

GUIDE ON TSI INFORMATION RESOURCES

Learn how to access and use
TSI information resources →



Welcome to TSI!

This guide will help you to setup your student's account and get familiar with TSI information resources.



1

STUDENT'S LOGIN AND PASSWORD

Set up student's login and password and learn how to reset it later.

2

STUDENT EMAIL

Yes, you also get a student e-mail for internal communication. Find out how to set it up!

3

YOUR STUDENT PORTAL

Place, where you can view your schedule, semester grades, useful links, payment bills and more.

4

TSI LEARNING MANAGEMENT SYSTEM

Find out how to see your course materials, assignments, marks. You will also need it for your remote classes or consultations.

5

TSI LIBRARY

Hogwarts library would be jealous. You will find an introduction on how to access and use it here.

6

TSI MOBILE APP

A really helpful tool developed by TSI to help our students manage their schedule.

STUDENT'S LOGIN & PASSWORD



How do I activate my student account?

During **Welcome Week** you will have a scheduled on-campus lecture with our Study Department specialist, where you will be guided through the process of activating your student account.

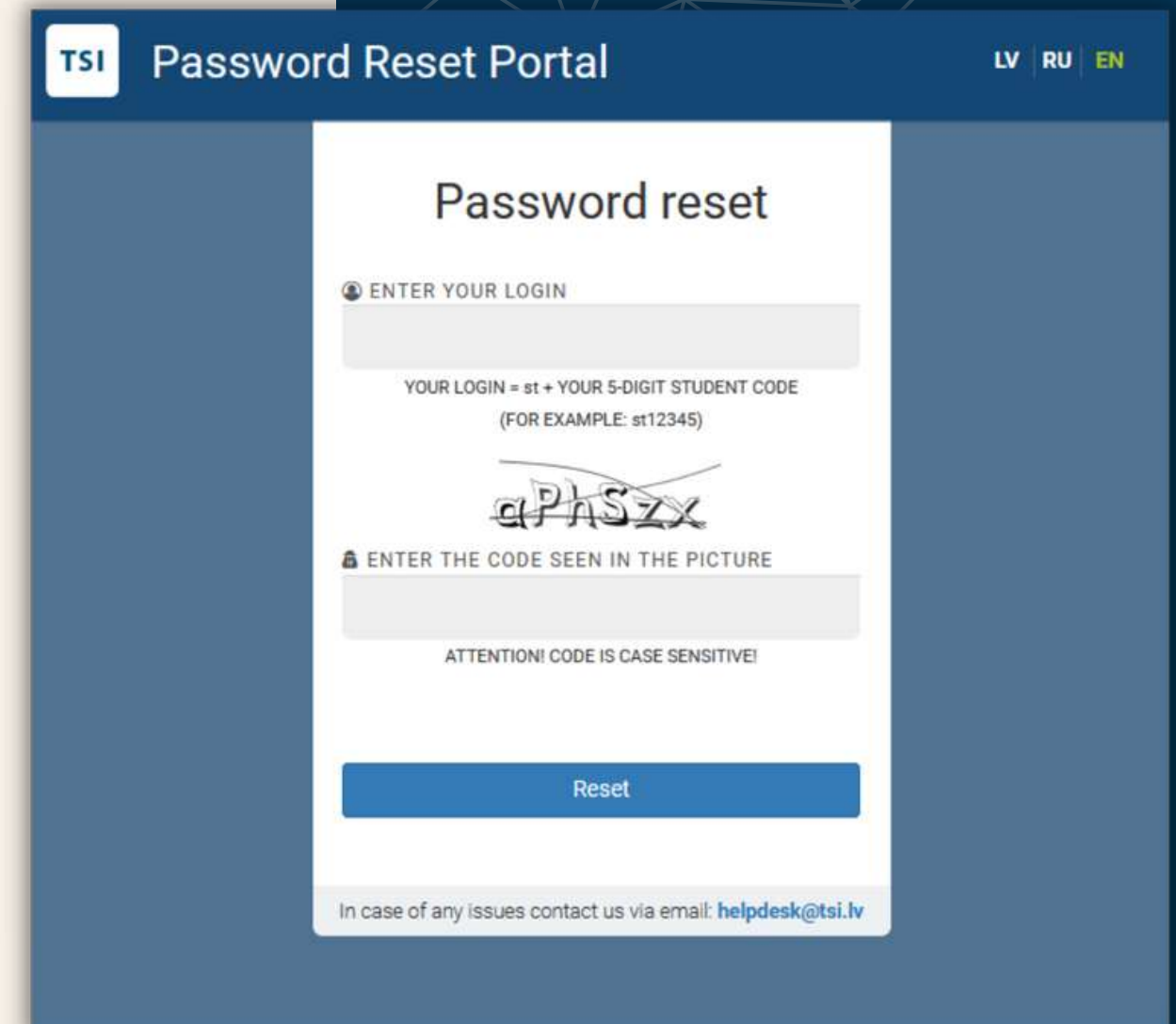
But you can easily set up your account at any time, using your own device. To do that simply **follow the steps** on the next page of this guide.



STUDENT'S LOGIN & PASSWORD

● ● ● 4 steps to activate your student account outside TSI

1. Follow the link pass-reset.tsi.lv/
2. Enter your login as **st#####** ("st"+ 5 digits of your student code, for example "st12345"), enter captcha code and click "Reset".
3. Confirmation message will be sent to your personal e-mail (the one you gave us during admission process). **Follow the link in the e-mail** that you have received.
4. Now you have to create a **strong password**. Your new password must consist of 8+ characters and include lower and upper case letters and digits. Note that you cannot use your name or surname in the password!

A screenshot of the TSI Password Reset Portal. The page has a dark blue header with the TSI logo on the left and language options (LV, RU, EN) on the right. The main content area is white and titled "Password reset". It contains two main sections: "ENTER YOUR LOGIN" and "ENTER THE CODE SEEN IN THE PICTURE". The first section has a text input field and a label "YOUR LOGIN = st + YOUR 5-DIGIT STUDENT CODE (FOR EXAMPLE: st12345)". The second section has a captcha image showing the text "aPhSzx" and a corresponding text input field. Below the input fields is a blue "Reset" button. At the bottom, there is a small note: "In case of any issues contact us via email: helpdesk@tsi.lv".

STUDENT'S LOGIN & PASSWORD

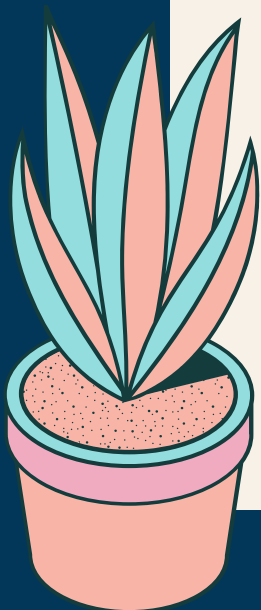
Congratulations!

Now you have a TSI student's account!

Please remember your password and login, as you will need it for:

- Logging in the TSI on-campus computer
- Accessing student portal
- Learning management system
- Your student e-mail
- TSI Mobile app

In future, if you will lose your password, you can reset it here: pass-reset.tsi.lv/



STUDENT E-MAIL

All communication between you and TSI is organized through your TSI student e-mail.

TSI provides you a ready-to-use Microsoft Office 365 based e-mail.

You will receive announcements, reminders, letters from professors and study department - all to student's e-mail.

