GUIDE ON TSI INFORMATION RESOURCES

Learn how to access and use TSI information resources →

TSI

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?

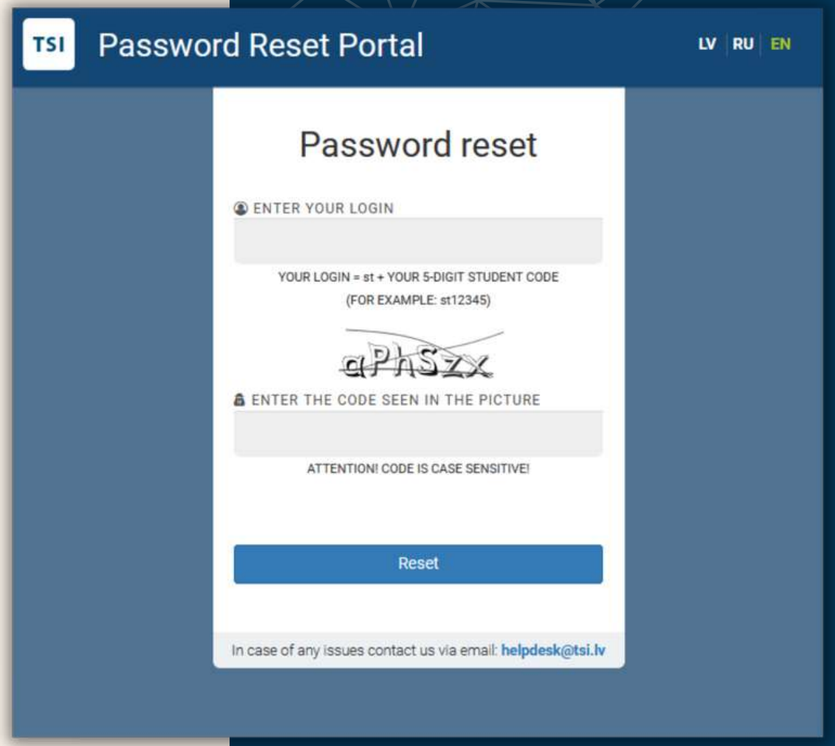
During **Welcome Week** you will have a scheduled on-campus lecture with our Study Department specialist, where you will be guided through the process of activating your student account.

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!



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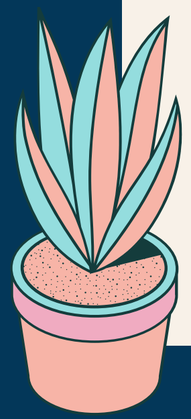
STUDENT'S LOGIN & PASSWORD

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/**



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STUDENT E-MAIL

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

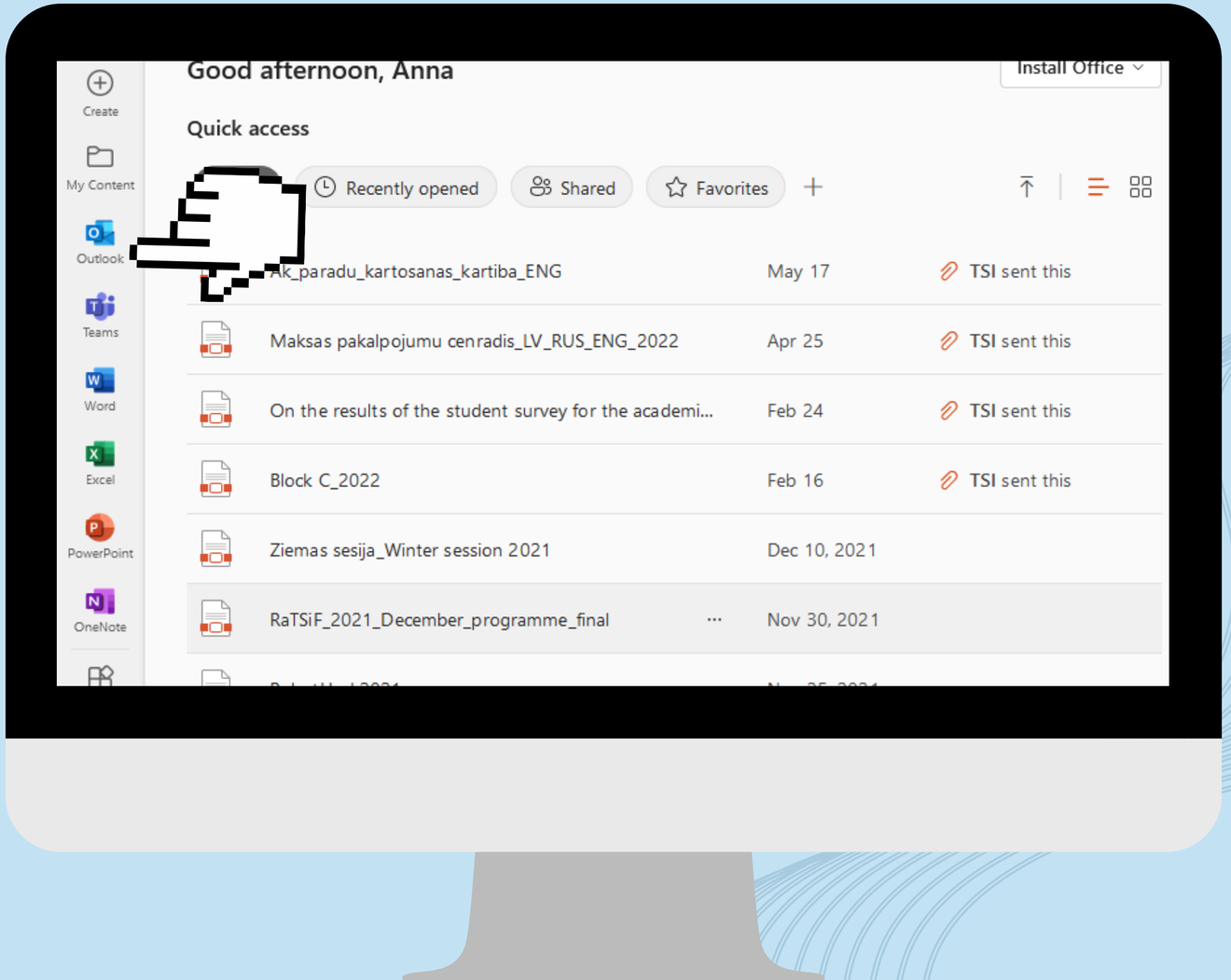
TSI provides you a ready-to-use Microsoft Office 365 based e-mail.

