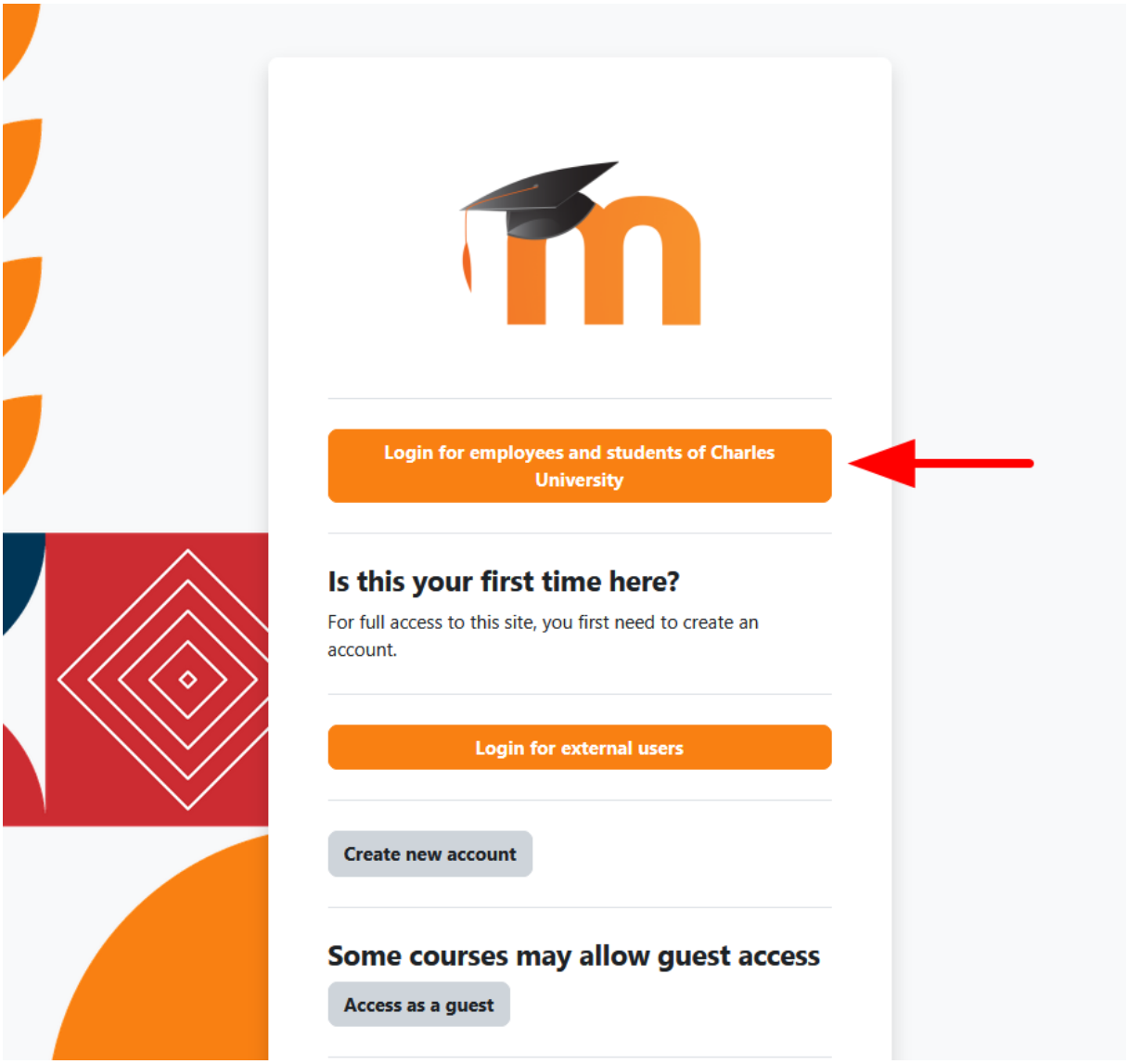
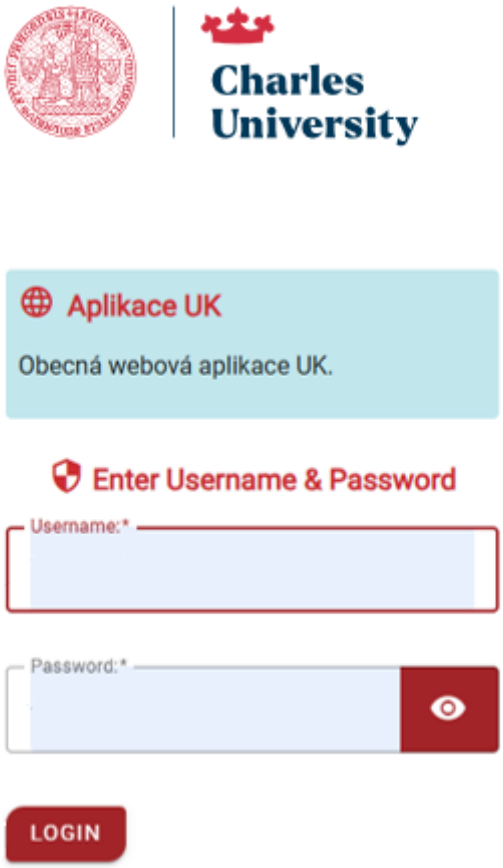
Course: **Social Safety in the Academic Environment** can be found on the university website:

