Guide for new users

Choosing software

Ordinary users communicate with ReCodEx using a web-based interface. We have tested the following browsers, and recommend that you use one of them: FireFox 50+, Chrome 55+, Opera 42+, Edge 13+. Using mobile devices may work, although we cannot guarantee that.

Creating an account

You may log into the system using either of two methods:

- CAS UK (the central authentication service of Charles University)
- a local account

Ordinary students of the Math-Physics Faculty and employees of Charles University may create their own accounts automatically once they authenticate their identity using CAS UK (the central authentication service of Charles University).

For other students (e.g. students from other faculties, students of CŽV (the life-long learning program), students in individual study programs) we will create an account "manually" after the supervisor of their tutorial sends an email request to recodex@mff.cuni.cz. A request must contain a name, a last name an an email address. If the user in question is also registered in CAS UK, the request should contain the same e-mail address that the user has in their profile in CAS UK. As long as this condition is satisfied, the user will be able to log into ReCodEx in the future via the CAS UK authentication system.
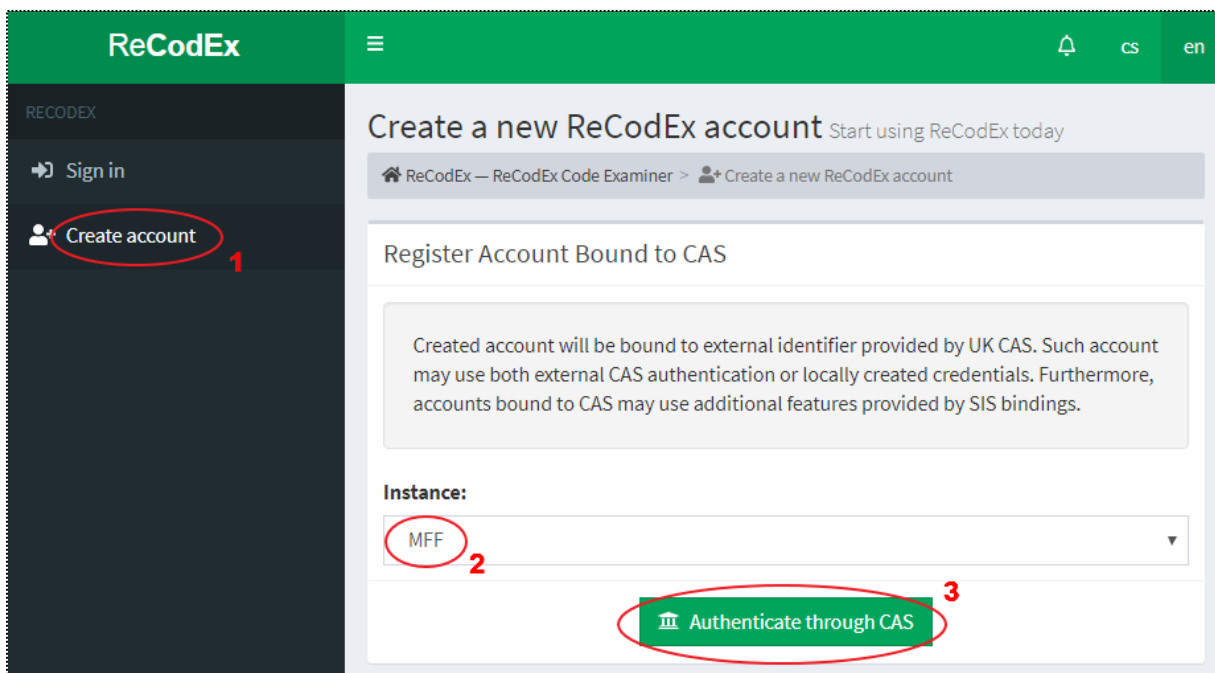

Figure 1

You may create your own account in ReCodEx only if you have a functional, registered email address in CAS. ReCodEx absolutely requires an email address, since it is the only piece of data that we can

identify uniquely. You can fill in or correct your email address through the administrative interface of CAS at https://ldap1.cuni.cz/ before you attempt to create an account in ReCodEx. You may then create your ReCodEx account by following these steps:

1. Show the registration page **(1.1)**
2. Choose the system instance in which you wish to create an account. In your case, choose MFF **(1.3)**
3. Authenticate through CAS (the central authentication service of Charles University), which means that you log in using the same username and password that you use to log into SIS **(1.2)**

Verifying email addresses

ReCodEx relies on the validity of email addresses, because it sends many notifications by email. A verified email address is also absolutely required for creating a local account or for changing a forgotten password on a local account. If a user has not verified their email address (even if it exists), these actions are not possible.