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!

STUDENT E-MAIL

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



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.

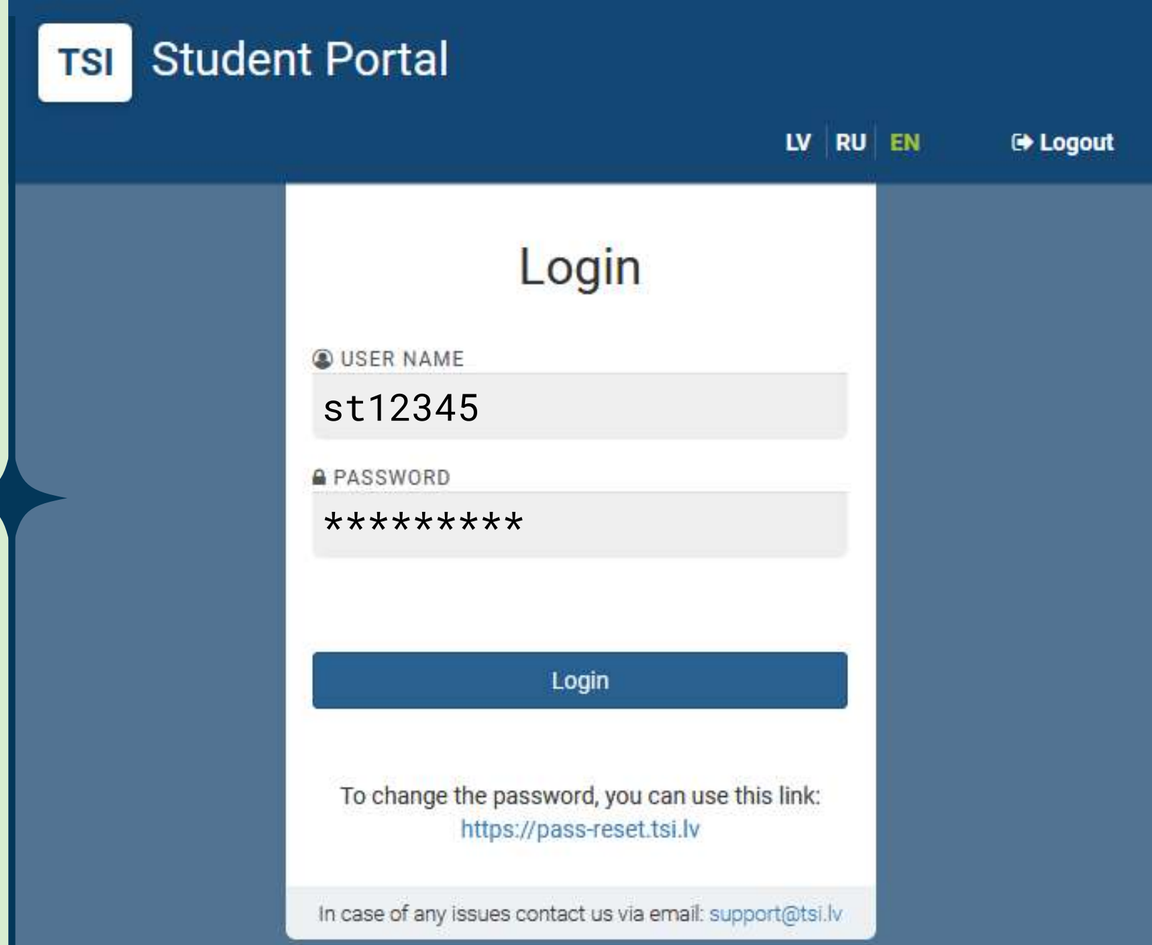
3. When you are signed-in, click on the Outlook icon from the left navigation panel.

STUDENT PORTAL

my.tsi.lv

Here you will find:

