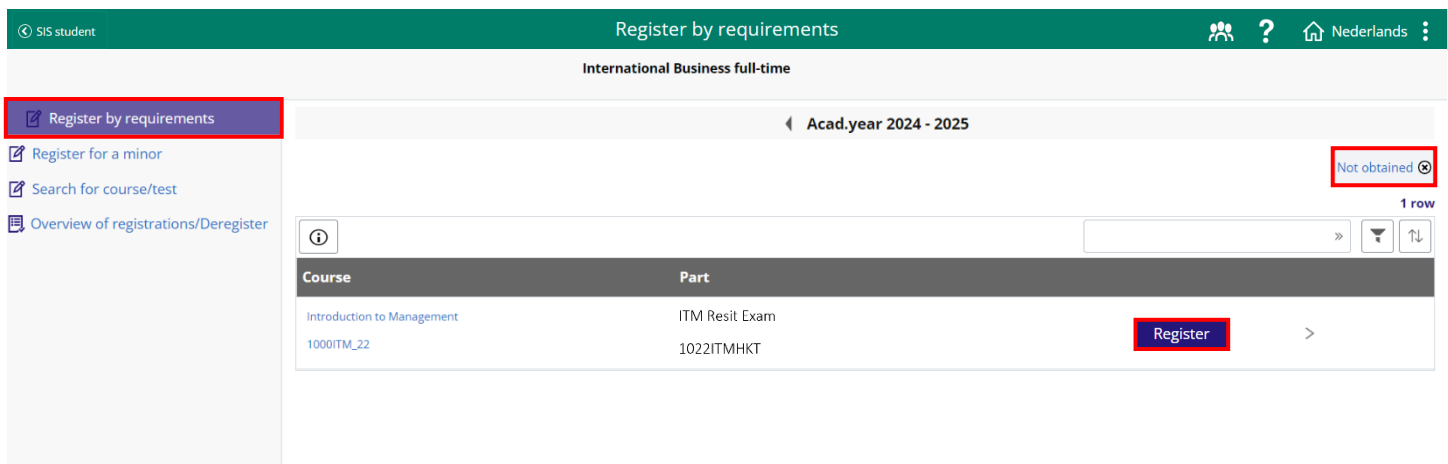


Manual Registering for Resits Faculty of Business and Economics

- **Questions or problems** with registering or deregistering?
 - See 'Examinations and Exam Resits' in the AZ-list on MyAUAS.
 - 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**.



The screenshot shows the SIS student interface for 'International Business full-time' in 'Acad.year 2024 - 2025'. The left sidebar has 'Register by requirements' selected. The main table displays one row for 'Introduction to Management' (1000ITM_22) with 'ITM Resit Exam' (1022ITMHKT). A 'Register' button is visible next to the exam name. A 'Not obtained' filter is active at the top right.

- 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?
 - The registration period is closed
 - Or your resit is not scheduled in this registration period (return to mytimetable.hva.nl)
 - Or you have already registered yourself, then verify the registration via the Registrations overview!
 - 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.

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.

