

LOGGING IN FOR THE FIRST TIME TO U10 PLATFORM (VIRTUAL UNIVERSITY)

Step 1: Know your login.

- for students of 1st and 2nd degree of studies, uniform master degree of studies and postgraduate studies the login consists of letter 's' followed by your album (student ID) number, e.g. *s12345*
- for PhD students the login consists of letter 'd' followed by your album (student ID) number, e.g. *d54321*

Your full student login has the @365.sum.edu.pl domain, e.g. *s12345@365.sum.edu.pl*.

tl;dr short example login – *s12345 / d54321*

full example login - *s12345@365.sum.edu.pl / d54321@365.sum.edu.pl*

Step 2: Get the link to create your password.

Go to <https://u10.sum.edu.pl/WU/odzyskiwaniehasla.aspx> or click “*Reset password*” on <https://u10.sum.edu.pl> page.

Fill out the form on the website:

- check the “*student*” checkbox
- enter your name in the “*first name*” field (separate two part names by a dash ‘-’ e.g. *Anne-Marie*; if it doesn’t work, try entering only the very first name)
- enter your surname in the “*last name*” field
- enter you date of birth in “*Personal ident. Number or Date of birth*” field in year-month-day format (yyyy.MM.dd)
- enter your SHORT login in the “*Login*” field e.g. *s12345*
- rewrite the code in the picture
- click “*Send an activating mail*”

Step 3: Create your password.

The link for setting up your password will be sent to the email you provided in the Dean’s office or when applying for university, so make sure you know how to log into that account!

The link is active for one hour. If you don’t complete setting up the password during this time you will have to complete the form again.

IMPORTANT! the password must consist of at least 8 characters and contain at least:

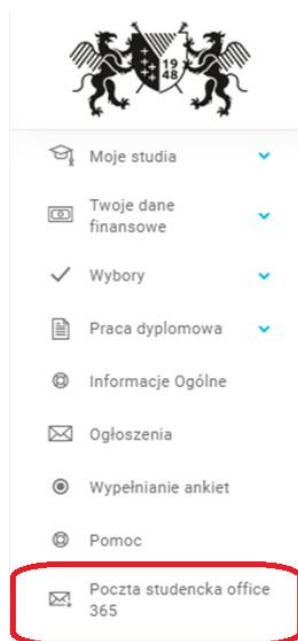
- uppercase and lowercase letters
- numbers
- special characters (! @ # \$ % ^ & *)
- cannot contain your first name, surname or part of your login

Step 4: Log in to u10 and begin your student life!

LOGGING INTO THE STUDENT MAIL

➤ Access mail through the u10 platform.

(if you haven't logged into Virtual University for the first time yet, see page 1)



1. Your u10 login information is necessary to access your Office account where the student mail is located.
2. In the menu on the left find [“Poczta studencka office 365”](#) (eng: Student mail office 365) and click.
3. You will be redirected to the Office login page where you log in with the same full login and password as for the u10 platform.
4. Once you log in, find the Outlook icon and click to access it and send emails from your student email address. You can also download the Outlook app onto your device.

OR

➤ Access through SUM official website.



1. Your u10 login information is necessary to access your Office account where the student mail is located.
2. Go to <https://sum.edu.pl/en> and on the bar at the top find [“Student mail”](#) and click.
3. You will be redirected to the Office login page where you log in with the same full login and password as for the u10 platform.
4. Once you log in, find the Outlook icon and click to access it and send emails from your student email address. You can also download the Outlook app onto your device.