



InSIS PRESENTATION

How to use the Integrated Study Information System?

Admissions & Marketing Office

AGENDA

- Front Page – log in
- Password
- Personal data check
- Mail box
- Student's portal – main functions
- Persons at VSE
- Documents
- Eduroam
- Useful Information
- Questions?

INSIS.VSE.CZ

- Log in to the Personal administration of InSIS

The screenshot shows the homepage of the Integrated Study Information System (INSIS) of the University of Economics, Prague (VŠE). The website has a dark blue header with navigation links: Akce, Tel. seznam, Download, FAQ, Kontakt, Změnovník, RSS, and a language selector for ČESKY and SLOVENSKY. The main content area is white and features a sidebar with icons and a main text block. The sidebar categories include: Personal administration (with a red circle around the 'Log in to the Personal administration of InSIS' link), Admission procedure, Information about VŠE, Study information, Science and research information, and About the information system. The main text block provides a brief overview of the system and a contact address.

Integrated Study Information System
Sep 10, 2017 12:31 p.m. Irma

Integrated Study Information System of University of Economics, Prague allows the academic community, university staff and public to access a wide range of information. Many people have devoted much of their time and effort to help implement the system at the university. Therefore, we will truly appreciate if you direct any problems you encounter or comments you may have to the university system administrators. This way we will be able to help you or complement the information system with any relevant features. We recommend that you contact us on our e-mail address [Contact address](#).

Personal administration

- [Log in to the Personal administration of InSIS](#) [First log in to InSIS instructions](#) [System integrators](#)

Admission procedure

- [E-application form to study at VŠE](#) [Admission procedure results](#) [Course application](#) [Application to U3V](#)

Information about VŠE

- [Persons at VŠE](#) [Validity verification of identification cards](#) [Departments](#) [Thematic search](#) [Types of ID cards in use](#)
- [Public document server](#)

Study information

- [Academic year schedule](#) [Study plans](#) [Course catalogue](#) [Electronic study materials](#) [Final theses at VŠE](#) [Timetables](#)

Science and research information

- [Projects](#) [Publications](#)


About the information system

- [InSIS documentation](#) [Statistics of using InSIS](#) [Are you thinking of implementing a study information system at your university?](#)

Česká verze informačního systému (Czech version)
Slovenská verzia informačného systému (Slovak version)
Simplified version of the information system with no design
University of Economics, Prague

LOG IN

Username and Password (given by a coordinator) – be careful for structure of password (numbers, small or capital letters)



[Akce](#) [Tel. seznam](#) [Download](#) [FAQ](#) [Kontakt](#) [Změnovník](#) [RSS](#) | [ČESKY](#) [SLOVENSKY](#)


Integrated Study Information System

⌚ Aug 31, 2016 12:30 p.m. 👤 Pavlína

^ 🏠 ?

Log in to system

On this page you can log in Integrated Study Information System. You use an assigned user name and a password. The password distinguishes upper case and low case letters. At the same time you can select after which period of inactivity the system logs you out.

 If you fail to log in or do not know the above mentioned information, please contact the [system integrator](#).

User name:

Password:

Log in

Log out after 1 day of inactivity ([change](#)).

Tip: A common problem is the Caps Lock key switched on/off or the keyboard set to a different language.

Forgot your password? Password reset available [here](#).

See application [First log in to InSIS instructions](#) to view more details about log in.

PERSONAL ADMINISTRATION



- :: [Personal data check](#)
- :: [Change of distribution server](#)

Check your personal data in InSIS and confirm!!!

Personal administration

Welcome to the Personal administration section of the Integrated Study Information System.

[Search](#) [Open all](#)

Public information portal <ul style="list-style-type: none">Persons at VŠECourse catalogueDepartmentsStudy plansThematic search	My studies <ul style="list-style-type: none">Student's portalCourse Attainment EvaluationCourse evaluation by studentsStudent enrollment statisticsStudy application form	eLearning <ul style="list-style-type: none">Tests and examinationsElectronic study materials	Study system <ul style="list-style-type: none">International OfficeStudy DepartmentStudy registerAdmission procedurePrint identical copies
Science and research <ul style="list-style-type: none">Matching of publicationsBiographical informationScheduled conferencesGrant opportunitiesWriting CVs	Personal management <ul style="list-style-type: none">Mail boxSign up for newsDocument storageDocument serverDiscussion platforms	eAgenda <ul style="list-style-type: none">Room reservationeSurveysComment on a study applicationProjects of Internal Development Competition	Technology and its administration <ul style="list-style-type: none">University e-mail deliveryAccess control systemAccounts administration sectionTypes of ID cards in use
Information system administration <ul style="list-style-type: none">Authorizations administrationStaff administrationSet passwords for usersAdministration of mobile applications authorizations	InSIS documentation <ul style="list-style-type: none">InSIS documentationSystem integratorsLicence informationStatistics of using InSISMy operations	Game room <ul style="list-style-type: none">List of games and statisticsIQ SolitaireStone EaterCaterpillar	Adjustment of the information system <ul style="list-style-type: none">User settingsConfigure transfer of events to Office 365Select designPortlets in InSISMake your own design
Information system set-up <ul style="list-style-type: none">Personal data checkLog outPassword changeMy operationsChange identity			


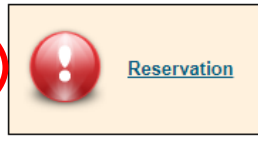
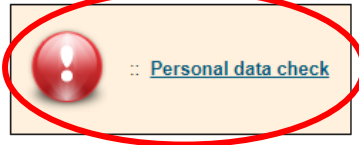
[Simplified version of the personal administration with no design](#)
[Back to Main page of the information system](#)
[University of Economics, Prague](#)

CHECK THE PERSONAL DATA

- Protection of personal data
- If any of the data change during your stay here, immediately inform your coordinator and she/he will change it

Personal administration

Welcome to the Personal administration section of the Integrated Study Information System.



Personal data check

Reservation

Noticeboard

- Mimořádné přihlašování na výměnné pobyty v LS 2021 ...
- 5HD450, 5HD396, 5HD280 nabídka předmětů KHD v aj v ... (

Public information portal

- Persons at VŠE
- Course catalogue
- Departments
- Study plans
- Final theses at VŠE

My College

- Student's portal
- Study application form
- Course Attainment Evaluation
- Student enrolment statistics
- Course evaluation by students

Science and research

- Matching of publications
- Biographical information
- Scheduled conferences
- Grant opportunities
- Writing CVs

Personal management

- Mail box
- Sign up for news
- Document storage
- Absence plan
- Document server

Information system administration

- Authorizations administration
- Staff administration
- Set passwords for users

InSIS documentation

- InSIS documentation
- System integrators
- Licence information
- Statistics of using InSIS
- My operations

Information system set-up

- Password change
- Log out
- My operations
- Delegates set-up
- Setting of authentication using one-time passwords (OTP)

Protection of personal data

- Personal data check
- Approvals by user
- Personal data check statistics

CHANGE OF PASSWORD

- Information system set-up – there are some conditions for creating a new password (written in the instructions)



