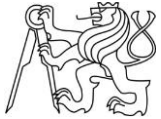




# INFORMATION SYSTEMS OF CTU aND FTS

23.9.2024, Prague

Department of Applied Informatics in Transportation  
Faculty of Transportation Sciences CTU



# Information systems CTU (IS CTU)

Information systems CTU (hereinafter referred to as IS CTU) are used to secure the process of collecting, transferring, storing, processing and distribution of information. IS CTU consists of defined components and applications that are operated for the needs of CTU.

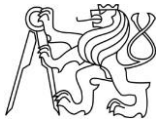
**Each user must comply with the following regulations:**

- ❑ Usage policy of IS **CTU**
- ❑ Usage policy of the **CTU network**
- ❑ Password management rules of **CTU**
- ❑ Operating rules of computer classrooms **CTU FTS**
- ❑ Rules of usage of computer classrooms **CTU FTS**
- ❑ Usage policy of the **CTU FTS network**
- ❑ Safety rules of working in computer classrooms **CTU FTS**

**Subsystems are divided into:**

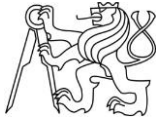
- ❑ All-round (university) – Operated for more than one part of CTU,
- ❑ Local (faculty) – Operated for individual parts of CTU.

# CTU password



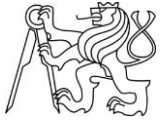
- CTU uses one central password for logging into university systems and most faculty subsystems
- All CTU IS users are can obtain and are given a password for their activities
- Password management must be in compliance „Password management rules of CTU“

# CTU password

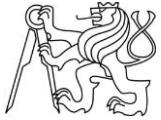


- Must be „strong“ enough,
- **Minimal lenght is 9 characters,**
- must contain characters of at least three sets of characters,
- The character sets are: [a-z], [A-Z], [0-9], [!#%&()[]\*+,-./:;<=>?@^\_`{|}~-],
- Letters must not contain dicaritics, empty scpaec are allowed,
- Can't contain your first name, surname, personal number or username,
- **Each user must periodically change their password every 365 days**
- Each user that doesn't set a new password in more than 365 days will not be able to authenticate into CTU systems
- The new password can't be the same as two previous passwords,
- **The user can set a new password on his own for 135 days from the day of expiration. Otherwise he must seek out a password administrátor.**
- **the user will be notified of the upcoming password expiration (if the user entered a phone number into MMS, MMS see more IS CTU FTS),**
- CTU passwords are stored in the Kerberos and Active Directory systems so that the passwords can not be decrypted.

# Beware of fraudulent emails



- ❑ NEVER tell you password to ANYONE
- ❑ An administrator will never ask for your password
- ❑ if you provide your access credetials, you may be penalized



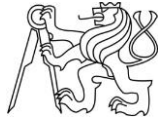
**Unless otherwise stated in the following presentation, you will use the central CTU password to all CTUs and FTSs systems**



IS CTU



# STUDY INFORMATION SYSTEM (KOS)



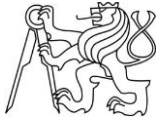
## **KOS server to support study activities at CTU.**

**<https://kos.cvut.cz>**

- ❑ This application is very vital for you. With this application you are enroll into exams, enroll into next study years and you can apply for a scholarships. You can also find information about subjects and teachers. This information is taken from the White Paper.
- ❑ The system is centralized and it is possible to have multiple faculties and subjects from multiple faculties

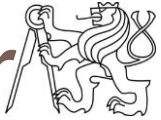


# KOS - rules



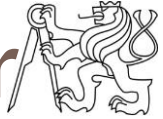
- ❑ For each exam or term from an accredited or credit-assisted subject can be entered only once
- ❑ If you click on the „next“ button you will enroll a different term.
- ❑ After that the capacity of your term may already be full and you will not be able to return to that term.
- ❑ The latest date and time for enrolling or withdrawal from the term is set by the subjects teacher
- ❑ Do not confuse the two dates!
- ❑ Read the note on each term – they often contain important information

# KOS – enrolling into next semester



- ❑ To register for the next semester you will need to select the „menu“  
courses > subject registration > according to the study plan.
- ❑ Next you have to choose the type of study and the beginning year
- ❑ The last step is to check all the subjects you want to study and confirm the form
- ❑ Timetable for the academic year 2024-2025
  - ❑ <https://www.fd.cvut.cz/studenti/casovy-plan-akademickeho-roku.html>

# KOS – enrolling into next semester



The student's entry into the semester is considered closed and valid if the student carries out the "**Close Enrollment**" option in KOS

„Subjects” > ”Entered subjects ” > ”Close Enrollment”

1.