- moodle.cuni.cz in the section: Courses -> Matematicko-fyzikální fakulta -> select page 2
  -> Povinné kurzy pro zaměstnance / Mandatory courses for employees
- You can also use the direct link to the course: https://moodle.cuni.cz/course/view.php?id=724

Once you have found the course, select the option: **Login for employees and students of Charles University**



You will then be redirected to the classic **CAS** login, where you can use your university login details.

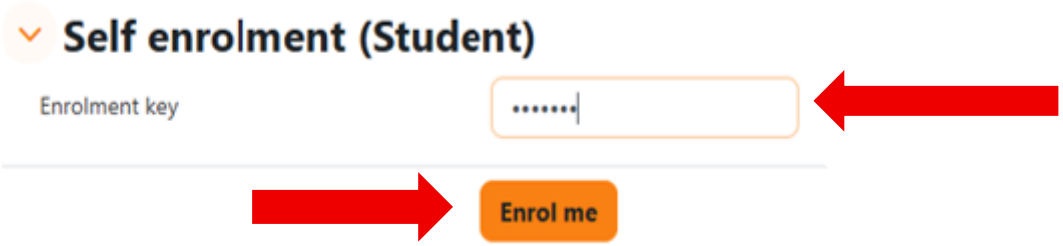


To log in, you will need to enter a **key**. Please select the key according to your job description.

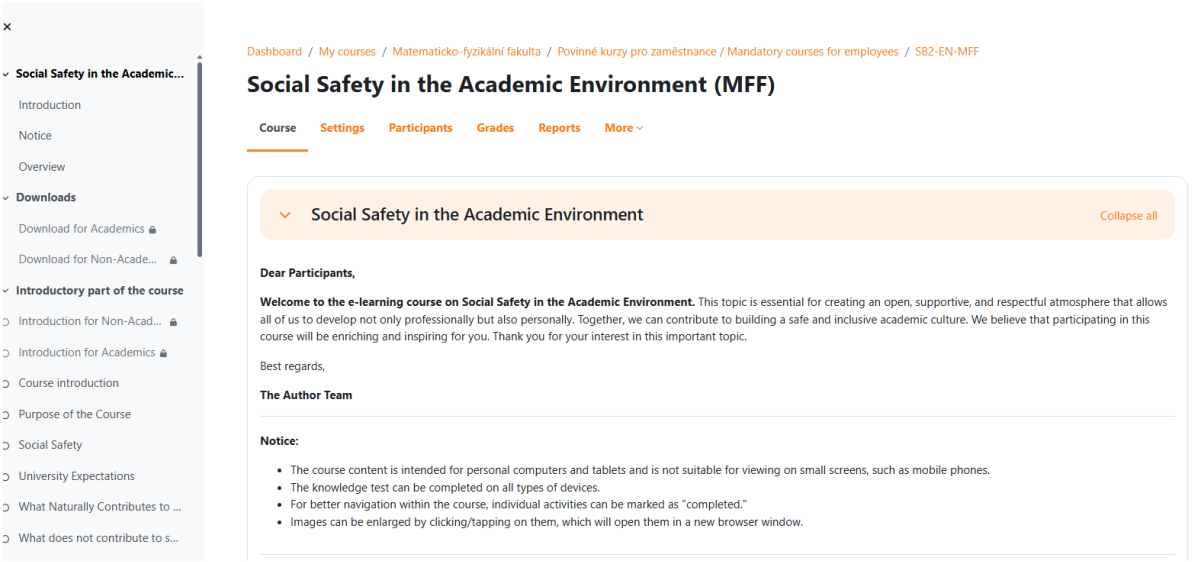
- **Current employees**
    - Academics (also applies to lecturers): **MFF-AKA-SB**
    - Non-academics: **MFF-ZAM-SB**
- **New employees**
    - Academics (also applies to lecturers): **AKA-SB-N-MFF**
    - Non-academics: **ZAM-SB-N-MFF**

