

Student Guide at IT services

Ventspils University College provides students with username and password for IT services at the university. This username can be used for logging in to university's computers at computer classrooms. It also is used to access the student forum, *venta* email, using printers and logging in to moodle.

Printing services:

Ventspils University College provides printing services via logging in to computers near the printer on 1st floor at C hall or using web-printing page <https://druka.venta.lv/>. At the moment, this system only allows to print PDF files.

Cost for **1** printed page is **0.04€** (one sided).

Students can monitor printing history and balance by logging in to <https://druka.venta.lv/> and selecting navigation tab *Balance*. Printing is denied if you have reached a printing debt of **0.72€**.

Email:

To check your *venta* e-mail go to <https://vea.venta.lv/Vea/login/> and after logging in click on link **E-pasts** on page's right lower corner or go to <http://gmail.venta.lv/> NB! *Venta* e-mails need to be check no less than once a day.

Password change:

To change your password go to form <https://itserviss.venta.lv/changepass>

Computer classrooms:

To access computers in classrooms, you must login with university's username or login with a *localuser*. If you login with university's login, all your data is saved and backed-up in your account, but if you use a *localuser*, all data after logging out might be lost.

To use local user, insert:

username: *localuser*

password: *localuser*

Computer in classrooms after work **MUST be shut down.**

Moodle:

Moodle (<http://moodle.venta.lv/moodle>) is e-learning platform where students can login with University's username and password. You can login and change language at page's upper right corner. If there are some questions about courses on moodle, you can ask them to your course teacher.

Internet in dorms:

WIFI network called **Ventspils** is accessible at Ventspils University College dorms and a cable network. If there are problems with WIFI or cable network, you can contact network maintainer Ventspils Digital Center via ventspils@atbalstadienests.lv