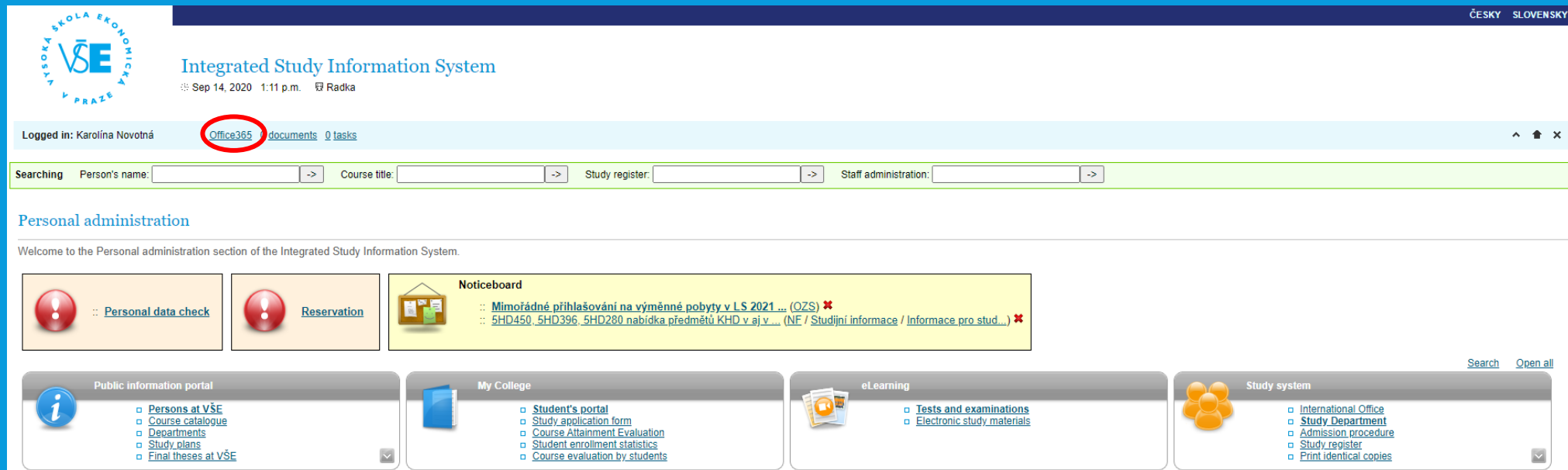
Your password expires in less than 14 days. Change your password [here](#).

The screenshot shows a web portal menu with four main sections, each with a list of links and a dropdown arrow on the right:

- Public information portal** (icon: blue circle with 'i')
 - [Persons at VŠE](#)
 - [Course catalogue](#)
 - [Thematic search](#)
 - [Further information about VŠE](#)
 - [Timetables](#)
- Study system** (icon: orange cluster of circles)
 - [International Office](#)
 - [Study register](#)
 - [Study Department](#)
 - [Admission procedure](#)
 - [Print identical copies](#)
- Information system administration** (icon: floppy disk with pencil)
 - [Staff administration](#)
 - [Set passwords for users](#)
 - [Administration of mobile applications authorizations](#)
 - [Authorizations administration](#)
- Information system set-up** (icon: computer monitor)
 - [Log out](#)
 - [Personal data check](#)
 - [Delegates set-up](#)
 - [Password change](#) (circled in red)
 - [My operations](#)

VŠE STUDENT E-MAIL

- Once the change is verified, you can access your university e-mail by clicking on Office 365 button → will redirect you to Outlook
 - to log in: username@vse.cz + password (the same as to InSIS)
 - o365.vse.cz – accessible from any device



Integrated Study Information System
Sep 14, 2020 1:11 p.m. Radka

Logged in: Karolína Novotná **Office365** documents 0 tasks

Searching Person's name: Course title: Study register: Staff administration:

Personal administration
Welcome to the Personal administration section of the Integrated Study Information System.

Noticeboard
:: [Mimořádné přihlašování na výměnné pobyty v LS 2021...](#) (OZS) ✖
:: [5HD450, 5HD396, 5HD280 nabídka předmětů KHD v aj v...](#) (NF / Studijní informace / Informace pro stud...) ✖

Public information portal
Persons at VŠE
Course catalogue
Departments
Study plans
Final theses at VŠE

My College
Student's portal
Study application form
Course Attainment Evaluation
Student enrollment statistics
Course evaluation by students

eLearning
Tests and examinations
Electronic study materials

Study system
International Office
Study Department
Admission procedure
Study register
Print identical copies

Search Open all

VŠE STUDENT E-MAIL

- Useful links:

- Set up your Office 365 mailbox in Outlook - <https://ci.vse.cz/english/services/e-mail/configuration-of-mail-clients/#div2.1>
- Installing Office 365 - <https://ci.vse.cz/english/services/office365/installing-office-from-o365/>
- Log-in to Office 365 - <https://ci.vse.cz/english/services/office365/login-to-office-365/>

STUDENT'S PORTAL



Integrated Study Information System

🕒 Sep 14, 2020 1:11 p.m. 🏠 Radka

ČESKY SLOVENSKY

Logged in: Karolína Novotná [Office365](#) [0 documents](#) [0 tasks](#)

Searching Person's name: -> Course title: -> Study register: -> Staff administration: ->

Personal administration

Welcome to the Personal administration section of the Integrated Study Information System.



[Personal data check](#)



[Reservation](#)



Noticeboard

⚠️ [Mimořádné přihlašování na výměnné pobyty v LS 2021...](#) (OZS) ✖️
⚠️ [5HD450_5HD396_5HD280 nabídka předmětů KHD v aj v...](#) (NE / Studijní informace / Informace pro stud...) ✖️

[Search](#) [Open all](#)



Public information portal

- [Persons at VŠE](#)
- [Course catalogue](#)
- [Departments](#)
- [Study plans](#)
- [Final theses at VŠE](#)



My College

- [Student's portal](#)
- [Study application form](#)
- [Course Attainment Evaluation](#)
- [Student enrollment statistics](#)
- [Course evaluation by students](#)



eLearning

- [Tests and examinations](#)
- [Electronic study materials](#)



Study system

- [International Office](#)
- [Study Department](#)
- [Admission procedure](#)
- [Study register](#)
- [Print identical copies](#)



Science and research

- [Matching of publications](#)
- [Biographical information](#)
- [Scheduled conferences](#)
- [Grant opportunities](#)
- [Writing CV's](#)



Personal management

- [Mail box](#)
- [Sign up for news](#)
- [Document storage](#)
- [Absence plan](#)
- [Document server](#)



eAgenda

- [Room reservation](#)
- [eSurveys](#)
- [Contact centre](#)
- [Projects of Internal Development Competition](#)



Technology and its administration

- [University e-mail delivery](#)
- [Access control system](#)
- [Accounts administration section](#)
- [Types of ID cards in use](#)



Information system administration

- [Authorizations administration](#)
- [Staff administration](#)
- [Set passwords for users](#)



InSIS documentation

- [InSIS documentation](#)
- [System integrators](#)
- [Licence information](#)
- [Statistics of using InSIS](#)
- [My operations](#)



Game room

- [List of games and statistics](#)
- [IQ Solitaire](#)
- [Stone Eater](#)
- [Caterpillar](#)



Adjustment of the information system

- [User settings](#)
- [Configure transfer of events to Office 365](#)
- [Portlets in InSIS](#)
- [Administration of My favourites menu](#)
- [Change photo](#)



Information system set-up

- [Password change](#)
- [Log out](#)
- [My operations](#)
- [Delegates set-up](#)
- [Setting of authentication using one-time passwords \(OTP\)](#)



Protection of personal data

- [Personal data check](#)
- [Approvals by user](#)
- [Personal data check statistics](#)

Student's portal

Study – FPH C-IGCEMS-3MC pres [term 3, E], study period – WS 2020/2021 - FPH

[My College](#)

[Course & plans](#)

[My favourite courses](#)

[E-study record](#)

[List of topics](#)

[My schoolmates](#)

[Coursework submissions](#)


[Study details](#)

[Plan progress check](#)

[Map of my study](#)

[My lectures sheet](#)

The table shows the studies commenced or completed at this university and the application icons relevant to the studies. The study and the study period you are working with at the moment can be found in the page subheader. If you have more than one study or study period use the grey bullet in the first column Choose to switch between them in the portal applications. When entering the Student's portal you are working with the active study (green bullet).

Choose	Faculty	Study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses	Final thesis
	FPH	International Management Marketing full-time	enrolled				
	FMV	International Economic Relations International Trade full-time	term duly completed (1)				

Support of the selected study

Application on support of the selected study.



[Personal timetable](#)



[Academic calendar \(weeks overview\)](#)



[Academic year schedule](#)



[Contact departments](#)



[Contact centre](#)



[My excuse notes](#)



[Print of documents](#)



[Document storage](#)



[Course evaluation by students](#)

Study financing and scholarships

Application on support of financing and scholarships of the selected study.



[Study financing](#)



[Accommodation benefit application form](#)



[Paid-out scholarships](#)



[Bank accounts](#)



[Orders](#)

My College abroad

Application supporting the foreign administration of a currently selected studies.



