



FAKULTA
DOPRAVNÍ
ČVUT V PRAZE

INFORMATION SYSTEMS OF CTU AND FTS

22. 9. 2025

K614, 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.

MFA



- Mandatory from November 2025
- Easiest way to setup MFA is MS Authenticator app
- MFA will be necessary for all CTU systems
- You have to reauthenticate every 7 days
- For more info visit:
<https://ist.cvut.cz/en/our-services/multi-factor-authentication-mfa/>

Beware of fraudulent emails

- **NEVER tell you password to ANYONE**
- An administrator will never ask for your password
- **if you provide your access credentials, you may be penalized**
- **Please mark the spam mail in your inbox!**

 Nahlásit

 Blokovat

 Ignorovat





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 2025-2026
 - ❑ <https://www.fd.cvut.cz/studenti/casovy-plan-akademickeho-roku.html>
 - ❑ **TIMETABLE FOR WEEK YOU WILL FIND IN KOS!**

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.

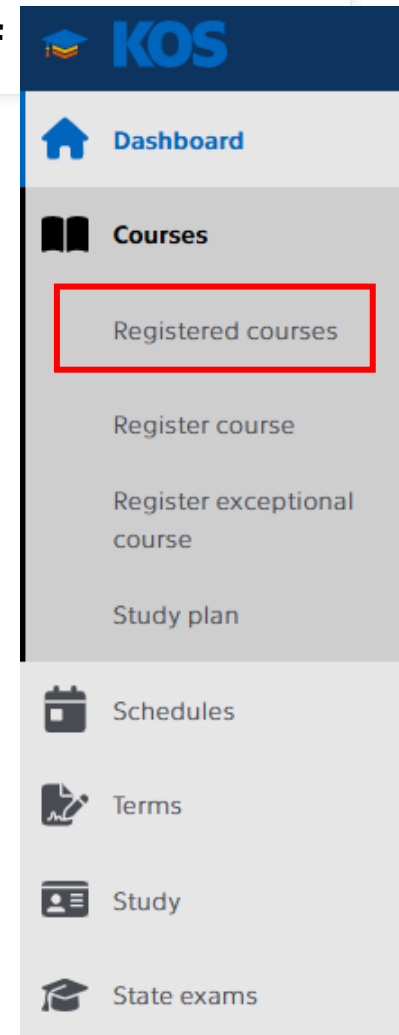
REGISTRATION CHECK

✓ You succesfully reached credits threshold for continuing in study.

