

## Contact us

### Secretariat

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Moravská vysoká škola Olomouc

tř. Kosmonautů 1288/1

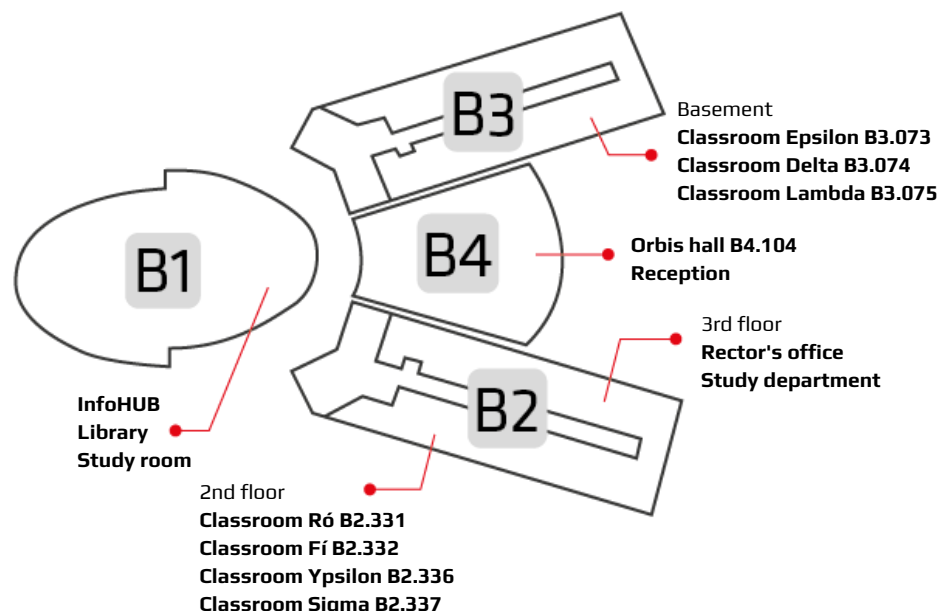
mvso@mvso.cz

**Moravská**  
vysoká škola Olomouc

# Basic Information for Employees

Moravian Business College Olomouc

# Find your way around



# How to log in?



Web



E-mail



Wi-Fi

**Username:** name.surname@mvso.cz

Password will be set up during your first log-in.



IS MVŠO

**Username:** UČO (4-digit university number)

**Password:** Our HR team will provide you with a unique username and a password

# What to do if...

**You need to visit the doctor:** Please inform your supervisor before leaving for your doctor's office.

**You feel sick:** Please inform your supervisor as soon as possible.

**You want to grab a bite:** There are fully-equipped staff kitchens on the MVSO campus. You can also buy refreshments in vending machines or visit the campus restaurant. A monthly contribution of 50 CZK will be added to your salary for every worked day.

**You need to park your vehicle:** Underground parking is available, pricing can be found on the BEA campus website. Parking space in front of the BEA campus is free of charge.

**You want to go on vacation:** Please have your supervisor approve the leave slip first. Once approved, mark the dates of your leave in your Outlook calendar and your Leave Plan in the IS MVSO.

**You are leaving for a business trip:** Please fill in the business trip slip and have it signed by your supervisor before your departure. Keep all receipts and hand them over to the Economic department together with the business trip slip.

# Find more information

You can find all the necessary information at our website [mvso.cz/en](http://mvso.cz/en), or on the shared drives marked W and M.