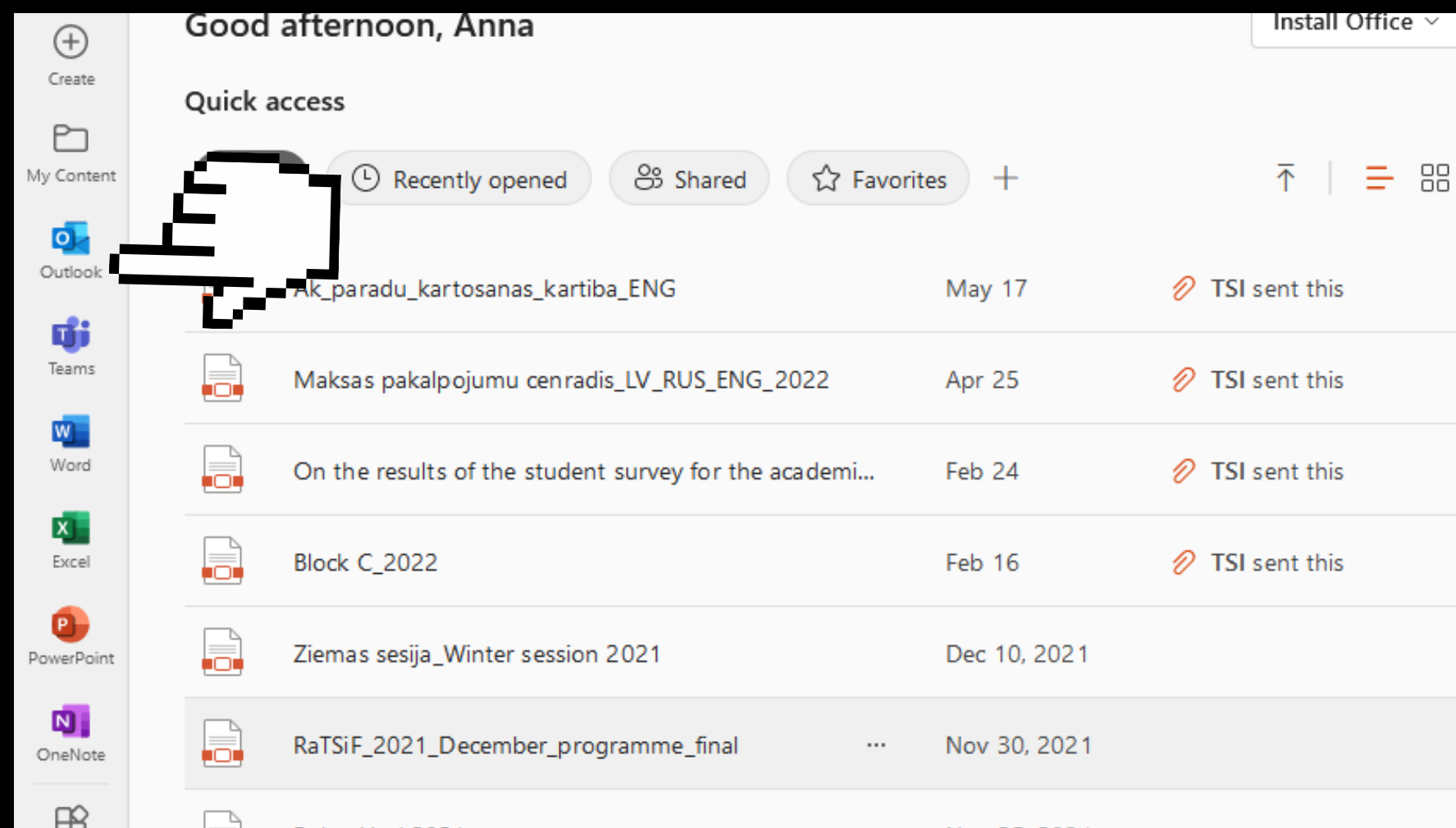
As you use one student account for all systems, your e-mail will also be synced with TSI learning management system!

Feel free to access your TSI e-mail from browser, desktop app, or mobile app.

STUDENT E-MAIL

How to access:

1. Go to www.office.com
2. Sign-in with your student code. Enter **st#####@students.tsi.lv** as your e-mail (where ##### is your student code). Enter the password of your student account, that you use for all other TSI resources.
3. When you are signed-in, click on the Outlook icon from the left navigation panel.



STUDENT PORTAL

my.tsi.lv

Here you will find:

- Your schedule
- Your student account information
- Other groups' & professors' schedule
- Your final semester grades
- Information about your payments and bills
- Links to all other TSI resources

Login

USER NAME

st12345

PASSWORD

Login

To change the password, you can use this link:

<https://pass-reset.tsi.lv>

In case of any issues contact us via email: support@tsi.lv



STUDENT PORTAL

Click on the menu icon in the page header.
From there you are able to go to other tabs
and TSI services.

- **Personal Data** - main information about of your student profile + your attendance and academic and financial debts.
- **Study at TSI** - study plan of your program by semesters + notes on your performance.
- **Schedule** - timetable of lectures with filtering options (see next slides).
- **Contracts** - list of official agreements between you and TSI.
- **Bills and payments** - list of bills and their status with option to pay pending bills directly from student portal.
- **Moodle, Library, E-mail, News** - links to other TSI information resources.
- **Password reset** - password reset form.

Name Surname
111111-11111
11111
Student
IZF - Engineering Faculty
12312 - Bachelor of Natural Sciences in Computer Science
Bachelor
1
Day
4224BDA
No debt
No debt
No debt
Library debts
No debt
Attendance
01.09.2022 - 31.01.2022: 100%

STUDENT PORTAL

To see your **group schedule** - select your group from the list in the filter panel, click "Show"

When viewing schedule by month, to **see more information** such as lecturer, room and notes - click on the needed day and more details will be shown.

You can view schedule **by month, week and day**. Select needed option by clicking here:

TSI Student Portal LV RU **EN** [Logout](#)

11111: Name Surname

SELECT A GROUP: **4902BDA**

SELECT A LECTURER:

SELECT A ROOM:

Schedule

← ● → **September 2021**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	31	2	3	4	5	
6 10:30 Comp. Netw. 12:30 Comp. Netw.	7 10:30 Software Eng. 12:30 Dat. & Dat. B. CP	8 8:45 Software Eng. 10:30 Software Eng.	9	10 12:30 Comp. Netw. 14:15 Comp. Netw.	11	12

STUDENT PORTAL

You can also check **consultation time of any professor**. To do that, select needed professor's name from the list in the filter panel and hit "Show". **Note**, that no "group" or "room" filter should be applied! Then look for "**Consultation**" in the schedule.

The screenshot shows the TSI Student Portal interface. At the top, there's a header with the TSI logo, 'Student Portal', and language options (LV, RU, EN) and a Logout button. Below the header is a filter panel with three dropdown menus: 'SELECT A GROUP:', 'SELECT A LECTURER:' (currently showing 'James Doe'), and 'SELECT A ROOM:'. There are 'Show' and 'Reset' buttons to the right of the 'SELECT A ROOM:' dropdown. Below the filter panel is a 'Schedule' section for 'November 2021'. It includes navigation arrows, a calendar grid, and view toggles for 'Month', 'Week', and 'Day'. The calendar grid shows days of the week and dates. The 'Wednesday' column (9th) has a '14:15 Consultation' entry, which is highlighted by a blue arrow pointing from the text above. Other entries include '12:30 Compil. Constr.' on Monday, Tuesday, and Thursday, and '12:30 Com. Graph. Alg.' on Wednesday.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 12:30 Compil. Constr. 14:15 Compil. Constr.	2	3 12:30 Com. Graph. Alg.	4 12:30 Compil. Constr.	5	6	7
8	9 12:30 Compil. Constr.	10 14:15 Consultation	11 12:30 Compil. Constr.	12	13 08:45 Develop. in.Net 10:30 Develop. in.Net 12:30 Compil. Constr. 14:15 Compil. Constr.	14
15	16	17	18	19	20	21

TSI LEARNING MANAGEMENT SYSTEM



e.tsi.lv and *distant.tsi.lv* are our main learning management systems. You can access it with your student account.