[Submit exchange programme application](#)



[Register of applications](#)



[Results of selection procedures](#)



[Bank account number for study placements](#)



[Learning Agreement \(Study plan abroad\)](#)



[Checklist](#)



[Evaluation of abroad placement](#)

Student card

Applications which are not directly bonded to the selected study may be relevant for it though.



[Change photo](#)

SB = Old Building
NB = New Building
RB = Rajska Building
JM = Jižní Město campus
+ floors

Classroom
Code of the course
Name of the course
Lecturer

Student's personal schedule for

The table shows an HTML preview of the selected schedule. You can get more precise output by selecting PostScript or PDF format on the criteria selection page.

DAY	07:30-08:15	08:15-09:00	09:15-10:00	10:00-10:45	11:00-11:45	11:45-12:30	12:45-13:30	13:30-14:15	14:30-15:15	15:15-16:00	16:15-17:00	17:00-17:45
MON					RB 209 4IT415 Enterprise Information Modelling V. Řepa							
TUE					RB 210 6EN472 Ancient and Mediaeval Economy P. Bertoň				SB 208 4SA525 Information and Media P. Toman		SB 309 4IT514 Business Information Systems 2 J. Bašl	
WED	SB 309 4IT435 Business Intelligence D. Slánský											
THU				RB 212 4IT410 Integration in Information Systems L. Gála		P 103 4IT435 Business Intelligence O. Novotný						
FRI						P 103 4IT514 Business Information Systems 2 J. Bašl						

Key:

lecture	seminar	block class
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Student's portal

Study – FPH C-IGCEMS-3MC pres [term 3, E], study period – WS 2020/2021 - FPH

[My College](#)

[Course & plans](#)

[My favourite courses](#)

[E-study record](#)

[List of topics](#)

[My schoolmates](#)

[Coursework submissions](#)

[Study details](#)

[Plan progress check](#)

[Map of my study](#)

[My lectures sheet](#)

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	FPH	International Management Marketing full-time	enrolled				
	FMV	International Economic Relations International Trade full-time	term duly completed (1)				

Support of the selected study

Application on support of the selected study.



[Personal timetable](#)



[Academic calendar \(weeks overview\)](#)



[Academic year schedule](#)



[Contact departments](#)



[Contact centre](#)



[My excuse notes](#)



[Print of documents](#)



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[Course evaluation by students](#)

Study financing and scholarships

Application on support of financing and scholarships of the selected study.



[Study financing](#)



[Accommodation benefit application form](#)



[Paid-out scholarships](#)



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[Orders](#)

My College abroad

Application supporting the foreign administration of a currently selected studies.



[Submit exchange programme application](#)



[Register of applications](#)



[Results of selection procedures](#)



[Bank account number for study placements](#)



[Learning Agreement \(Study plan abroad\)](#)



[Checklist](#)



[Evaluation of abroad placement](#)

Student card

Applications which are not directly bonded to the selected study may be relevant for it though.



[Change photo](#)

All your grades collected together

Possibility to see your schoolmates registered for the same course or attended just the given lecture + possibility to contact them

List of all your courses which are already passed or which should be passed for finishing the programme and receiving the diploma





Most of the lecturers put points from the lectures and seminar papers in here. Possibility of sending email when something changes in the section.

Online handing in of any documents or paper required by the lecturers

Study - FMV B-ME-MO pres [term 5, E], study period - WS 2017/2018 - FMV


[My studies](#) [E-study record](#) [My schoolmates](#) [Study details](#) [Map of my study](#)
[Course e-plans](#) [List of topics](#) [Coursework submissions](#) [Plan progress check](#) [My lectures sheet](#)


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Choose	Faculty	Programme - Field of study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses
	FMV	B-ME International Economic Relations International Trade [full-time]	enrolled			


Support of the selected study


Application on support of the selected study.


 [Personal timetable](#)


 [Academic calendar \(weeks overview\)](#)


 [Academic year schedule](#)


 [Study Department](#)


 [Print enrollment sheet](#)


 [Study confirmation form](#)


 [Study confirmation form \(in English\)](#)


 [Study progress confirmation form](#)

 [Study progress confirmation form in English](#)

 [Print the request form](#)

 [Submit electronic application to Study Department](#)

 [My excuse notes](#)

 [Course evaluation by students](#)





COURSE REGISTRATION

When it is close to exam period some dates of exams will be displayed there and you can register for the given date and time. Lecturers normally let you know.

Study - FMV B-ME-MO pres [term 5, E], study period - WS 2017/2018 - FMV

[My studies](#) [E-study record](#) [My schoolmates](#) [Study details](#) [Map of my study](#)
[Course e-plans](#) [List of topics](#) [Coursework submissions](#) [Plan progress check](#) [My lectures sheet](#)

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Choose	Faculty	Programme - Field of study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses
	FMV	B-ME International Economic Relations International Trade [full-time]	enrolled			

Which programme
are you enrolled in

Which courses are
you registered in

Extra-semesterial courses –
courses taught intensively
several days in a row

Enrollment to study (round 2) - WS 2020/2021

Students use this application to express their requirements concerning the courses they signed up for in the academic period.

Now you can work with courses available at the following departments.

Department	Study period	Beginning	End
Faculty of Economics	WS 2020/2021	12/09/2020 16:00	15/09/2020 23:59
Faculty of Informatics and Statistics	WS 2020/2021	12/09/2020 16:00	15/09/2020 23:59
University of the Third Age - Jindřichův Hradec	WS 2020/2021	12/09/2020 16:00	15/09/2020 23:59
Centre for Physical Education and Sports	WS 2020/2021	12/09/2020 16:00	15/09/2020 23:59
Central and East European Studies Program	WS 2020/2021	12/09/2020 16:00	15/09/2020 23:59
International Office	WS 2020/2021	12/09/2020 16:00	15/09/2020 23:59
Faculty of Business Administration	WS 2020/2021	12/09/2020 16:00	15/09/2020 23:59
Faculty of International Relations	WS 2020/2021	12/09/2020 16:00	15/09/2020 23:59
Faculty of Finance and Accounting	WS 2020/2021	12/09/2020 16:00	15/09/2020 23:59
Faculty of Management	WS 2020/2021	12/09/2020 16:00	15/09/2020 23:59
Pedagogical Department	WS 2020/2021	12/09/2020 16:00	15/09/2020 23:59



[First read the information from your Study Department.](#)

Here you can see the
schedule for registrations

Registrations:

Round 1—Sep 8—10, 2020

Round 2 – Sep 12 – 15, 2020

- enrollment to courses which were
not registered (first-come-first-
serve basis)

Round 3 – Sep 17 – 19, 2020

- possibility to add more courses to
the schedule (first-come-first-
serve basis)

Registrations and confirmed registrations results - WS 2015/2016

Code	Course	Group	Category	Course registrations	Enrollment
3PS437	Application methods of social psychological research	sP	1	Thu 16:15-17:45 SB 322 (sem.)	Thu 16:15-17:45 SB 322 (sem.)
22F501	Diploma Thesis Seminar	hP	1	Mon 07:30-09:00 NB 255 (sem.)	Mon 07:30-09:00 NB 255 (sem.)
2CR402	Hotel Management	hP	1	Mon 11:00-12:30 SB 237 (sem.) Mon 09:15-10:45 SB 239 (lect.)	Mon 11:00-12:30 SB 237 (sem.) Mon 09:15-10:45 SB 239 (lect.)
2CR401	International Tourism	hP	1	Thu 11:00-12:30 SB 212 (sem.) Thu 09:15-10:45 SB 112 (lect.)	Thu 11:00-12:30 SB 212 (sem.) Thu 09:15-10:45 SB 112 (lect.)
2PR422	Law in Tourism	hP	1	Tue 09:15-12:30 SB 321 (lect.)	Tue 09:15-12:30 SB 321 (lect.)
3PS435	Managerial psychology	sP	1	Mon 16:15-19:30 SB 412 (lect.)	Mon 16:15-19:30 SB 412 (lect.)
3MI403	Microeconomics	hP	1	Mon 12:45-14:15 RB 207 (sem.) Wed 12:45-14:15 Vencovského aula (lect.)	Mon 12:45-14:15 RB 207 (sem.) Wed 11:00-12:30 Vencovského aula (lect.)
3PS439	Negotiation Skills for Managers	sP	1	Wed 16:15-17:45 SB 126 (sem.)	Not registered

PERSON'S AT VŠE



Integrated Study Information System

🕒 Sep 14, 2020 1:11 p.m. 🗑 Radka

ČESKY SLOVENSKY

Logged in: Karolína Novotná

[Office365](#) [0 documents](#) [0 tasks](#)



Searching Person's name: -> Course title: -> Study register: -> Staff administration: ->

Personal administration

Welcome to the Personal administration section of the Integrated Study Information System.



