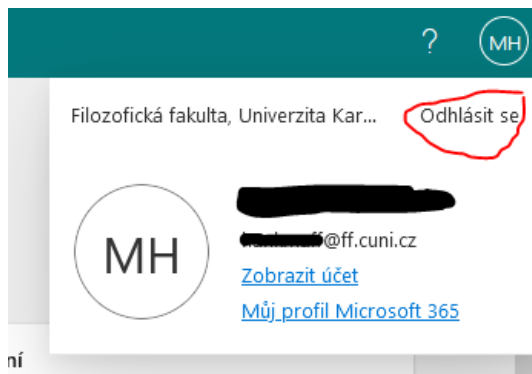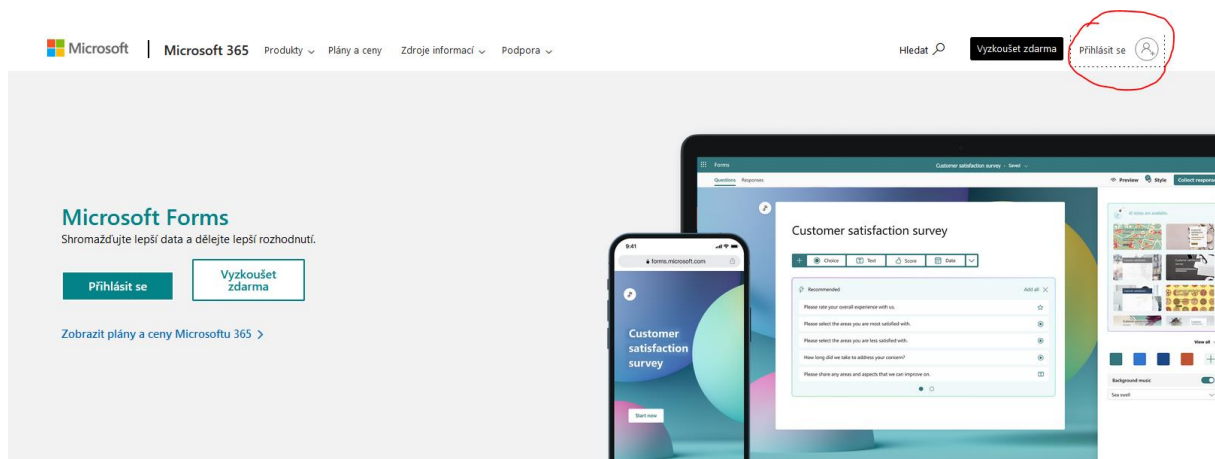1) Open tne MS Forms website
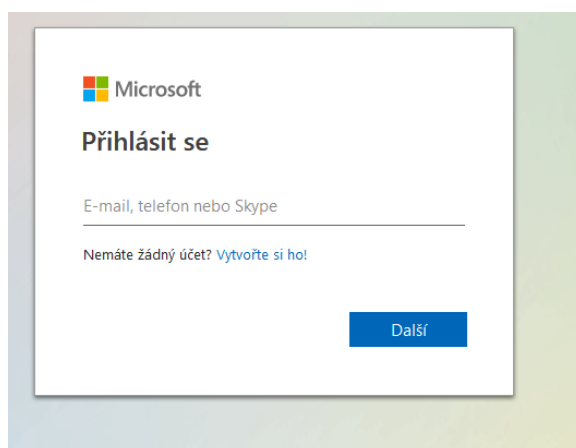   https://forms.office.com/Pages/DesignPageV2.aspx

2) In the upper right corner click on *Logout*

3) In the upper right corner click on *Login*:

4) Enter your email address in the following format employeenumber@cuni.cz (students use their student number; your numbers are shown on your employee or student card).

5) You will be forwarded to the CAS website, where you will enter your faculty login and password and thus be logged in under your Rectorate account.

6) When you click on the link 4EU+ online application, a form will open for you to fill in.