

VSE Password change/reset

Guide



1. Log into the university system InSIS with the automatically generated log in information you received via email



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](#) • [Pre-enrollment confirmation for application to study at VŠE](#)
- [Courses on offer](#) • [Application to U3V](#)



Information about VŠE

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

2. Scroll down the main page and click on the “Change Password” link in the “Information system setup” section of the menu

Q Search Open all

Public information portal <ul style="list-style-type: none">Persons at VŠEThematic searchFinal theses at VŠEFurther information about VŠEDepartments	My College <ul style="list-style-type: none">Student's portalCourse Attainment EvaluationStudent enrollment statisticsStudy application formOverview of financing	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 duplicates
Science and research <ul style="list-style-type: none">Biographical informationMatching of publicationsCreation of CVs	Personal management <ul style="list-style-type: none">Mail boxDocument serverDocument storageSign up for newsDiscussion platforms	eAgenda <ul style="list-style-type: none">Contact centreMy ElectionseSurveys	Technology and its administration <ul style="list-style-type: none">Identity cards administrationAccess control systemAccounts administration sectionIdentification cards in useUniversity e-mail delivery
Information system administration <ul style="list-style-type: none">Staff administrationList of external staffRegister of cooperating institutionsAuthorizations administration	InSIS documentation <ul style="list-style-type: none">InSIS documentationSystem integratorsLicence informationStatistics of using InSISMy operations	Game room <ul style="list-style-type: none">IQ SolitaireList of games and statisticsStone EaterCaterpillar	Adjustment of the information system <ul style="list-style-type: none">Change photoPortlets in InSISUser settingsAdministration of My favourites menuConfigure transfer of events to Office 365
Information system set-up <ul style="list-style-type: none">Setting of authentication using one-time passwords (OTP)Link your account to eIDMy operationsChange identityDelegates set upPassword changeSecurity data for password restorationLog out	Protection of personal data <ul style="list-style-type: none">Personal data checkApprovals by userPersonal data check statistics	My College mobile app 2 <ul style="list-style-type: none">About appAdministration of paired devicesGoogle PlayFrequently asked questionsApp Store	

3. Change your password. Your new password needs to comply with the guidelines mentioned on the page

Safe password

Your new password must meet the requirements stated below. Suitable password contains several words, digits and special characters. Selected words should have no connection to you or to university - proper names, dates or geographical names can be easily guessed. Also avoid very simple passwords, such as successions (1234, qwerty) or simple words (password, login). Substituting characters for letters, such as @ for a, or \$ for s, doesn't make the password any stronger.

Password requisites

- ✓ Minimum length of password is 12 characters.
- ✓ Minimum number of small letters is 1.
- ✓ Minimum number of capital letters is 1.
- ✓ Minimum number of letters is 1.
- ✓ Minimum number of non-letter characters is 1.
- ✓ Maximum number of consecutive identical characters is 3.
- ✓ Password must be very strong.
- ⊖ The alternative to meeting the required minimum of digits, letters, etc. is a password containing at least 30 characters, including no fewer than 5 various characters.
- ➔ Number of old passwords that the new password must be different from is 5.
- ➔ Minimum number of changes compared to old password is 5.

Diacritics is prohibited (only ASCII characters are allowed).

i Current password expiry: 17/08/2026 18:28

i Last password modification made by: [redacted] 18/08/2023 18:28

You can enter your own password or click and choose one of the secure system-generated passwords.

[redacted]

