



Klaipėdos
valstybinė
kolegija

KLAIPEDOS VALSTYBINĖ KOLEGIJA: SYSTEMS AND ELECTRONIC SERVICES

ADMINISTRATIVE SYSTEMS

- **DBSIS** (<https://dbsis.kvk.lt/>) is document management system where you can submit requests for vacations, business trips, and more. The system requires separate login credentials that are different from your general institutional login credentials. When logging in to DBSIS for the first time, enter your email address in the **Username** field and click “**Forgot your password or are you logging in to DBSIS for the first time?**” on the main login page. You will then receive a six-digit code in your institutional email account. Enter this code in the login window on the DBSIS page. After that, the system will prompt you to create a password of your choice. When accessing DBSIS from outside the KVK network, you must use a VPN. Instructions ([click here](#)). If you encounter problems with DBSIS, please contact: dbsis@kvk.lt.
- **Employee Intranet** (<https://intranetas.kvk.lt/>). **Login:** institutional email address and the common password used for institutional systems. More information ([click here](#)).
- **Document Library** (<https://dok.kvk.lt/>). The Document Library contains departmental regulations, orders, various instructions, and other relevant documents. **Login:** institutional email address and the general systems password. Instructions ([click here](#)).
- **EcoCost** (<https://pirkimai.kvk.lt/>) is the public procurement system. When using the system outside the KVK network, you must connect via VPN. **Login:** username (without the “@kvk.lt” suffix) and the general systems password.

ACADEMIC SYSTEMS

- **Classter Student Information System** (<https://kvk.classter.com>) is a system used to manage the study process at Klaipėdos valstybinė kolegija (KVK). **Login:** institutional email address and the general systems password. If you encounter any problems with Classter, please contact classter@kvk.lt.
- **KVK Moodle** (<https://vma.kvk.lt/>) is a virtual learning environment. It allows students to access electronic study materials, tests, assignments, and other relevant study-related information. Instructions and other useful information ([1](#), [2](#), [3](#)). Moodle course pages are created and assigned automatically based on information in Classter. If a course is missing, please contact the study organiser at your faculty. If you need a course to be created for another reason, please contact itcentras@kvk.lt. **Login:** institutional email address and the general systems password.
- **Student Work Plagiarism Check.** The Turnitin Feedback Studio tool is integrated into **the Assignment activity** in KVK Moodle courses and allows submitted work to be checked for similarity. More information ([click here](#)).

ACADEMIC SYSTEMS

- **Class Schedules and Study Calendars:**

Faculty of Health Sciences (<https://svmlectures.kvk.lt/>), [study timetables](#);

Faculty of Technology (<https://tflectures.kvk.lt/>), [study timetables](#);

Faculty of Business (<https://vflectures.kvk.lt/>), [study timetables](#).

- **Lithuanian Academic Electronic Library eLABa** (<https://www.elaba.lt/>). Direct link to the eLABa repository ([click here](#)).
- **Subscribed Databases** (<https://db.kvk.lt/>). **Login:** Username (without the “@kvk.lt” suffix) and the general systems password. More information ([click here](#)).
- **Virtual Library** (<https://virtualbiblioteka.kvk.lt/>). **Login:** Username (without the “@kvk.lt” suffix) and the general systems password. More information ([click here](#)).

OTHER SYSTEMS AND ELECTRONIC SERVICES

- **Password Reset and Reminder** (<https://ssp.kvk.it/>). Instructions ([click here](#)).
- **Outlook** (<https://outlook.cloud.microsoft/>) is the institutional email system. You can access your email account by signing in to the Microsoft 365 environment at <https://www.office.com/>, opening **Apps and more**, and clicking the **Outlook** icon. Additional information ([click here](#)).
- **Microsoft Teams** (<https://teams.microsoft.com/>) is a communication and collaboration platform. Teams is used for virtual lectures, remote conferences, seminars, and other activities. It allows you to contact any KVK employee or student. The program can be accessed using Google Chrome, Microsoft Edge, or Safari browsers. If you prefer to use the desktop application, you can download it from [here](#). **Login:** institutional email and the general systems password. Instructions and other useful information ([click here](#)).
- **Wireless Internet (Wi-Fi)**. KVK provides wireless internet access through the **eduroam** service ([instructions](#)). **Login:** institutional email address and the general systems password.

OTHER SYSTEMS AND ELECTRONIC SERVICES

- **Institutional Computers.** You can log in to desktop computers using your username (without the “@kvk.lt” suffix) and the general systems password. When logging in to laptops, use your full institutional email address.
- **Microsoft 365 Apps** (<https://www.office.com/>). During their studies or employment, students and staff are provided with Microsoft 365 licenses, allowing them to install and use Microsoft 365 apps (e.g., Word, Excel, PowerPoint, etc.) on **up to 5 devices** (e.g., computers, tablets, smartphones, etc.). Apps can be activated with your personal institutional email address and the general systems password ([instructions](#)).
- **Wiki** (<https://wiki.kvk.lt/>). The Wiki contains information, instructions, usage policies, and other IT documentation related to the systems and electronic services used at KVK.
- You can report any IT issues (e.g., computer hardware, systems, etc.) or infrastructure issues (e.g., rooms, furniture, doors, etc.) through the KVK’s **Technical Support Centre** (<http://gedimai.kvk.lt/>).

OTHER SYSTEMS AND ELECTRONIC SERVICES

- **ESAUGA** (<https://e.sdg.it/>) is an **electronic safety and health management program**. The program provides procedures and other documents for employee familiarization. Every employee can find the date of their last and next health check. The system has a separate login provided by the **Department of Asset Management**.
- **Printing, Scanning, and Copying**. The institution has multifunctional copying, scanning, and printing devices with an electronic centralized printing, copying, and scanning management system called PaperCut. More information ([click here](#)).
- **VPN (Virtual Private Network)**. This service allows the KVK community to securely connect to the institution's computer network from anywhere, such as at home. When outside the institutional network, the EcoCost, DBSIS, and DVS systems are only accessible using the VPN service. Instructions and more information ([click here](#)).
- **Institution's Car Reservation** (<https://kvkedu.sharepoint.com/sites/autobook>).
- With the institutional login, employees can also access LITNET FEDI services. A detailed list of these services can be found by clicking [on this link](#).