ELECTRONIC RECRUITMENT SYSTEM FOR FOURTH GRADES OF PRIMARY SCHOOLS

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1. HOW TO COMPLETE THE APPLICATION AND CREATE AN ACCOUNT IN THE NABÓR SYSTEM?

An account in the system is created at the last stage of filling out the application...

1.1. After entering the website https://nabor.pcss.pl/bialystok/klasa4/ we choose the option Wypełnij wniosek.



1.2. Then, if we do not have an account, we select the option again Wypełnij wniosek.

WYPEŁNIJ WNIOSEK

Jeżeli już wcześniej założyłeś konto w systemie Nabór i posiadasz login i hasło, możesz się zalogować i dodać podanie do istniejącego konta.

Logowanie na istniejące konto	Nie mam jeszcze konta	
w systemie Nabór		
🚨 nazwa użytkownika	Jeżeli nie posiadasz jeszcze konta to zostanie ono założone automatycznie po wypełnieniu pierwszego wniosku.	
hasło 💿		
Zaloguj	Wypełnij wniosek	

If we have an account in the system, we enter the username, password and press the button **Zaloguj**. After logging in, select the option **Nowy wniosek.**

WYPEŁNIJ WNIOSEK

Jeżeli już wcześniej założyłeś konto w systemie Nabór i posiadasz login i hasło, możesz się zalogować i dodać podanie do istniejącego konta.



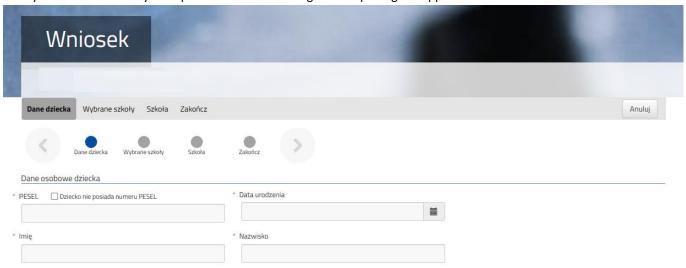
Odzyskaj dane logowania

Odzyskaj dane logowania





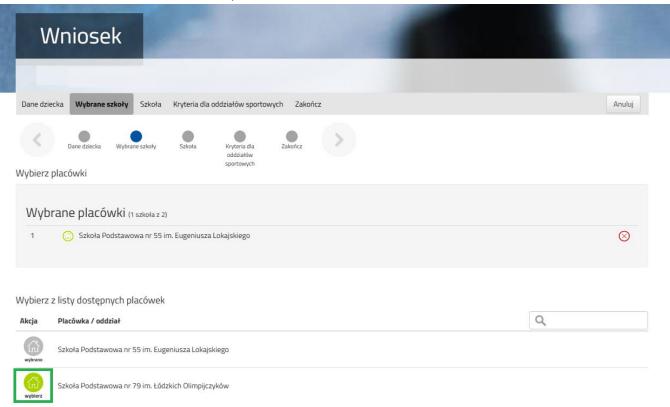
1.3. In the next step, on the Child's data tab, fill in all the required fields marked *. If the required field is not completed, the system will not allow you to proceed to the next stage of completing the application..



After filling in the data, we go to the next stage by selecting the tab **Wybrane szkoły** or



1.4. On the tab **Wybrane szkoły** we can create a list of preferences. We add a primary school to the list using We add schools in order from most to least preferred



It is possible to change the order of selected schools using:

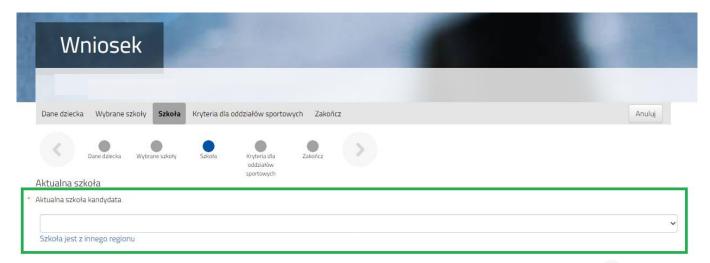
- moving to a lower position
- ntransfer to a higher position