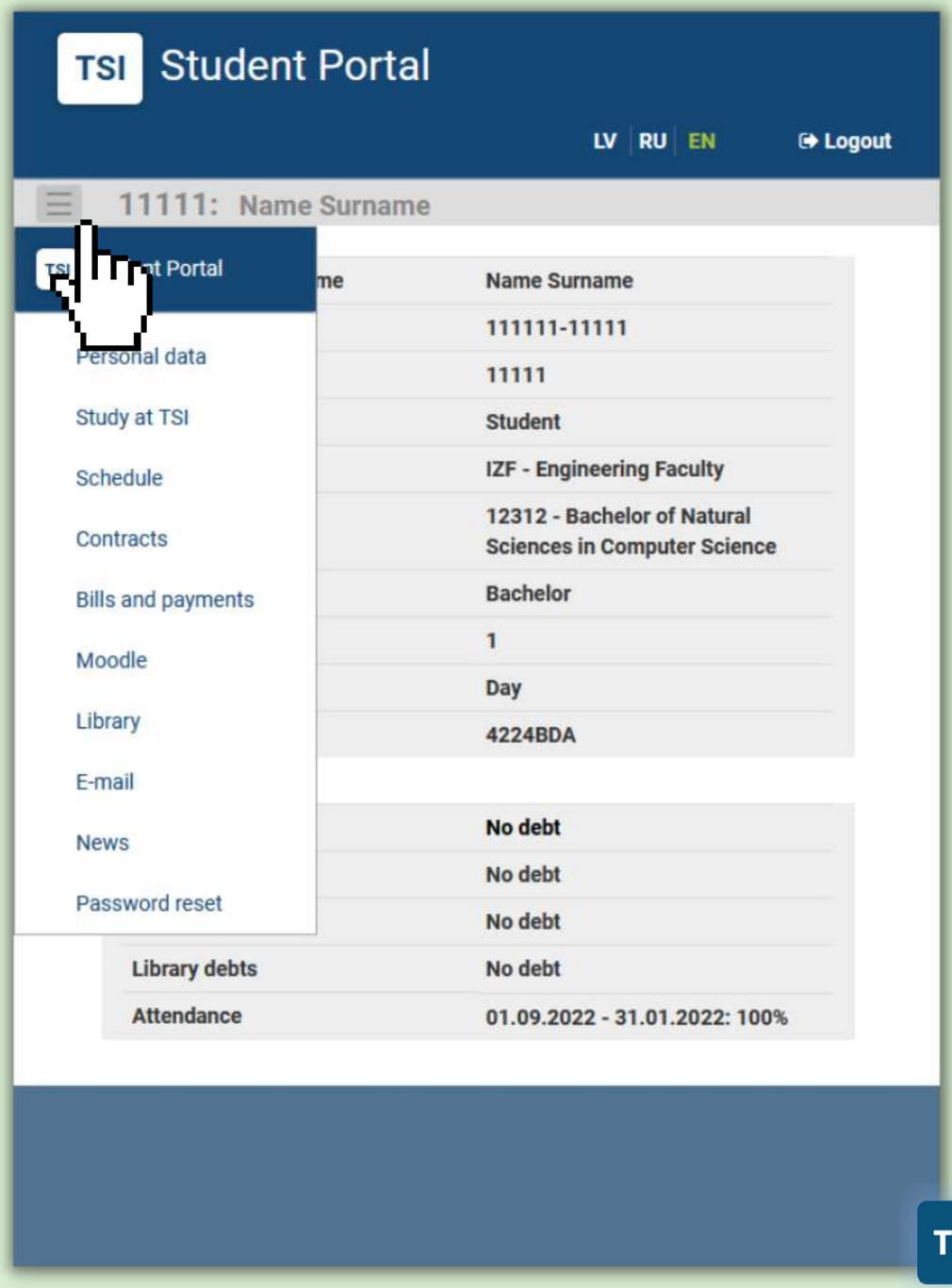
- Your schedule
- Your student account information
- Other groups' & professors' schedule
- Your final semester grades
- Information about your payments and bills
- Links to all other TSI resources



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.