2.

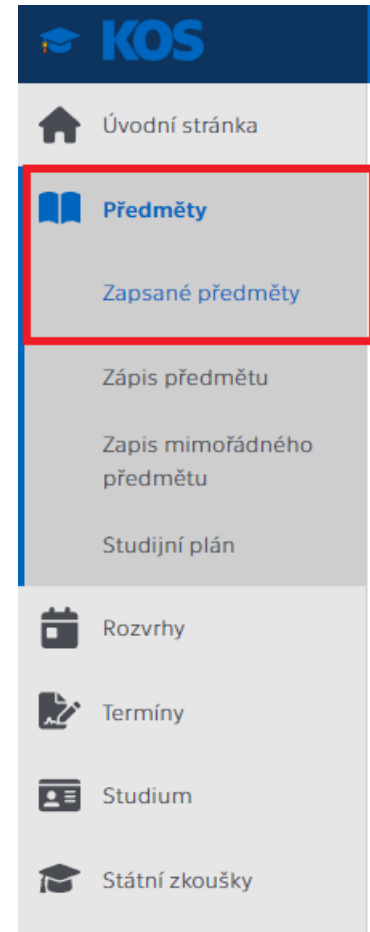
KONTROLA ZÁPISU

✓ Splněn limit kreditů pro pokračování ve studiu.

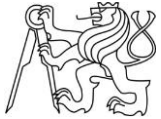
ČAS KONTROLY: 05.09.2023 08:22

**UZAVŘÍT ZÁPIS**

- ❑ For the first semester the study department enrolls, for the following semesters you enrol via KOS
- ❑ 09.12.2024 - 9.2.2025: registration of students in the KOS system for the summer semester (see Timetable)
- ❑ **The enrollment can be completed only after 15 credits are received**



# KOS – entering a bank account



**Request from the study department:**

"Other" > "Personal Information" > "Edit Personal Information"

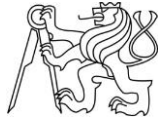
**BANKOVNÍ ÚČET**  
Číslo účtu ?  
  
Kód banky ?


**KONTAKTNÍ ÚDAJE**  
Telefonní číslo ?


**KONTAKTNÍ ADRESA**  
Stát ?  
  
PSČ  
  
Místo  
  
Ulice  
  
Číslo popisné


[X ZAHODIT ZMĚNY](#)  
[ULOŽIT ZMĚNY](#)


# KOS – approvement of studying








 Dashboard


 Courses


 Schedules


 Terms

 Evaluation



 Study

 Study documents

 State exams

 Supervisor


CS



?


## STUDY DOCUMENTS

### ELECTRONIC STUDY CONFIRMATION


 In this form you can get a study confirmation for the current academic year. This confirmation will be provided by a qualified seal in the sense of the European eIDAS Regulation (EU Regulation No. 910/2014).  
**You can download the confirmation immediately or at any time later in the table below.**  
If the system refuses to issue you a study confirmation, or you need a confirmation in another form (eg a different time period), ask your study department to issue a confirmation.

#### LIST OF ISSUED STUDY CONFIRMATIONS

☒ Show **only last** issued study confirmation


ISSUE DATE	DOCUMENT NAME	DOCUMENT
22 Sep 2023	Confirmation of study 2022/2023	 <a href="#">Study confirmation.pdf</a>

#### NEW CONFIRMATION

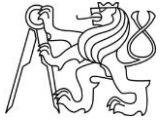
 You can only create **2 confirmations** within **24 hours**

For academic year

2022/2023



**GENERATE NEW CONFIRMATION**



## **Centralised user management (user authentication and authorization into IS CTU) – SSU**

<https://usermap.cvut.cz/>

- Here you can find contact information on teachers and classmates
- Here you can change your personal information

# Password change



After logging into usermap

The screenshot shows the usermap interface. At the top, a blue header bar contains the user's name 'Pham, Son Tung' with a dropdown arrow, and a globe icon with 'CZ/EN'. Below the header, a dropdown menu is open, showing 'User profile' (highlighted with a red box) and 'Logout'. To the right of the dropdown, a yellow box with the number '1.' is present. Below the dropdown, the settings page is visible. It has a title bar 'tings' and a subtitle '5'. The settings are organized into sections: 'Adding or removing rooms to the user, selecting room preference', 'Phone numbers settings' (with a phone icon), 'E-mail addresses settings' (with an envelope icon), 'CTU password settings' (with a lock icon and highlighted by a red box), 'Eduroam password settings' (with a Wi-Fi icon), 'ORCID registration' (with an ORCID icon), and 'Profile page settings' (with a person icon). A yellow box with the number '2.' is next to the 'CTU password settings' section.