We remove selected schools using (X)



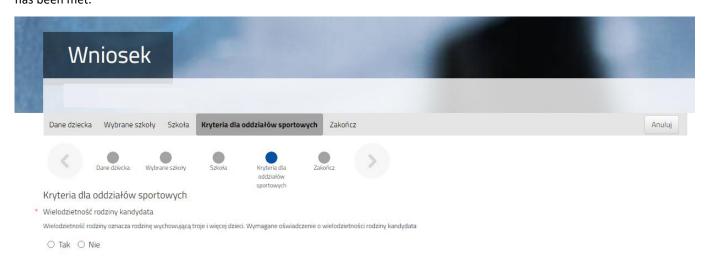
After filling in the data, we go to the next stage by selecting the tab **Szkoła or**

1.5. On the tab **Szkoła** we indicate the school that the child currently attends.



After filling in the data, we go to the next stage by selecting the tab **Kryteria dla oddziałów sportowych or**

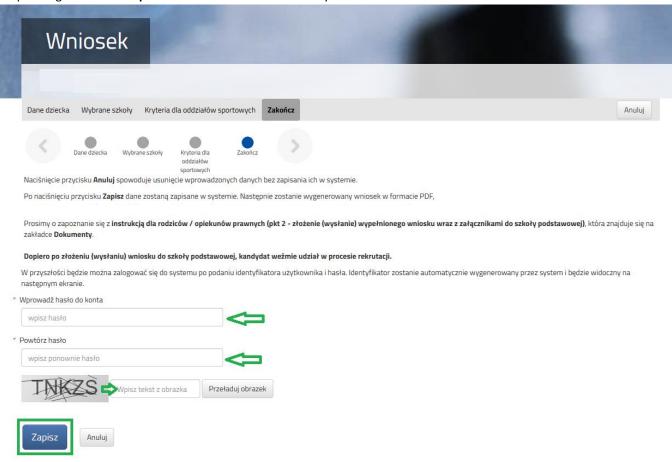
1.6. On the tab **Kryteria dla oddziałów sportowych** (Criteria for sports departments) we provide YES / NO answers for each criterion. Each criterion provides information about the documents that are required to confirm that a given criterion has been met.



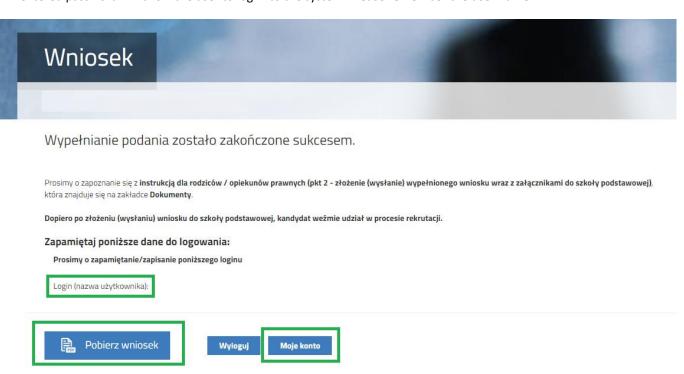
After filling in the data, we go to the next stage by selecting the tab **Zakończ** (Finish) or

1.7. Before saving the application, please check the entered data by switching to the selected tabs by clicking on their name or using

On the tab **Zakończ** we enter the password for the account, which must contain at least 8 characters, including at least 1 lowercase letter, 1 uppercase letter, 1 number and 1 special character. Then we copy the text from the image. After pressing the button **Zapisz** the data will be saved in the system.



1.8. After saving the application in the system, a Login (user name) will be generated, which together with the previously entered password will allow the user to log in to the system. **Please remember the user name**.



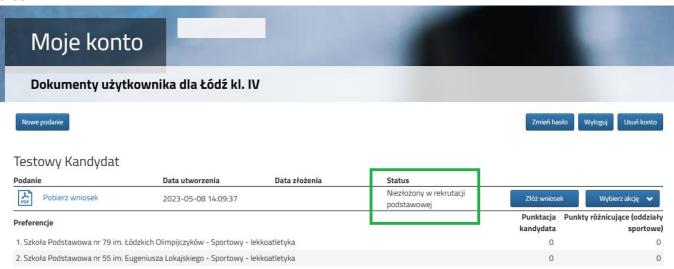
After pressing the button Pobierz wniosek a PDF document with completed data will be downloaded.