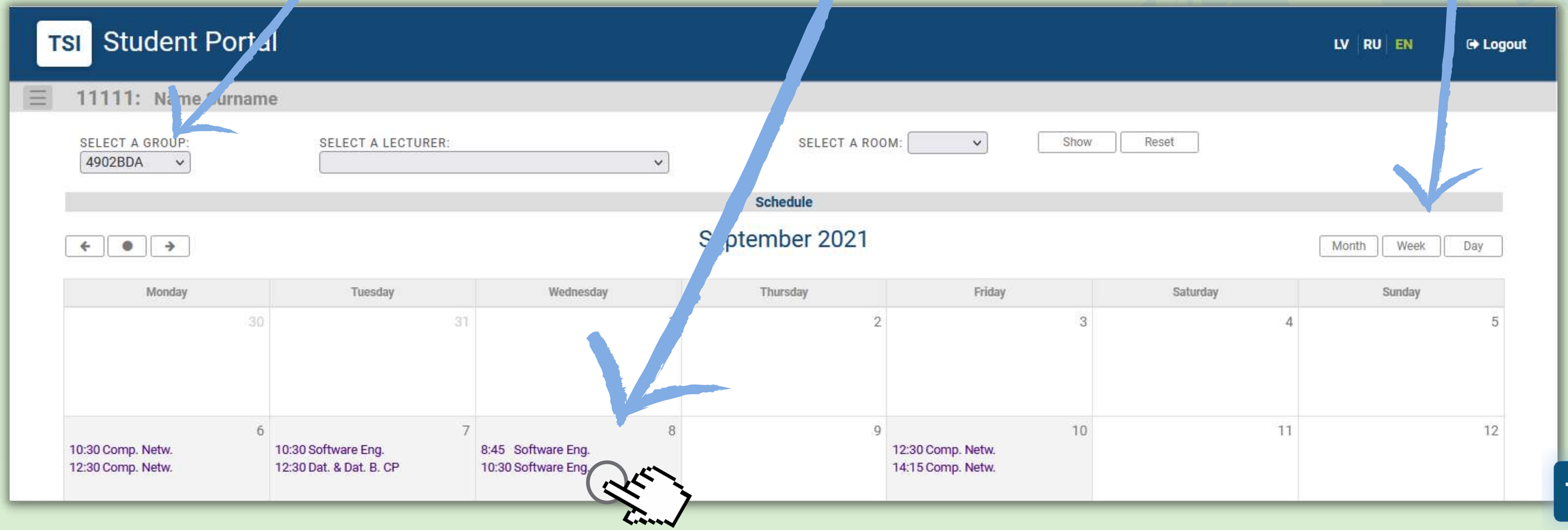


STUDENT PORTAL

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

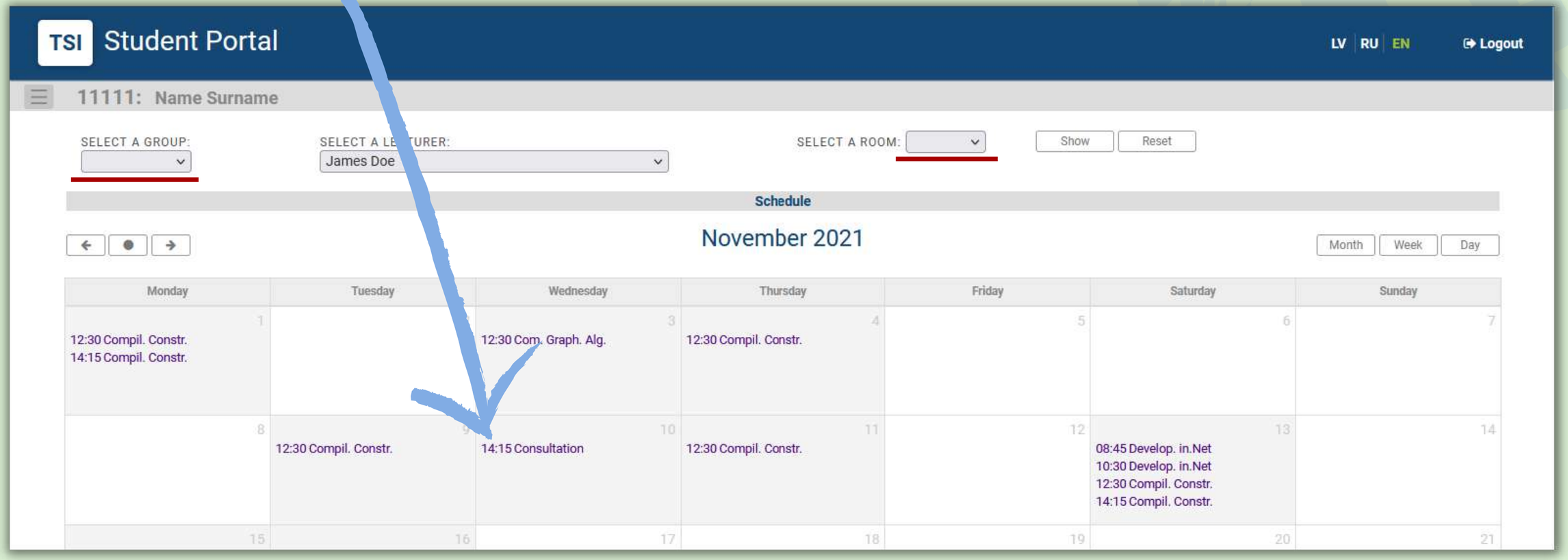
When viewing schedule by month, to **see more information** such as lecturer, room and notes - click on the needed day and more details will be shown.

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



STUDENT PORTAL

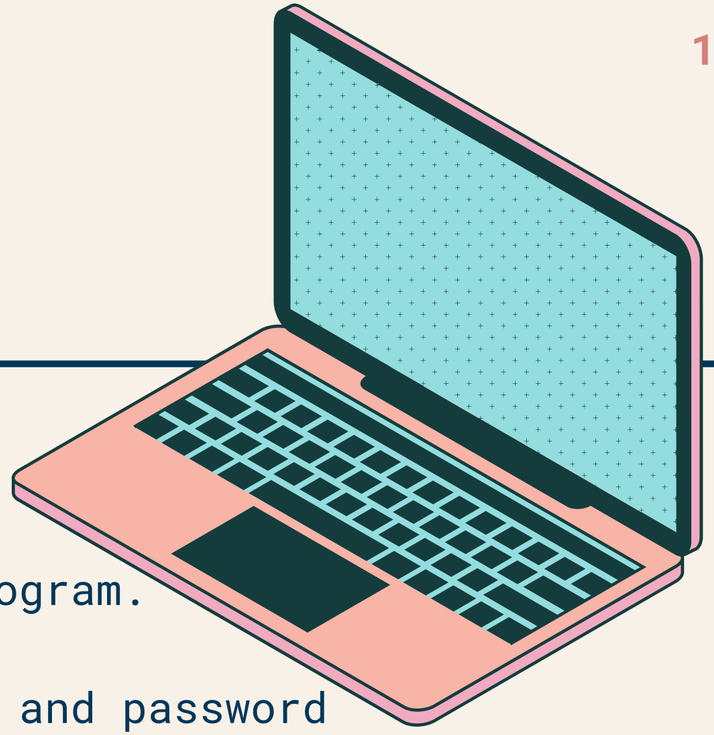
You can also check **consultation time of any professor**. To do that, select needed professor's name from the list in the filter panel and hit "Show". **Note**, that no "group" or "room" filter should be applied! Then look for "***Consultation***" in the schedule.



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

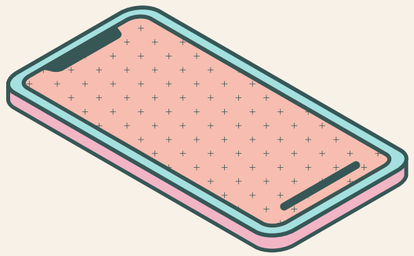


First-time log-in

1. Go to **e.tsi.lv** or **distant.tsi.lv** if you are in a distance learning program.

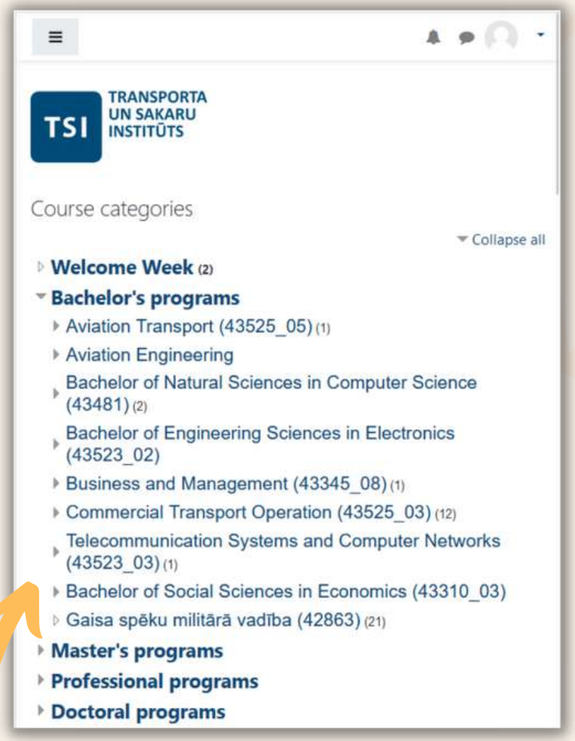
2. **Log in** with your student code (st#####) as login and password that you have created for your student account.

