Amsterdam University
of Applied Sciences

Getting Started
Newbie GUIDE
2024-2025

Creating Tomorrow
Welcome to Amsterdam University of Applied Sciences (AUAS).
This guide is a convenient reference work packed with hints and information.

**Getting Started**
At amsterdamuas.com/gettingstarted you will find much more information to get your degree programme off to a good start, such as on the AUAS orientation programme, the building where you will be studying and the completion of your enrolment.

Good luck with the start of your degree programme!
Your AUAS ID is the username you use to log in to the various AUAS websites and services. You will have received your AUAS ID by email. Among other things, it comprises the first six letters of your last name and your initial(s).

Please note!
When asked for your private email address, this is the address you are registered with in Studielink.

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**AUAS ID**

Activate AUAS ID or reset password

Your AUAS ID is the username you use to log in to the various AUAS websites and services. You will have received your AUAS ID by email. Among other things, it comprises the first six letters of your last name and your initial(s).

1. Go to id.student.hva.nl.
2. Choose I want to activate my AUAS ID account.
3. Follow the steps on the screen.

If you have already activated your AUAS ID, but forgotten your password, choose I have forgotten my password on this page to create a new one.

**Please note!**
When asked for your private email address, this is the address you are registered with in Studielink.
Two-step verification
What is it and how do I set it up?

A large number of security breaches are the result of the misuse of passwords. At AUAS, Two-step verification provides an extra padlock, enhancing the protection of our systems. The Microsoft Authenticator app on your mobile phone performs an extra check to ensure it is you who is logging in. For example, you need it to be able to log into your AUAS email.

New mobile phone?
Go to id.hva.nl, choose ‘I want to set up my multi-factor verification (MFA)’ and reset it using the instructions above.

1. Go to aka.ms/mfasetup on your laptop (you will need your mobile phone later).
2. Log in using your AUAS email address and password.
3. Click on ‘Next’ until a QR code appears.
4. Download the Microsoft Authenticator app from the App Store or the Google Play Store.
5. Open the Microsoft Authenticator app and click on Add account > Work or school account > Scan QR code.
6. Scan the QR code displayed on your laptop and click on ‘Next’ on your laptop.
7. You will receive a registration request as a test. Approve it.
8. On the website, click on ‘Next’ and ‘Done’.

Tip
Go to aka.ms/mfasetup on your laptop (you will need your mobile phone later).
Log in using your AUAS email address and password.
Click on ‘Next’ until a QR code appears.
Download the Microsoft Authenticator app from the App Store or the Google Play Store.
Open the Microsoft Authenticator app and click on Add account > Work or school account > Scan QR code.
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On the website, click on ‘Next’ and ‘Done’.
Student ID Card

To access the library and pay at the printers and vending machines

Apply for your Student ID Card as soon as possible using the steps below:

1. Go to mijnhvapas.nl.
2. Log in with your AUAS ID and password and follow the instructions.
3. Your Student ID Card will be sent to your home address.
4. Activate your Student ID Card: log in to mijnhvapas.nl and choose the option Activate Card. You need your Student ID Card to pay at the printers, vending machines and to access the library.

Tip
Go to Student ID Card in the A-Z list (see page 26 for an explanation of the A-Z list), and read the instructions about activating, using and adding credit to your card.
My AUAS

The online starting point for your degree programme

Log into MyAUAS at myauas.nl/student. Here you will find all information conveniently gathered in one place.

At a glance, MyAUAS shows you your timetable, your study results, your courses, important announcements and the latest news. It also gives you easy access to other information and AUAS systems such as your AUAS email, Brightspace (where you will find your course materials) and useful software.

You can use MyAUAS in your browser on all your devices. No separate app is needed, but you do have all the conveniences an app offers. This provides you with the same functions and experience across devices.

Tip

Put MyAUAS on your mobile phone’s home page as an app. This makes it even easier to use. Scan the QR code to see how to do this (and for other information on MyAUAS).
Email

How to access your email?

Email is the official AUAS communication channel, so you need to check your AUAS email regularly.

