



Computer Network of VŠE

and

Other Services of the Informatics Centre

Informatics Centre

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The handbook is intended for those who use computers at campuses of the University of Economics, Prague (herein referred to as “VŠE”), that is in Žižkov, Jižní Město (herein referred to as “JM”) campuses and at the Jarov¹ campus/the university dormitories. The manual explains the basic concepts for using the computer network of VŠE and the ways of working in this computer network.

In connection with changes in the computer network of the VŠE, some of the sub-chapters of this manual are addressed by means of a link to the website of the Informatics Centre of the University of Economics (herein referred to as “CI”) at <https://ci.vse.cz/english/>, where you will find up-to-date information. You can also find a lot of interesting information on the main website of the university at the address <https://www.vse.cz/english/> and on the website of your faculty.

And as for conclusion, may we quote the Ten Commandments of Computer Ethics as taken from *The Computer Ethics Institute*:

1. Thou shalt not use a computer to harm other people.
2. Thou shalt not interfere with other people's computer work.
3. Thou shalt not snoop around in other people's computer files.
4. Thou shalt not use a computer to steal.
5. Thou shalt not use a computer to bear false witness.
6. Thou shalt not copy or use proprietary software for which you have not paid.
7. Thou shalt not use other people's computer resources without authorization or proper compensation.
8. Thou shalt not appropriate other people's intellectual output.
9. Thou shalt think about the social consequences of the program you are writing or the system you are designing.
10. Thou shalt always use a computer in ways that ensure consideration and respect for your fellow humans.

¹ The Faculty of Management in Jindřichův Hradec is organized independently and in many ways different rules apply.

1. COMPUTER NETWORK AND COMPUTER TECHNOLOGY OF VŠE

A computer network is a set of communication technologies that enable electronic information technology resources connected to that network to exchange information electronically. It consists of active network elements and transmission media owned or used by VŠE for its needs.

Computer equipment means a set of electronic information technologies, in particular computers, data storage, software and other technical means owned by VŠE or connected and used in a computer network.

1.1 COMPUTER NETWORK RULES OF VŠE

The use of computer technology at VŠE is governed by the order of the Rector of VŠE no. 01/2007 Operation and Use of Computers and Computer Network of the University of Economics, Prague.

From this order we select the most important provisions concerning students:

- Students can use a computer network and computer resources to fulfill study and other obligations arising from the study at VŠE. Any other use must be authorized in advance.
- You can connect your own device to the computer network only under specified conditions. The connection only via the wireless network of eduroam is allowed. Dormitory students can also use the fixed network sockets in the room.
- The user must not endanger the reliability and security of the computer network or computer resources by their activities. Providing access data (names and passwords) to another person is a serious violation of the rules.
- The user is responsible for their data - both in terms of content, storage and appropriate backup.
- When using a computer network, you must of course also observe the laws of the Czech Republic. Quite often we handle complaints of copyright infringement - students distribute copyrighted works (movies, books,...) from their computers without the necessary authorization.

In the event of a violation of the rules, the Rector's order allows us to limit the use of the computer network and computer resources for the necessary time. In case of a serious breach of the rules, we refer the case to the Disciplinary Board of the relevant faculty. If the crime is suspected, the school refers the case to the Police of the Czech Republic for resolution.

The use of information systems is regulated by the Rector's Order no. PR 7/2018 Rules of Operation and Use of University Information System of the University of Economics, Prague, which are binding for all employees and students of VŠE. However, IT operations are also marginally affected by other regulations. All of them can be found in the section Regulations on the official VŠE website.

1.2 INTERNET & SECURITY

Internet and security cover a wide range of areas and activities. This is described in more detail on the CI Website.

An integral part of it is secure access to web services, strong access passwords, workstation security which, among other things, includes antivirus protection, firewall, updated operating system and applications and legal software. It is also necessary to beware of fraudulent e-mails, to use encrypted transmissions as far as possible and possibly to sign mail electronically. It is also advisable to protect the data by backing it up and access to it by encrypting.

2. LOGIN INFORMATION TO VŠE SYSTEMS

Access to the computer network of VŠE is authorized. This means that each student and employee has a unique username within the whole VŠE. The username together with the password form the **user account** or **account** and it is prerequisite in order to work with the computer network.