1.

User profile

Logout

tings

5

Adding or removing rooms to the user, selecting room preference

Phone numbers settings  
Registering private phone numbers, selecting phone number preference

E-mail addresses settings  
Registering private email addresses, selecting email address preference

CTU password settings  
Setting the main access password used for authentication within the CTU IS

Eduroam password settings  
Setting a password for access to the Eduroam Wi-Fi network

ORCID registration  
Registration of the ORCID Identifier

Profile page settings  
Personal photo visibility settings, user description settings, home page registration

2.

# HelpDesk CTU



<https://helpdesk.cvut.cz>

- System for reporting HW and SW malfunctions or anything else related to ICT
- requests
- suggestions for improvement
- By reporting all encountered defects you help improving the day to day operations of this school



# Cloud services



Cloud services are available to all employees, students and external collaborators of the CTU. Employee data and external collaborators are stored on the CTU Computing and Information Center's data fields student data is stored in Microsoft's data centers (Amsterdam, Dublin).

	SharePoint	OneDrive pro firmy	Exchnage	Lync	Licence Office
<b>zaměstnanci</b>	dostupné	dostupné	dostupné*	dostupné	dostupné
<b>studenti</b>	dostupné	dostupné	dostupné**	dostupné	dostupné
<b>ext. spolupracovníci</b>	dostupné	na vyžádání	na vyžádání	dostupné	nedostupné

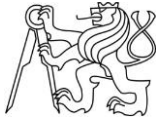
\* služba je dostupná pouze na vyžádání a aktivuje se pouze pro celou org. jednotku

\*\* služba je dostupná pouze na vyžádání a aktivuje se pouze pro celou fakultu

<http://office.cvut.cz/>

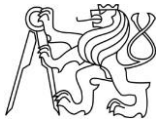
<https://sharepoint.cvut.cz/>

# Sharepoint



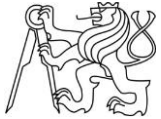
- Choose CTU (Fakulta dopravní)
- Then in left menu Study materials
  - ▣ Here individual departments provide learning materials for students

# MS TEAMS



- You can use access via a web browser or install the application on your PC or mobile phone
- <https://teams.microsoft.com>
- Login name: „[username](#)“@[cvut.cz](#)
- Password: CTU central password
- WARNING: Do not use [..\[fd\]\(#\).cvut.cz](#) in your login name
- MS TEAMS is used for teaching, consulting, assignments,...

# CTU Student's card



In order for the new card to be issued :

- ❑ the student must be registered in the CTU Information System (we recommend that picking up your card the day after enrolling),
- ❑ At the card office you must submit
  - ❑ proof of identity (ID card, passport...)
  - ❑ Bring a passport photo (4.5cm x 3.5cm) that will be returned to the owner after scanning. If don't have a photo, you can be photographed on the spot free of charge

## **CTU Card office**

Jugoslávských partyzánů 3 (entryB3), Praha 6

Phone :+420 22435 8472

e-mail: [prukazy@cvut.cz](mailto:prukazy@cvut.cz)

reservation: <https://v3.kadlecelektro.cz/obj/index.php?id=168>

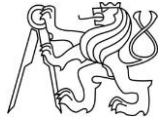
# CTU Student's card



The first student CTU is issued free of charge. Usage:

- ❑ identification when entering CTU,
- ❑ in the CTU libraries and at the State Technical Library,
- ❑ For buying goods and services at the premises of the Service Facilities Administration,
- ❑ for identification in security systems of CTU,
- ❑ to identify outside the CTU as a confirmation of the student's out-of-school activities if contracts have been concluded with external organizations (with transport companies, financial institutions, etc.) or if these organizations provide free entry and or discounts for students,
- ❑ as a card for urban public transport,
- ❑ For payments in TZS.

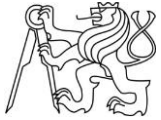
# ISIC card in CTU style



ISIC can be issued to students up to 26 let. ISIC card is subject to charge according to CTU Card Center price list. ISIC card have to be revalidated each year. Student status is required. ISIC CTU have the same functions as CTU card plus:

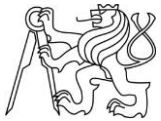
- ❑ The only student card accepted in 110 countries,
- ❑ Travel services: GTS flights, bus tickets, travel insurance ISIC,
- ❑ Discounts in ski resorts,
- ❑ Discounts for cinema and theatre tickets (Village Cinemas, CineStar),
- ❑ Discounts on several fests (Rock for People, Colours of Ostrava, Sázava Fest, Okolo Třeboně),
- ❑ Discounts in selected shops and restaurants (Rock Point, Sportisimo, knihkupectví Beta, KFC, Einstein, Paneria a další),

# CTU card



- have to be revalidated each year
- In case of losing CTU card, contact Card Center at Dejvice Campus to block the card (prevention of misuse).