It has information on all study courses. Inside each course, there will be a list of to-be-covered topics, links to study materials, submission pages for your assignments, online classroom links, and more!

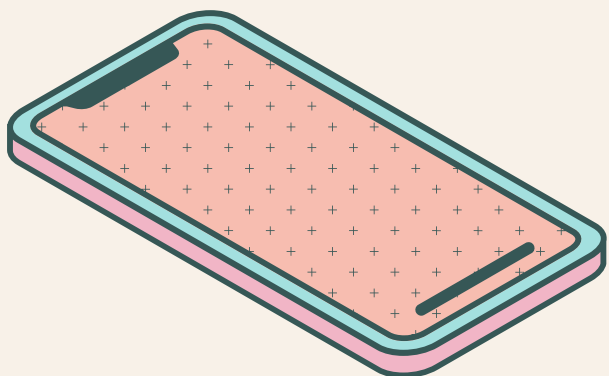
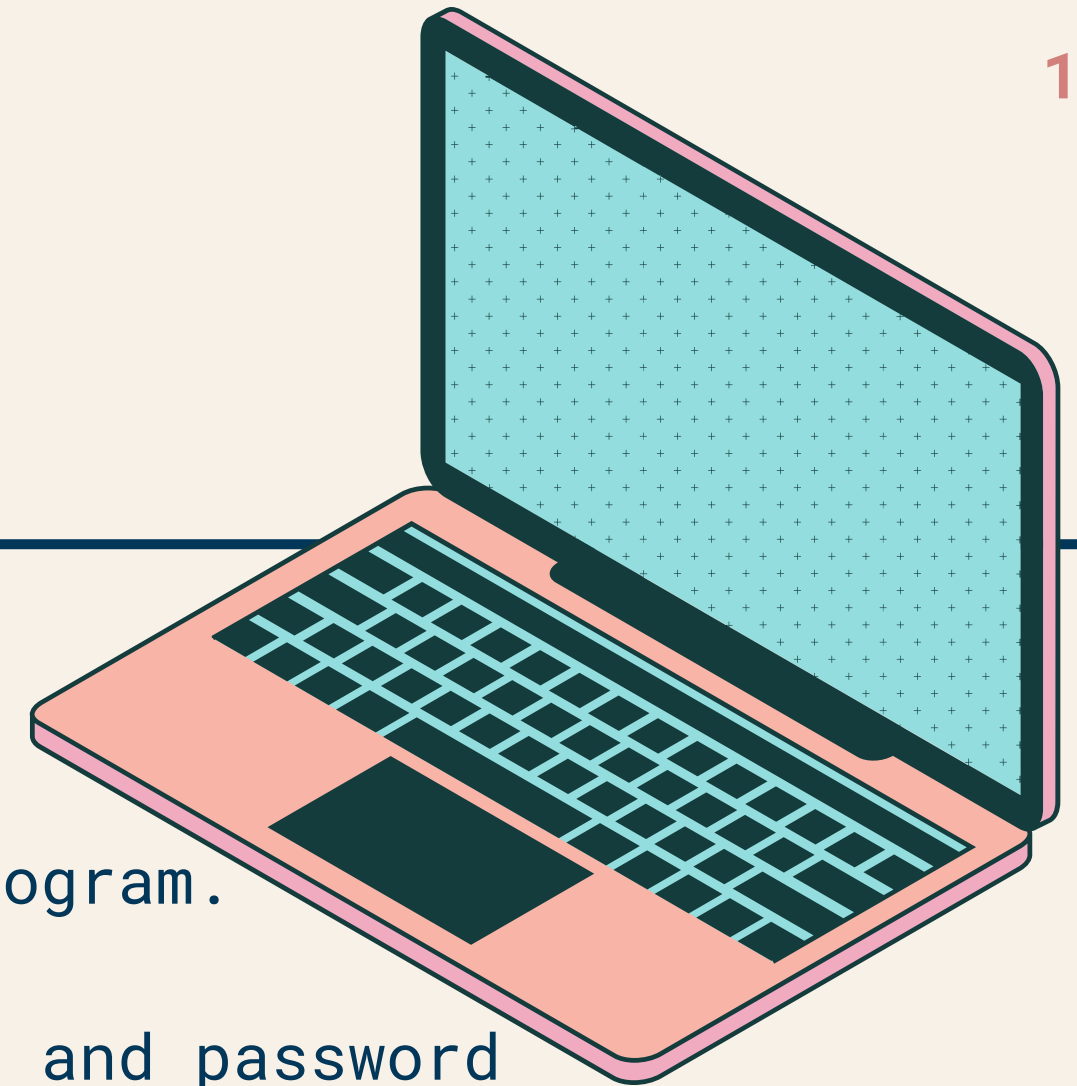


There is also information on Erasmus+ exchange program, messenger for communication with professors, and online classrooms for consultations.

TSI LEARNING MANAGEMENT SYSTEM

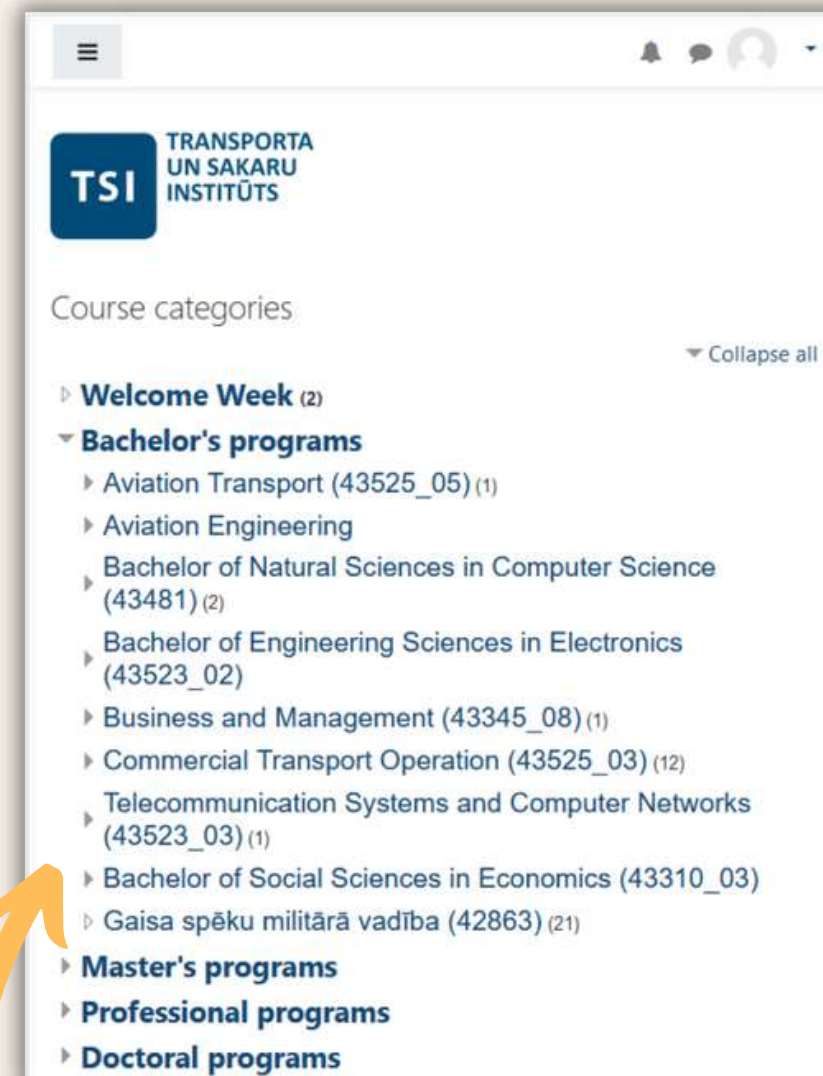
First-time log-in

1. Go to e.tsi.lv or distant.tsi.lv if you are in a distance learning program.
2. **Log in** with your student code (st#####) as login and password that you have created for your student account.
3. When you first enter the system, you will be redirected to your profile page. You will need to **provide your e-mail address** and optionally other information asked in the form, and click "Update Profile". A confirmation message will be sent to the e-mail that you have provided.
4. Open received e-mail and **follow the link in the letter**. After that you are free to use the system!