[Personal data check](#)



[Reservation](#)



Noticeboard

⚠ **Mimofádné přihlašování na výměnné pobyty v LS 2021...** (OZS) ✖
⚠ **5HD450_5HD396_5HD280 nabídka předmětů KHD v aj v...** (NE / Studijní informace / Informace pro stud...) ✖

[Search](#) [Open all](#)



Public information portal

- Persons at VŠE**
- [Source catalogues](#)
- [Departments](#)
- [Study plans](#)
- [Final theses at VŠE](#)



My College

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- [Electronic study materials](#)



Study system

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Science and research

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Personal management

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- [Sign up for news](#)
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- [Absence plan](#)
- [Document server](#)



eAgenda

- [Room reservation](#)
- [eSurveys](#)
- [Contact centre](#)
- [Projects of Internal Development Competition](#)



Technology and its administration

- [University e-mail delivery](#)
- [Access control system](#)
- [Accounts administration section](#)
- [Types of ID cards in use](#)



Information system administration

- [Authorizations administration](#)
- [Staff administration](#)
- [Set passwords for users](#)



InSIS documentation

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- [My operations](#)



Game room

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- [IQ Solitaire](#)
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- [Caterpillar](#)



Adjustment of the information system

- [User settings](#)
- [Configure transfer of events to Office 365](#)
- [Portlets in InSIS](#)
- [Administration of My favourites menu](#)
- [Change photo](#)



Information system set-up

- [Password change](#)
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- [Setting of authentication using one-time passwords \(OTP\)](#)



Protection of personal data

- [Personal data check](#)
- [Approvals by user](#)
- [Personal data check statistics](#)

PERSONS AT VŠE

Persons at VŠE

This page displays all publicly accessible information about the desired person. Some information about the person's occupation and offices may be hidden.



Karolina Novotná

Identification number: 120754

University e-mail: [karolina.novotna\[at\]vse.cz](mailto:karolina.novotna[at]vse.cz)

Interim administrative staff - [International Office \(REK\)](#)

B 62 10 International Economic Relations B-ME

FMV B-ME-MO pres [term 5, E]

Bachelor type of study, full-time form

International Trade, 5th semester of study

The information system receives all information about the employees' job descriptions from HR and IFIS system. In case of discrepancies, please contact the Personnel Department. The Office phone number and Office number items are set by the OSSA at your department or the system integrator.

User forwards the university mail to a different address (distribution server office365).

Personal number:	29949
Office phone number:	+420 224 098 529
Office address:	OZS REK
Office number:	RB 527
E-mail:	admissions[at]vse.cz , karolina.novotna[at]vse.cz
Web page address:	https://admissions.vse.cz/
Sharepoint profile:	novk08
Skype for Business:	novk08

Phone number,
office, email,
office hours

Public information portal

- [Persons at VŠE](#)
- [Course catalogue](#)
- [Thematic search](#)
- [Further information about VŠE](#)
- [Timetables](#)

Study system

- [International Office](#)
- [Study register](#)
- [Study Department](#)
- [Admission procedure](#)
- [Print identical copies](#)

Information system administration


- [Staff administration](#)
- [Set passwords for users](#)
- [Administration of mobile applications authorizations](#)
- [Authorizations administration](#)

Information system set-up

- [Log out](#)
- [Personal data check](#)
- [Delegates set-up](#)
- [Password change](#)
- [My operations](#)

DOCUMENTS

HOMEWORK, PRESENTATIONS, MATERIALS



Integrated Study Information System
Sep 14, 2020 3:16 p.m. Radka

Logged in: Karolína Novotná [Office365](#) [0 documents](#) [tasks](#)

Personal management

- [Mail box](#)
- [Sign up for news](#)
- [Document storage](#)
- [Absence plan](#)
- [Document server](#)

New documents in the Document server

DS [Document tree](#) [All my folders](#) **New documents (0)**
[DS settings](#) [Searching](#)

Use this application to view all new documents. After reading it, the document will not be displayed again.

 [Update documents](#)



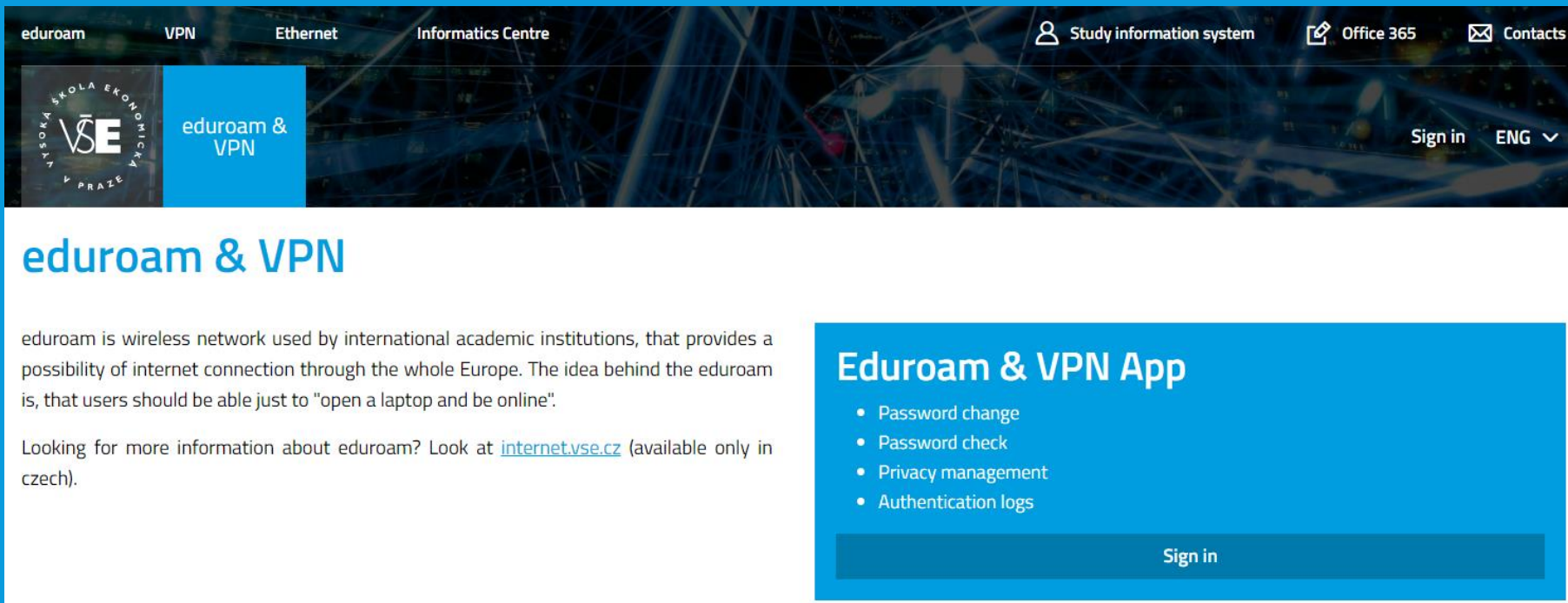
You have no new documents

- [+ Celoškolská pracoviště](#)
- [- Faculty of International Relations](#)
 - [Courses](#)
 - [+ WS 2016/2017](#)
- [+ History](#)
- [+ Pedagogické oddělení](#)
- [+ Rektorát](#)
- [+ Public document server \(1\)](#) 

Choose the faculty and semester

EDUROAM

- Wi-Fi can be arranged on this website: <https://eduroam.vse.cz/heslo/?locale=en>
- Sign-in with your InSIS access
- Choose „Change password“ and create your Eduroam password



The screenshot shows the website for eduroam & VPN. The header includes navigation links for eduroam, VPN, Ethernet, and Informatics Centre. On the right, there are links for the Study information system, Office 365, and Contacts. A language dropdown is set to ENG. The main heading is "eduroam & VPN". Below it, a paragraph explains that eduroam is a wireless network for international academic institutions. Another paragraph suggests looking at internet.vse.cz for more information. A sidebar on the right titled "Eduroam & VPN App" lists features: Password change, Password check, Privacy management, and Authentication logs, with a "Sign in" button at the bottom.

eduroam VPN Ethernet Informatics Centre

Study information system Office 365 Contacts

Sign in ENG

eduroam & VPN

eduroam is wireless network used by international academic institutions, that provides a possibility of internet connection through the whole Europe. The idea behind the eduroam is, that users should be able just to "open a laptop and be online".

