

**VIRTUAL DEAN'S OFFICE  
UNIVERSITY STUDY SERVICE SYSTEM**

eHMS



SZKOŁA GŁÓWNA  
GOSPODARSTWA  
WIEJSKIEGO

# User ID number (UID) and a password to the virtual dean's office

1. Log in to the website:  
<https://ehms.sggw.edu.pl/standard>
2. Fill in the registration form.



SZKOŁA GŁÓWNA  
GOSPODARSTWA  
WIEJSKIEGO

SGGW - eHMS System (Virtual Dean's Office)

Log into system

User's ID

Password

LOG IN

English version: 7.73

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[registration/students' accounts recovery]



# Registration form

## Registration/students' accounts recovery

Name

Surname

Foreigner

 option NO for Polish citizens, PESEL number to be provided

Passport number

Date of birth

I stay in DS, but I am not a student

Student identification nr

Faculty

 exchange students for mobile participants/ respective faculty name for diploma-degree students

NEXT

[back]

# Forgotten UID, password, answer to security question?

**1. Use option: students' account recovery, fill in the form, an answer to your security question is needed.**

**2. Forgotten answer to security question?**

**Contact: [pomoc\\_ci@sggw.edu.pl](mailto:pomoc_ci@sggw.edu.pl)**

**Describe your problem, prove your identity (name, surname, Student identification number).**

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Log into system

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[registration/students' accounts recovery]



# Change of security question/ answer?

Log in to your eHMS account.

Select tab ,MY DETAILS' from top menu

Use ,edit' option from the menu.

A dark green rectangular button with a white person icon on the left and the text "MY DETAILS" in white capital letters on the right. The button is set against a light green background.

## Blocked eHMS account?

1. Wait 24 hours, use registration/students' accounts recovery option or
2. Contact [pomoc\\_ci@sggw.edu.pl](mailto:pomoc_ci@sggw.edu.pl) with a request to unblock the account, prove your identity(name, surname, Student identification number).



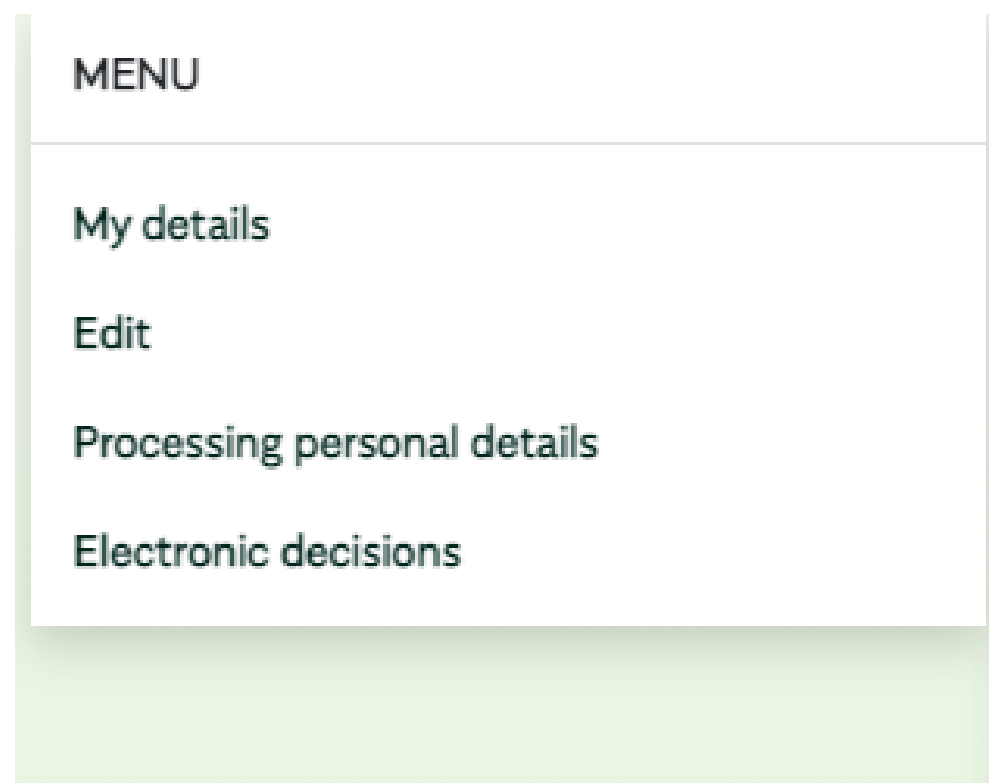
# Student ID card – inserting a photo

Log in to your eHMS account.

Select Tab ,MY DETAILS' from top menu.

Use ,edit' option from the left side menu.

