**How to obtain the access password for the Central Authentication Service of Charles University (CAS) (*which also serves as the access password for SIS*) as a new supervisor/teacher at the Department of Genetics and Microbiology**

If you are a **Ph.D. student, teacher, or supervisor at another department of the Faculty of Science, Charles University, or another faculty of Charles University, and you already have a faculty CAS login and password that works for SIS**, **you do not need to do anything. Your existing login and password should work in your new role as a supervisor/teacher at the Department of Genetics and Microbiology** (*after the departmental SIS coordinators assign you the relevant new role in the system*). You are only subject to the rule regarding the mandatory annual password change, about which you will receive an automated notification email from the system sent to the contact email address you have set up in CAS.

If you are **a former student of the Faculty of Science, Charles University, who has recently completed your studies** (*i.e., you had or still have a faculty CAS login and password that also works in SIS*) and you have now moved to another institution without any remaining study or employment relationship with the Faculty of Science, you usually **don’t need to do anything either. In this case, your existing/previous login and password should continue to work for SIS and CAS even in your new role** (*after the departmental SIS coordinators assign you the relevant role in the system*) - the only difference is that your relationship with Charles University as a student has been replaced by a relationship as a supervisor or teacher. You will also be subject to the mandatory annual password change, for which you will receive an automated notification email from the system to the contact email address you have set up in CAS. However, your current faculty email and associated GoogleApps services (*and some other services*) will be canceled after a certain period, as outlined here (*currently in Czech language only*): <https://natur.cuni.cz/fakulta/organizacni-struktura/pracoviste-dekanatu/odbor-informacnich-technologii/sluzby-it/ucty-a-hesla/postup-pri-ruseni-fakultnich-uctu>.

If you **have not yet had any study or employment relationship with the Faculty of Science or any other faculty of Charles University, and you have never used SIS or other Central Authentication Service applications**, then after you are entered into the personnel database and SIS as a new supervisor or teacher at the Department of Genetics and Microbiology, a so-called UKČO will be generated for you. This is a number that serves as your login for these applications (*in addition, another variant of the login name is usually generated, but logging in via UKČO is more reliable*). You will be informed of your UKČO by those responsible for the relevant administration at the department (*study advisors or guarantors of the respective study programs, SIS or WhoIS coordinators*). After receiving your UKČO, **please inform the Department’s secretary, Ms. Martina Chvalovská about it**:<https://natur.cuni.cz/en/biology/departments-and-work-places/department-of-genetics-and-microbiology/contacts/management-main-agendas-and-functions>

She will arrange with the Information Technology Division of the Faculty of Science to assign you an initial password, which she will then inform you about. This password is valid for a maximum of 5 days, during which you must change it to a permanent password that you will use. For instructions on how to change the password, follow the guide posted here (*currently in Czech language only*): <https://natur.cuni.cz/fakulta/organizacni-struktura/pracoviste-dekanatu/odbor-informacnich-technologii/sluzby-it/ucty-a-hesla/cas>

After setting this permanent password, the rule regarding the mandatory annual password change will apply to you, and you will receive an automated notification email from the system to the contact email address you have set up in CAS.

**Make sure to write down your login (UKČO) and password somewhere**. **If you forget them** (*or if your password expires*), **the password can be reset** (*though the UKČO cannot be changed*), but **this is not always easy**.

**Further information on the entire topic and links to CAS can be found here** (*currently in Czech language only*):

<https://natur.cuni.cz/fakulta/organizacni-struktura/pracoviste-dekanatu/odbor-informacnich-technologii/sluzby-it/ucty-a-hesla/cas>