Looking for more information about eduroam? Look at internet.vse.cz (available only in czech).

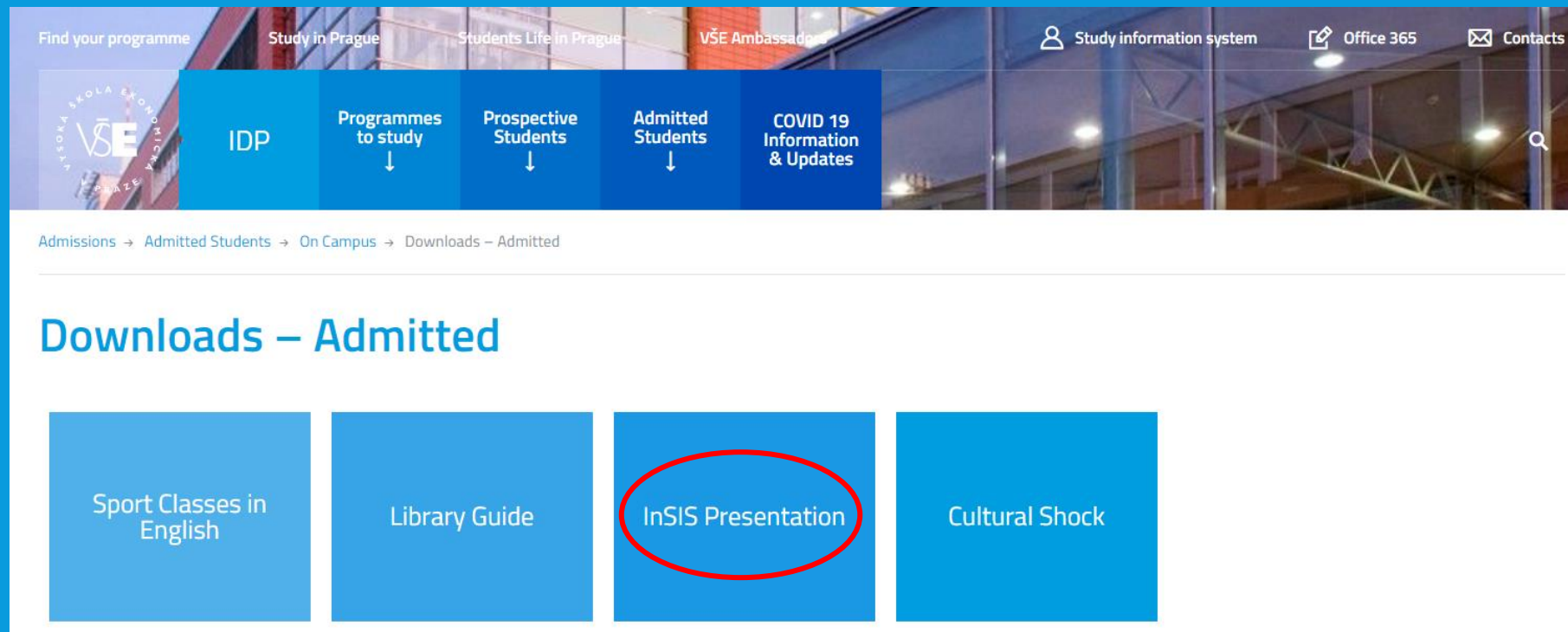
Eduroam & VPN App

- Password change
- Password check
- Privacy management
- Authentication logs

Sign in

INSIS PRESENTATION - DOWNLOAD

- Go to the website of International Degree Programmes: <https://admissions.vse.cz/admitted-students-2/on-campus/downloads-admitted/>
- Click on InSIS Presentation



MORE USEFUL INFORMATION

- Informatics Centre - <https://ci.vse.cz/english/>



QUESTIONS?

Thank you for your attention and the presentation can be found on
admissions.vse.cz

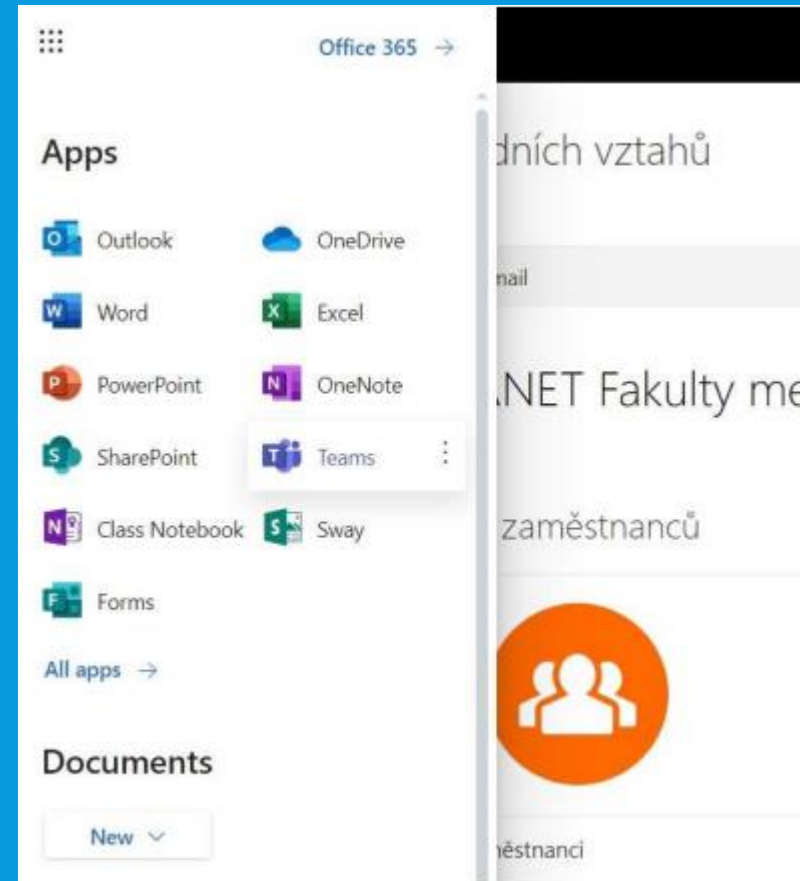
MSTEAMS - DOWNLOAD

- Even though it is possible to use Teams in an online browser version, we highly recommend to download (well in advance) and use the desktop application on your computer or notebook. In this manner, you will minimize problems with a non-compatible web browser.

Step 1 - Log in to the website <https://outlook.office365.com/> with your InSIS account [username@vse.cz](#) and InSIS password.