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.



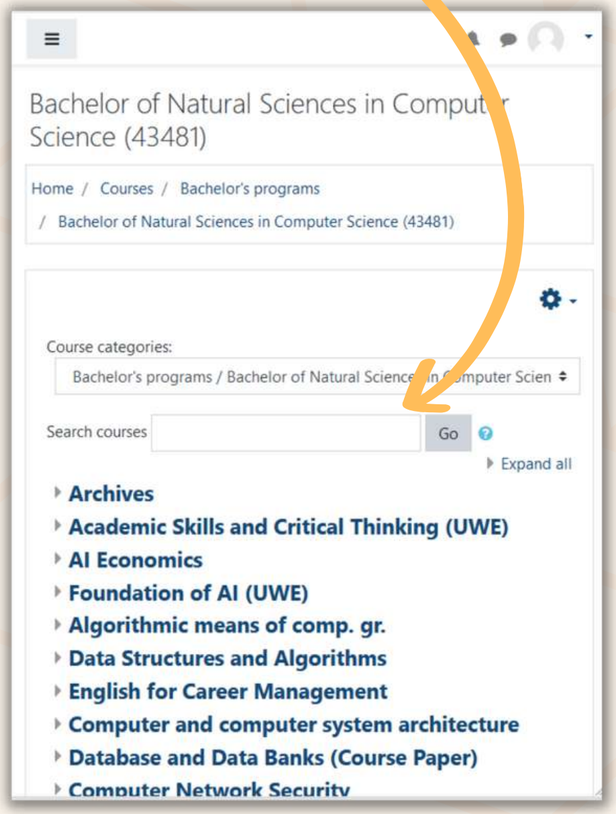
4. Open received e-mail and **follow the link in the letter.** After that you are free to use the system!

