Login to the system and exam application

**Instruction for accessing student services and exam application**

Web address for student services [https://student.mf.uns.ac.rs](https://student.mf.uns.ac.rs) or access link **Studentski portal** in the upper left corner on the home page. It is recommended to use Google Chrome web browser in order to translate the portal into English.

**SYSTEM LOGIN**

Login page contains two fields - one for entering the username and one for entering the password (see below). Upon entering the username and password, click APPLY. If you entered correct username and password you will be logged in to the system.

![Login page](image)

In case of unsuccessful login because of wrong username or password, you will receive appropriate error message

![Error message](image)

Upon successful login, you will access the initial page for Student services, i.e., information page. All information (general and individual) are posted and updated by the Department of Student Services.
System login and exam application / cancellation

After you first login to the Student services, we recommend you to change your password obtained from the officer. Select the option ADMINISTRATION (Администрација), and then CHANGE PASSWORD (Промени лозинку) to access relevant page where you can do the changes. The procedure for password change is standard - enter the old password and then new password (twice to confirm). Click CHANGE (Промени) to confirm.

In case of successful change, you will receive the message of successful password change.

You can check your personal data by choosing the option ADMINISTRATION (Администрација) and then STUDENT DATA (Подаци о студенту). In case there is an error or some data are not correct, please contact your student secretariat.
Application for exams

Select option EXAM APPLICATION (Пријава испита) to access the menu of all exams that you can apply and exams that you have already applied for.

Click the option APPLY (Пријави) to open the window where you can select the examination term for which you apply.
System login and exam application / cancellation

After you have selected the examination term, you will open the confirmation window. Click OK to confirm exam application.

Cancellation
You can cancel your application by clicking CANCEL (Одјави)
System login and exam application / cancellation

If you are sure that you want to cancel your application, click OK.

In case of unsuccessful application / cancellation, you will receive relevant error message.

Attempt to apply for exam before or after of regular application period, you have pending payments, you are not registered in current academic year, etc....in such cases, please contact student secretariat