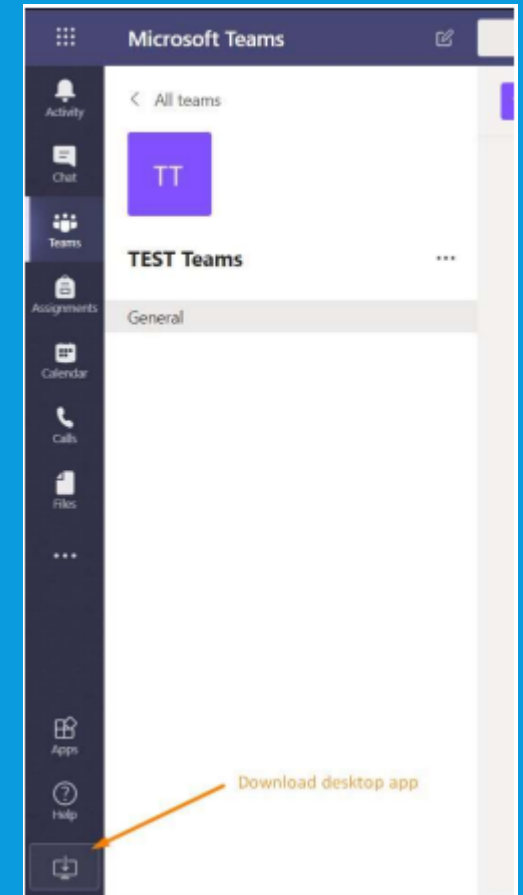
MSTEAMS - DOWNLOAD

Step 2 - Open the Teams web application



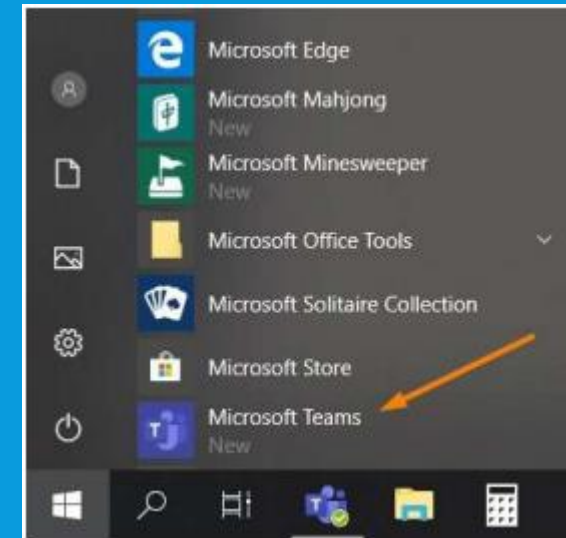
MSTEAMS - DOWNLOAD

Step 3 - Download the desktop version for Teams (bottom left) in the web browser in Teams and follow the instructions.



MSTEAMS - DOWNLOAD

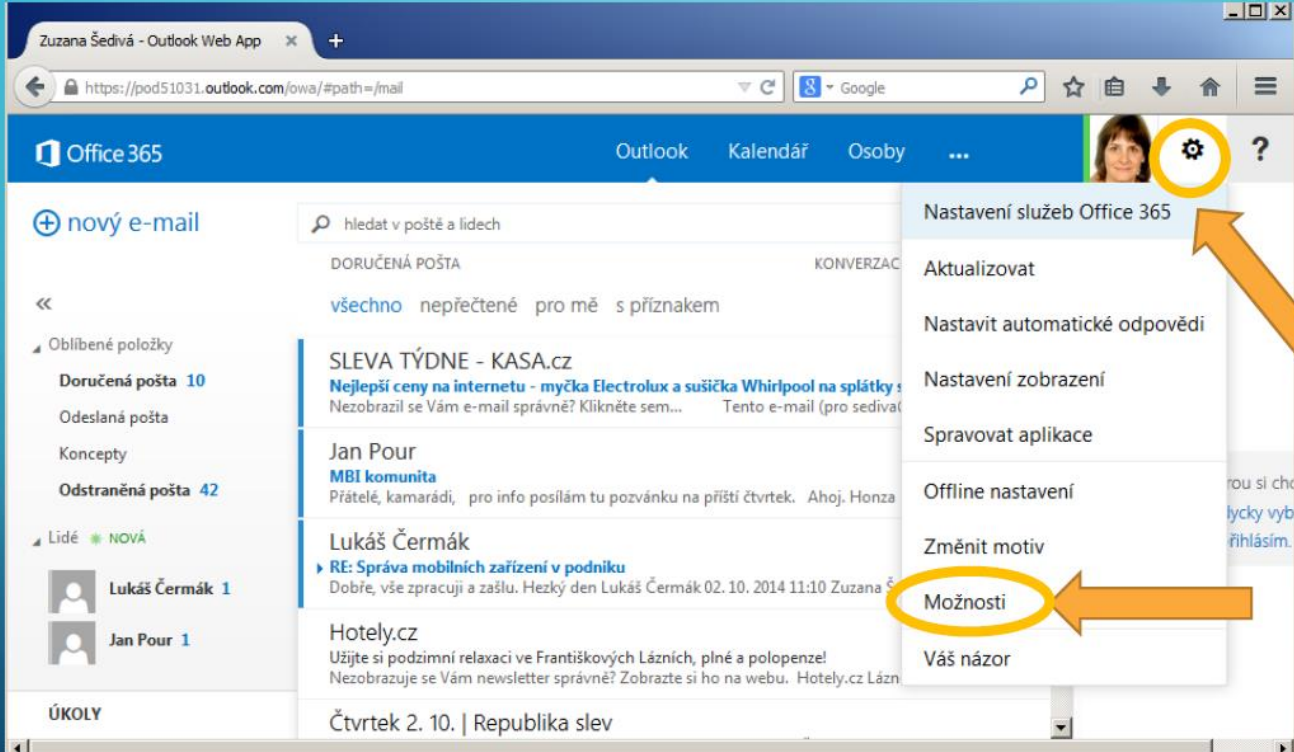
Step 4 - Open the desktop Teams application and sign in using your InSIS account username@vse.cz and InSIS password.



OFFICE 365 - SET LANGUAGE (1)

- Set the language after log in to your mail box

SETTING LANGUAGE IN OFFICE 365



The screenshot shows the Outlook Web App interface. The top navigation bar includes 'Office 365', 'Outlook', 'Kalendář', 'Osoby', and a user profile picture. A gear icon (settings) is circled in yellow. A dropdown menu is open, showing options: 'Nastavení služeb Office 365', 'Aktualizovat', 'Nastavit automatické odpovědi', 'Nastavení zobrazení', 'Spravovat aplikace', 'Offline nastavení', 'Změnit motiv', 'Možnosti', and 'Váš názor'. The 'Možnosti' option is circled in yellow. Two orange arrows point to these elements: one from the text 'Step 1' to the gear icon, and another from the text 'Step 2' to the 'Možnosti' option.

Step 1

Step 2

SET LANGUAGE (2)

Office 365 Outlook

Možnosti

1 → Zástupci

2 → Časové pásmo

4 → Uložit

3 → Jazyk

Nastavení oblasti a časového pásma

Zvolte jazyk, formát data a času, který chcete používat, a časové pásmo. Zvolený jazyk určí, jaký formát data a času se pro tento jazyk použije.

Jazyk
English (United Kingdom)