2.1 OBTAINING LOGIN INFORMATION FOR SCHOOL INFORMATION SYSTEM

One to two days after enrollment for study, you will be generated student login information (user account for future studies). **You can find it after logging in to the web application of „Electronic Application for Study at VŠE²“.**

If you have already studied at VŠE and have not elapsed 180 days from the completion of your previous studies, no new login information will be generated, but the original one still applies. If you have forgotten it, it can be obtained from Help Desk Žižkov, located in room SB 22 Žižkov or from Operation of Classrooms and Study Rooms Jižní Město, located in room JM 356 during office hours.

2.2 USERNAME

The assigned username does not change during the whole period of study or employment and is unique within VŠE. By default, it has the form: **pppjnn**, where **ppp** are the first three characters of the surname, **j** is a single character of the name, and **nn** are two or three digits that make the usernames unique even if the first three characters of the surname and the first letter of the name match. Username must be entered into some systems including domain (realm) "@vse.cz", i.e. "username@vse.cz". It is a login to the wireless network eduroam and VPN (Virtual Private Network - a means to securely connect computers), and also to Office 365.

2.3 PASSWORD

Most systems at VŠE use the same primary password (see 2.1.). **It is advisable to change the generated password immediately after the first login**, which can be done in the Study Integrated Information System (hereinafter referred to as "InSIS"), in the section Information System Settings - Change Password.

In addition to changing the password, in the web application, you will also find the option of "Generate Password", which will generate a password corresponding to InSIS requirements if necessary. Do not check the option "**Suppress Synchronization**"! If you do everything according to the procedure described above, the new password will be **reflected in other systems of VŠE**. You will only need an additional password when you log in to the eduroam wireless network and VPN.

This password is independent of the primary one and is set separately at <https://eduroam.vse.cz/heslo/>. However, to set it, you must know the primary password (the InSIS password).

Each user is obliged to protect their passwords and not to disclose them. Learn more about password security on the CI website. Although the system does not force password change, it is good to change the password from time to time for security reasons. This will prevent your account from being misused.

² The web application "Electronic Application for Study at VŠE" has its own login information, which was generated for you when submitting the E-application. The username used here is the study application number, which is also a variable symbol for payment of the administration fee.

If you have forgot your password, you can contact the User Support Centre in room SB 22 Žižkov or Operation of Classrooms and Study Rooms in room JM 356, where you can set up a new password after verifying your identity. Alternatively, the System Integrator of Faculty may be contacted.

3. MAIN INFORMATION SYSTEMS OF VŠE

3.1 INTEGRATED STUDY INFORMATION SYSTEM

InSIS is the central information system of VŠE, serving to support the study, scientific and research activities of students and employees of VŠE. You can access the system from anywhere on the Internet using a web browser at <https://InSIS.vse.cz/>. InSIS presents information in two modes:

- unauthorized,
- authorized.

Integrated Study Information System of University of Economics, access a wide range of information. Many people have devoted much. Therefore, we will truly appreciate if you direct any problems to administrators. This way we will be able to help you or complement it. you contact us on our e-mail address [Contact address](#).



Personal administration

- [Log in to the Personal administration of InSIS](#)

User name:

Password:

In the unauthorized mode, i.e. without logging in, information intended for all persons in general, regardless of their relationship to VŠE. Such information includes, for example, "People at VŠE", "Electronic Application for Study at VŠE", "Public Catalog of Courses at VŠE" and others. However, most of the information in InSIS is intended for a narrower group of people who have a certain, defined relationship to VŠE. This information is made available only after proof of access to this information, i.e. after logging in with your access data.

The menu for logging into InSIS can be found on the InSIS main page in the "Personal Administration" section under the link "Logging In to InSIS Personal Administration".

For information and instructions on how to work with InSIS, see the Official InSIS Documentation and on the Informatics Centre Website.

3.2 OFFICE 365

Employees and students can take advantage of Microsoft Office 365 online services. You can sign in to Office 365 using the input address <https://outlook.office365.com/>. Use the username in the format of `username@vse.cz`, the password will be synchronized with InSIS.

The following basic functions are available:

- email - mailbox with an email address `username@vse.cz`,
- Calendar, Tasks, Contacts
- OneDrive - online storage for individuals. Files/folders can be shared with other users. You can install a data synchronization client on your computers. The capacity is 1 TB. MS Office files can be viewed and edited directly through a web browser.
- websites (Sharepoint) - sharing documents within individual teams; these options are used mainly by employees. Some documents may also be available to students. With Skype for Business, you can organize online meetings with real-time notes and screen sharing,

- on-line project management,
- Office 365 ProPlus - students can install MS Office applications (Word, Excel, PowerPoint, Outlook, OneNote, Publisher, Access and Skype for Business) on their computer. The license is tied to an Office 365 account - you will no longer be able to use the applications after finishing your studies.

