

1) How to get an access (User ID number = UID and password) to the virtual dean's office?

Only a person registered as an undergraduate, graduate, postgraduate student of diploma-degree studies or exchange studies may open an account in the virtual dean's office.

To obtain your User ID (UID) number and a password for the virtual dean's office, enter the following address in the web browser: <https://ehms.sggw.edu.pl/standard>

SZKOŁA GŁÓWNA
GOSPODARSTWA
WIEJSKIEGO

SGGW

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]

On the page for logging in to the virtual dean's office, click on the text [**registration/students' accounts recovery**] under the login window.

Registration/students' accounts recovery

Name

name/ names used as a first name

Surname

correct spelling of personal details, data coherent with a registration form

Foreigner

yes

option NO for Polish citizens, PESEL number to be provided

Passport number

or other identity document number provided during registration for studies

Date of birth

dd-mm-rrrr

I stay in DS, but I am not a student

Student identification nr

Student identification number: **XXXXXX**

Faculty

Exchange students (ERASMUS, CEEPUS, Bilateral Agreements)

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

NEXT

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All required fields must be completed in the registration form.

In order to be able to set up an account in the virtual dean's office, students should know, apart from their basic data, their Student Identification Number and the name of the faculty where one studies.

If you are foreigner, please introduce your passport/ identity document number (same as provided in the registration form). Students holding Polish citizenship are requested to insert their PESEL number. **Student Identification Number** to be provided by International Relations Office- IRO (e-mail notification for exchange students) or respective faculty dean's office.

During registration you will be requested to select a **security question** from the list and provide your answer – relevant details are required while recovering lost or forgotten User ID number or password.

After registration, your User ID (UID) and a temporary password will be displayed on a screen. Please note that, **UID is different number than your Student Identification Number.** Make sure you have noted the details. Please log in to your account with existing data and set up a new password (password change tab).

In case of problems with registration, please contact your dean's office, print screen with inserted details to be provided in order to find what the problem is.

2) What to do if I forgot my User ID number or password?

If you do not remember your User ID number or a password, you should use the option **[registration/students' account recovery]**. The procedure is the same as for setting up an account for the first time (you must fill in the form), except that when you recover your account, you are required to provide an answer to a security question (entered when setting up the account).

3) Forgot the answer to the security question?

Please write an email to the following address: pomoc_ci@sggw.edu.pl with a request to provide an answer to your security question. The email must include the following details: your name, surname and Student Identification Number for identification purposes.

4) I want to change my question or answer.

To change the answer to the security question or change the question or answer, log in to the virtual dean's office, then click the "my details" tab. Select the "edit" option from the menu.

Depending on the change, enter new values in the "Your question:" or "Your answer:" field.

5) What to do when I have blocked my eHMS account?

There are two ways to solve the problem:

- wait 24 hours; then, if you are not sure what the User ID number or a password is, use the option **[registration/ students' accounts recovery]**.

- write an email to the address: pomoc_ci@sggw.edu.pl with a request to unblock the account; the email should include your name, surname and Student Identification Number.

6) How to insert a photo in eHMS and apply for a student ID card?

To insert your photo:

1. Log in to the virtual dean's office (address: <https://ehms.sggw.edu.pl/standard>).
2. Select the "my details" tab.
3. Select the "edit" option from the menu.
4. In the "Picture" field, click "Browse" and select the place where the photo file is located on the local computer.

Requirements: Picture for electronic student ID card must comply with requirements for ID issuance.

Picture size requirements 20x25 mm (300 dpi), app. 236x295 px (±3 px)

5. If the photo does not meet the formal requirements specified for the ID photo, the system will inform about it with an appropriate message. International Relations Office plays a role of the dean's office for exchange students, is responsible for approval of the photo and preparation of the ID card.

If you have a problem with inserting a photo, you can write to the following address: pomoc.ci@sggw.edu.pl and describe your problem. The content of the email should include description of the problem and your details (name, surname and Student Identification Number).

7) I want to change the photo for ID.

If, for any reason, you would like to insert a new photo for the student ID card, you should bear in mind the additional costs associated with printing a duplicate ID card.

To insert a new photo:

1. Send an email to the following address: pomoc.ci@sggw.edu.pl with a request to delete the previous photo in the system. The email should include your name, surname and Student Identification Number.
2. After receiving information that the previous photo has been deleted, log in to your account in the virtual dean's office and upload a new photo.
3. After inserting a new photo, notify the IRO (email: incoming@sggw.edu.pl) or your faculty dean's office (diploma-degree students) about it, ask to accept the new photo and request to prepare the new ID card.
4. Check if the photo has been accepted in the eHMS system and pay the fee for printing a duplicate ID card.
5. Collect a new ID card at the IRO/ faculty dean's office.

8) Where can I check if my payment (for dormitory, studies, ID, etc.) has been registered in the system?

All payment information is visible in the "my finances" tab, the "payments" menu option.

Additionally, after logging in to, information in red about finances is displayed.