☐ Přejmenovat výchozí složky tak, aby jejich názvy odpovídaly zadanému jazyku

Formát data: (třeba 1. září 2013 se zobrazí následujícím způsobem)
01.09.2013

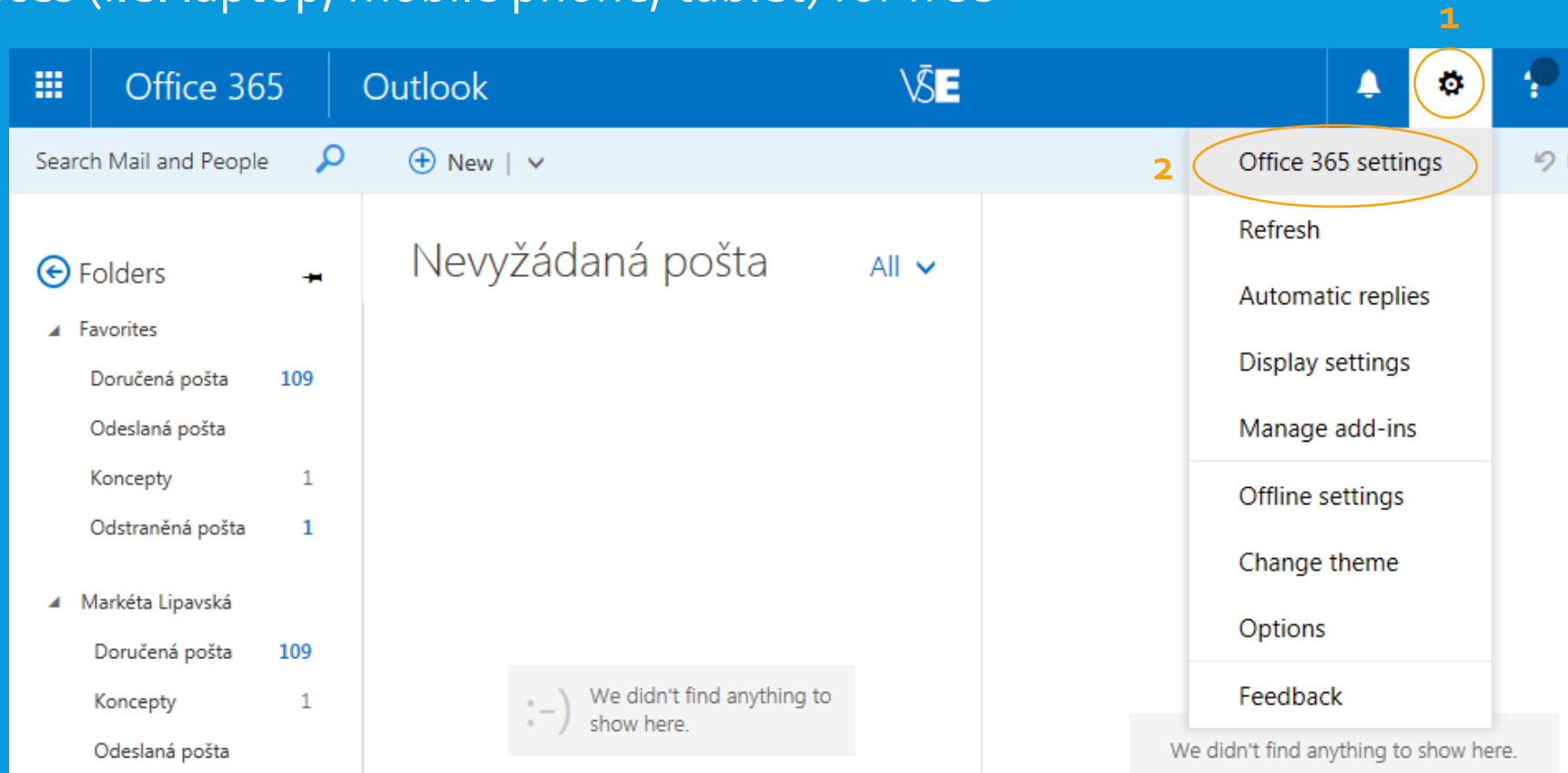
Formát času
1:01 - 23:59

Aktuální časové pásmo
(UTC+01:00) Praha, Bratislava, Budapešť, Bělehrad, Lublaň

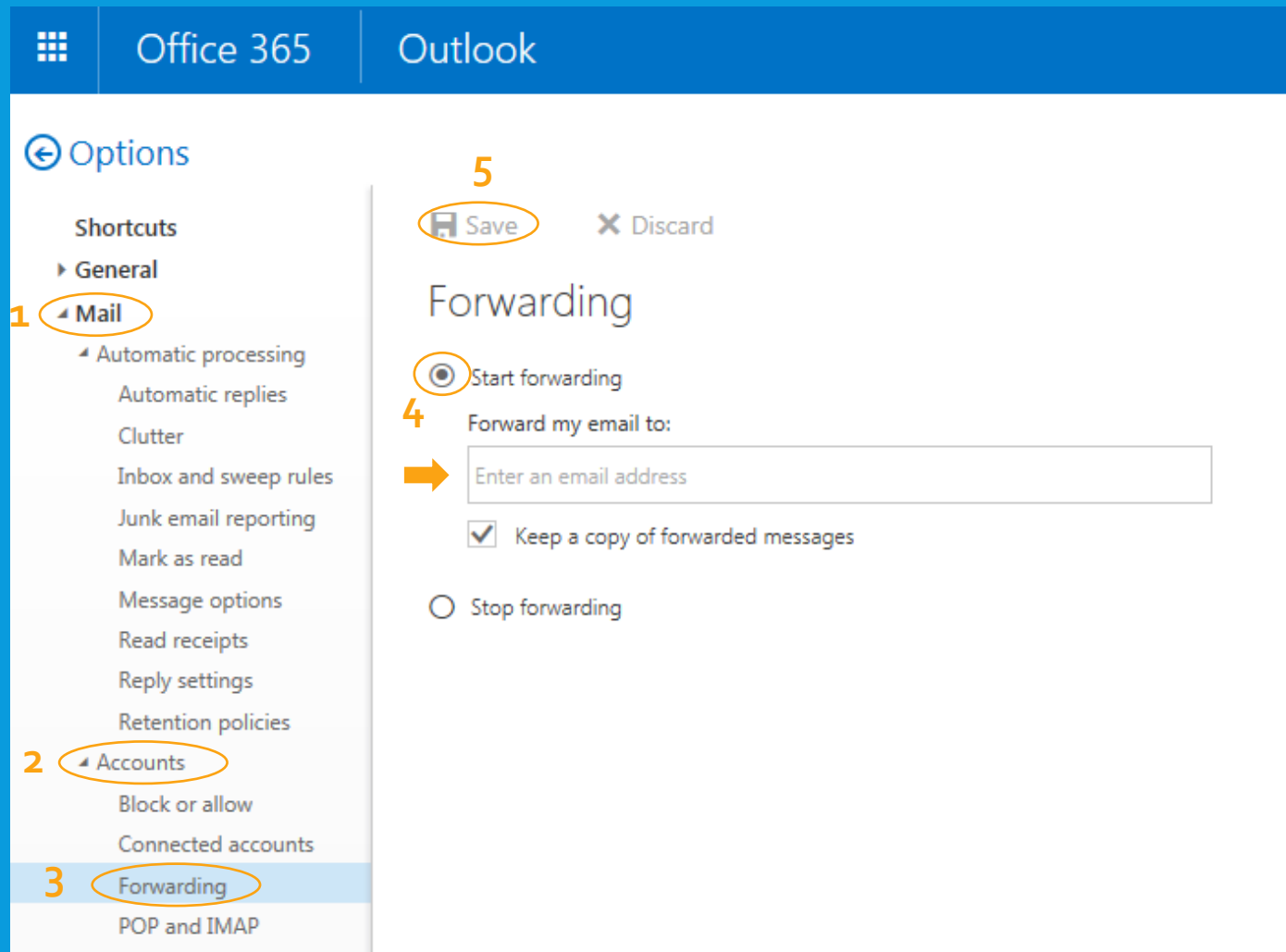
Kromě změny aktuálního časového pásma můžete taky přejít do nastavení [Kalendář](#)

OFFICE 365 PRO PLUS INSTALLATION (1)

