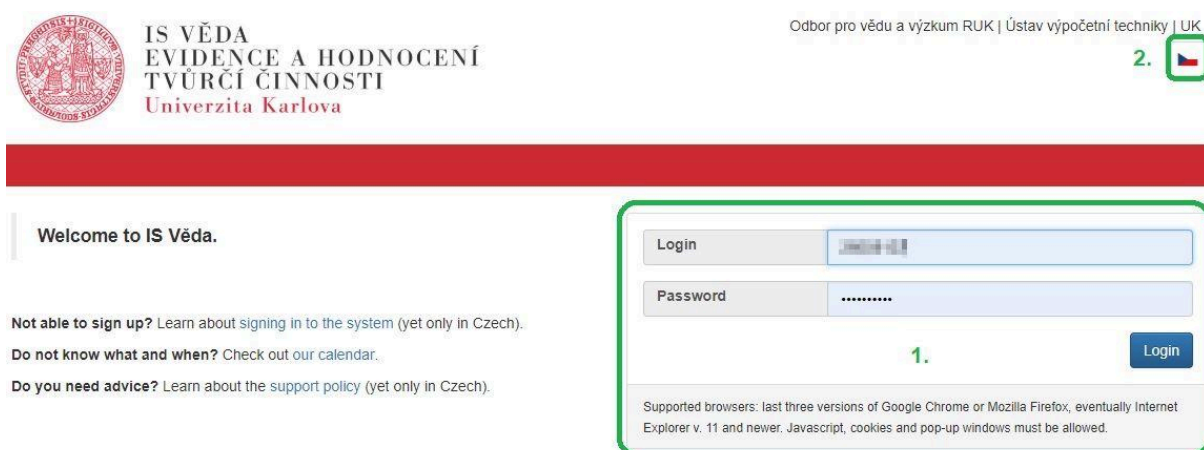# How to access the IS Veda system
(CU employees and students)

Log in to the IS Vĕda system

To access the system, please log in at: https://is.cuni.cz/veda:

1. Here, you are supposed to log in, using the credetials provided via your account in the Central Authentication Service (CAS). Unless you are member of the Board/Expert Panel or a reviewer, in which case you should be reading another manual.

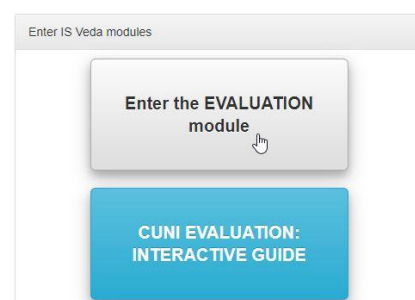   In case of problems with logging in, please consult https://cuni.cz/UK-9226.html (in Czech) or contact the evaluation administrator at evaluation@cuni.cz.

2. You can change the language of the site to english by clicking the flag in the upper right corner. *(Some parts of the system not so close related to the evaluation may not be translated in English yet though.)*

FYI: "Vĕda" means "Science" in Czech - hence the name of the system.

Enter the Evaluation module

After logging in, you'll find yourself on the main site of the IS Vĕda Portal. The most notable feature here is the "Enter IS Veda modules" section containing large buttons, which will take you to various parts of the system (depending on your access rights, only a few of them might be visible to you) To enter the evaluation module, click the silver one.

How to ask for help

Once you are in the Evaluation module, there is a HelpDesk ticket system available for you to ask questions and report errors. It can be accessed by clicking **? Ask for help** option, located at the bottom part of the navigation bar. Here's a detailed guide, how to submit a ticket.

If you have trouble logging in or can't use the HelpDesk for some reason, you can contact the Evaluation administrator at evaluation@cuni.cz.the output has been reported) panelist has been selected.