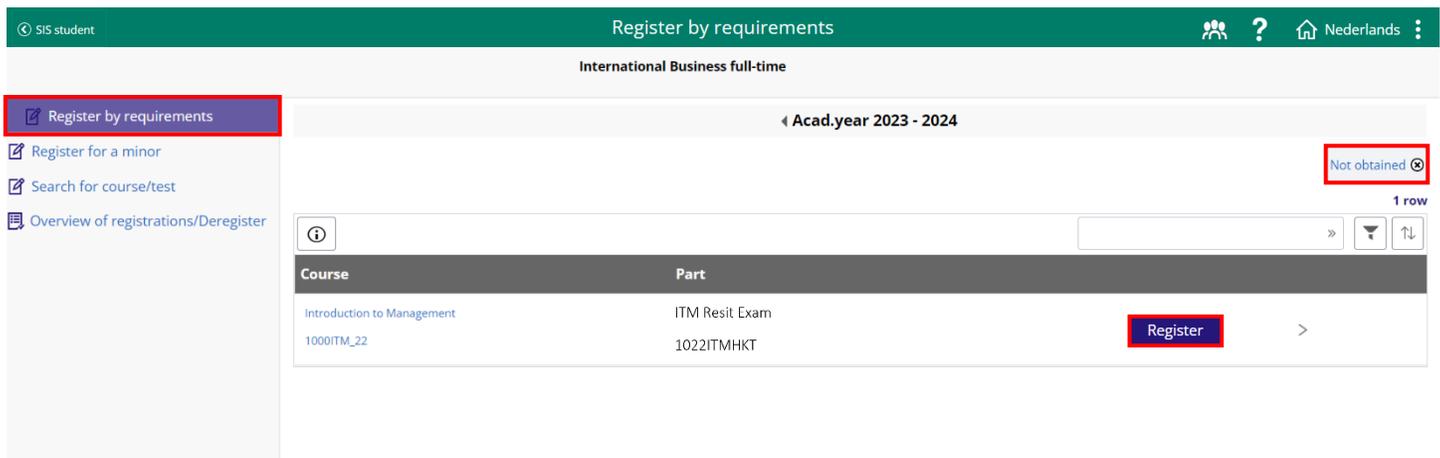![Amsterdam University of Applied Sciences]

Manual Registering for Resits Faculty of Business and Economics

➢ **Questions** or **problems** with registering or deregistering?
   o See 'Examinations and Exam Resits' in the AZ-list on MyAUAS.
   o Send your question via www.hva.nl/digitalservicepoint

1. Log in on www.sis.hva.nl with your HvA-ID
   • Click the tile **Register**.
   • Select **Register by requirements**.

   • When selecting 'Register by requirements' you will see an overview of all resits which you have not obtained yet.
   • Resits are visible two weeks before the start of the registration period until two weeks after the end of the registration period.
   • Do you want to resit an exam which you have already passed, because you want a **higher grade?** Then deselect the filter *Not obtained* at the top right.
   • **Register button** dark blue? Then the registration period is open; continue
   • **Register button** grey?
      o The registration period is closed
      o Or your resit is not scheduled in this registration period (return to mytimetable.hva.nl)
      o Or you have already registered yourself, then verify the registration via the Registrations overview!
      o By clicking the arrow next to the exam a pop-up will appear showing the registration period for the resit.