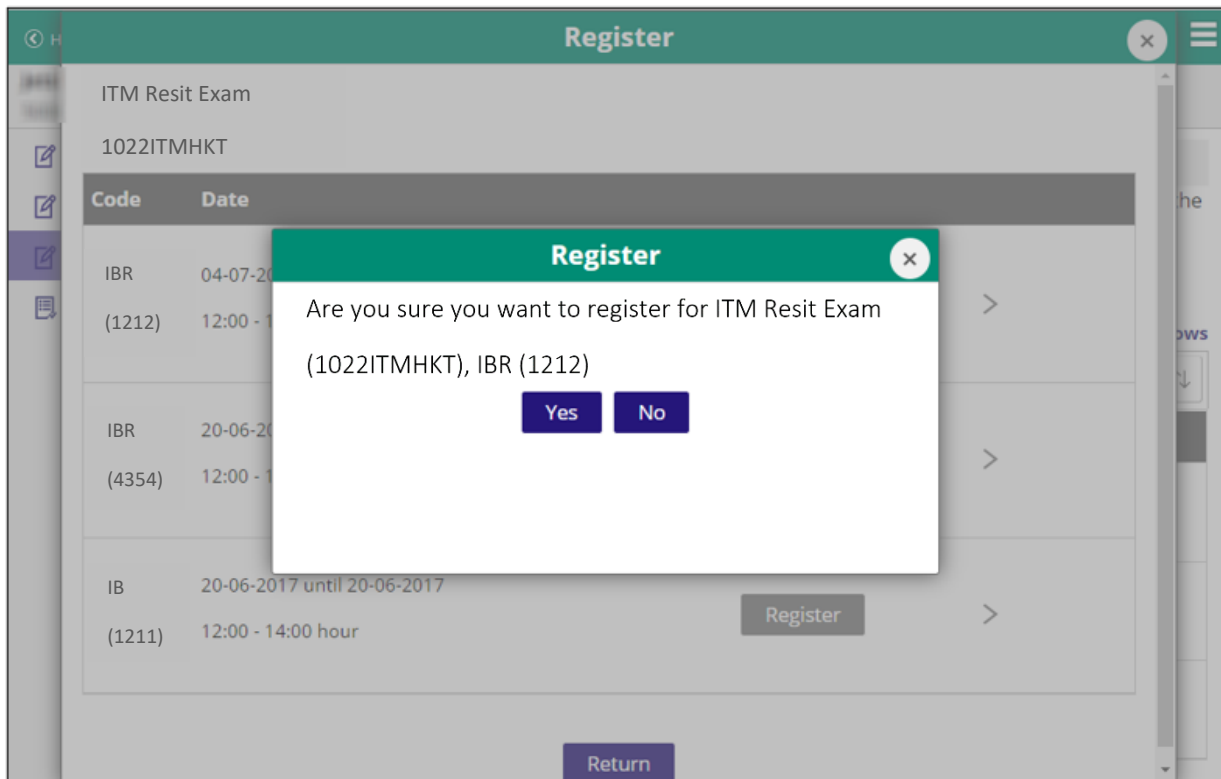
Code	Date	Register
IBR (1211)	07-11-2024 until 07-11-2024	Register >
IBR (4354)	19-11-2024 until 19-11-2024	Register >
IB (1212)	19-11-2024 until 19-11-2024	Register >

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

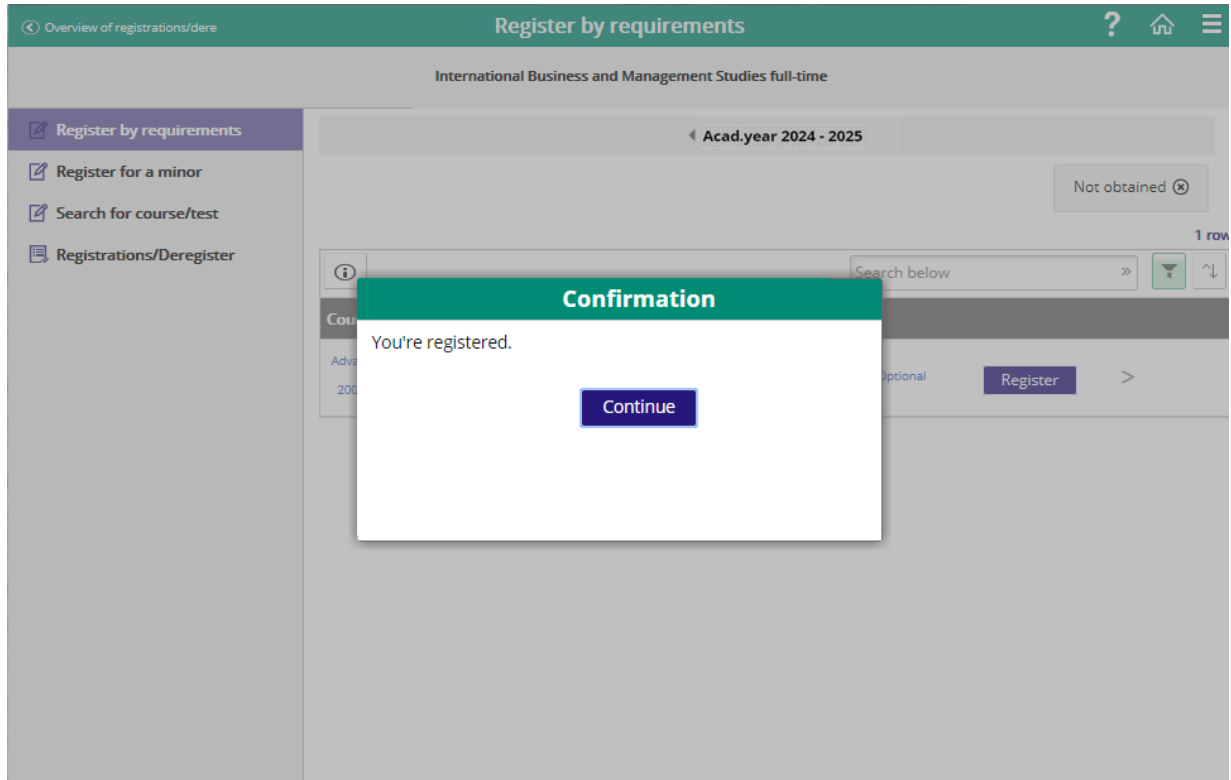
This is not a resit code. Hence the registration option is closed.