More information about this system can be found on the Website of this System.

3.3 LIBRARY SYSTEM

Many services of the Centre of Information and Library Services (hereinafter referred to as "CIKS") are available on the website knihovna.vse.cz/english/. Randomly selected:

- searching for books in library archives and their subsequent booking,
- access to various electronic sources - citation registers and full-text sources (e.g. an overview of the Czech text, texts of expert papers from proceedings and conferences or professional books available for on-line reading).

3.4 ACCOMMODATION SYSTEM

Information system at accommodation.vse.cz/ is designed mainly for students who wish to stay in dormitories. The application form for dormitory accommodation can be submitted here.

3.5 OTHER SERVICES

For a complete list of supported IT services, visit the CI Website in the Student section.

4. COMPUTER CLASSROOMS AND STUDY ROOMS

4.1 LOCATION OF COMPUTER CLASSROOMS AND STUDY ROOMS

There are computers available for students located in computer classrooms, study rooms and in some corridors.

In the Jižní Město campus, there are five computer classrooms (JM 357, JM 359, JM 360, JM361 and JM 382) and one computer study room (JM 352), which is used for individual work of students. These computer classrooms and study rooms are located on the third floor:



There are 17 computer classrooms in the Žižkov campus. All of them are located in an old building, most on the first and second floor. If there are no scheduled lessons in the classrooms, the classrooms serve for individual student work.

4.2 OPENING HOURS OF CLASSROOMS AND STUDY ROOMS, OPERATING RULES

The rights and obligations of the computer classroom and study room users are defined by Classroom and Study Room Operating Rules . Here we emphasize some restrictions:

- It is forbidden to carry out any work on the installed hardware, move computers and their components and furniture.
- It is forbidden to carry large baggage (backpacks, travel bags) and other bulky items (bicycles, skis, etc.) to classrooms and study rooms.
- It is forbidden to consume drinks and food in classrooms and study rooms.

Current information about the operating hours of computer classrooms and study rooms can be found on the Informatics Centre website.

4.3 LOGIN, APPLICATIONS

Computer classrooms and study rooms are available for students and lecturers with computers running Windows 10 and assigned to the school network.

Users log in with the same username and password as into InSIS. The password can also be changed via InSIS (there may be a delay of several minutes when synchronizing passwords).

Many applications are installed on computers - from Microsoft Office to various specialized programs e.g. for financial analysis. Only a small number of applications are available to all users on all computers - depending on the licensing terms, only a group of users (e.g. students of a particular course) can use a particular application or is installed only in some classrooms. **You can find the software resources available in classrooms and study rooms by clicking on the "Network Installation" icon on your desktop**, and for more information about the software, see CI website.

It is not within the power of the Informatics Centre staff to assist students with issues in a particular application - in these cases, please contact the lecturer of the course/subject in which you use the application.

4.4 NETWORK DRIVES

After logging in the computer classrooms and study rooms, you have local drives (usually letter C :) and network drives (letters H:, G:, I: etc.) on your computer.

Saving files to local drives is restricted by access rights; you can save temporary files in several folders. After logging out, they can be deleted at any time, i.e. if you return in 15 minutes after logout, you no longer may find your "valuable" files there.

Network drives are designed for storing files for extended periods of time. Thanks to the network servers, you can access your content from any computer in the classroom. H: indicates the home drive - your private disk space. Under G: drive, folders for specific courses and seminars are available. The content is shared with lecturers and classmates on lectures/ seminars.

Size of H: drive is limited to 50MB for each student. You can access H: and G: content from your computers or from home, see Remote Data Access.

4.5 PRINTERS AND PRINTS

Students have the opportunity to use paid printing services in the campus of VŠE. Payment is made by the student's smart identification card.

Documents can be printed and copied in several places of VŠE, e.g. in the computer room JM 352, there is a color laser printer, which can be used in both black and white and color printing mode. A black and white laser printer is also available in the university library of Jižní Město campus. There is a larger selection of printers in the Žižkov campus.

For current information on printing options and conditions, see the CI Website.

Scanning is possible in the Jižní Město campus and in the Žižkov campus Library.

