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# Systems and applications

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Charles University uses a number of information systems that help to handle study duties, communicate, work with documents, obtain information or administer paperwork.

Whether you're a student, employee or applicant, it's good to know **what each system is for**, how to apply and where to find tutorials or support.

How to log in to the systems

Most systems use CAS login (the most common option).

You can sign up for some services:

**university email / Microsoft account,  
faculty account,  
in another specific way.**

The method of login is always stated on the page of the specific application - "Login: CAS / email / faculty account / other"

Basic rules for working with CU systems

When using university systems, we recommend:

**Use only** official links from the CU website,

**Protect your login details** and do not share them with anyone,

**Always log out after working** on a shared or public computer,

**Change your password regularly** and use two-factor authentication,

**Update** the devices from which you log in,

**Do not install** unknown third-party applications.

These simple steps significantly reduce the risk of account or data misuse.

A clear summary of key CU systems:

Central discovery service UKAŽ

Charles University's central discovery service [UKAŽ](#) allows simultaneous searching of printed, digitized and electronic resources available at CU.

Online payments KOPLA

KOPLA is a payment system for online card payment processing for selected services and fees at Charles University.

It is used especially in cases where it is necessary to ensure safe and correct payment matching with a specific university service or workplace.

Detailed information about the functioning of the KOPLA system, its possibilities of use and technical conditions can be found on the [ICT- Online payments KOPLA](#) website.

Quick summary

CU uses a number of systems for study, communication and administration.

You log into most of them through CAS — one password, one identity.

Key systems: **SIS, Microsoft 365, Eduroam, CU applications, Moodle.**

Use **two-factor authentication** and stick to safe online behaviour.

In case of difficulties, always contact your **faculty's IT support** before contacting the [central helpdesk](#) .