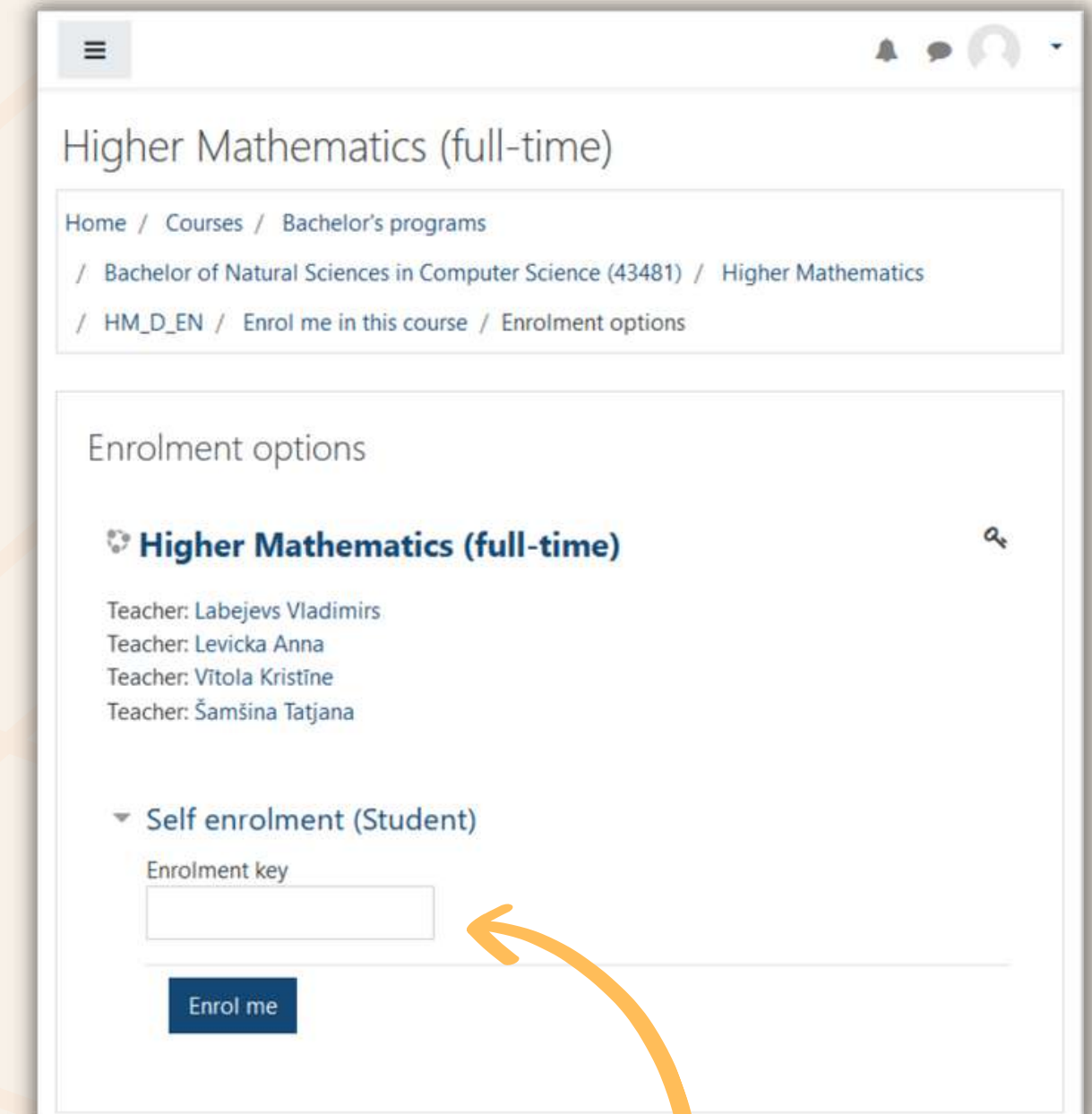
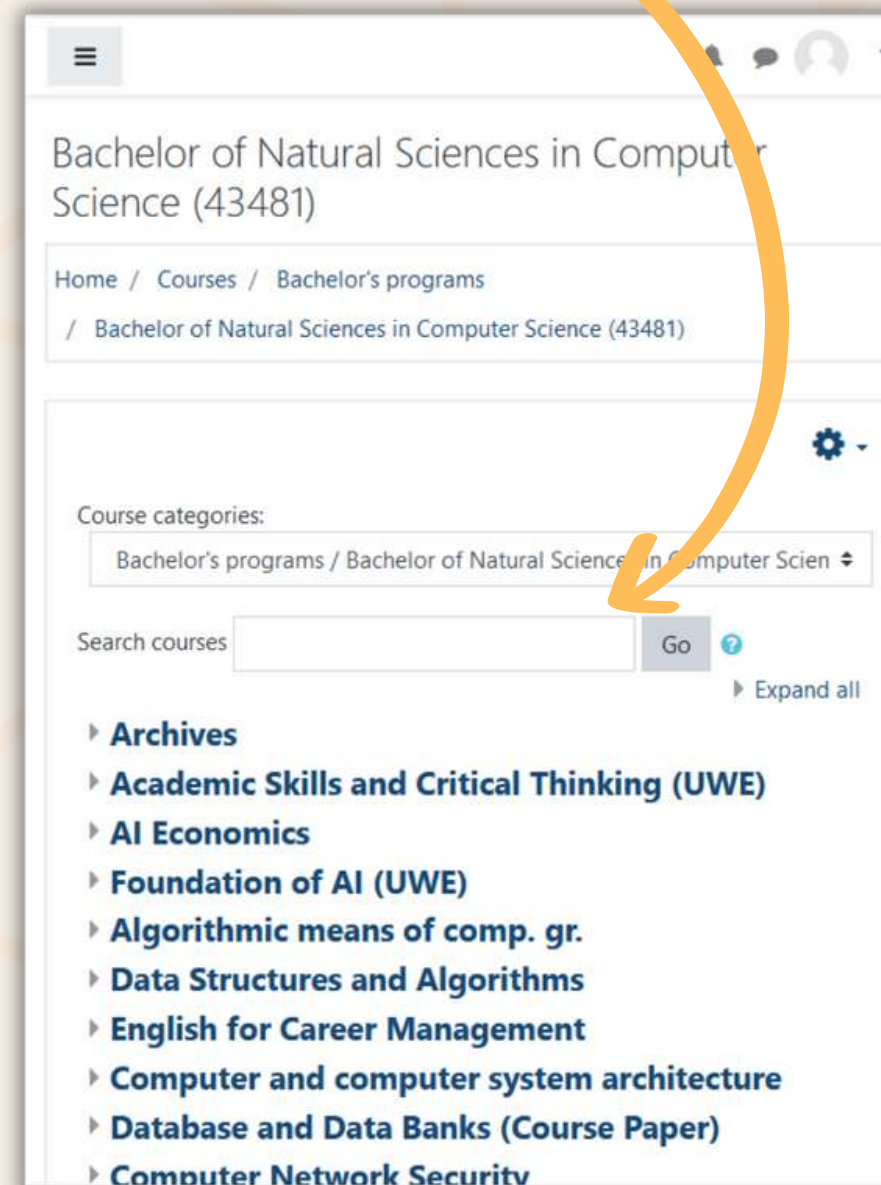
TSI LEARNING MANAGEMENT SYSTEM