# Software available to students



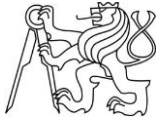
Software available to CTU students is listed and downloadable at:

<https://download.cvut.cz>

- Matlab
- Mathematica
- Maple
- ESRI
- LabVIEW
- JetBrains
- Microsoft Office ProPlus
- Opera
- TINA
- Altap
- SemTel
- ANSYS
- progeCAD
- Visual Paradigm
- progeCAD



# Software available to students

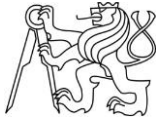


More information about available software:

<https://net.fd.cvut.cz/sluzby/swprostudenty/>

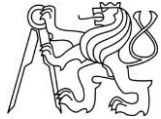
- Multilicences at CTU FTS
- AUTODESK student club – free student licence

# Creat CVUT mail



- If you need to use Matlab or AutoCAD SW, you need mail with cvut ending.
- You can create it at [usermap.cvut.cz](http://usermap.cvut.cz).
- If you have CVUT mail, all of the mail will be sent to your CVUT mail.
- It is not allowed to redirect mail.

# Registration for MATLAB



You need to create a new account at [www.mathworks.com](https://www.mathworks.com)

The screenshot shows the MathWorks website homepage. At the top, there is a navigation bar with the MathWorks logo and links for Products, Solutions, Academia, Support, Community, and Events. A search bar is located on the right side of the navigation bar. Below the navigation bar, the main content area features a large heading "MATLAB for Artificial Intelligence" with the subtext "Design AI models and AI-driven systems". Underneath this, there are three buttons: "Machine Learning", "Deep Learning", and "Reinforcement Learning". To the right of these buttons, there is an illustration of two humanoid robots. Below the main content area, there is a blue footer section with three columns. The first column is for "MATLAB" with the description "Analyze data, develop algorithms, and create mathematical models" and a button "Explore MATLAB". The second column is for "SIMULINK" with the description "Run simulations, generate code, and test and verify embedded systems" and a button "Explore Simulink". The third column is for "R2023a" with the description "What's new in the latest release of MATLAB and Simulink" and a button "See release highlights".

# Registration for MATLAB



## Create MathWorks Account

Email Address

jan.novak@cvut.cz



To access your organization's MATLAB license, use your work or university email.

Location

Czech Republic



Which best describes you?

Student



Are you at least 13 years or older?

☒ Yes

☐ No

Cancel

Create

- You need email from these domains:
- @cvut.cz
- @student.cvut.cz
- @fd.cvut.cz

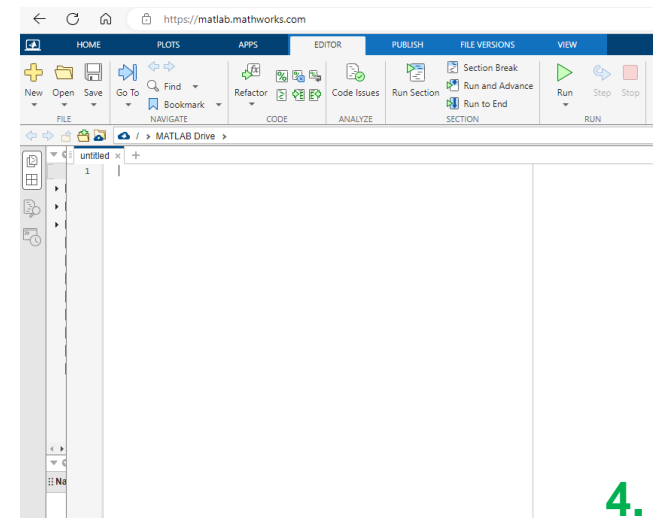
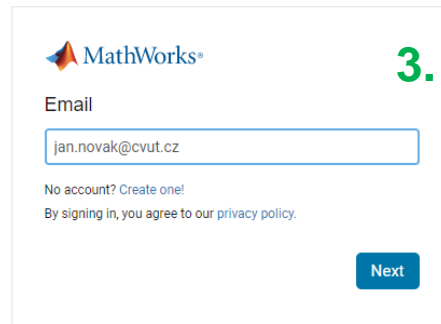
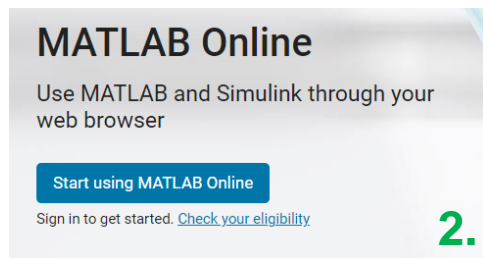
This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