After selecting the option Moje konto a list of documents completed in the system will be displayed.

IMPORTANT

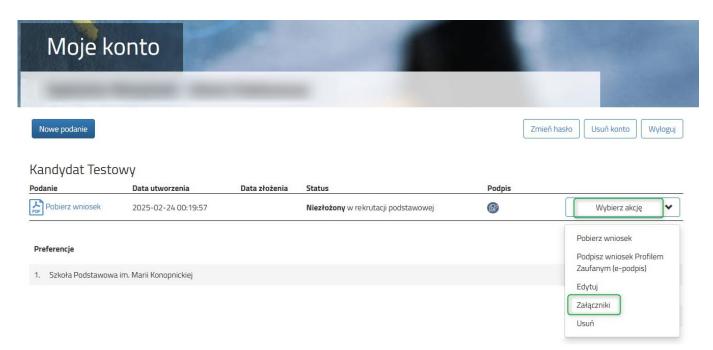
The completed application in the system has the status NOT SUBMITTED IN BASIC RECRUITMENT, which means that it does not take part in recruitment. Only after electronic submission (sending) of the application together with the required documents to the school using the system will the application status change to SUBMITTED IN BASIC RECRUITMENT. Such an application will be verified by the school and if the verification is successful, the status will change to SUBMITTED AND VERIFIED IN BASIC RECRUITMENT.

Instructions for submitting (sending) the application together with the required documents can be found in point 2 Submitting (sending) the completed and electronically signed application together with attachments to the school

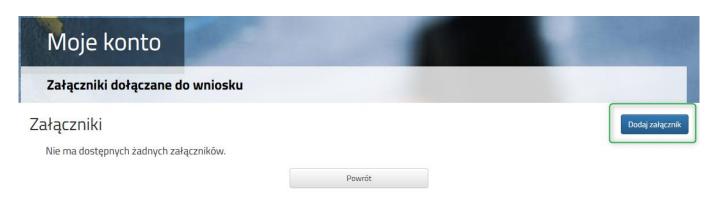


2. SUBMITTING (SENDING) A COMPLETED AND ELECTRONIC SIGNED APPLICATION WITH ATTACHMENTS TO THE SCHOOL

- 2.1. The application must be accompanied by all required documents/declarations confirming the fulfilment of criteria for sports classes.
- 2.2. We add the prepared documents as attachments to the application, which will be submitted (sent) to the school. In the user account, for a given application, we select the option **Wybierz akcję** and **Załączniki**.

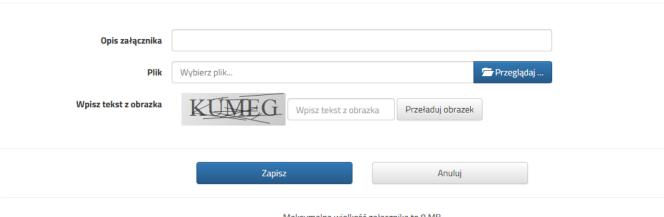


2.3. On the next screen, press the button **Dodaj załącznik.**



2.4. We enter the description of the attachment, e.g. Declaration. Using **Przeglądaj...** we select the appropriate file from the disk containing the completed declaration. Then we copy the text from the image and press the button **Zapisz**. The document will be placed in our account.