⌂

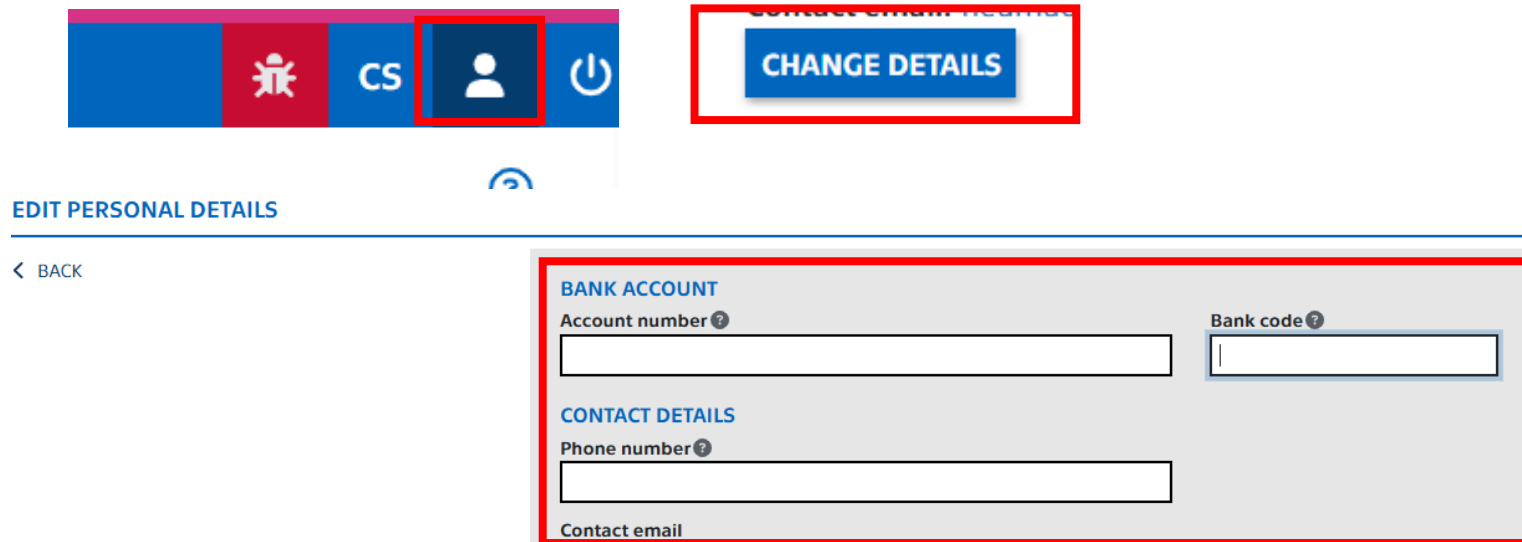
CLOSE REGISTRATION

- ❑ For the first semester the study department enrolls, for the following semesters you enrol via KOS
- ❑ 08.12.2025 - 8.2.2026: 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, if you want to get money :P

Request from the study department:



EDIT PERSONAL DETAILS

[← BACK](#)

BANK ACCOUNT
Account number [?]

Bank code [?]

CONTACT DETAILS
Phone number [?]

Contact email

KOS – approvement of studying

KOS

Dashboard Courses Schedules Terms Evaluation **Study** Study documents State exams Supervisor

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	Study confirmation.pdf

NEW CONFIRMATION

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

For academic year
2022/2023 **GENERATE NEW CONFIRMATION**

USERMAP

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

Centralised user management (user authentication and authorization into IS CTU) - SSU

- 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 displays the usermap interface. At the top, a blue header bar contains the user's name 'Pham, Son Tung' with a dropdown arrow, a globe icon, and the text 'CZ/EN'. Below this, a white dropdown menu is open, showing 'User profile' (highlighted with a red box) and 'Logout'. To the right of the header, a yellow box with the number '1.' is present. The main content area shows a list of settings. The 'CTU password settings' option, which includes a lock icon and the description 'Setting the main access password used for authentication within the CTU IS', is highlighted with a red box. To the right of this option, a yellow box with the number '2.' is visible. Other settings listed include 'Phone numbers settings', 'E-mail addresses settings', 'Eduroam password settings', 'ORCID registration', and 'Profile page settings'.

1.

2.

HelpDesk CTU

<https://servicedesk.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

Change of password - REMOTE

For students, it is possible – if the conditions are met – to reset their password remotely.

To do this, you need to:

- ☐ **Set up a private email in USERMAP.**
- ☐ **Enable it for password recovery.**

More details:

[Password management | IST | České vysoké učení technické v Praze](#)

Proceed in the following order:

1. Known password - Password setup

2. First password setting - for users newly introduced to IS CTU

3. I know the password, but it doesn't work - Reset password after expiration

4. I don't know the password - forgotten password

5. Password unknown - emergency solution

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
zaměstnanci	dostupné	dostupné	dostupné*	dostupné	dostupné
studenti	dostupné	dostupné	dostupné**	dostupné	dostupné
ext. spolupracovníci	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

Kompletní informace včetně návodů:

<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

rezervation: <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 loosing 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/>