14



Choose your program

Then choose needed course from the list



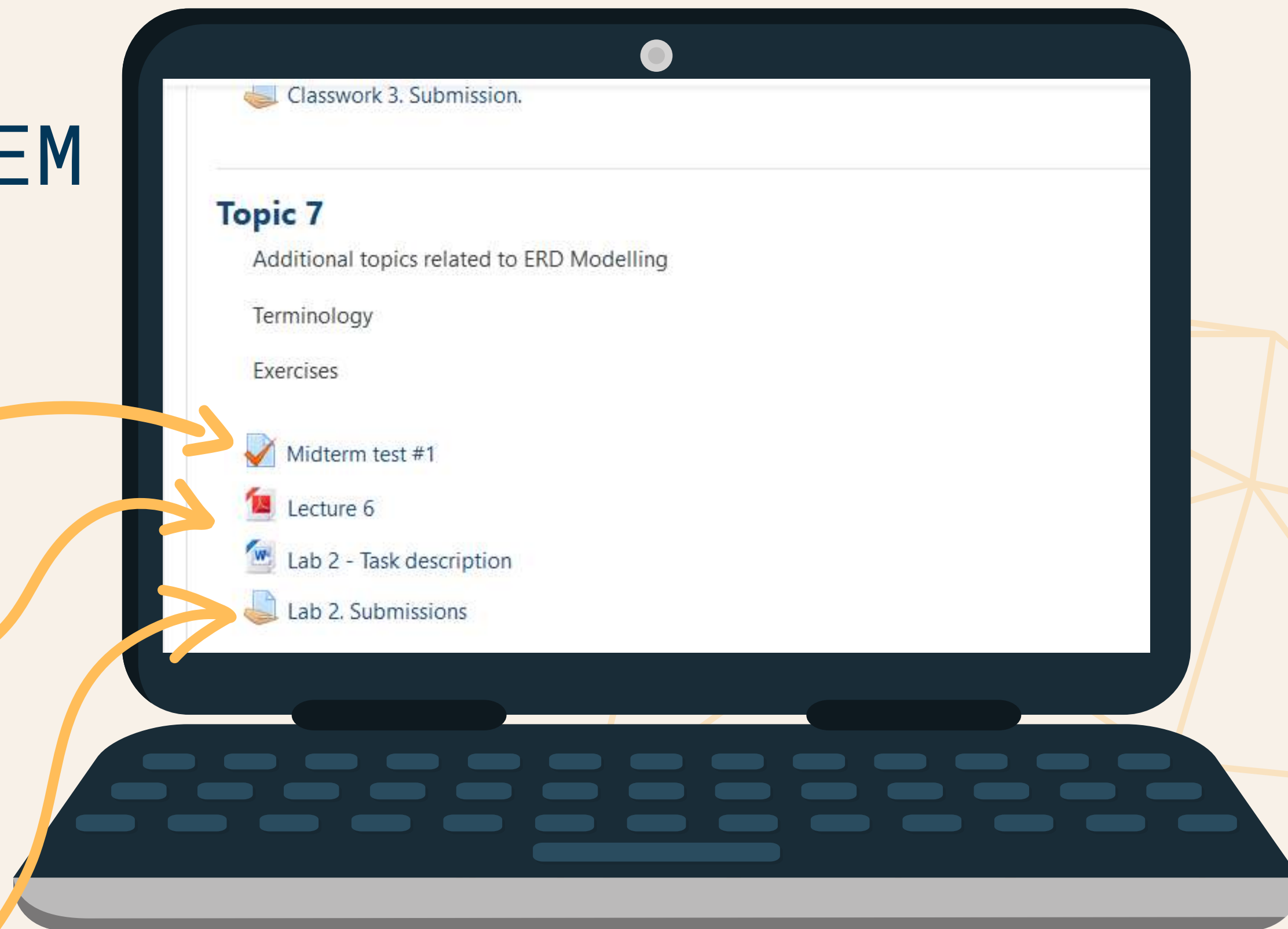
Courses usually require an enrolment key, which should be given to you by professor of the course.

TSI LEARNING MANAGEMENT SYSTEM

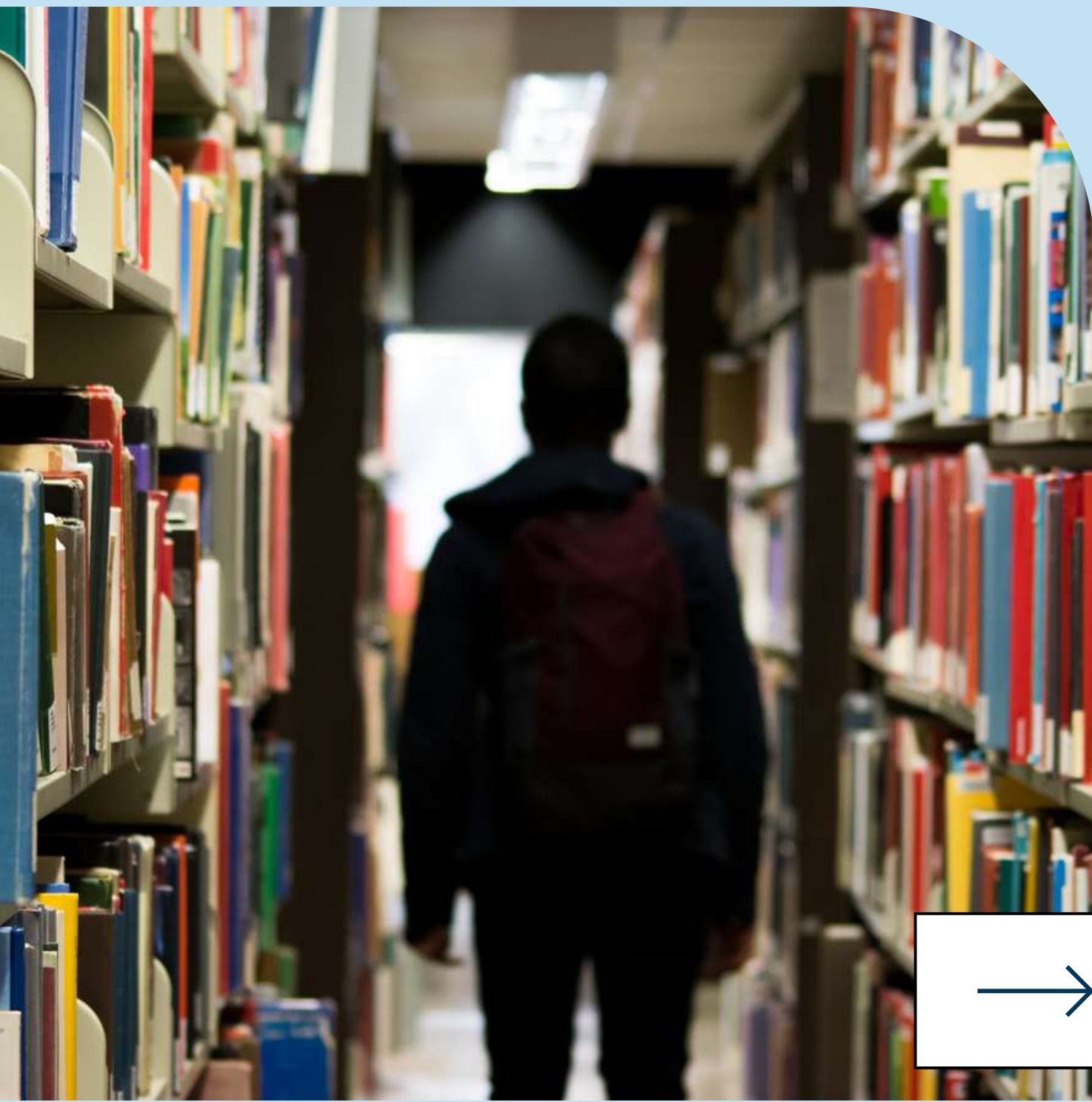
Take online quizzes!