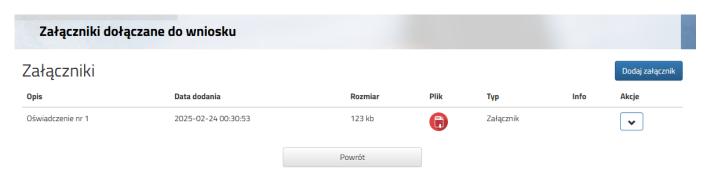
Dodaj załącznik



Maksymalna wielkość załącznika to 8 MB

Opisy załączników muszą być unikalne w ramach wniosku

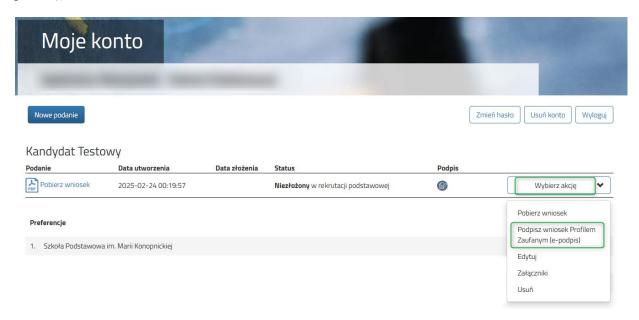
2.5. After successfully adding the document, we will see a list of attachments attached to the notification/application.



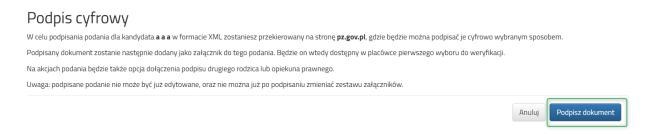
The application must be accompanied by all required documents, e.g. declarations.

It is possible to change the sent document after deleting the current file. To do this, press The sent file can be downloaded to the disk by pressing

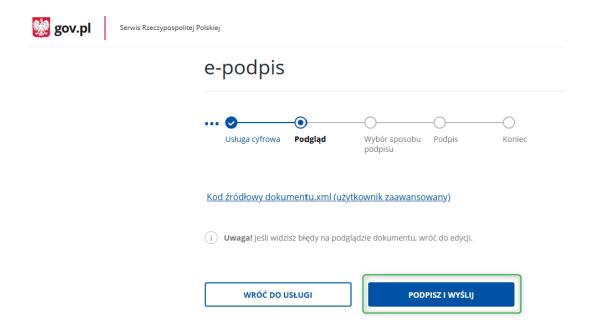
2.6. In the next step, you need to electronically sign the application along with all attachments. To do this, select the option Wybierz akcję, then Podpisz wniosek Profilem Zaufanym (e-podpis) [Sign the application with a Trusted Profile (e-signature)]



Information about the digital signature will be displayed, where you should select the option Podpisz dokument.



Then we will be redirected to the government website pz.gov.pl where we should select the option Podpisz i wyślij.

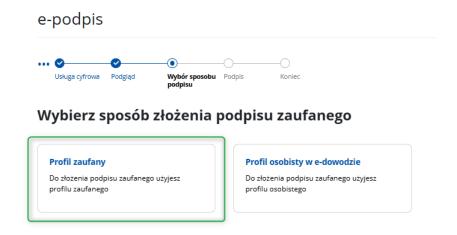


In the next step we choose Podpis zaufany, and then Przejdź do podpisu.

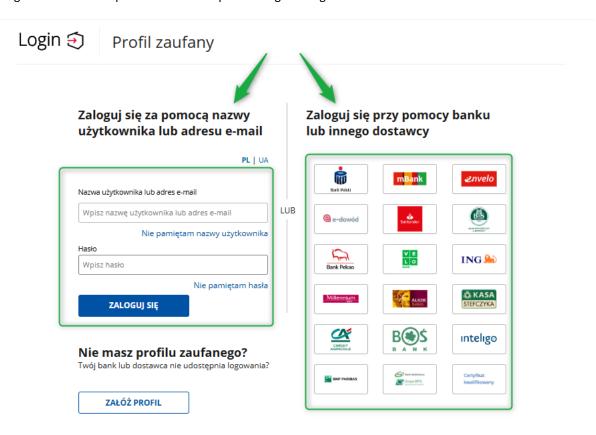
Wybierz podpis



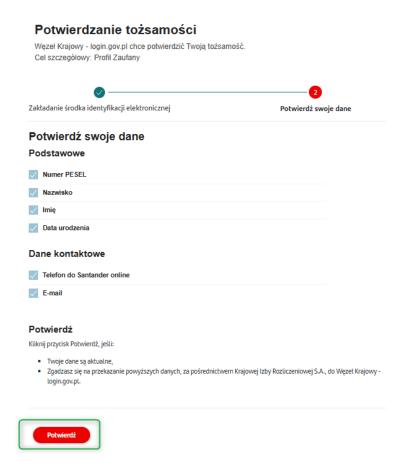
On the next screen we choose Profil zaufany.



