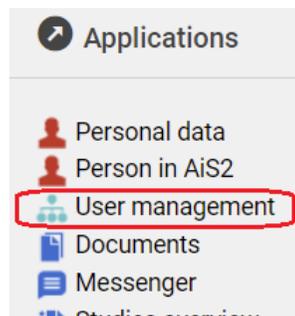


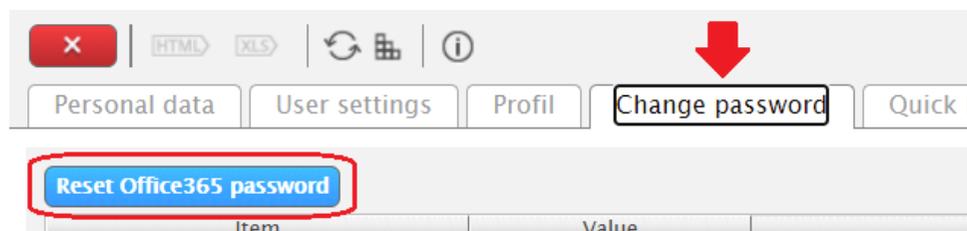
## ANNOUNCEMENT FOR STUDENTS OF FACULTY OF ARTS AT UPJŠ

### INSTRUCTIONS ON HOW TO RESET YOUR UNIVERSITY EMAIL (OFFICE 365) PASSWORD IN AiS2

- After logging into AiS2, select the User Management application from the menu on the left.



- In User Management, switch to the Change Password tab.
- To reset your university email password, use the "Reset Office365 Password" button at the top left of the window. The system will display a notification and if you wish to reset your Office 365 password, confirm "Yes".



- Once confirmed, you will receive a message in AiS2 (New Messages/Other Messages) about the new Office 365 password.

In case of difficulties, please contact your faculty administrator: [tomas.polak@upjs.sk](mailto:tomas.polak@upjs.sk)