View & download
study materials!

Submit your
assignments!



ONLINE LIBRARY



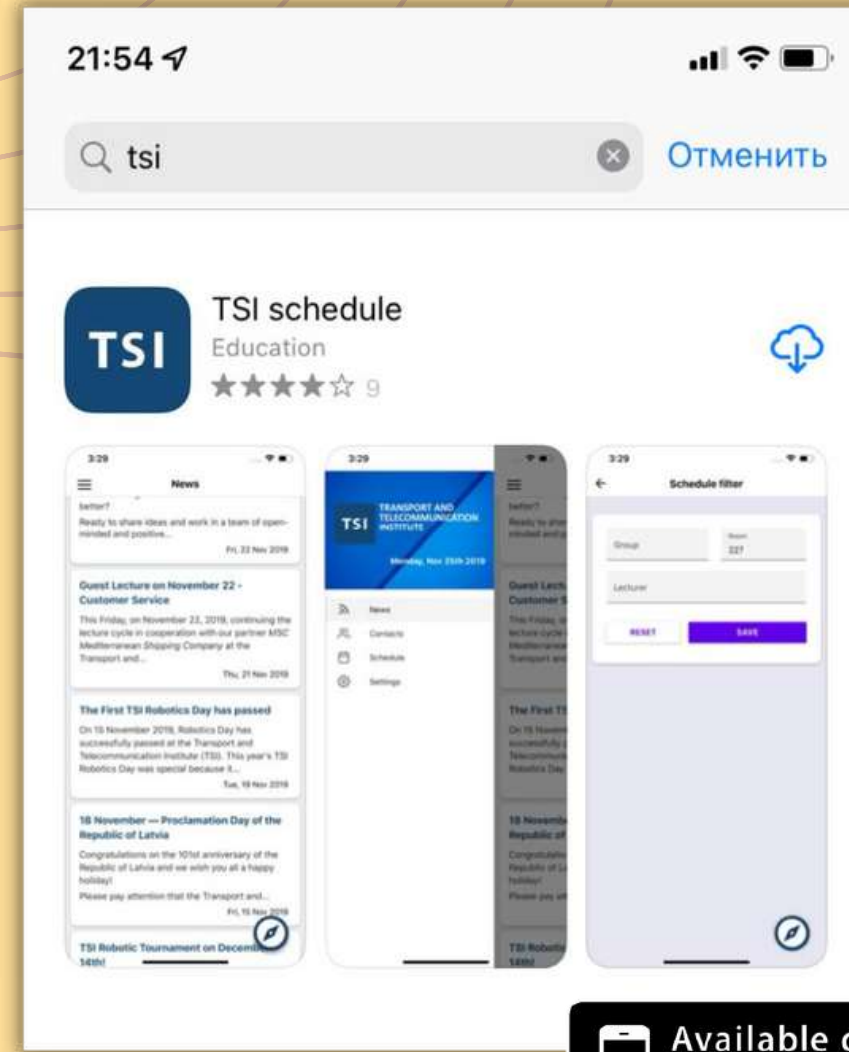
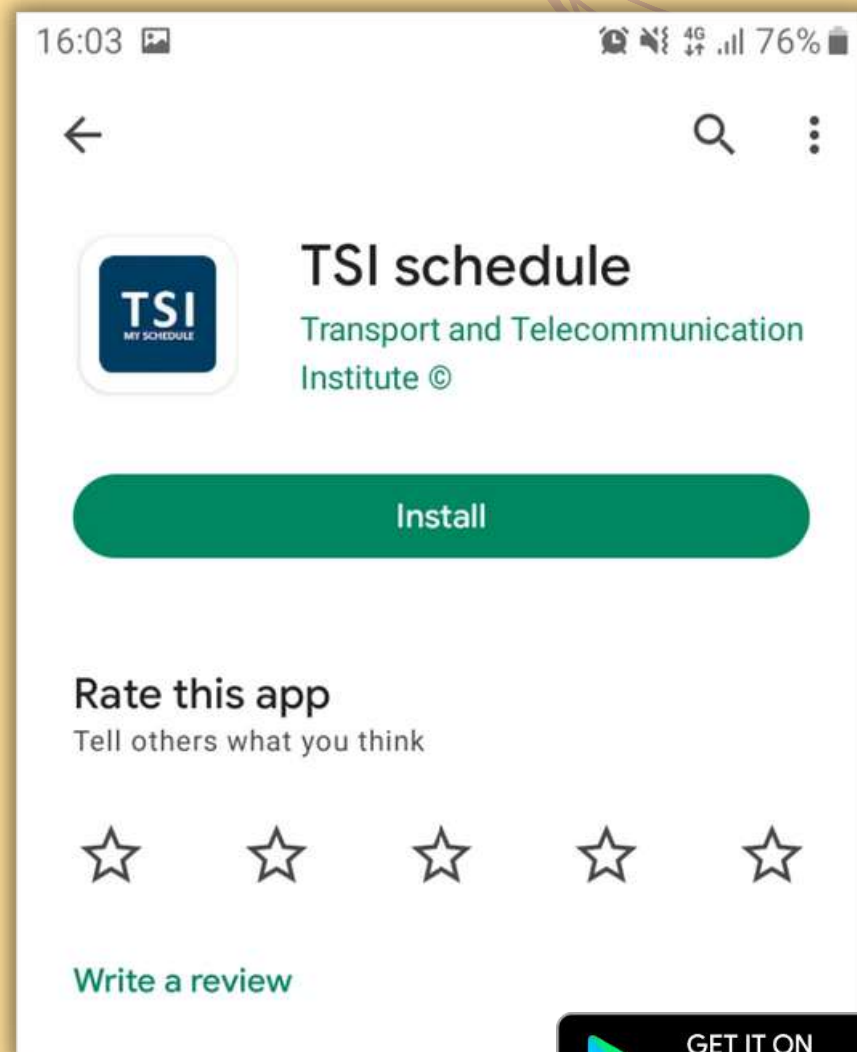
- At the moment the TSI library owns almost three thousand electronic resources – monographs, textbooks, and other materials – and the collection continues to grow!
- Library can always be visited on-site (2nd floor), but it also has an online service, that is available 24/7
- You can go to online library from TSI website, Student Portal, or directly following the link lib.tsi.lv
- When you use online library outside TSI network, you have to access it via VPN (see library guide).
- In our library you can browse and download necessary books or articles. Sometimes books are available only in paper form - in that case you can reserve a copy to your name and come to take it on-site later.
- More details may be found in the library guide, available by this [link](#)

TSI MOBILE APPLICATION



Developed by our **DevLab** team, TSI mobile app is available on both Android and iOS and provides many useful features for our students.