2. Click **Register** next to the resit you want to take.

Amsterdam University of Applied Sciences

Register

ITM Resit Exam

1022ITMHKT

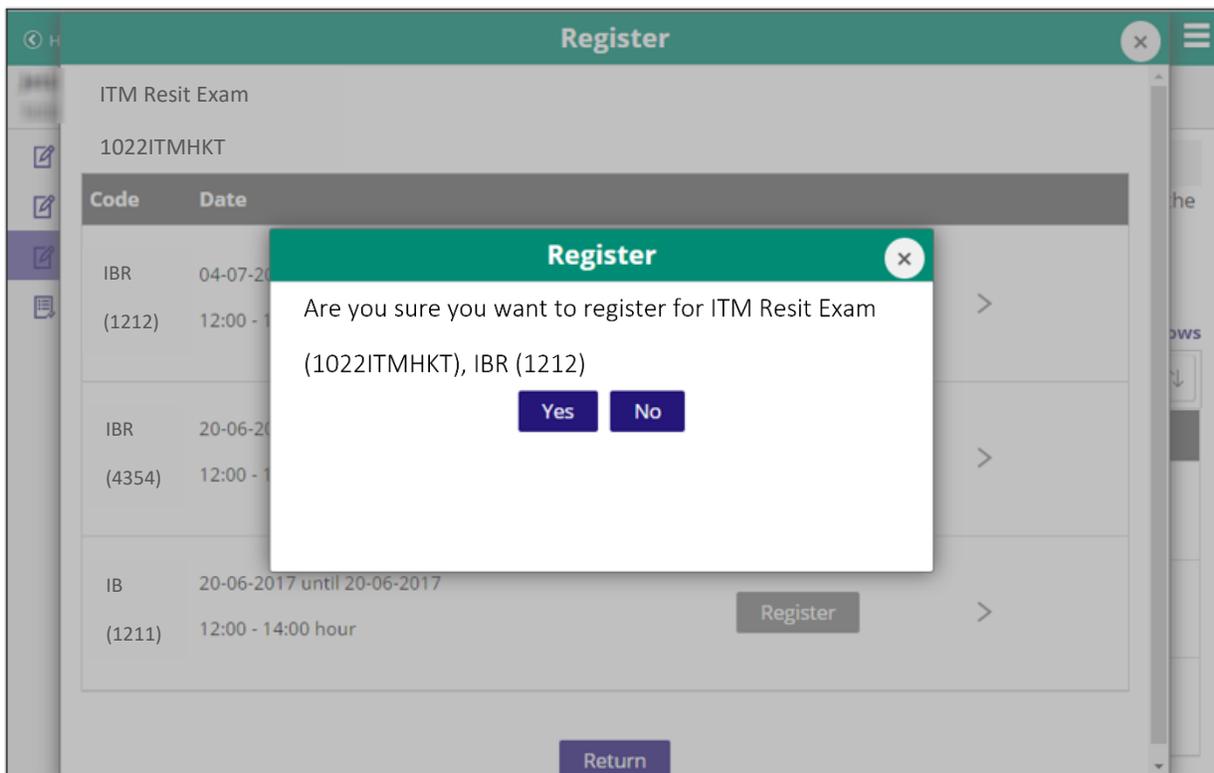**You can recognise resits by a resit code like this. For all resit codes see 'Examinations and Exam Resits' on MyAuas.**

Code	Date
IBR (1211)	07-11-2023 until 07-11-2023
IBR (4354)	19-11-2023 until 19-11-2023
IB (1212)	19-11-2023 until 19-11-2023

Exam date.
NOTE: the time of the exam on mytimetable.hva.nl is always leading, regardless of what you see in SIS!

Register

Register

Register

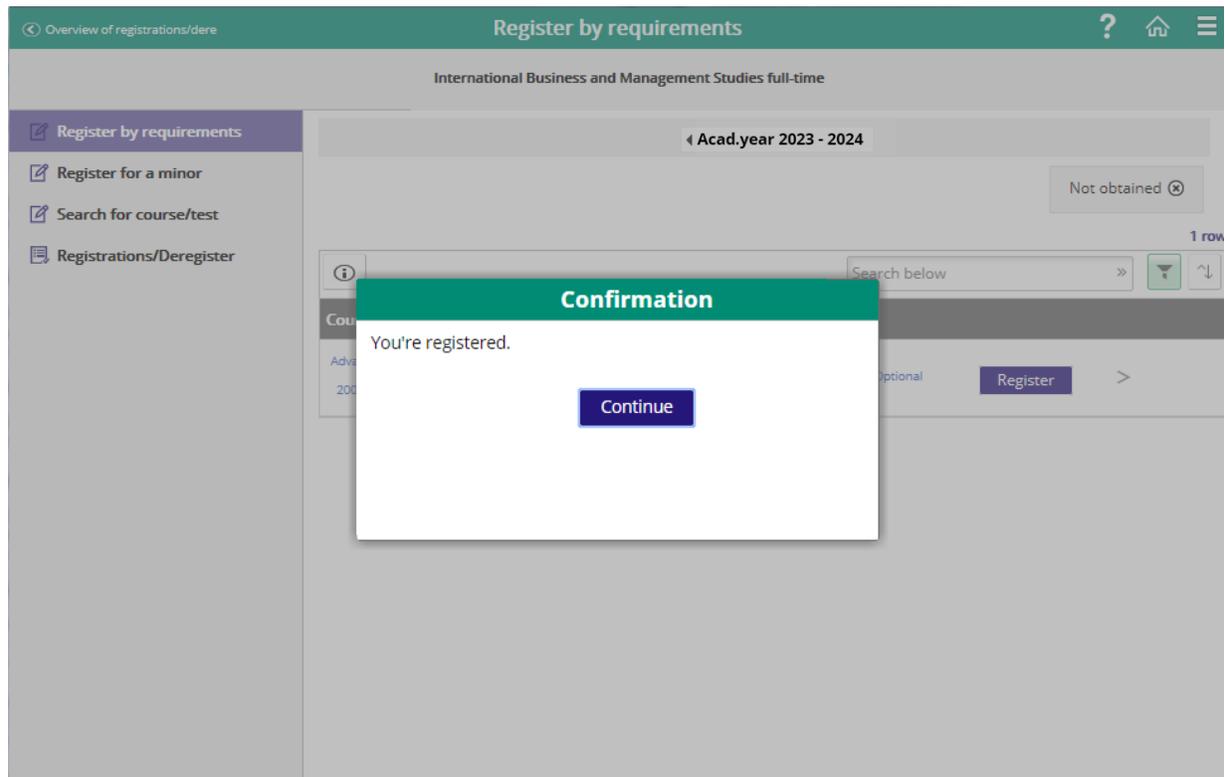**This is not a resit code. Hence the registration option is closed.**

