DBSIS

System Access: https://dbsis.kvk.lt/ or https://dbsis.lt/dbsis/ng/login

DBSIS news: https://intranetas.dbsis.lt/

To use the DBSIS system outside the institution, you must use a VPN client: link to instructions.

DBSIS is the primary document management system at Klaipedos valstybine kolegija. **This system has a separate login, which does not match the general institutional login.** The DBSIS username is **the institutional email address**. The password must be created during the first login:

Open the DBSIS environment in your internet browser: https://dbsis.lt/dbsis/ng/. Enter your email address in the **Username** field. On the main login page, click **“Forgot your password or logging into DBSIS for the first time”**. You will then receive a six-digit code in your institutional email, which you will need to enter in the window that opens on the DBSIS page. After this, the system will ask you to create your password.

If you encounter any problems with DBSIS or have questions, please contact us by email at **dbsis@kvk.lt**.

The system allows you to:

- Submit requests for leave, business trips, mother's/father's days, remote work, or additional work;
- Upload business trip reports;
- Submit explanations, etc.

Filling in employee requests in DBSIS (link).

Main DBSIS functions and benefits:

- **Document management:** The system covers the management of various types of documents — incoming, outgoing, internal documents, legal acts, contracts, etc.
- **Electronic document signing:** Supports qualified electronic signatures (ADOC v1.0), as well as viewing and storing documents signed via mobile or internal tools, with a secure electronic timestamp.
- **Task and activity management:** DBSIS provides functionality for task assignment, execution control, and integration with other systems (e.g., E-Delivery system, Legal Acts Register).

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https://vikis.kvk.lt/ - **KVK Vikis**

Permanent link:
https://vikis.kvk.lt/doku.php?id=en:administracines_sistemos:dbsis

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