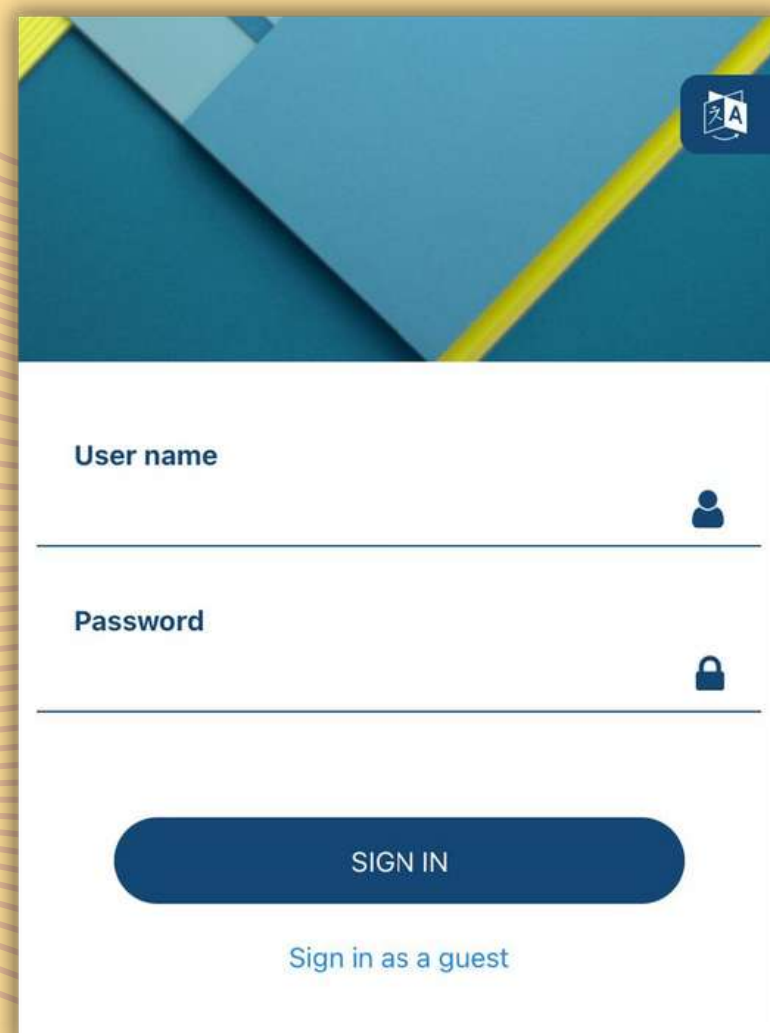
You can view your schedule, find contact information of our professors, TSI news feed, and receive notifications.



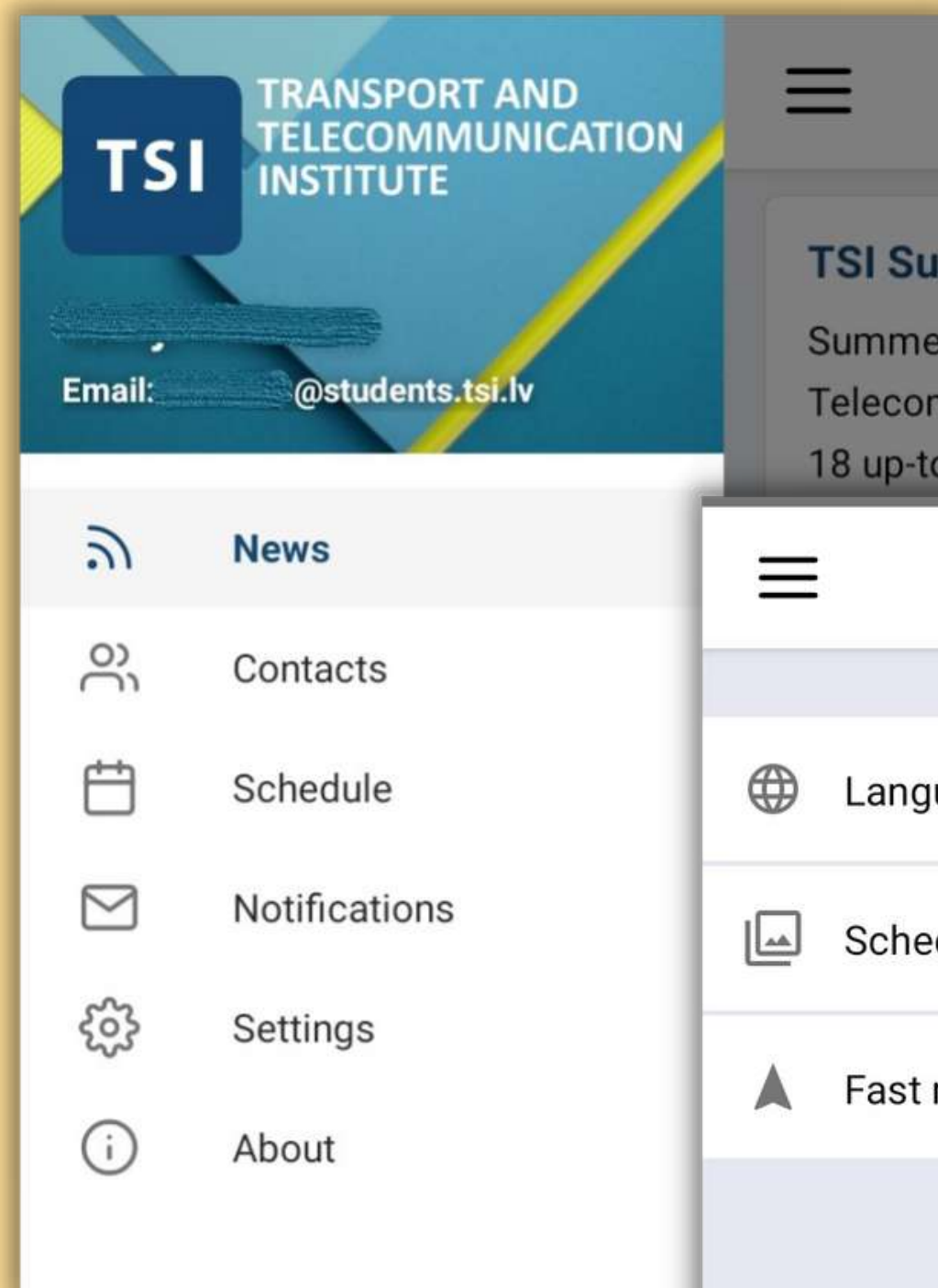
Just find application named "**TSI schedule**" in the application store of your device (*App Store* or *Google play*), download it and follow the guide to log in and get to know how to use it.

TSI MOBILE APPLICATION

Use your student code as username and regular TSI account's password to log in.