Return

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



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

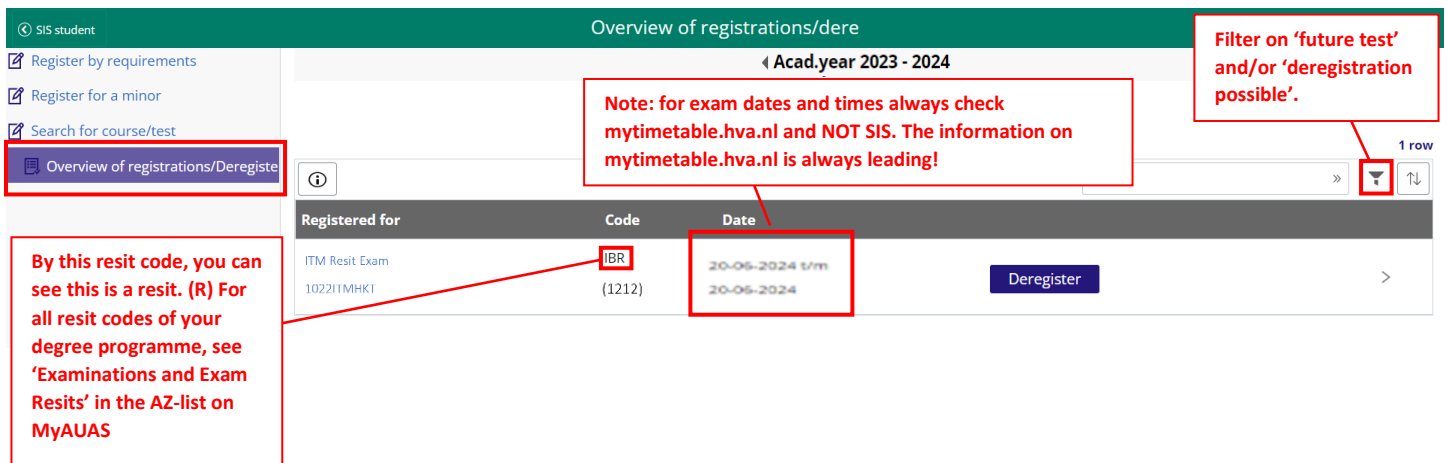


5. Check Registrations/Deregister overview

- 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
Acad.year 2023 - 2024

Register by requirements
Register for a minor
Search for course/test
Overview of registrations/Deregister

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

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

Registered for	Code	Date	
ITM Resit Exam 1022ITMHKT	IBR (1212)	20-06-2024 t/m 20-06-2024	Deregister

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