5. WIRELESS NETWORK EDUROAM, COMPUTER NETWORK IN DORMS

5.1 WHAT IS EDUROAM?

Eduroam is a secure wireless network for employees and students not only of our school. At VŠE, the eduroam network covers 99% of the space in which employees and students - offices, classrooms, corridors or dormitories - normally operate. With the same login information, you can use eduroam at other colleges and universities around the world, as well as at Prague main railway station. In the Czech Republic, this project is sponsored by CESNET z.s.p.o. The current list of connected institutions is available at <https://eduroam.cz/>.

5.2 EDUROAM NETWORK ACCESS

You can connect different WiFi-enabled devices to your eduroam network - laptops, phones or tablets. See the Network Infrastructure section websites for instructions and how to set up eduroam on different operating systems.

Note that a different password is used for the eduroam network than for other information systems and that the username must be filled in the format "username@vse.cz".

5.3 COMPUTER NETWORK IN DORMS

Students staying at VŠE dormitories have, at their disposal, both eduroam and "fixed" computer network - they can connect their computer with a cable to the data socket on the wall. The fixed connection has several advantages over eduroam:

- higher connection speed,
- it is possible to watch TV broadcasts distributed over IPTV,
- you can share files directly between the computers in the dorm

Visit the Network Infrastructure Section website for more Information on Network in the Dormitories.

6. ELECTRONIC MAIL

6.1 PRIVATE AND SCHOOL MAIL

Most of you already have a private mailing address, most often on one of the freely available email servers (Seznam.cz, Centrum.cz, Gmail, etc.). The e-mail address assigned to you at VŠE is 'academic'; it is primarily intended for communication with your lecturers or fellow students.

Please distinguish these purposes. Do not have bank statements, offers from shops or discount portals sent to your school email address. Do not use your school email address when registering on non-school related servers. On the contrary, use the school address and not the private address when communicating with lecturers.

You must choose to read mail in two places or to forward mail from one email address to another. At this time, there is no problem watching a new email from multiple mailboxes on your mobile, tablet or computer.

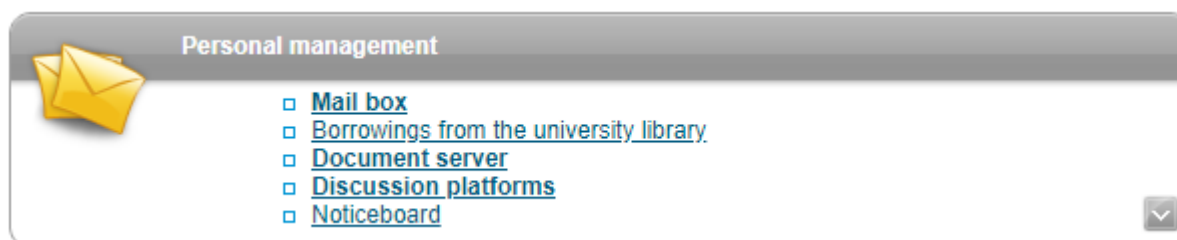
If you choose to forward your school mail to your private mailbox, set up a redirection in Office 365.

6.2 EMAIL ADDRESS

Each student is assigned their school email address in the form of "username@vse.cz", e.g. novj999@vse.cz. This address will be valid for the entire period of study at VŠE.

6.3 MAIL SERVERS

Users have their primary mailbox in Office 365; moreover, it is possible to send mail also from InSIS system (more the CI Website). The mailbox can be accessed through the Office 365 entry portal - address: o365.vse.cz. You can also find the link in the main information bar in InSIS. Another way is to access through the [Microsoft Portal](#).



Mailboxes and generally the access to Office 365 are available to students only during their studies. The mailbox has a capacity of 50 GB. In some cases, it is convenient to send mail directly from InSIS - for example, if you wish to send an email to all classmates from the seminar (the "My Classmates" application). You will find the replies from them in Office 365.

6.4 ATTACHMENTS TO EMAILS

In Office 365, the email size, including all attachments, is limited to 25MB. The size is calculated in the "expanded" state (BASE64) - the practical limit to the size of the attachment is around 18MB. When sending email from InSIS, the limit is significantly lower.

If you need to send a larger file, use one of the following options:

- Place the file on your OneDrive and send the download link to the recipient. The recipient must be from school.
- Send the file via filesender.cesnet.cz; maximum file size is 500 GB.
- Use a publicly available file sharing service.