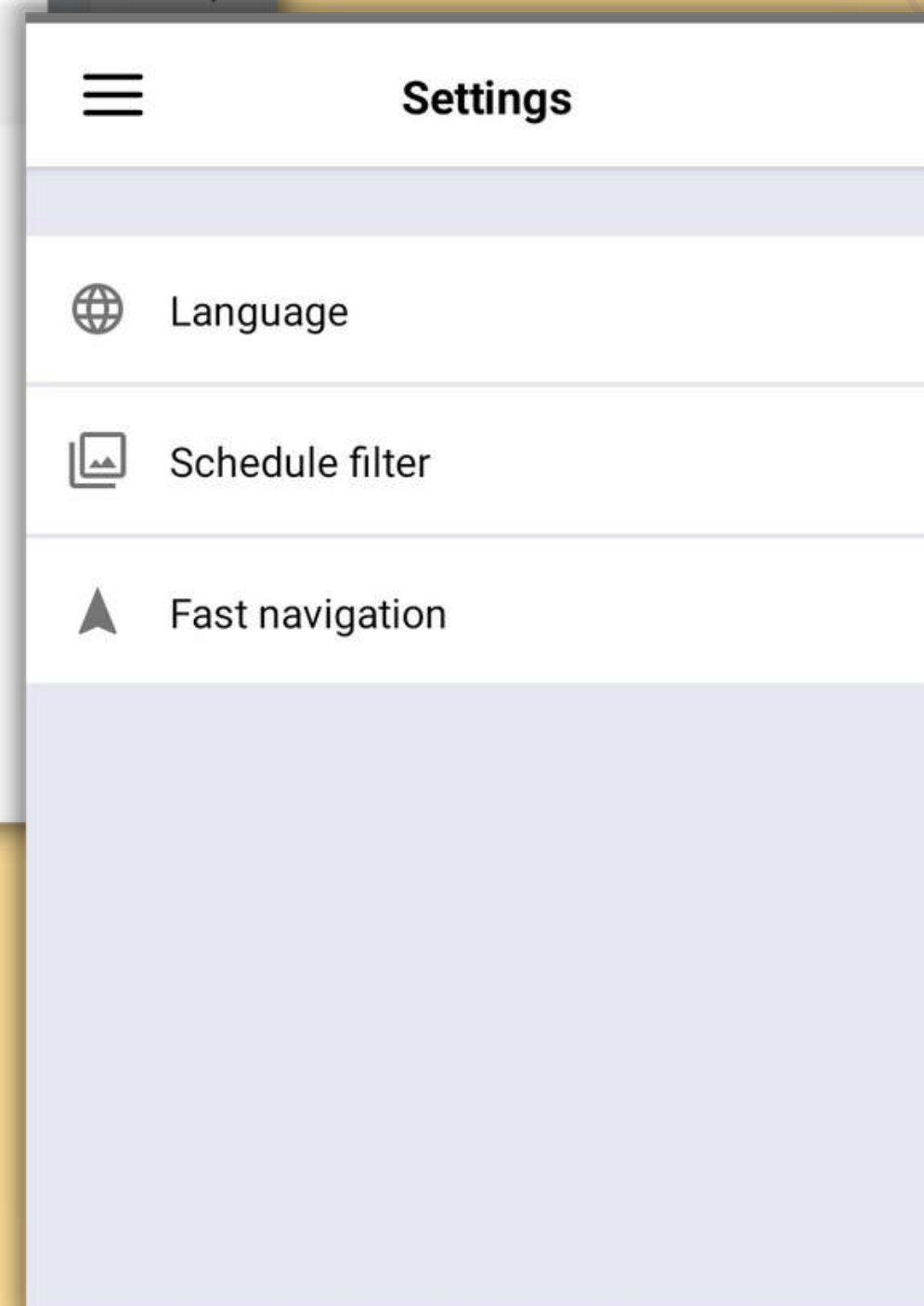


The login screen features a blue header with the TSI logo and a yellow diagonal stripe. Below the header, there are two input fields: 'User name' with a user icon and 'Password' with a lock icon. A blue 'SIGN IN' button is positioned below the password field, and a link 'Sign in as a guest' is at the bottom.



Explore the menu

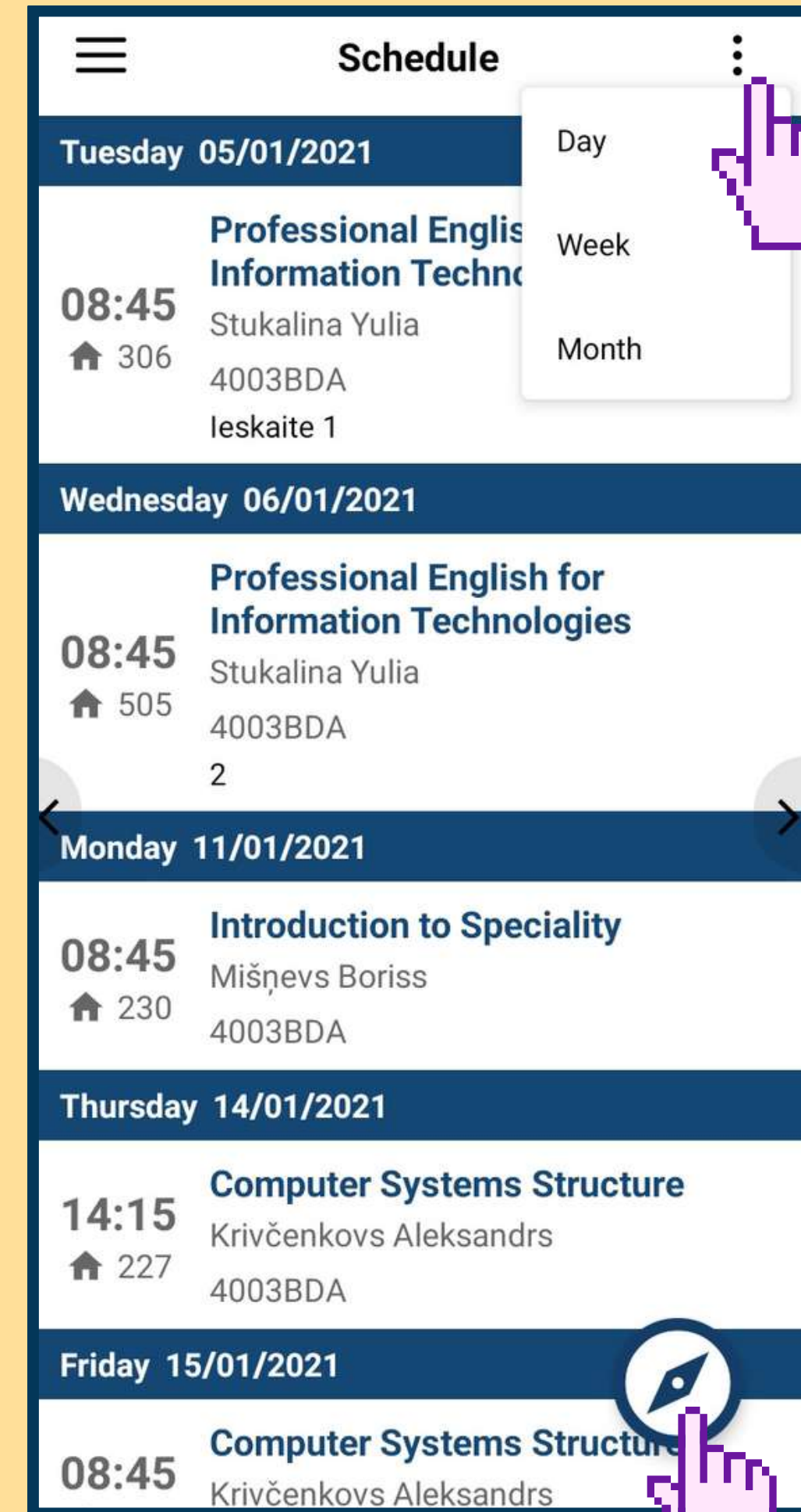
Configure the settings



TSI MOBILE APPLICATION

How to check your schedule?

- Display schedule by day, week or month by selecting needed option in the settings tab.
- See scheduled classes, room, professors name and comments.
- You are also able to see the schedule for another group or professor. Just configure needed filters by clicking on the navigation icon in the lower part of the screen.



DONE!

You are now equipped with knowledge about TSI information resources and are ready to use them to achieve your academic goals!

Good luck and have fun!

Here is a list of useful links for quick access:

Student portal: my.tsi.lv

Learning management system: e.tsi.lv | distant.tsi.lv

Library: lib.tsi.lv

Study department:

Phone: +371 67100523

E-mail: student@tsi.lv

Room: 100 (1st floor)

Technical help (helpdesk):

Phone: +371 67100555,

E-mail: helpdesk@tsi.lv

Room: 228 (2nd floor)

Web: helpdesk.tsi.lv

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TSIpage



TSIRiga