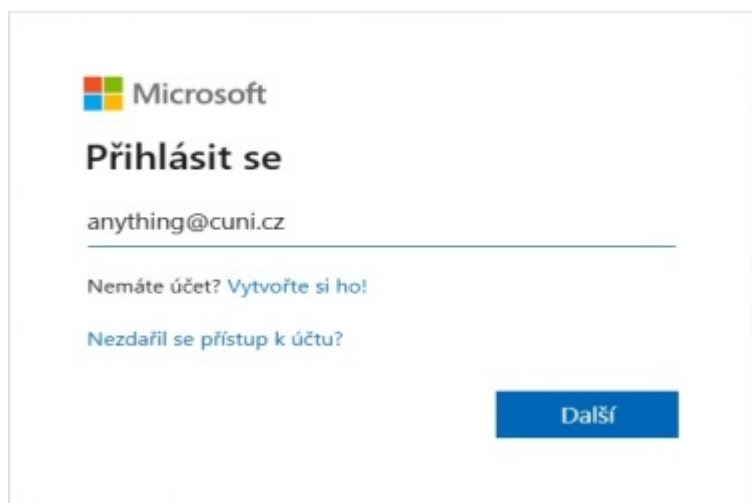

How to log into the counselling app?

You can log in to the counseling app [here](#).

Step by step guide:


1) When you try to get to the app from the web page and the Microsoft window appears and you need a login, you can write or copy this: anything@cuni.cz This is not e-mail address, only information for Microsoft, that you want to be sent further to the Charles University apps.


Do not write faculty ending here! Just the @cuni.cz (Writing the faculty ending is the main reason why people cannot get to the app.)

A screenshot of a Microsoft login window. At the top left is the Microsoft logo. Below it, the text 'Přihlásit se' (Sign in) is displayed. Underneath, the email address 'anything@cuni.cz' is entered into a text field. Below the text field, there are two links: 'Nemáte účet? Vytvořte si ho!' (Don't have an account? Create one!) and 'Nezdařil se přístup k účtu?' (Access to account failed?). At the bottom right, there is a blue button with the text 'Další' (Next).

2) In the second step, fill in your University personal number and password. It is the same as if you log in to the SIS:

IdP UK


 Přihlášení ke službám federace
eduID.cz/eduGAIN

 **Enter Username & Password**


Username:*


Username is a required field.

Password:*



LOGIN

 [Forgot your password?](#)

 [Need help?](#)

External Identity Providers

E-IDENTITY

You have to [register your external identity](#) with CAS to proceed with your CAS identity.

If you do not yet have a username and password, please visit or contact the [Card Service Center](#).

3) And finally you will see the title page of our counselling app:



Once logged in, the application's main window will appear.

Click on **New Reservation**. If an available appointment is shown for the service you are interested in, you can make a booking directly.

If no free appointments are available, please write us at counsel@ruk.cuni.cz.

In your email, please include:

- whether you would like to be placed on the waiting list for counseling,
- a working email address and phone number,
- the type of service you are interested in,
- and (optionally) a brief note about the topic of your consultation — e.g., whether it is more study-related or personal. You do not need to share specific details unless you wish to.