

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

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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](#)

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

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

Public information portal <ul style="list-style-type: none">Persons at VŠECourse catalogueDepartmentsThematic searchStudy plans	My College <ul style="list-style-type: none">Student's portalStudy application formCourse Attainment EvaluationCourse evaluation by studentsStudent enrollment statistics	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">Biographical informationWriting CVsMatching of publicationsScheduled conferencesGrant opportunities	Personal management <ul style="list-style-type: none">Course applicationSign up for newsDocument serverMail boxDocument storage
eAgenda <ul style="list-style-type: none">eSurveysRoom reservationContact centreComment on a study applicationProjects of Internal Development Competition	Technology and its administration <ul style="list-style-type: none">Accounts administration sectionTypes of ID cards in useAccess control systemUniversity e-mail delivery	Information system administration <ul style="list-style-type: none">Staff administrationSet passwords for usersAuthorizations administrationAdministration 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 settingsPortlets in InSISAdministration of My favourites menuConfigure transfer of events to Office 365
Information system set-up <ul style="list-style-type: none">Log outPersonal data checkPassword changeSecurity data for password restorationMy operations		

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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 you 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


The screenshot shows a dashboard with various service tiles. The 'Information system set-up' tile at the bottom left contains a list of options, with 'Security data for password restoration' circled in red. Other tiles include 'Public information portal', 'My College', 'eLearning', 'Study system', 'Science and research', 'Personal management', 'eAgenda', 'Technology and its administration', 'Information system administration', 'InSIS documentation', 'Game room', and 'Adjustment of the information system'.

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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 on.

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:

Notification e-mail addresses:

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-
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Use the settings to save or switch off password reset.

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