**PICTURE field – BROWSE a file – INSERT photo – SAVE.**



CONTACT DETAILS

PICTURE

Picture



Picture for electronic student card must comply with requirements for ID issuance

Picture size requirements 20x25 mm (300 dpi) is 236x295 px (±3 px)



# Student ID card – photo requirements

- **photo resolution 300dpi (about 260x340 pixels)**
- **format - .jpg, .png**
- **colour photo**
- **bright and unified background**
- **portrait, not extended below the armpits**
- **without a hat, dark glasses etc.**
- **full smile not acceptable**

**Min. size in pixels: 237x295**

**Cost: PLN 22  
a duplicate: PLN 33**



# Your payments in eHMS account

Student ID card / accommodation fees

A dark green rectangular button with a white outline, containing a white Euro symbol (€) followed by the text "MY FINANCES" in white capital letters.

Tab ‚MY FINANCES‘ from top menu.

Able to download invoices (click on the amount to pay).

Separate accounts for documents and dormitory fees. **INDIVIDUAL**

Payments: at a cash desk (bank, post office) or online.

**Bank Pekao SA**

**IBAN: PL+your individual bank account number**

**SWIFT: PKOPPLPW**





# Your grades in eHMS account

Tab **,MY STUDIES'** from top menu.  
**,My classes'** option from left menu.



## MY CLASSES

Choose academic year and semester: 2020/21 Summer ▾

Faculty	Major	Specialization	Semester	Subject	Group	Lecturer	+	+	Type of credit	Grades from reports
Exchange students (ERASMUS, CEEPUS, Bilateral Agreements)	ERASMUS+		1	Banking	\$ok01				credit with grade	5,0 22-06-2021
Exchange students (ERASMUS, CEEPUS, Bilateral Agreements)	ERASMUS+		1	Business Strategies	\$ok01				credit with grade	5,0 15-06-2021
Exchange students (ERASMUS, CEEPUS, Bilateral Agreements)	ERASMUS+		1	Corporate Finance	\$ok01				credit with grade	5,0 26-06-2021
Exchange students (ERASMUS, CEEPUS, Bilateral Agreements)	ERASMUS+		1	Economics and organization of agricultural enterprises	\$ok01				credit with grade	5,0 20-06-2021
Exchange students (ERASMUS, CEEPUS, Bilateral Agreements)	ERASMUS+		1	Excel Applications for Corporate Finance	\$ok01				credit with grade	5,0 22-06-2021
Exchange students (ERASMUS, CEEPUS, Bilateral Agreements)	ERASMUS+		1	International Economics	\$ok01				credit with grade	5,0 21-06-2021
Exchange students (ERASMUS, CEEPUS, Bilateral Agreements)	ERASMUS+		1	Managerial Accounting	\$ok01				credit with grade	5,0 25-06-2021



# Student's record sheet in eHMS account

Tab **,MY STUDIES'** from top menu.



**,Student's record sheet'** option from left menu.

## STUDENT'S RECORD SHEET

2020/21 S SEMESTER: 1  
ECTS points: 31,00 / 31,00

Decision date:  
Average: 35,00 / 7,00 = 5,00

No.	Lecturer	Subject	Type of classes	Grade/Credit	To the average	Exam	Amount of hours	Grades				Amount of ECTS points	
1		Banking	final grade of the subject	Grade	Yes	No	30		5,00				4,00
2		Business Strategies	final grade of the subject	Grade	Yes	No	30		5,00				5,00
3		Corporate Finance	final grade of the subject	Grade	Yes	No	30		5,00				4,00
4		Economics and organization of agricultural enterprises	final grade of the subject	Grade	Yes	No	30		5,00				5,00
5		Excel Applications for Corporate Finance	final grade of the subject	Grade	Yes	No	30		5,00				5,00
6		International Economics	final grade of the subject	Grade	Yes	No	30		5,00				3,00
7		Managerial Accounting	final grade of the subject	Grade	Yes	No	30		5,00				5,00
							Total:	210					31,00



[\[printing version\]](#) [Receive csv](#)



# Initial grade sheet (.pdf file)

- Student's record sheet



2020/21 L Semester: 1			ECTS points: 31,00 /31,00				Decision date: 15-07-2021					
No.	Lecturer	Subject	Type of classes	Grade/Credit	To the average	If exam	Grades				Amount of ECTS points	
1		Banking	final grade of the subject	O	T	N		5				4
2		Business Strategies	final grade of the subject	O	T	N		5				5
3		Corporate Finance	final grade of the subject	O	T	N		5				4
4		Economics and organization of agricultural enterprises	final grade of the subject	O	T	N		5				5
5		Excel Applications for Corporate Finance	final grade of the subject	O	T	N		5				5
6		International Economics	final grade of the subject	O	T	N		5				3
7		Managerial Accounting	final grade of the subject	O	T	N		5				5
Total											31	



# UNIVERSITY MAILBOX (@sggw.edu.pl)

## MICROSOFT OFFICE 365



# Initial grade sheet (.pdf file)



THANK YOU FOR ATTENTION

Contact: [incoming@sggw.edu.pl](mailto:incoming@sggw.edu.pl)



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