To test the functionality of the procedure using the online version of Matlab:  
MATLAB Online website - MATLAB & Simulink (mathworks.com)

Click on "Start using Matlab Online"

Filling in the registration email and entering the password (from registration)

Access to Matlab online will open





IS CTU FTS



ČVUT V PRAZE

## SPRÁVA SÍTĚ ČVUT FD

Spravujeme počítačové učebny,  
tiskové centrum na Horské,  
jsme tvoje IT podpora.

Příručka pro zelenáče



Přihlášení na ČVUT



Vybavení učeben na FD



PC učebny



IT podpora



# Instructions and manuals

<http://net.fd.cvut.cz/navody/>

- Remote access to FTS drives
  - Post clients (Outlook, TB)
  - Connecting to wireless network (eduroam)
  - CTU FTS account (Novell password)
  - Editation of personal information (usermap)
  - HelpDesk CTU
- etc.





- Operate by MS Office365
- login here: <https://office365.cvut.cz>
- Login name in this format: **username@cvut.cz**
- Use your ČVUT password
- It is possible to add this mail to your mobile mail app
- Manuals: <https://net.fd.cvut.cz/prirucka/mail/>

# Group mail service (aka MMS)



<https://mms.fd.cvut.cz>

<https://m.mms.fd.cvut.cz> (mobile version)

**Please follow this rule:**

**If you don't like something, don't do it to others (SPAM)**

- ❑ Mind that sending your presentation or homework to 2000 students is not what you would like to do.
- ❑ File attachment of 1MB send 2000 times = cca 2GB
- ❑ When sending group e-mail or SMS sender see your name and surname only. Noone will find your phone number there.
- ❑ **If you want to receive SMS from MMS system, you have to enter your phone number into your MMS system account – log into MMS systém and set it up.**

# MMS – phone number



- Available in „desktop“ version only
- Only czech numbers are accepted

<https://mms.fd.cvut.cz>

**POSLAT ZPRÁVU**  
zaslání nové SMS nebo emailu

**POSLANÉ ZPRÁVY**  
vámi zasláné SMS nebo emaily

**PŘIJATÉ ZPRÁVY**  
vám adresované SMS nebo emaily

**NASTAVENÍ MMS**  
nastavení čísla mobilního telefonu, email

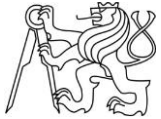
vaše číslo mobilního telefonu +420 ▼  
i. ....

vymazat telefon

dostávat systémové SMS  
(např. o blížení se platnosti mého hesla)

aktivní

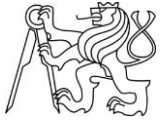
# Print center at Horská



- Print center is located at B1 12
- **Cash payments only**
- Printer A4 + A3 (BW + Color)
- Plotter with width of 910 mm (shorter side of A0)
- Plotter with A0 scanner
- Bring outputs on your flash disks
- Opening hours available online

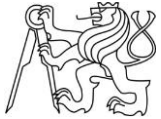
<https://tisk.fd.cvut.cz/>

# Other CTU FTS websites



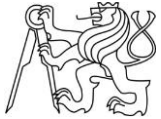
- <https://konzultace.fd.cvut.cz/>  
CTU FTS consultation terms management
- <https://kurz.fd.cvut.cz/>  
Integrated ATPL(A) course according to JAR-FCL 1
- <https://zahranicnipredmety.fd.cvut.cz/>  
system for automatic acceptance of courses studied at foreign universities

And many others 😊



- Eduroam (international project)
  - ▣ Eduroam password setup:  
<https://usermap.cvut.cz>
  - ▣ More information and detailed manual:  
<https://eduroam.fd.cvut.cz/>
  - ▣ FTS admin: Petr Hnyk (hnykpetr@fd.cvut.cz)

# Cybersecurity



- Cyber Security Specialist (SKB) FTS – Ondřej Doležal (ondra@fd.cvut.cz)
- If you are concerned that a security incident has occurred, consult the procedure with SKB
- Report incidents through [helpdesk.cvut.cz](https://helpdesk.cvut.cz)
- Current Safety Info - <https://security.cvut.cz/>



Thank you for your attention