Instructions VUnet

These instructions are meant to introduce you to the most important web pages you’ll encounter during your studies. Additional to the presentation, screencasts were made to familiarize you with the different web pages. You can find the screencasts on youtube, via the link: https://youtu.be/esTE6kgkZsw. Wherever there’s a symbol ‘Click play’, you can find the screencast at the given time.

www.vu.nl
www.beta.vu.nl
VUnet (vunet.vu.nl)
Canvas (canvas.vu.nl)
Your schedule (rooster.vu.nl)
The study guide (vu.nl)

Tip: click along during the instruction
VUnet: log in

- Go to: [www.vunet.vu.nl](http://www.vunet.vu.nl)
- Log in with your personal VUnet-ID, for example: abc123
- Can’t log in to VUnet? Go to: [vu.nl > EN > Menu > About VU Amsterdam > About the VU site > VUnet-ID](http://vu.nl EN Menu About VU Amsterdam About the VU site VUnet-ID)
Aanmelden met uw organisatieaccount

Gebruikersnaam

Wachtwoord

Aanmelden

Problemen met inloggen? Wachtwoord wijzigen?
Your VUnet-ID is also your username and your password has been sent to you as part of the registration process.

You can change your password by clicking your name in the top right corner and choosing ‘change password’.

– It’s not possible to change your password during a digital exam.
On the VUnet homepage you’ll find important information, such as registration and results, your personalized schedule and course enrollment.

You also have access to important notifications and news items here. Per theme we will explore the webpages and provide you with more information.
If you’re logged in to VUnet, various buttons are available on the homepage. Among these buttons is ‘Complete your registration’. Here you will find the status of your VU registration.

- A red cross indicates that (part of) your registration has not been completed yet.
Click play! [https://youtu.be/esTE6kgkZsw](https://youtu.be/esTE6kgkZsw) (0.07 s)
Enrolling for a course

• You can enroll yourself via the button ‘course registration’ in VUnet.
  – To participate, you must be enrolled for all courses, both mandatory and optional, for working groups, lectures and exams.
  – **Attention! For the first year, you should also enroll for additional courses, depending on your degree’s programme, such as ‘fire instructions’ and ‘academic skills’. Consult the study guide or ask your mentor for further information.**
  – You must also be enrolled for **interim tests**, and for a **resit** if you wish to take one. More detailed information is to be found on VUnet.

• Enrollment is possible in certain periods; you’ll receive a VUnet notification on the deadlines, which are also available in VUnet among more detailed information: vunet.vu.nl > Services > Courses and exams > Registration.

• Enrollment in a course automatically leads to enrollment in the first (interim) exam. Enrolling for a resit is possible until two weeks before the exam.

• **Make sure you enroll on time! Please enroll **before 10 September** for the first period!**
Click play! [https://youtu.be/esTE6kgkZsw](https://youtu.be/esTE6kgkZsw) (0.32s)
The year schedule (in Dutch) of your degree programme gives an overview of all courses you can enroll for.

– Find it on: science.vu.nl > Education > Year schedule > Choose your programme
Click play! [https://youtu.be/esTE6kgkZsw](https://youtu.be/esTE6kgkZsw) (1.56 s)
The moment you are enrolled, you find your course included in the Canvas environment. Here, teachers publish information regarding a course.

Logged in with your Vunet-ID and password, there’s a Canvas Student Guide available. This guide provides you with all the information needed to be able to use Canvas. See: Canvas > Help > VU Canvas Student Guide.
Click play! https://youtu.be/esTE6kgkZsw (2,40 s)
The study guide provides information as to the various study programmes, as well as course descriptions.

Here you find which compulsory courses you should be enrolled for, and corresponding literature is specified in the course descriptions.

Books are available at a discount price at your study association or in the VU bookstore. Consult the study guide at vu.nl > EN > Menu > Study Guide > Year > Bachelor’s degree, or find your studies at vu.nl and scroll down to ‘Dit ga je doen’ > jaar > studiegids (in Dutch).
Click play! [https://youtu.be/esTE6kgkZsw](https://youtu.be/esTE6kgkZsw) (3,20 s)
After you have been registered for your courses, the personalized schedule shows time and location of your lectures and exams. Go to: rooster.vu.nl
You can find an overview of your grades at VUnet, and request a printed version. Go to: vunet.vu.nl > Services > Grades and results > List of grades
• Using the contact form of the **Central Student Desk** you can ask questions about all study-related affairs. We do ask you to consult VUnet before sending in questions 😊.

• You can find the form on [vunet.vu.nl > Services > Advice and contact > Student Desk VU.](vunet.vu.nl)
You can contact the study advisor for questions regarding (the planning of) your studies, additional courses, special arrangements and career possibilities. The study advisor is also there to help you with problems and a delay of your studies.

- Contact your study advisor via VUnet: Services > Advice and contact > Academic advisor

Furthermore, study support is offered by student counsellors, student psychologists and the student ombudsman. For questions and course related affairs, approach the teacher of the course or go to the opleidingscommissie (OLC) of your studies. Also the FSR (faculty student council) and USR (university student council) are there to help. More on both you can find on VUnet: vunet.vu.nl > Services > Student Participation > USR/FSR
• If you want to apply for extra time during your exam, e.g. because of dyslexia, fill out the appropriate forms in VUnet.

• It is important you upload the according documents as quickly as possible, to make sure you can make use of the extra time you need. Go to: vunet.vu.nl > Services > Studying with a disability > Registering a disability.

• We always recommend to make an appointment with the study advisor.
  – For more information, also see: vu.nl > EN > About VU Amsterdam > Contact us / route description > Contact departments > Team studying with a disability
Click play! [Video Link](https://youtu.be/esTE6kgkZsw) (4.47 s)
• For all studies there is an Education and Examination Regulations (OER), in which the exam programme and the regulations regarding education have been specified.

• Furthermore, there is the Teaching and Examination Regulations (TER) of the Examination Board concerning proceedings during exams and evaluations.

• You can find both (and other regulations) by using the search query ‘regulations’. If you want to get in touch with the Examination Board, you can fill in a contact form. Go to: vUNET.vu.nL > Services > Advice and Contact > Examination Board
Click play! [https://youtu.be/esTE6kgkZsw](https://youtu.be/esTE6kgkZsw) (5,29 s)
Studyspot is a widget on VUnet and VUnet mobile allowing you to find free study spaces on the university campus. Here you can study in quiet or have (work) group discussions. You find Studyspot among the buttons on the VUnet homepage.
Thank you for watching. You can find this presentation on beta.vu.nl; https://beta.vu.nl/nl/onderwijs/voor-studenten/index.aspx.
In name of the Onderwijsbureau BETA VU we welcome you once again to the Vrije Universiteit and wish you all the best in your studies.
Credits: Educational Office / Onderwijsbureau, BETA VU. The faculty of Science is supported by the Educational Office.