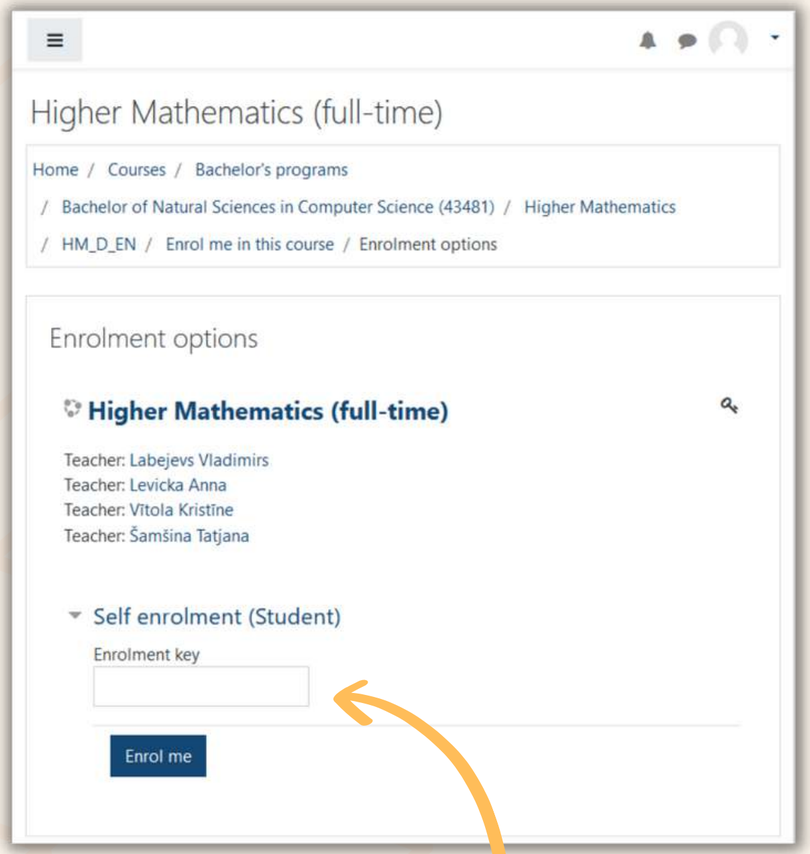
TSI LEARNING MANAGEMENT SYSTEM



Choose your program

Then choose needed course from the list





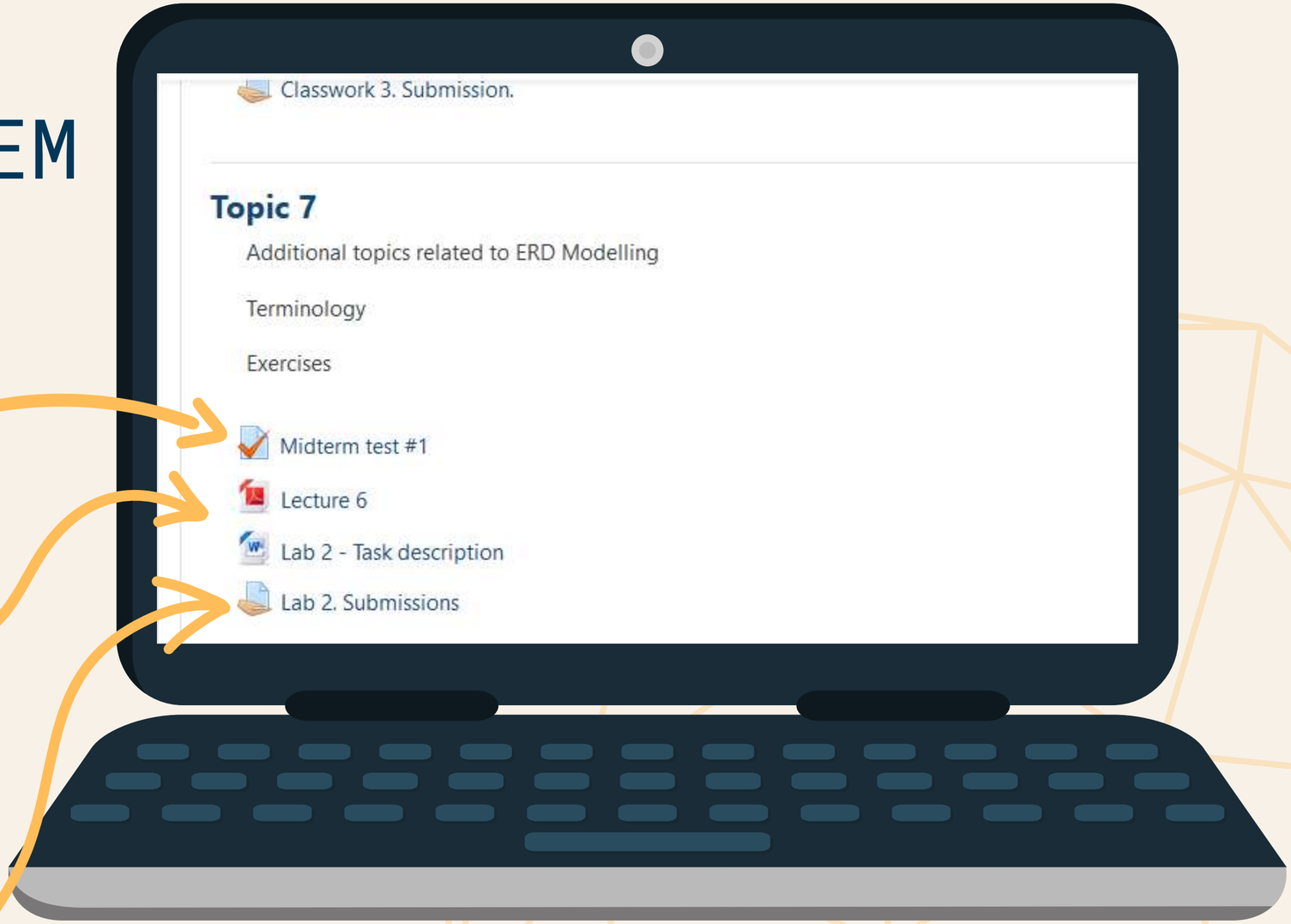
Courses usually require an enrolment key, which should be given to you by professor of the course.

TSI LEARNING MANAGEMENT SYSTEM

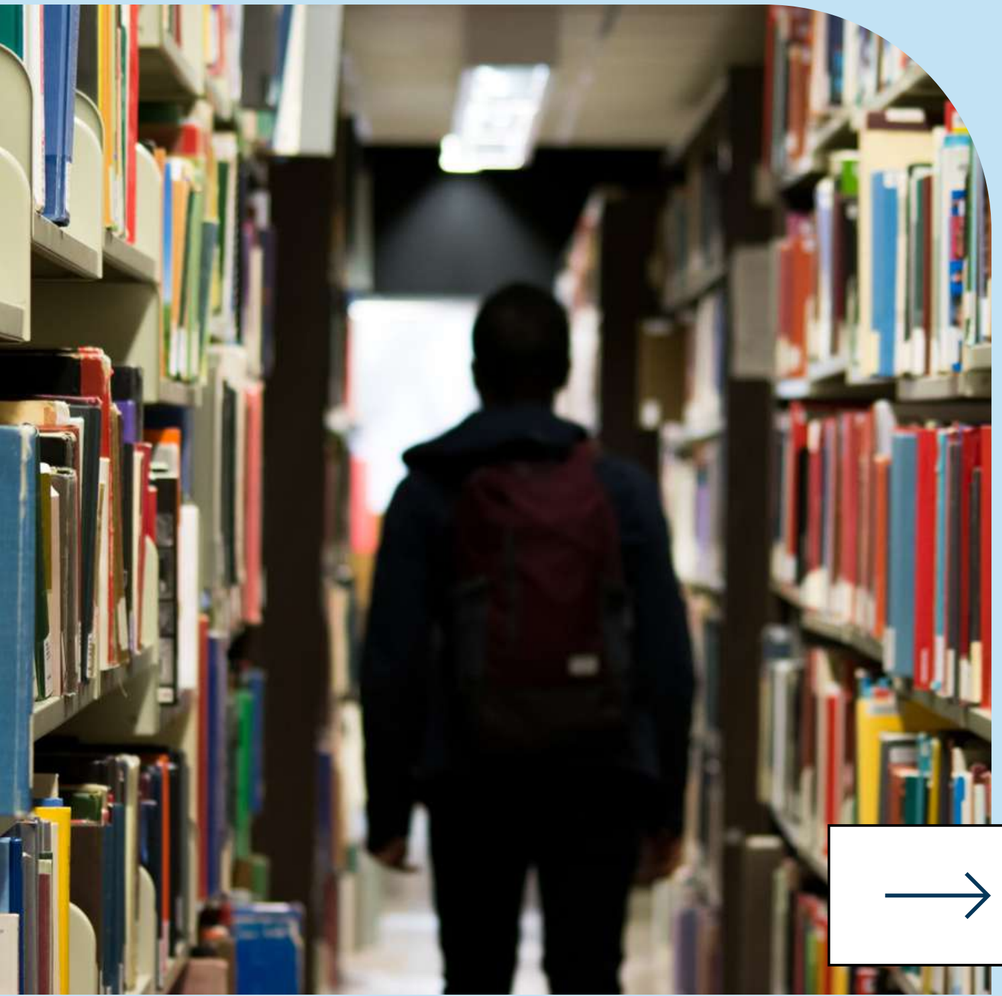
Take online quizzes!

View & download study materials!

Submit your assignments!



