

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

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Information about VŠE

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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 studies <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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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).

Current password expired: 11.12.2019 11:12:15

Last password modification made by: J. Mirošević 21. 12. 2017 11:12:15.

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

[qUn.pyz.qen.aww](#) [Afa.yqv.dut.qac](#) [Udy.qiq.ify.iva](#) [qeP.iow.riv.fug](#) [vwJ.ece.sis.sud](#)

Former password:

New password: very strong password

Controlle password:

Suppress synchronization: It suppresses synchronization at servers of the Active Directory type.

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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

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 menu items. The 'Information system set-up' menu is expanded, and 'Security data for password restoration' is highlighted with a red circle. Other visible menu items include 'Public information portal', 'My studies', '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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Use the settings to save or switch off password reset.

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