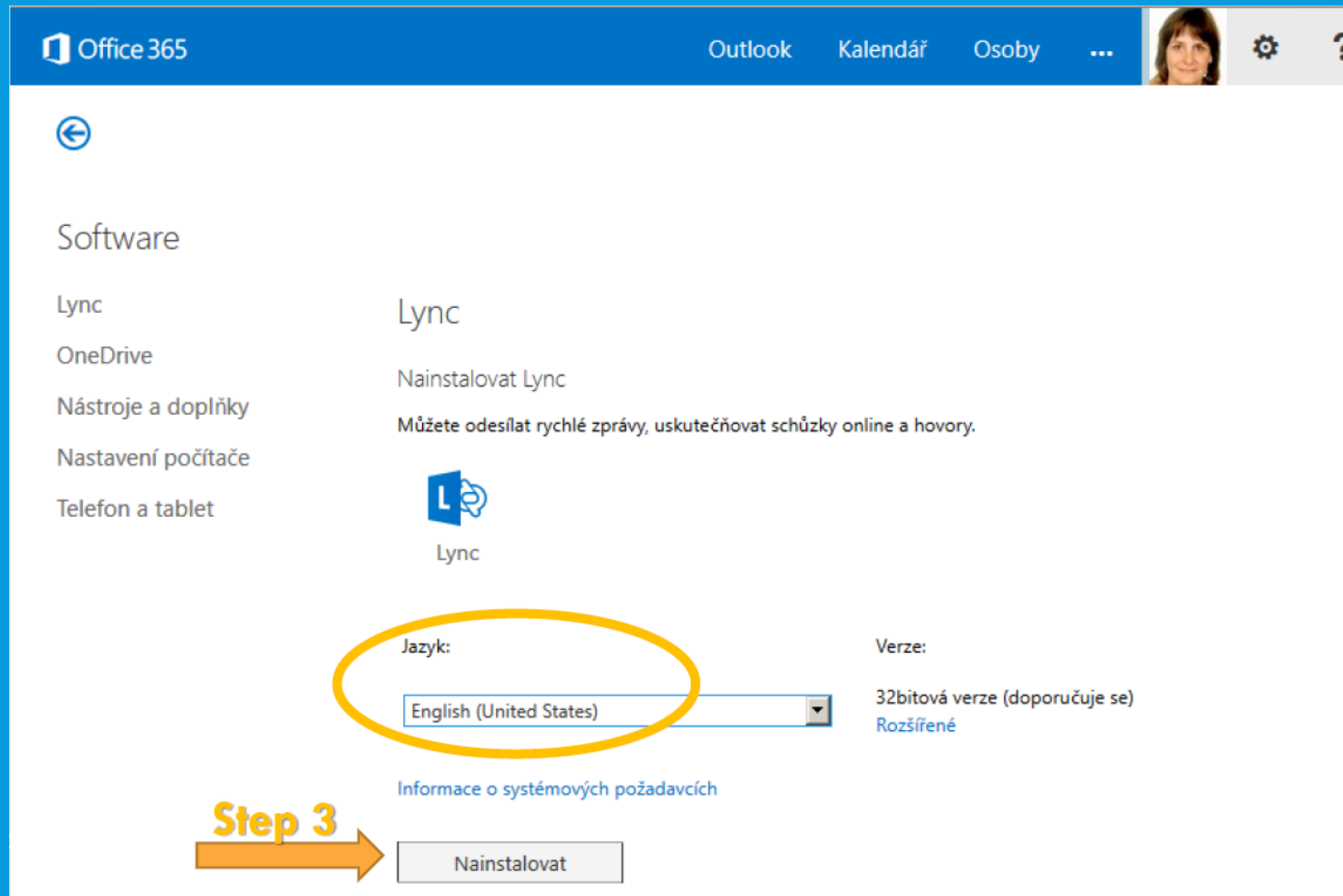
- You can install Microsoft Office Pro Plus (Word, Excel, PowerPoint) up to five devices (i.e. laptop, mobile phone, tablet) for free



TO FORWARD YOUR EMAILS...

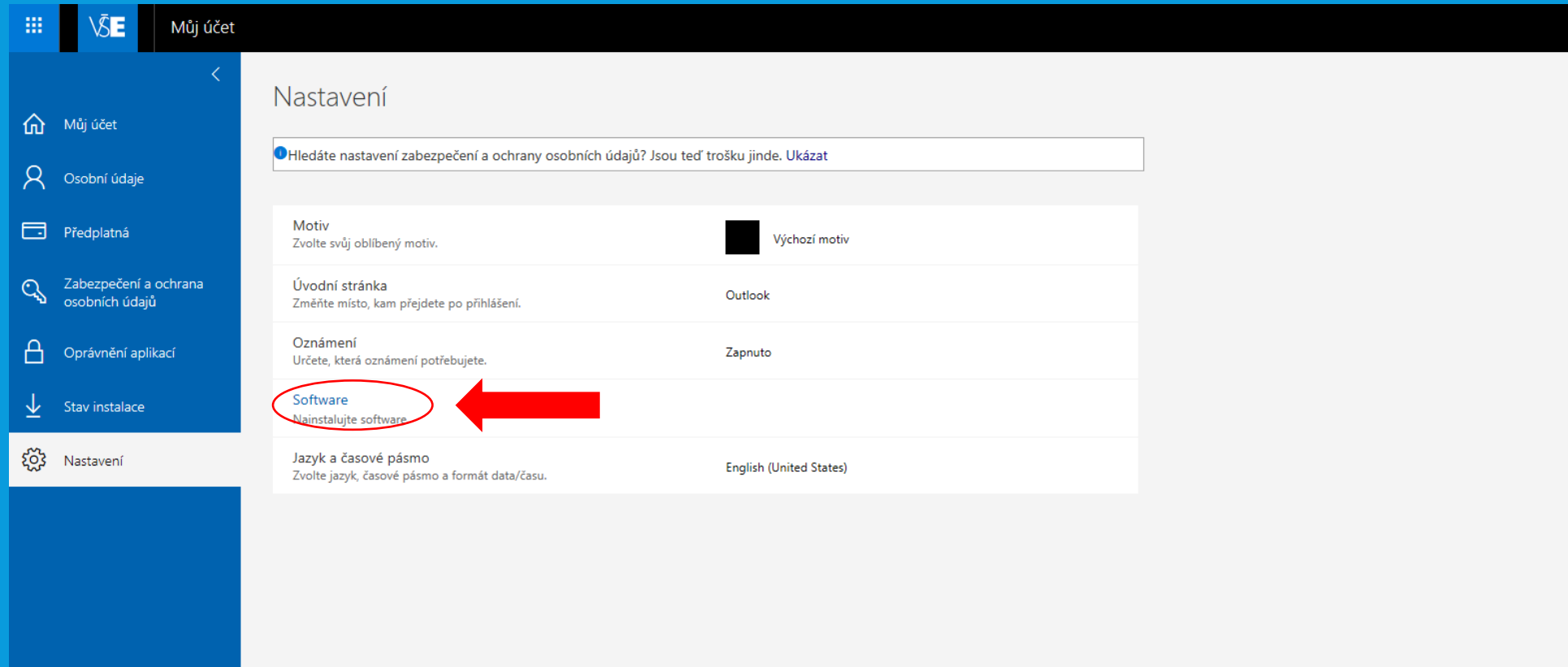


OFFICE 365 PRO PLUS INSTALLATION (2)



OFFICE 365 PRO PLUS INSTALLATION (1)

- You can install Microsoft Office Pro Plus (Word, Excel, PowerPoint) up to five devices (i.e. laptop, mobile phone, tablet) for free



OFFICE 365 PRO PLUS INSTALLATION (1)

The screenshot shows the Office 365 Pro Plus installation page. On the left is a navigation pane with links: Software, Office, Nástroje a doplňky, Skype pro firmy, and Telefon a tablet. The main content area is titled 'Office' and contains instructions for installing Office 365 ProPlus. Below the text are icons for Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype pro firmy, and OneDrive pro firmy. At the bottom, there are two red annotations: 'Step 1' with an arrow pointing to the 'Jazyk:' dropdown menu which is currently set to 'English (United States)', and 'Step 2' with an arrow pointing to the 'Nainstalovat' button. The button is also circled in red.

Software

Office

Nástroje a doplňky

Skype pro firmy

Telefon a tablet

Office

Spravovat instalace

Chcete deaktivovat produkt Office na jednom počítači a nainstalovat ho na jiný? Přejděte na [Můj účet > Stav instalace](#).

Nainstalovat Office 365 ProPlus s novými aplikacemi verze 2016 [Co se stalo s Office 2013?](#)

Poznámka: Správce povolil nové verze, takže budete mít přednostní přístup k nejnovějším funkcím Office. Pokud k nim budete mít nějaké připomínky nebo s nimi budete mít nějaké problémy, kontaktujte prosím správce.

Word Excel PowerPoint OneNote Access Publisher Outlook Skype pro firmy OneDrive pro firmy

Jazyk: English (United States) Verze: [Rozšířené možnosti](#)

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Informace o systémových požadavcích](#)
[Poradce při potížích s instalací](#)

Nainstalovat

Step 1

Step 2