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# How to be a member

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## 1. Register using the form

Please pay attention when completing the registration form in order to avoid complications and longer waits for verifying your data.

	<a href="#">Registration</a>	
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**You become a member of the CU Alumni Club the moment your registration is verified. We will inform you every month in our newsletter about everything important that is happening at the university and invite you to interesting events. You can also take advantage of the university's library and access the electronic databases (see the instructions below).**

**If you are interested in having an alumni card with additional benefits, please read on.**

## 2. Pick up your alumni card at one of our card processing centres.

All you have to do is bring your ID and come to one of the four card centres. You can find all of the important information for picking up your card [here](#).

There are two types of alumni ID cards:

a.	<b>Basic ID card</b> for a fee of CZK 200. You can take advantage of the benefits specified <a href="#">here</a> .
b.	<b>ID card with an ALIVE licence</b> for a fee of CZK 200 + CZK 230 per year for renewing the licence. You can take advantage of the benefits specified <a href="#">here</a> + additional benefits for the <a href="#">ALIVE licence</a> .

Both ID cards are valid for 9 years. For the ALIVE licence ID card, you must renew the licence every year.

**If you lose your card, you don't need to register again. Just request a duplicate.**

## What is CAS?

The central authentication service is used to verify your identity and relationship to Charles University. Some university apps may require you to log in via CAS – e.g. when booking CU recreation facilities.

## Log-in data for CAS?

The log-in name is the personal ID number found under the photo on your membership card. Your password was generated when your card was issued, and you needed to change the password within five days. For security reasons, you must update your password every year. Right before the password expires, we send you an e-mail about the approaching expiration of your password. Please pay attention to this message, and change your password by the deadline.