An exclamation point in a triangle appears beside the name of any user with an unverified email address **(2.3)**
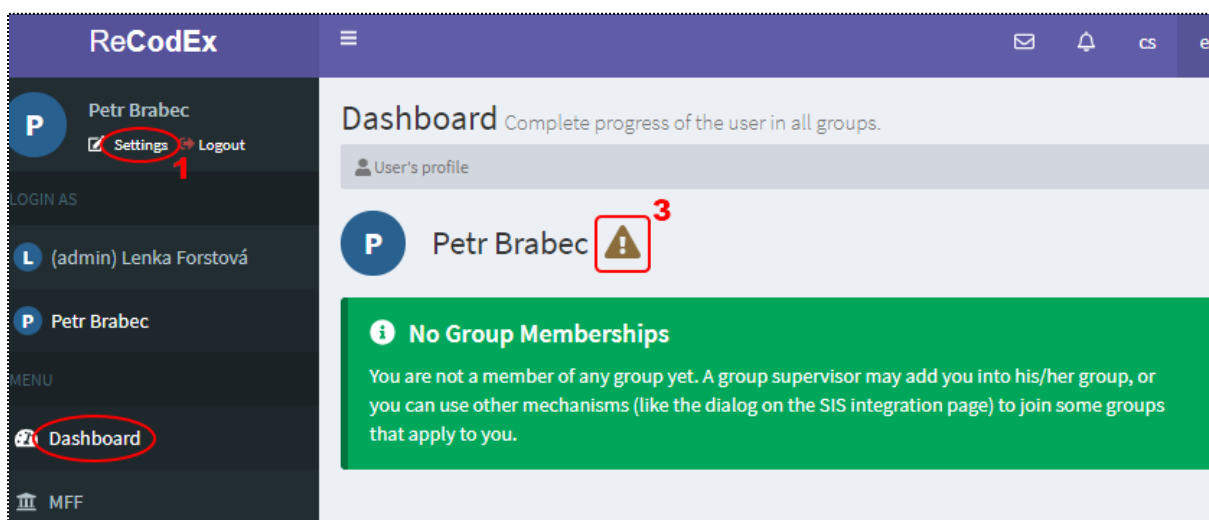

Figure 2

As soon as you create an account, ReCodEx sends a message to your email address with a verification request including detailed instructions. The links in this message are valid only for a limited and relatively short time. If you did not manage to verify your address in time, you can ask for a new verfication message to be generated on the *Settings* page **(2.1)** or on the *Dashboard* page **(2.2),** by clicking on the exclamation point symbol beside your name **(2**Chyba! Nenalezen zdroj odkazů.**.3)**

All users must verify their email addresses, regardless of how their accounts were created.

Creating a local account

Students whose accounts were created „manually" by an administrator already have local accounts, and so this section does not apply to them.
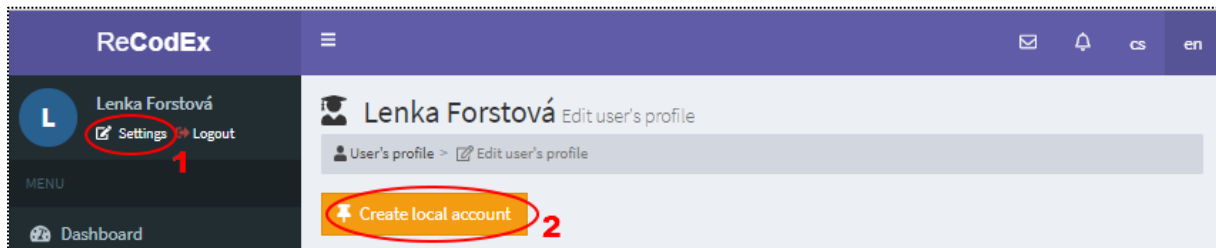

Figure 3

You may log into ReCodEx not only via the CAS UK authentication service, but additionally via a local account that you create. If you don't want to be dependent on an external service and thus on an additional network connection, you may set up local authentication (I very much recommend this) and then you can log into your user account in either of two ways.

