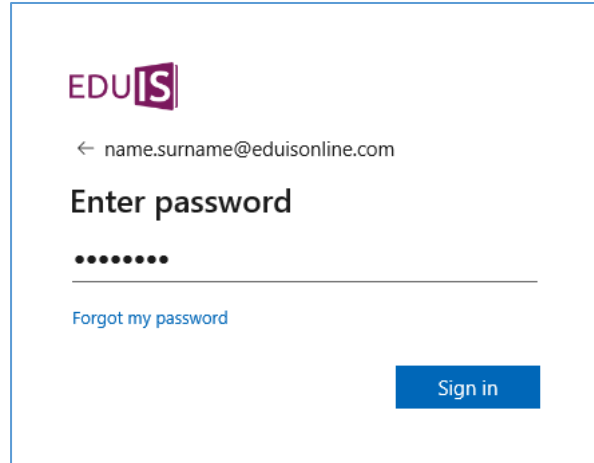
Username: name.surname@eduisonline.com
Password: *****

You need to click on the **Sign In** button.



The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, there is a text input field containing the email address "name.surname@eduisonline.com". Below the input field, there are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom, there are two buttons: a grey "Back" button and a blue "Next" button.

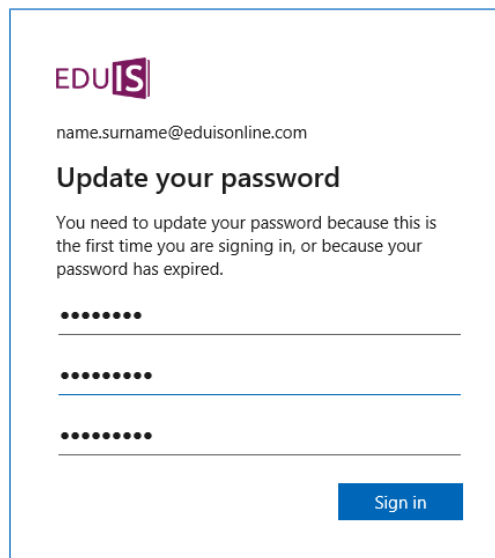
Figure 2. - Username input field



The image shows the EDUIS "Enter password" page. At the top left is the EDUIS logo. Below it, there is a back arrow and the email address "name.surname@eduisonline.com". The main heading is "Enter password". Below this is a password input field with seven dots. Underneath the input field is a link that says "Forgot my password". At the bottom right, there is a blue "Sign in" button.

Figure 3. - Temporary password entry field

If you are logging to EdulS for the first time, after entering your username and password you need to change the temporary password provided by your school administrator. The new password you will use each time you log into the system.



The image shows the EDUIS "Update your password" page. At the top left is the EDUIS logo. Below it, there is the email address "name.surname@eduisonline.com". The main heading is "Update your password". Below this is a paragraph of text: "You need to update your password because this is the first time you are signing in, or because your password has expired." Below the text are three password input fields, each with seven dots. At the bottom right, there is a blue "Sign in" button.

Figure 4. - Change of temporary password

By clicking on the eye icon you can see the characters contained in your password. By clicking the **Sign In** button, if you have the appropriate rights and privileges, you will access the application where you will have the functionality available depending on your role in the system.

Note:

The password must contain a minimum of 8 characters, and minimum one: uppercase letter, lowercase letter, number and special character (@, \$, #, etc.)