ONLINE LIBRARY



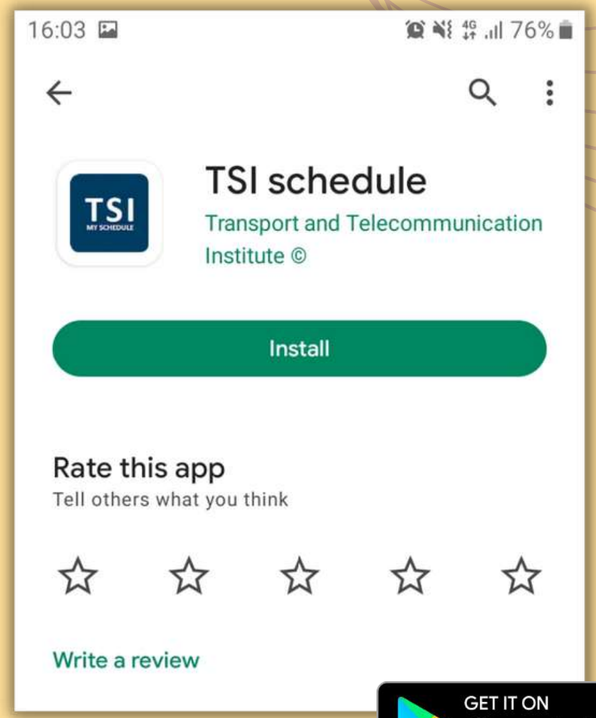
- At the moment the TSI library owns almost three thousand electronic resources – monographs, textbooks, and other materials – and the collection continues to grow!
- Library can always be visited on-site (2nd floor), but it also has an online service, that is available 24/7
- You can go to online library 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

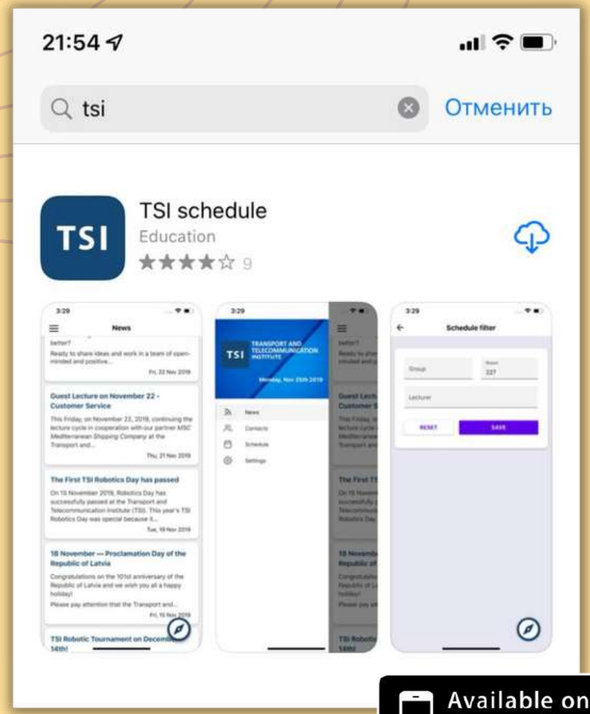
Developed by our ***DevLab*** team, TSI mobile app is available on both Android and iOS and provides many useful features for our students.

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.