1. Visit your profile's settings page (**3.1**)
2. Enter a command to create a local password (**3.2**). You may create a local password only if you already have a verified email address (see above). If the account has already been created, this button does not appear.
3. On the same page, a bit further down, set your password (**4.2**). If your password is not strong enough, a warning appears (**4.3**). Do not forget to confirm your password by pressing *Save* (**4.4a**).
    If you don't set up a password, you will only be able to log into ReCodEx by authenticating through CAS UK.
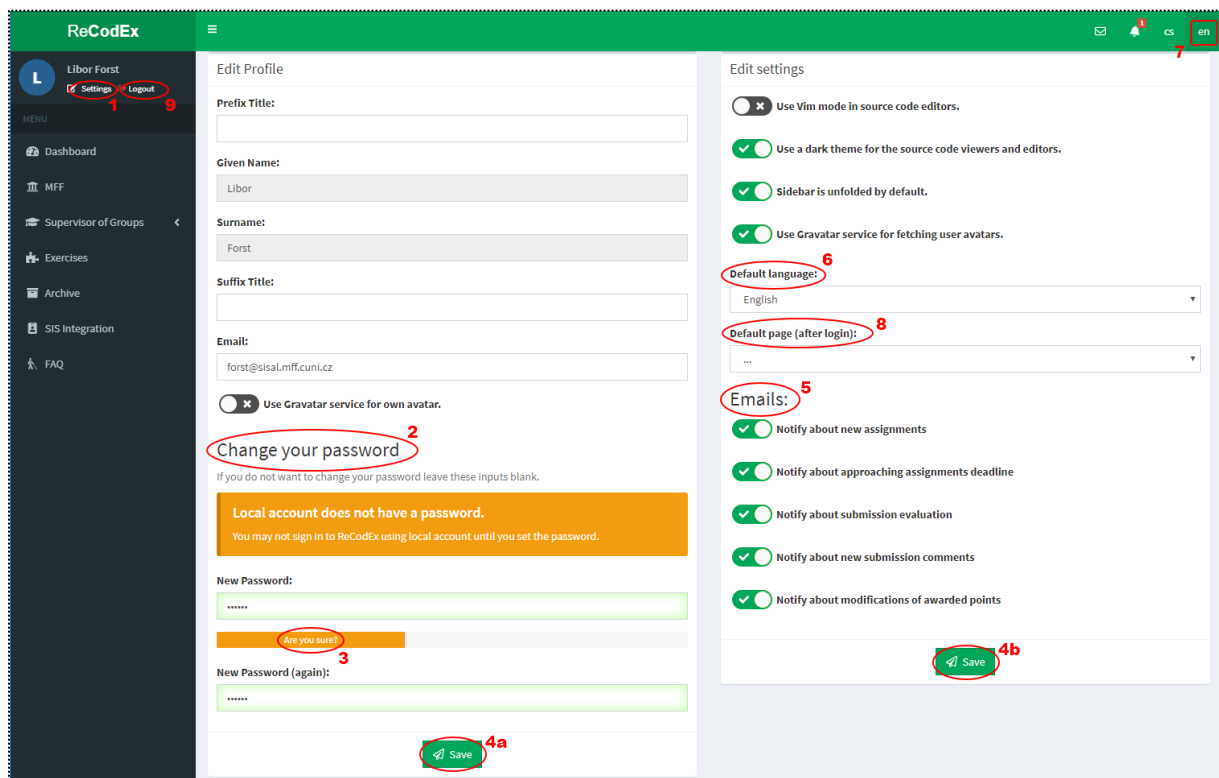

Figure 4

User profile settings

Visit the user profile settings page **(4.1)** where you can set your user preferences.

- First and foremost you should consider the emails that ReCodEx will send you when certain events occur **(4.5)**, for example, when the supervisor adds a new assignment to the group. In some cases, a supervisor may decline to have emails sent (e.g. when assigning a written test) even though you have enabled this option.
- You may also select the default language in which ReCodEx will communicate with you **(4.6)**. You may switch languages **(4.7)** at any time and in any situation, regardless of your default setting. Some text may not exist in all language (e.g. exercise assignments) and so in some cases text may appear in a different language from the one you have selected.
- If you do not select a default page **(4.8)**, after logging in you will automatically be taken to the *Dashboard* page.
- Individual page frames have their own *Save* button **(4.4),** so be sure to press the right buttons.
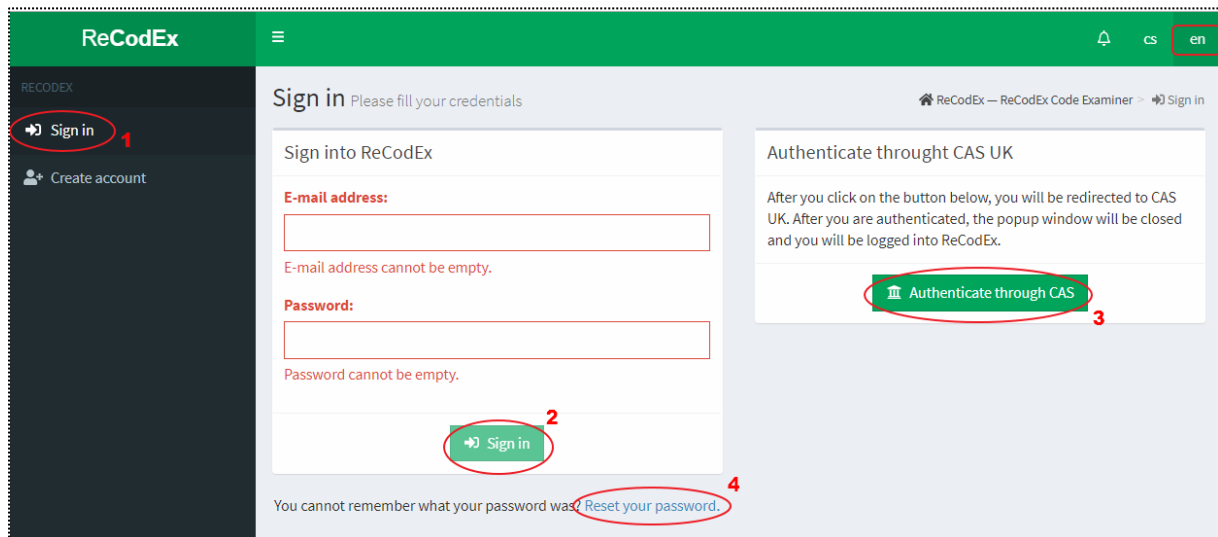
Logging in