1. Go to myauas.nl/student. Open the menu and click on the email icon.

2. You are now in your email inbox.

When you start studying at AUAS your AUAS email is automatically forwarded to your personal email address. We recommend that you deactivate this forwarding service when your enrolment at AUAS is finalised, because we cannot guarantee that all AUAS emails will be forwarded. You can do this at id.hva.nl/details – clear the information in the field Forwarding email address.

Free software

Free software for your studies

The AUAS offers free apps and software for your studies including:

- Microsoft 365 which includes:
  - MS Word, Excel, PowerPoint and Outlook.
  - OneDrive with 1 terabyte of storage space in the Cloud.
  - Teams to work with others on files and for online meetings.
- Go to myauas.nl/student. Open the menu and click on the MS365 icon. Log in with your AUAS email and password (NB: set up two-step verification first).
- At apps.hva.nl you can use the software available on AUAS computers for free on your own computer, such as PowerBI, Simio or Matlab.

Tip

For more information, see Studying online in the A-Z list (see page 26 for an explanation of the A-Z list).

If you want to view your AUAS email and personal email at the same time, you can link these email accounts in Outlook. For instructions on how to do so, go to your A-Z list and select Email (see page 26 for an explanation of the A-Z list).
What can I do in Brightspace?

1. Go to myauas.nl/student and click on the Brightspace icon.

2. On the Brightspace homepage you will find:
   - **MyAUAS**: The drop-down menu takes you back to the MyAUAS information page, including your timetable, your study results, the A-Z list, announcements and Student Info.
   - **Course selector**: Take part in your course by registering through the Course selector.

3. **Portflow**: Your digital portfolio.
4. **Tools**: Here you will find all education-related tools.
5. **Help**: The drop-down menu will quickly take you to the A-Z list, Student Course (Brightspace manuals), Student Info (guidance and hints) and Support (for IT-related questions).
How do I get to the courses and what will I find?

Go to myauas.nl/student and click on the Courses icon (NB: the first time around, click on ‘Retrieve courses’ to be able to see them).

You will be taken to the home page. If your course is not listed here, add it yourself through the Course selector.

You can also pin a course to your home page.

In the course in Brightspace (dlo.mijnhva.nl), you will find all your course materials under the Content heading. Submit your assignments under the Assignments heading. Under Course Tools, you will find discussions and quizzes, among other things. You can find your lecturer’s announcements on Course Home, under Announcements.

My courses: An overview of the courses you are taking part in.

Links: Add your own shortcuts here.

Announcements: All communications from your lecturer, your degree programme and AUAS.

Agenda: This is at the bottom right and lists all relevant dates for your courses, such as submission deadlines (NB: this does not include your timetable).

Programme Overview: Programme information.
Courses

How do I get to the courses and what will I find?

A **Course home page**: Link to the course home page.
B **Content**: Links to all your learning activities and course materials.
C **Assignments**: This is where you submit your assignments.
D **Course Tools**: Here you will find the class list, grades, groups and quizzes.
E **Waffle**: Quickly switch between your courses.
F **Bell**: View notifications about new materials and assessments here.
G **Announcements**: Read your lecturer’s latest announcements.
H **Update Alerts**: receive notifications about unread feedback and quizzes you have not yet completed here.
I **Content**: Navigate easily from module to submodule to content.
J **Work To Do**: To-do list with deadlines for learning activities.

Tip

For a clear view, go to your Brightspace Courses on your laptop.
Check your timetable

1. Go to myauas.nl/student. Here you see your upcoming schedule.

2. Using the menu item Timetables, you can link your personal timetable. You can find out when your timetable will be available at amsterdamuas.com/gettingstarted. Look under your degree programme for this.

3. Go to rooster.hva.nl/schedule and click on Help at the top right for more information on linking your timetable to your own calendar. You can then link by clicking on +add timetable.

Click on the Timetable icon to view your extended timetable.
Marks
Where are my marks?

1. Go to myauas.nl/student.
2. Check your latest marks by scrolling down.
3. Click on the Study results icon for all your results.
4. For more information about your academic progress, open the menu and click on the SIS icon.
Programme page
Includes news, events and information on internships

1 Go to myauas.nl/student. Open the menu and click on Programmes information.

2 Click on Your Programme page. You will see the programme page for your study. You might need to select your study from a list of degree programmes.