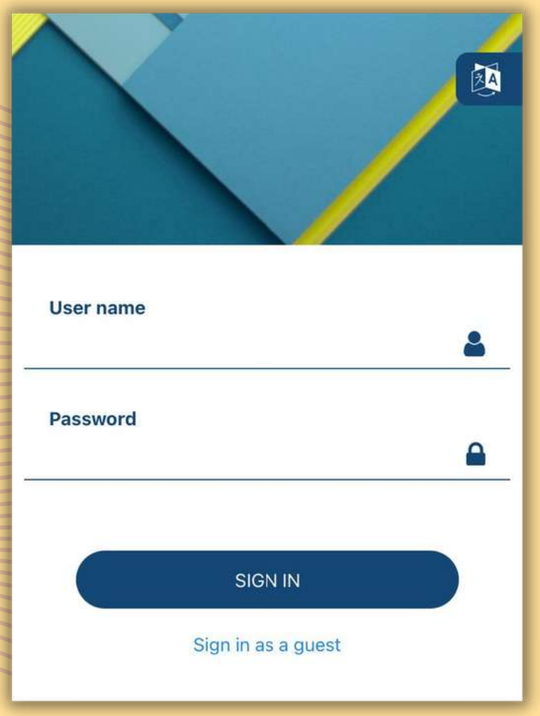
GET IT ON Google Play



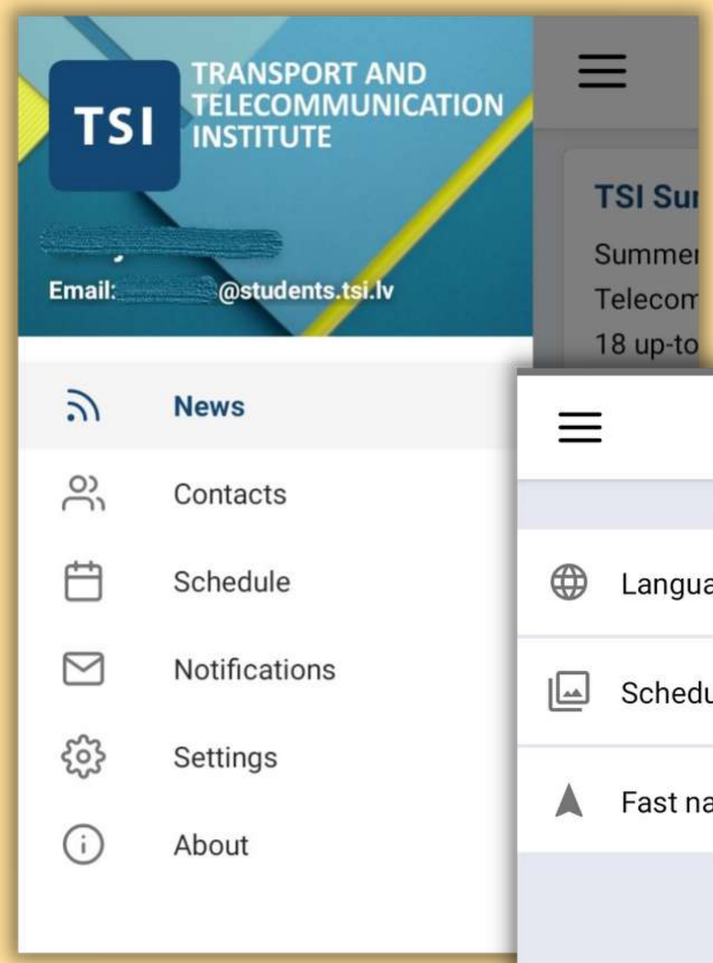
Available on the App Store

TSI MOBILE APPLICATION

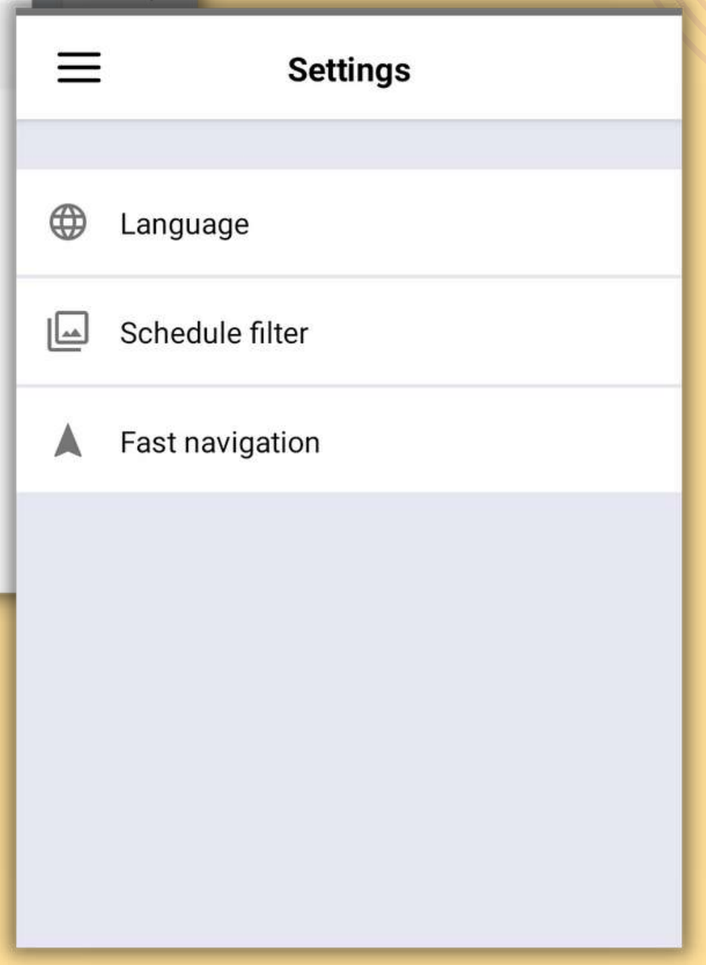
Use your student code as username and regular TSI account's password to log in.



Explore the menu



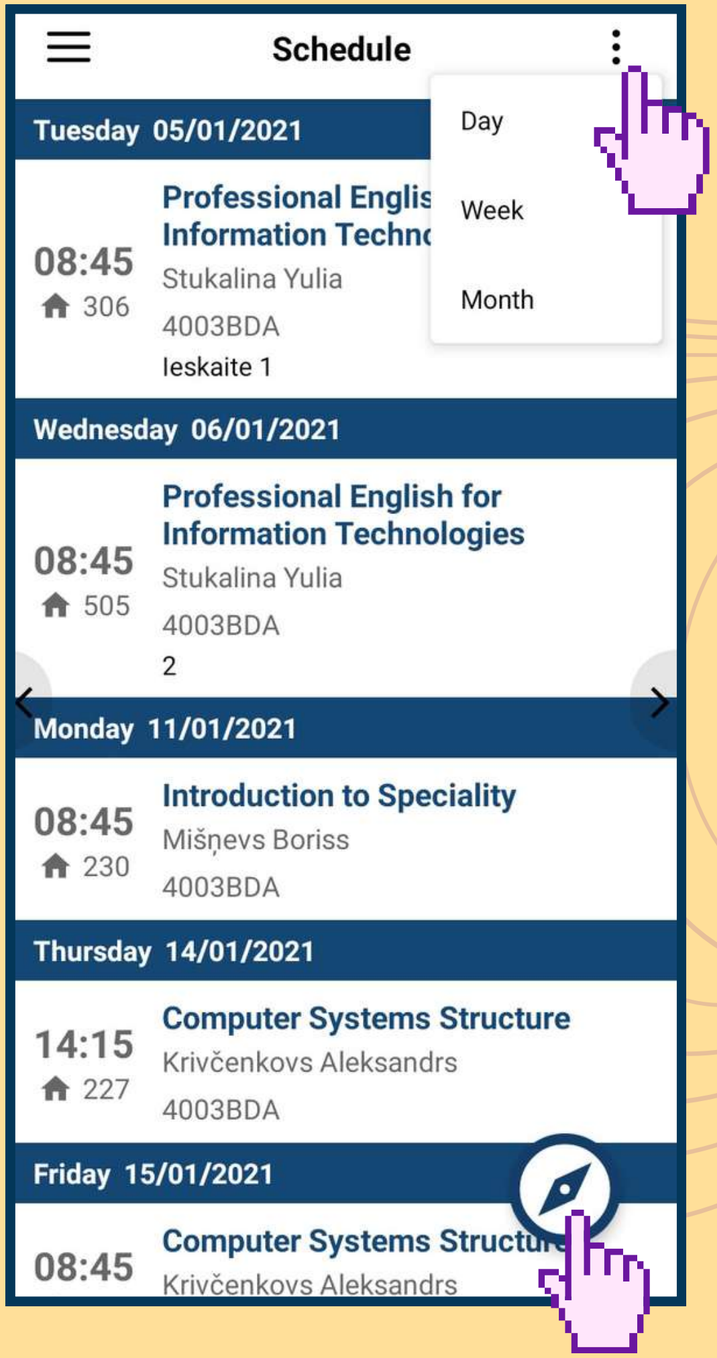
Configure the settings



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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