Then we log in with a trusted profile or use the option to log in using our bank.

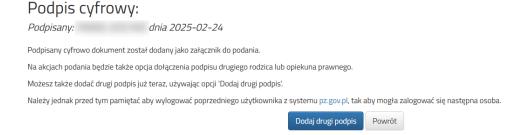


After successful login, e.g. via your bank, information about identity confirmation will be displayed..



After confirmation, we will be redirected back to the Nabór system with information about the digitally signed document

Dokument został podpisany cyfrowo dla:

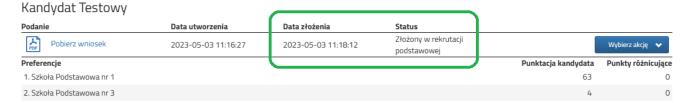


One signature is required, so then click the button_Powrót.

In the last step, you need to send the application to the school (only then will the application be verified by the primary school). To do this, select the option next to the application that you want to submit (send) to the school **Złóż wniosek**.



2.7. After the application has been submitted correctly, the document status will change from Not submitted in the basic recruitment to Submitted in the basic recruitment. Additionally, the date of submission will be displayed. From that moment on, the document is visible in each of the selected schools and is subject to verification by the school of first choice.



IMPORTANT

After electronic submission of the document, the application cannot be edited. It will be verified by the school. If the school encounters a problem during verification, it will contact the parent and it may be necessary to complete / correct the data. In such a case, the school will withdraw the application for editing.

In the next step, in the user account for a given application, select the option Wybierz akcję, then Usuń podpis.



In the parent's account after clicking the button **Wybierz akcję** the option will be active again **Edytuj** as well as the ability to modify attachments.



After making changes, the document should be saved or the attachments corrected, then electronically signed again and submitted (sent) to the school using the option **Złóż wniosek**.

The same will apply if after submitting the application the parent notices that there are errors in the document. In such a situation, the parent can contact the school with a request to allow editing of the document. To do this, press **Wybierz akcję**, then **Poproś o wycofanie do edycji**.



Once the school accepts the request and the signature is removed, the option will be active again on the parent's account. **Edytuj**.

After making changes, the document should be saved or the attachments corrected, then electronically signed again and submitted (sent) to the school using the option **Złóż zgłoszenie / wniosek**.

3. APPLICATION STATUS IN RECRUITMENT

An application in the recruitment system can have the following statuses:

Not submitted in the basic recruitment – the document was completed by the parent and saved in the system, it is not yet visible at the school, it is not taking part in the recruitment.

Submitted in the basic recruitment – the document was submitted (sent) by the system to the school along with attachments, the documents are verified by the first-choice school.

Submitted and verified in the basic recruitment – the document was correctly verified by the school and is taking part in the further recruitment process.

Rejected in the basic recruitment – the document was rejected by the school, the application status will include the reason for rejecting the document entered by the school, the document is not taking part in the further recruitment process.

4. RECRUITMENT RESULTS

5. The recruitment results will be made available on the date indicated in the recruitment schedule. The user who has previously filled in the application/registration in the system and created an account can check the results after logging in to the website https://nabor.pcss.pl/bialystok/klasa4/logowanie

Testowy Kandydat

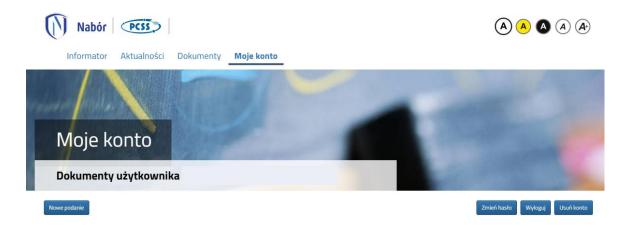
Podanie	Data utworzenia	Data złożenia	Status		
Pobierz wniosek	2023-06-14 10:08:10	2023-06-14 10:09:38	Zakwalifikowany w rekrutacji podstawowej		Wybierz akcję 🔸
Preferencje				Punktacja kandydata	Punkty różnicujące
1. Szkoła Podstawowa nr 1			Zakwalifikowany 🖒	19	0
2. Szkoła Podstawowa nr 2		Ť	Niezakwalifikowany	34	0
3. Szkoła Podstawowa nr 3			Niezakwalifikowany	8	0