Course catalogue
For information on your courses

1 Go to myauas.nl/student. Open the menu and click on Programme information and Course catalogue.

2 This will take you to the course catalogue for your programme. (you might need to select your study from a list of degree programmes).

In the course catalogue, you will find which courses form part of your degree programme, how many credits you receive per course and more.
Practical information

Where can I find all practical information for my degree programme?

Go to myauas.nl/student. Open the menu and click on Support and help desks.

Next, click on A-Z list. Type the subject you are looking for in the search field.

The A-Z list contains all the practical information you need for your studies, from student counsellors to tuition fees, printing and software.
How do I connect to Wi-Fi securely?

The Wi-Fi network ‘hva’ or ‘eduroam’ gives you fast and secure internet and access to all AUAS information systems. After you have set up Wi-Fi once, you will have an automatic connection at all AUAS locations.

Go to myauas.nl/student.
Open the menu and click on Support and help desks. Next, click on A-Z list.

Type Wi-Fi in the search field.

Follow the steps on this page to connect to AUAS Wi-Fi.

NB: enter your AUAS ID +@hva.nl when logging in to the AUAS Wi-Fi portal.

Tip
Since you will need an internet connection to set up Wi-Fi, we recommend doing this at home.
In the course of your degree programme, you will use many digital systems, which of course need to be well-protected. In addition, the way you handle those IT systems has crucial ramifications for everyone’s security. For example, it is important to use a strong and unique password for each system and to recognise phishing emails. To help you, we have listed the main rules for you. Read them carefully so you know how to protect yourself and others. You make the difference!

Go to myauas.nl/student.
Open the menu and click on Support and help desks.

2. Type Security in the search field.

3. Here you will find information and advice on such things as:
   • How to create strong passwords.
   • How to secure your laptop and mobile phone properly.
   • How to store and share documents and data securely.
   • How to recognise phishing emails (scam emails).
   • Why you should use VPN when using public Wi-Fi.
   • Why it is important to install software updates right away.
Digital security

Secure internet anywhere in the world with eduVPN

When studying over a public, unsecured Wi-Fi network, always connect to eduVPN (Virtual Private Network) first to use an encrypted and hence secure internet connection, so no one can access your data.

Install eduVPN through AUAS once:

1. Download the eduVPN software for your operating system from hva.eduvpn.nl.
2. Link your student account (AUAS ID) in the Microsoft Authenticator app.
3. Give eduVPN permission to set up a VPN connection.
4. Start your VPN connection. A green icon will appear to let you know that your VPN connection is now active.

You will find a detailed guide in the A-Z list, under 'VPN'.

Tip

Also install eduVPN on your mobile phone and tablet right away.
The AUAS Library offers a wide range of services such as:

- Places to study.
- Personal advice.
- An extensive range of books and online literature.
- Subject-specific databases.

The AUAS Library provides reliable and validated information, and its online services are always available. Go to myauas.nl/student. Open the menu and click on the library icon.
Student Info is here to help

Do you have other any questions or do you wish to confide in someone?

The students at Student Info are here to help you with all your questions. You can drop by at the following locations: Corry Tendeloo building, Dr. Meurer building, Nicolaes Tulp building, Jacoba Mulder building and Wibaut building. You can also look online to call, chat or email.

Go to myauas.nl/student and choose Support and help desks > Student Info in the menu.

Personal problems?

Student Info is here to help

Is your degree programme not going as planned? Are you feeling out of sorts? Are you having problems at home? Or do you have a disability? Discuss it with a student counsellor or student psychologist. Together, you will look at what kind of help or support is best for you.

Stop by at Student Info or go to myauas.nl/student > Student Info > Need help > Student counsellor.
Having doubts about your degree programme?

Student Info is here to help

Are you unsure whether your degree programme is right for you after all? Do not keep your doubts to yourself: discuss them with your academic adviser or a career coach. The two of you will look at the options.

Stop by at Student Info or go to myauas.nl/student > Student Info > Need help > Help choosing a degree programme.

Contact

Do you have a question?

Ask your question at amsterdamuas.com/question.
You can also app us on 06 28 53 35 46 (between 08:30 and 17:30 on working days).
Good luck

amsterdamuas.com/startoffstrong
myauas.nl/student