Enter the key in the section: **Enroll yourself in the course (Student)**

- It is necessary to copy the key without any surrounding spaces.
- If you have trouble copying the key, we recommend entering it manually.
- Then select the option **Enroll in the course**.

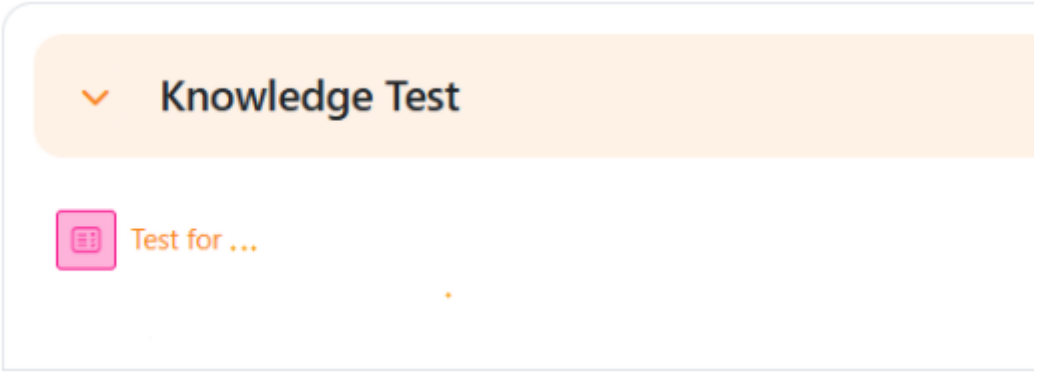
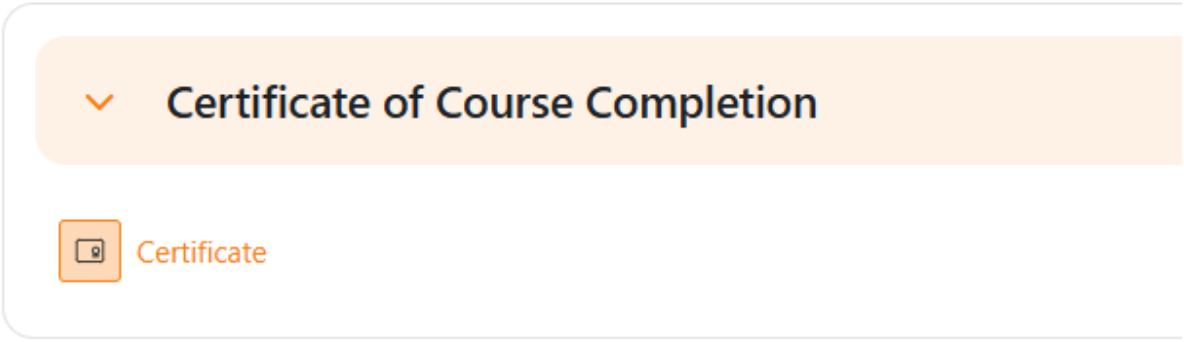


You will find all the necessary study materials in the course environment. You can go through the course at your own pace, at your own discretion.



To complete the course, you must complete the final **test**, which can be found at the bottom of the course.

- You must answer at least half of the questions correctly.



After completing the test, you can obtain a **certificate** of completion for the course. The certificate is located below the test at the bottom of the course. It is for your personal use only. It is not necessary to submit it anywhere.