

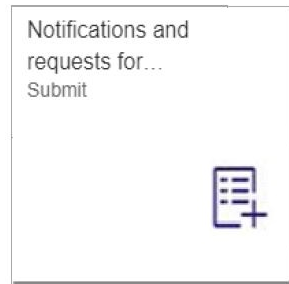
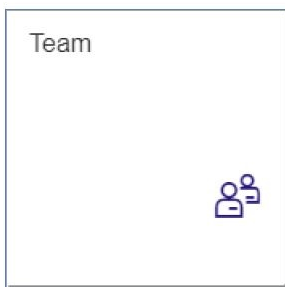
Manual Key registration

Below you can read how to enter a key registration of a new employee in the DSPE. Supervisors or assistants can initiate this. The employee will receive an email request to activate his/her AUAS ID and to complete the personal details form.

Make sure to have the employee's details, such as BSN and private email address at hand.

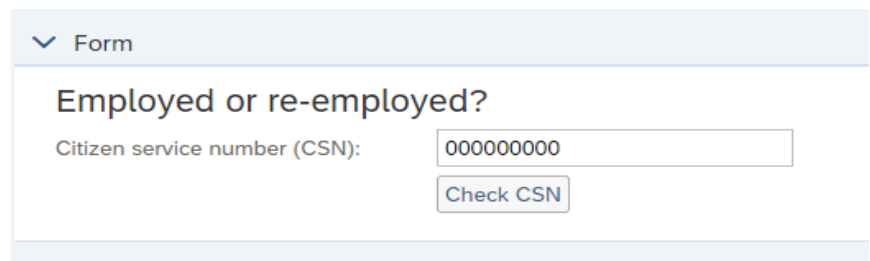
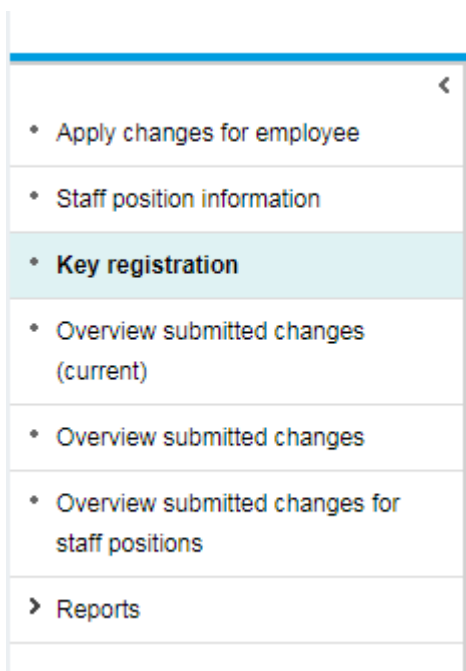
Log in to the [DSPE](#) using your AUAS ID.

Step 1



Under the Personnel tab, click on the **Team** tile or the **Notifications and requests for employee – Submit** tile and select an employee

Step 2



Enter the citizen service number (CSN) and click Check CSN. If you don't enter this number you have to ask someone to adjust this later. If the employee has been employed before, the details already known will appear.

Step 3

Citizen service number (CSN):	<input type="text" value="000000000"/>
	<input type="button" value="Check CSN"/>
Salutation *:	<input type="text"/>
Initials *:	<input type="text"/>
Nickname *:	<input type="text"/>
First name *:	<input type="text"/>
Birth name *:	<input type="text"/>
Prefix (not abbreviated):	<input type="text"/>
Date of birth *:	<input type="text" value="dd.mm.jjjj"/>
E-mail address (private) *:	<input type="text"/>
Communication language:	<input type="text" value="Dutch"/>
Start date *:	<input type="text" value="dd.mm.jjjj"/>
Guest:	<input type="checkbox"/>
Employee group *:	<input type="text"/>
Guest category:	<input type="text"/>
	<input type="button" value="Check of prior employment"/>
Results of check *:	<input type="text" value="Not yet determined"/>

Complete the form.

If you check the box next to Guest, a menu will appear with various forms of guest employment.


Please note: in the Guest category guest/provision no email address will be generated. If an email address is necessary the HR-adviser can request this at the Personnel and salary department (PSA).

Click on Check of prior employment; a new personnel number will be generated. In case of re-employment, the previous personnel number will be reused.

Step 4

Additional data

Personnel number:	<input type="text" value="00074506"/>
Reason of appointment *:	<input type="text"/>
Staff position:	<input type="text" value="00000000"/>
Personnel area:	<input type="text"/>

Select the reason of employment and use the search tool  to select a staff position if you don't know which staff position to use. If you're still not sure check with the HR department.

Work location

Work location code:	<input type="text"/>
Visiting address:	<input type="text"/>
Building *:	<input type="text"/>

You can also use the search option for the Work location code, visiting address and building if necessary.

Step 5

<input type="button" value="Check"/>	<input type="button" value="Send"/>	<input type="button" value="Save draft"/>
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In the upper left corner, click on Check first before you click Send.