Return

3. Confirm the registration for your resit by clicking **Yes**.

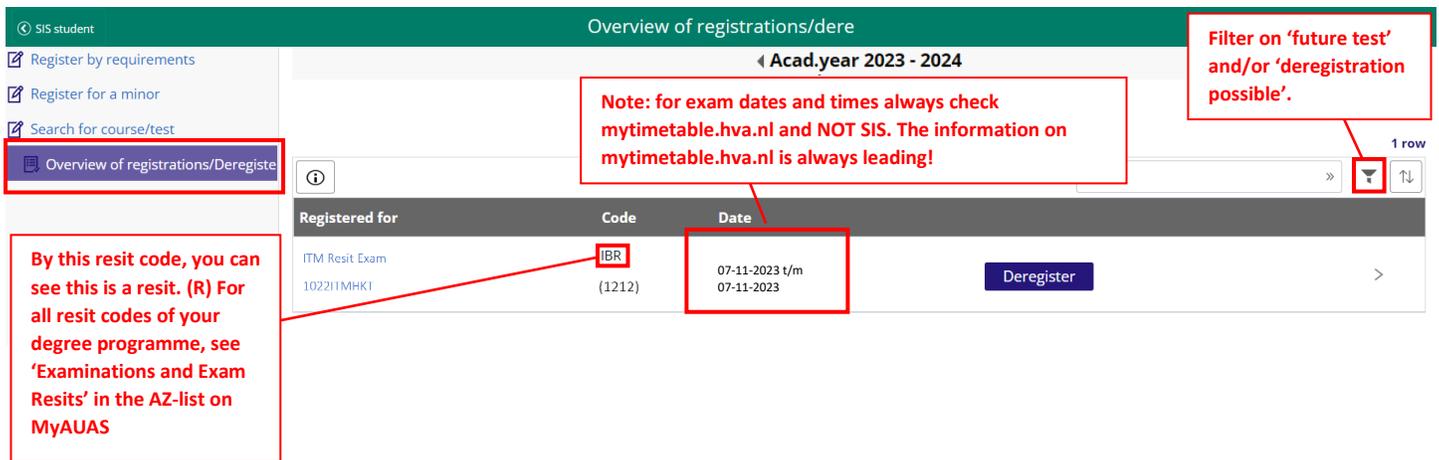4. Read the confirmation: You're registred. Click **Continue**.

5. **Check Registrations/Deregister overview**
   - All exams, resits or other parts of your degree programme for which you are currently registered are visible on the 'Registrations/Deregister' overview.
   - Do you want to deregister for an exam? Click 'Deregister' and confirm via the pop-up.
   - Check the 'Registrations/Deregister' overview again.

6. Check your **Confirmation email**
   - Within 24 hours you will receive the confirmation e-mail per HvA-mail.
   - Select **Messages** and check whether the confirmation e-mail has been sent.

SIS student	Overview of registrations/dere				
Register by requirements	◀ Acad.year 2023 - 2024 ▶				
Register for a minor					
Search for course/test					1 row
Overview of registrations/Deregiste	ⓘ			»	▼ ↕
	Registered for	**Code**	**Date**		
	ITM Resit Exam 1022ITMHK1	IBR (1212)	07-11-2023 t/m 07-11-2023	Deregister	>

Filter on 'future test' and/or 'deregistration possible'.

Note: for exam dates and times always check mytimetable.hva.nl and NOT SIS. The information on mytimetable.hva.nl is always leading!

By this resit code, you can see this is a resit. (R) For all resit codes of your degree programme, see 'Examinations and Exam Resits' in the AZ-list on MyAUAS