6.5 MAIL RISKS, MASS MAIL

When working with attachments, you need to exercise great care and common sense, as you may receive malicious code such as a virus in an attachment to an email. Pay particular attention to attachments from unknown senders.

On the Internet, there are also many warnings about viruses in emails or requests to fill in credentials to unknown sites, often trustworthy looking. This is called [Phishing](#). These messages are fake, and mostly try to lure login information out of you and misuse them. If in doubt, you can forward these emails to your email administrator at helpdesk@vse.cz.

Check your SPAM ("Junk Mail") folder from time to time in your mailbox. Mass mail can only be sent with the permission of network administrators. For communication with classmates on the subject use the application "My Classmates" in InSIS, from which you can safely contact more people at once.

7. OTHER SERVICES OF THE INFORMATICS CENTRE OF VŠE

CI services are provided by several units, but at least you will most likely encounter the following ones.

7.1 OFFICE OF ADMINISTRATION OF ID CARDS

The use of the identification cards at VŠE is governed by the order of the Rector of VŠE no. 09/2011 Use of Identification Cards at VŠE.

The office responsible for the management of multifunctional identification cards (hereinafter referred to as "MIK") is located in Žižkov in the Old Building in room SB 22 - User Support Centre. Telephone connection is +420 224 095 831.

The office addresses in particular:

- production and distribution of new multifunctional identification cards (MIK) to all students and school staff.
- production and distribution of new multifunctional identification cards to external school staff and external readers,
- any issues associated with the functionality of the cards,
- prolongation of validity of the cards with ISIC and ITIC licenses.

7.1.1 SECURITY RISKS ASSOCIATED WITH THE USE OF MIK

The contactless card has two basic areas of applications:

- 1) **visual** - as an ID card for the University of Economics (student, employee, external reader, etc.);
- 2) **smart** - rights and services related to chip usage.

Examples of usage include:

- ISIC/ITIC membership;
- purchasing food in the canteen;
- borrowings from the VŠE Library;
- entrance to restricted areas of the building (computer classrooms, library, etc.)

This results in a relatively high risk of card misuse in case of the loss.

In case of loss or theft of your card, immediately inform the Office of Administration of ID Cards (room SB 22, line 5890, 5831), which will immediately block the card and other necessary measures against misuse of the card. Please refer to other issues there, such as card damage, malfunction or issuing a duplicate. In case of wear and tear to the card, do not forget to arrange for a new card in time as its life is rapidly decreasing. The card may be inoperable even if it is not visibly damaged (e.g. after exposure to high pressure, bending, twisting, or excessive temperature). You can find more information about MIK on the CI Website.

7.2 USER SUPPORT CENTRE

The User Support Centre is located in Žižkov in the Old Building in room SB 22. Telephone connection to this department is +420 224 095 890.

The User Support Centre primarily provides:

- services related to local network administration - e.g. creating and deleting user names for employees and doctoral students, changing the network password, resolving login issues, etc.,
- services related to access to InSIS,
- mail services - forwarding, remote reading, etc. - services related to the operation of the eduroam wireless network.

Apart from the services listed above, the User Support Centre does not provide any other services related to InSIS operations, and it is necessary to contact either the system integrator of the relevant faculty (so called SIF - contact is available on the [InSIS home page](#)) or Student's Assistant.

For current information on the User Support Centre and its operating hours, please visit the CI Website.

7.3 CI SERVICES AT Jižní Město Campus

With regard to the fact that the classrooms and study rooms at JM are mainly used by first-year students, CI workers provide individual care to users. CI is located on the third floor in building B (this is a building with no reception). Here you can find all the staff that will be happy to help you solve your issues with your computer network and the hardware running it. The following paragraphs briefly describe the range of issues that are addressed by specific center workers.

7.3.1 OPERATION OF CLASSROOMS AND STUDY ROOMS AT Jižní Město Campus

deals with the following issues:

- ensuring the full operation state of computer classrooms and study rooms,
- student password issues,
- prints and print queues,
- routine consultations regarding the software at Jižní Město Campus.

Contact: jm@vse.cz, office: JM 356, ph.: + 420 224 094 274, + 420 224 094 275.

7.3.2 COMPUTER TECHNOLOGY OPERATION SECTION AT JM CAMPUS

deals with the following issues:

- services beyond the scope of services of the Operation of Classrooms and Study Rooms at JM Campus,
- electronic mail,
- remote connection to the VŠE network,
- consultations on the use of eduroam,
- application/software.

Contact: pvtjm@vse.cz