General information about the systems of the Ventspils University of Applied Sciences

1. The username consists of s22, 4 letters of the surname and 4 letters of the given name, for example, **s22berzjani.**

2. At the first authorization in the system, the user's password – is a **personal identity number without dashes**, for example, 06070312345.

    If you do not have a personal identification number, your number is your date of birth, e.g. (born on 1 October 1999), 011099 plus an additional 5 characters "x" or "0" : 011099xxxxx or 01109900000

3. After logging in, **you must** change your password. It can be done on the website: itsserviss.venta.lv in the password change section. The password must contain 9 characters, you need to add one capital letter and a number.

4. Using this username – it is possible to log in to all systems of Ventspils University of Applied Sciences: - vea.venta.lv, moodle.venta.lv, bbb.venta.lv, druka.venta.lv.

5. Authorization in computer rooms - with the same username and password.

vea.venta.lv and e-mails

Forum vea.venta.lv – from this page you can connect to e-mail, *Google Drive or Google Calendar.* The forum contains current information about studies.

Ventspils University of Applied Sciences uses the ***Gmail*** service.

To access the web page, you can use the site: http://gmail.venta.lv. Web access works with authorization at Ventspils University Collage of Applied Sciences Forum. (https://vea.venta.lv).

As well as to web access, you can also set up *IMAP* access. The necessary actions are described in the VeA WIKI (http://wiki.venta.lv/wiki/index.php/VeA_e-pasta_konfigurēšana).

The e-mail addresses of university employees are available to authorized users through the service: http://gmail.venta.lv.

Registration in BBB

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To register for the BBB - open the site: https://bbb.venta.lv/b/signin.

Login to the BBB

BBB works with browsers *Firefox, Google Chrome*. On smartphones, use Chrome as well.

To log in to the BBB - open the website: https://bbb.venta.lv/b/signin. Enter the username, password of the Ventspils University of Applied Sciences domain and click *Sign In*

Starting a web conference

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After entering the BBB, the page with the created **"Rooms"** will open.

To start a conference, click on the corresponding *"Room"*. The field *"Invite Participants"* contains a link to be sent to other conference participants. Participants of the conference will be able to enter by clicking on the link. Participants also need to use the *Firefox* and *Chrome* browsers. To start the conference, press **"Start".**

A menu will appear: *"How would you like to join the audio?"*, where you need to choose - *"Listen only"* or take part in the conversation. To show webcam recordings – choose *"Share webcam"*. To show the presentation - you need to upload it, click on "+" and choose *"Upload a presentation"*. The recommended document format is **PDF!!!** When all the necessary presentations are loaded - click **"Confirm".** To show the window of another program running on your computer, or the entire screen, click on *"Share your screen"*. A window will open where you can choose what you want to show. To record the conference press *"Start recording"*.Press this button again and the recording will stop. When the conference ends, select the vertical 3 dots on the right. Select *"End meeting"*. The recording will eventually appear in *"Room recordings"*. To view the conference record, click on the blue button in the Formats column in the *"Rooms"* record list. In order for the conference to be viewed by others, it is not necessary to register and log in to the BBB. To rename a conference record, double-click the record name in the list with the left mouse button. Press *"Enter"* to confirm the edit.

Microsoft office **software and web version**

Students of the Ventspils University of Applied Sciences have access to the *MS Office 365* application, as well as the opportunity to install *Office 365* on their computer. You can find instructions for installing *MS Office 365* on the website: *Microsoft Office.*

It should be noted that the available version at the Ventspils University of Applied Sciences is *"Office Uzņēmumiem"*. Use your *Office 365* account at Ventspils University of Applied Sciences to sign in to the *Office* website. (VeAuser@365.venta.lv).

The WiFi *Eduroam* network

This network is also being installed at the university premises and will be used as the main network for wireless connections.

How to connect to the *Eduroam* network

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Students and staff can connect to this network using the following data:

- username - "LAIS username"

- password: LAIS user password

So if the LAIS account is "jo16123", then *Eduroam* wireless network must be logged in with the username "jo16123@vea.lv" and the according password. Employees of other educational institutions connect to the *Eduroam* network using the authorization data of their educational institution. The person responsible for the institution must be asked for the data.

How can I get my password and username in LAIS?

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This can be done either in the Study department (write an e-mail to kate.zonberga@venta.lv) or in LAIS using eID or bank authentication, find out your username and change the password.

To connect to eID or banking data in LAIS:

- Open the website: https://www.lais.lv

- Choose: *"Latvijas Universitāte"*

- Choose: *"Help"*

- Authorize using one of the available methods.

  If you have any questions, write to itml@venta.lv or come to room *C102* in the IT department.

  Additional information you can be found at wiki.venta.lv. It describes: IT services, installed software in computer rooms, available software, etc.