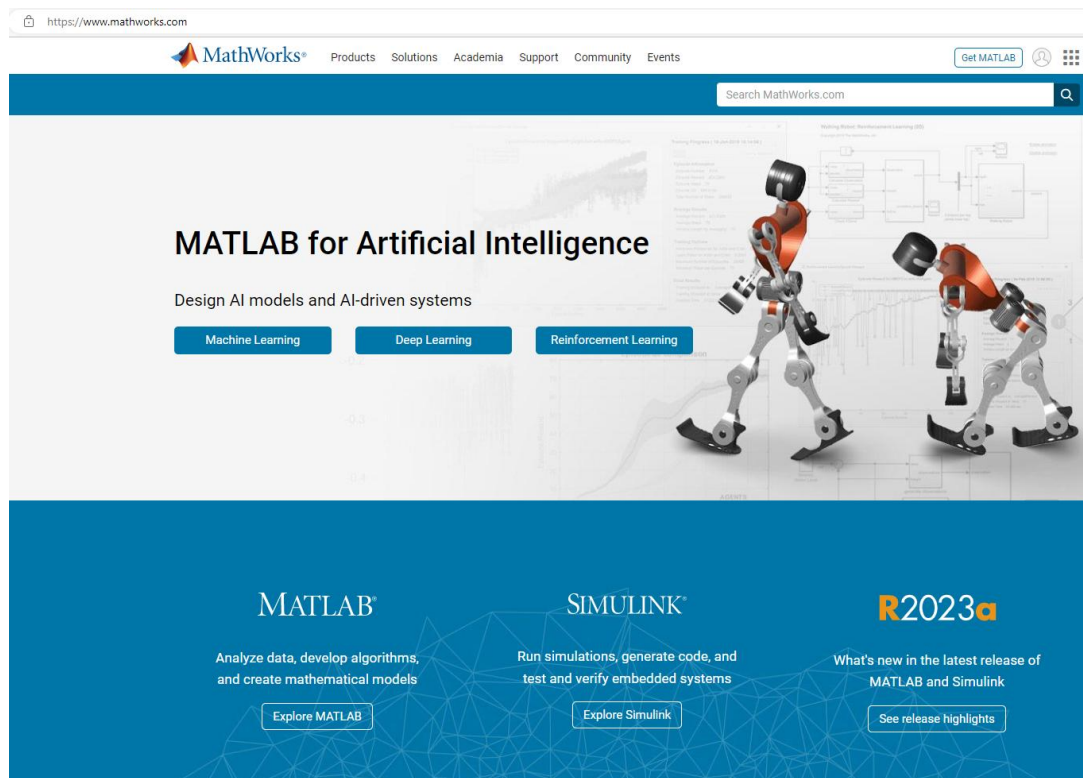
- Multilicences at CTU FTS
- AUTODESK student club – free student licence

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.
- 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



Registration for MATLAB

You need to create a new account at www.mathworks.com

Create MathWorks Account

Email Address ✓

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

Location ▼

Which best describes you? ▼

Are you at least 13 years or older? ☒ Yes ☐ No

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

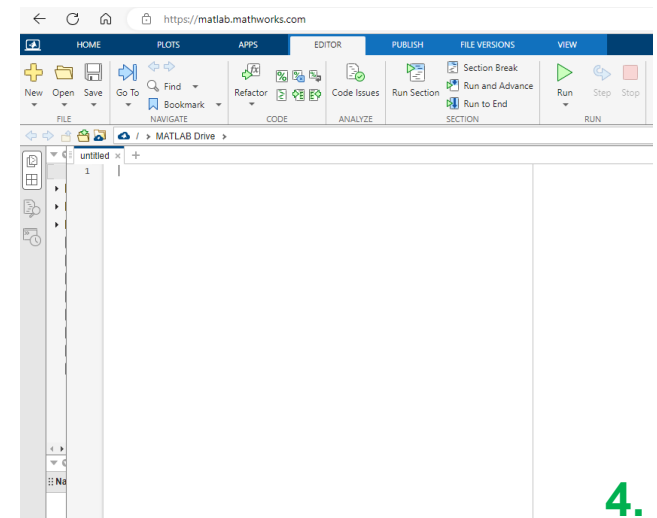
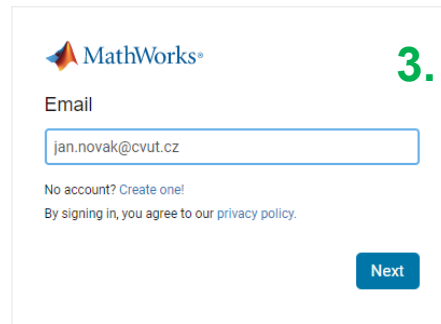
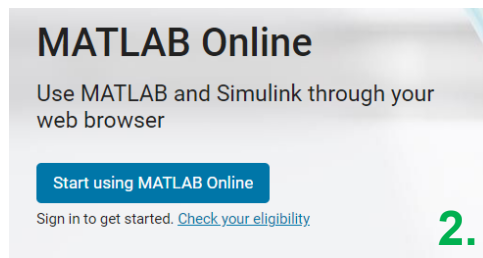
- You need email from these domains:
- @cvut.cz
- @student.cvut.cz
- @fd.cvut.cz