Figure 5

After creating an account you will be logged in automatically. You will need to log in manually in your next session. You will log in again

- on the login page **(5.1)**
- either using your local password **(5.2)**
- or using the CAS UK authentication service (entering your usrename and password just like when logging into SIS) **(5.3)**

Students who have an account in CAS, but whose ReCodEx accounts were nevertheless created manually (see above), should log in via CAS UK as soon as possible, so that their newly created accounts can be paired with their accounts in CAS. Pairing is also necessary to connect a local account with your identity in SIS. Pairing occurs by verifying that both accounts have identical email addresses.

Forgotten passwords

If you have a verified email address, you can reset your local account password. **(5.4)**

If you have forgotten your password to the CAS UK authentication service, you will need to contact the appropriate administrators at Charles University.

Logging out

Closing a browser window does not log you out of ReCodEx. You must log out explicitly **(4.9)**.

General usage

Navigation

The upper right corner of every page contains a nagivation bar indicating your current position in the page hierarchy. You can quickly switch between pages by clicking in this navigation area. **(6.1)**.
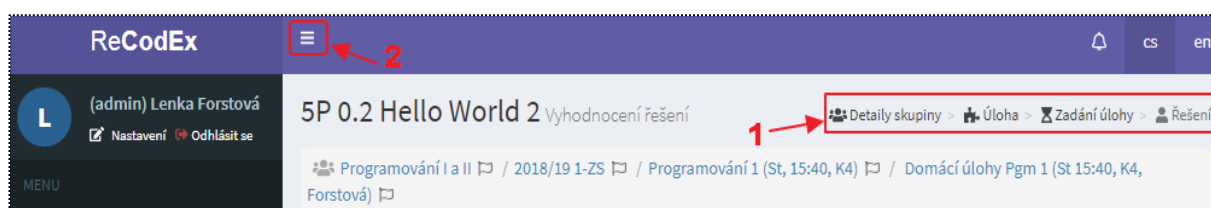

Figure 6

More space

You may contract the menu sidebar **(6.2)** into a narrow strip with icons, gaining more horizontal space for the other page frames.

Reloading

Occasionally some pages may not display the latest information. Using your browser's ↻ reload button may not always suffice. In this situation, use the key combination CTRL+F5 to force the browser cache to be refreshed.

Frames

Certain pages consist of several regions (frames). Their graphical layout depends on your browser and on the size of its display area, so it may differ from the illustrations in this guide. Frames may have their own confirmation buttons, and saving the contents of one frame does not always mean that data in the entire visible page will be saved.

If you can't create an account

If you are a regular student of the Math-Phyics Faculty or a Charles University employee,

- carefully read the error message that appears after your unsuccessful login attempt
- verify that you are using a web browser that is known to work (see above)
- log out all ReCodex users that are logged in on your computer
- restart your web browser
- try creating an account again

If you still can't create an account, log into CAS at the address https://recodex.mff.cuni.cz:4000/cas-troubleshooter/ and send the resulting displayed text to the address recodex@mff.cuni.cz. Include a detailed description of the method you used to attempt to create an account and ReCodEx's response to the steps you took.

If you are not a regular student at the Math-Physics Faculty or a Charles University employee, follow the instructions under *Creating an account* , above.