6. LOGIN TO THE SYSTEM

A user who has previously filled out an application in the system and created an account can log in to the website https://nabor.pcss.pl/bialystok/klasa4/logowanie After entering your username and password, press the button Zaloguj.



After successful login, the contents of your user account will be displayed.



7. USER ACCOUNT FUNCTIONALITY

A logged-in user can use several options in their recruitment system account:

Nowe podanie - filling out a new application (you can fill out several applications on your account, e.g. for two siblings)

Zmień hasło - change account password

Usuń konto - deletion of the account, after previously deleting all applications

Wyloguj – logging the user out of the recruitment system

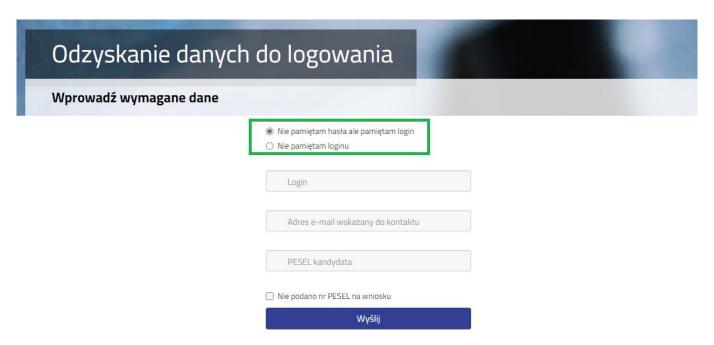


8. RECOVERING LOGIN DATA

Recovering your login (username) and resetting your password is done on the website https://nabor.pcss.pl/bialystok/klasa4/logowanie after selecting the option **Odzyskaj dane logowania**.

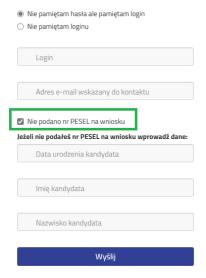


Then we select the option **Nie pamiętam hasła, ale pamiętam login** (I don't remember my password, but I remember my login) or **Nie pamiętam loginu** (I forgot my login).



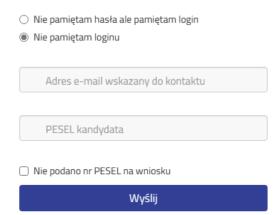
After selecting I don't remember my password, but I remember my login, on the form we fill in the login (user name), the email address indicated for contact - one of the addresses that we entered on the notification / application with the data of the parents / legal guardians, the candidate's PESEL.

If we did not enter the candidate's PESEL number in the application, select the No PESEL number provided in the application option and fill in the login (user name), e-mail address indicated for contact, candidate's date of birth, candidate's name and surname.

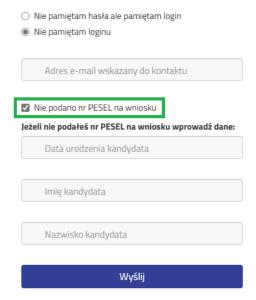


After filling in the data, press the button **Wyślij**. A message will be sent to your email address with instructions on how to set a new password.

After selecting I don't remember my login, we fill in the e-mail address indicated for contact - one of the addresses that we entered on the application/registration with the data of the parents/legal guardians, PESEL of the candidate.



If we did not enter the candidate's PESEL number in the application, select the No PESEL number provided in the application option and fill in the e-mail address indicated for contact, the candidate's date of birth, the candidate's name and surname..



After filling in the data, press the button **Wyślij**. Na adres e-mail zostanie wysłana wiadomość zawierająca login (nazwę użytkownika).