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"

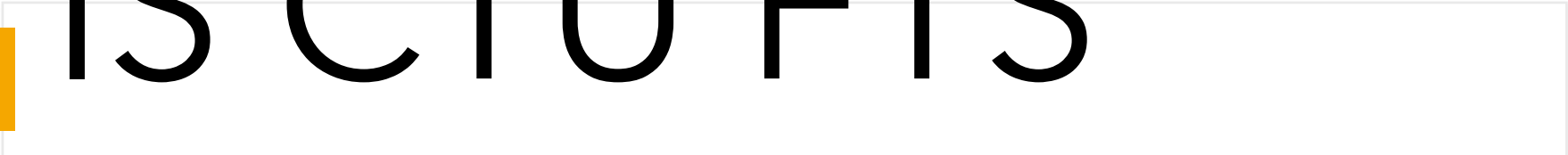
Filling in the registration email and entering the password (from registration)

Access to Matlab online will open



IF YOU WANT/NEED TO FIND US....

[Dean's Office - Organizational structure | Faculty of
Transportation Sciences \(FTS\), Czech Technical
University in Prague \(CTU\)](#)



IS CTU FTS

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

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)
- ❑ ServiceDesk CTU
etc.

E-mail ČVUT

- 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:

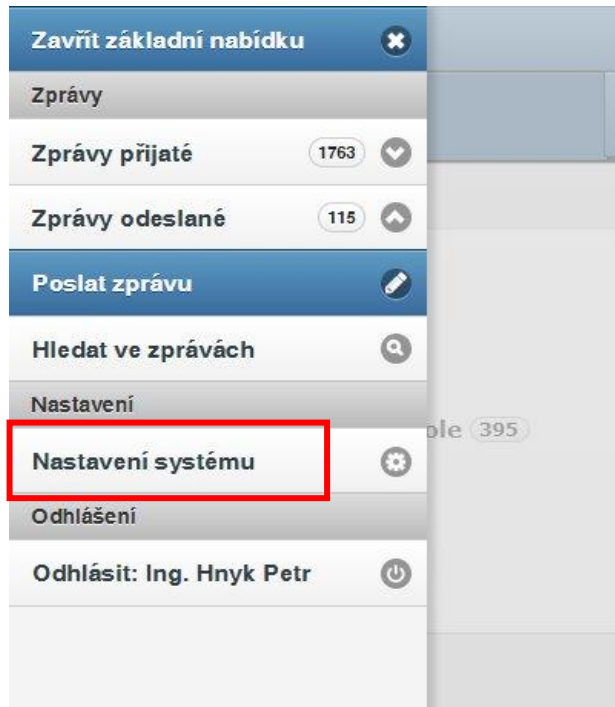
If you don't like something, don't do it to others (SPAM)

- 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. No one 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 system and set it up.**

MMS – phone number

- Only czech numbers are accepted

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



MMS.FD:Dobry den,platnost
Vaseho hesla do systemu
CVUT vyprsi za 10
dnu.Aktualizaci provedete dle
navodu na webovych
strankach CVUT FD.Sprava
site

Example: End of CTU
password validity
period warning

Print center at Horská

- Print center is located at B112
- **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 😊

Wireless network CTU – EDUROAM

- 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 servicedesk.cvut.cz
- Current Safety Info - <https://security.cvut.cz/>

Thank you for your attention



And please click carefully and wisely!