Former password

New password

very strong password

Controle password

Change



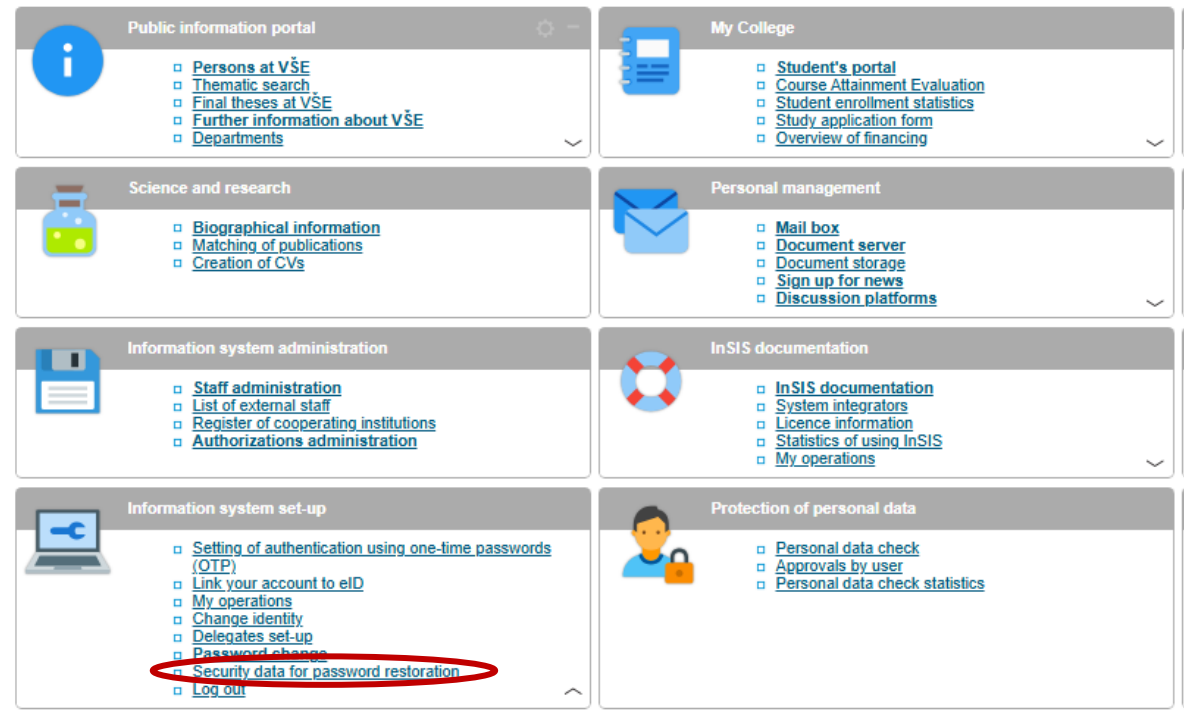
4. Only after all the criteria has been met (indicated by the lights turning green) will you be able to push the “Change” button

- ▶ Once you change your password on InSIS, the change will be synchronized in all servers where you use your University ID to log in (e.g. University email/Office365, ISKAM)
- ▶ *Note: the InSIS password is different from the Eduroam WIFI password. To change the WIFI password, please visit [this page](#)*


5. Leave the “**Suppress synchronization**” checkbox empty if you want your password to be changed in related university services and networks, such as your **VSE Office 365 mailbox** or **accessing the university computers in classrooms**.

6. Set a security question to reset your password in case you forget it


- ▶ Questions regarding your personal information will use the data that has already been stored in the system
- ▶ Broader questions will require you to enter your answer in a separate field



7. You will also be required to provide an external email to which your new password will be sent in case of reset

 » Security data for password restoration

Use this application to set a password reset option for access the InSIS. Password reset is used mainly in cases of forgotten password. Choice of a security question is a part of settings. You have to answer the question before you reset the password.

 Password reset option off.

Security question settings


User's identity must be verified when resetting password. Inter alia, it is verified by answering the security question of your choice. Choice of security question is necessary for password reset.

Do not submit a true answer for question requiring to fill in the answer. Submit a fabricated one. True answers can be found or guessed. The question functions only for association of your fabricated answer which nobody knows.

Security question

Set an external e-mail address

If you wish to reset the password, it is required to submit an external (non-university) e-mail address. The external address, together with other addresses, is used for sending notifications concerning password reset. Those are notifications informing about security settings, start and realization of password reset. Remember the external e-mail address. You will submit it when resetting the password.

 External e-mail address is not set.

External e-mail

Notification e-mail addresses:

Use the following button to save submitted data and activate password reset.

