



How to submit a request in InSIS?

Login to InSIS

Personal administration

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

 [Survey COVID-19](#)

 **Noticeboard**

- [:: Termín prodloužen: REGISTRACE DO BUDDY PROGRAMU /... \(OZS\) ✖](#)
- [:: Vývoj hospodářství a hospodářských politik vs 20. a... \(NE / Studijní informace / Informace pro stud...\) ✖](#)
- [:: Startuje podávání přihlášek na doktorské programy FIS \(Fakulta informatik... / Ostatní\) ✖](#)

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Personal management <ul style="list-style-type: none">Document serverSign up for newsMail boxDocument storageDiscussion platforms	eAgenda <ul style="list-style-type: none">Contact centreeSurveys	Technology and its administration <ul style="list-style-type: none">Access control systemAccounts administration sectionUniversity e-mail deliveryTypes of ID cards in use	InSIS documentation <ul style="list-style-type: none">InSIS documentationSystem integratorsLicence informationStatistics of using InSISMy operations
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Simplified version of the personal administration with no design

Go to application „e-Agenda“, choose „Contact centre“

Personal administration

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Public information portal

- Study plans
- Course catalogue
- Departments
- Persons at VŠE
- Thematic search

My College

- Statistics
- Registration
- My students

eLearning

- Tests and examinations
- Electronic study materials

Science and research

- Matching of publications
- Biographical information
- Writing CVs

Personal management

- Document server
- Sign up for news
- Mail box
- Document storage
- Discussion platforms

eAgenda

- Contact centre
- eSurveys

Technology and its administration

- Access control system
- Accounts administration section
- University e-mail delivery
- Types of ID cards in use

In SIS documentation

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

Game room

- List of games and statistics
- IQ Software
- Stone Eater
- Caterpillar

Adjustment of the information system

- Portlets in InSIS
- User settings
- Administration of My favourites menu
- Configure transfer of events to Office 365

Information system set-up

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

Protection of personal data

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

□ Simplified version of the personal administration with no design

Choose „Searching solution“, go on „General application/query“

Contact centre



[My queries](#)

[Searching for solution](#)

Use this part of application to search for solution of your problem using a knowledge database, eventually, submit a query to some centre using prepared forms.

Search in a knowledge database

Enter a key word of a problem which you need to solve to a search box. FAQ are found in this [application](#).

Submit a sample for search:

Forms are for folders. Use navigation under this text to go back to a superior folder.



Forms



General application/query

Now submit your request, add a subject (request for suspension of studies/ request for termination of studies/ request for merit scholarship.....) and write the text. Please note, the request will be approved usually by the Vice-Dean, use correct English/Czech.

Contact centre

[My queries](#)

[Searching for solution](#)

General application/query

Contact centre

Query subject

Application/query text

Attachments

Description:	<input type="text"/>	File:	<input type="text" value="Vybrat soubor"/>	<input type="text" value="Soubor nevybrán"/>
Description:	<input type="text"/>	File:	<input type="text" value="Vybrat soubor"/>	<input type="text" value="Soubor nevybrán"/>
Description:	<input type="text"/>	File:	<input type="text" value="Vybrat soubor"/>	<input type="text" value="Soubor nevybrán"/>
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