HOW TO BE INFORMED!
AN INTRODUCTION TO OUR SELF-SERVICE E-TOOLS
Student Information Hub
WELCOME TO OUR ONLINE WORLD

Do-it-yourself, but help available
At VUB you have to search for information on several online platforms
Countries, cultures and universities have **different ways of dealing with information**

VUB expects quite a lot of **independency** of students

Students have to actively look for **information online**

VUB has **several online application and information tools**

Don’t be afraid to **ask for help**
OVERVIEW
A WEB OF TOOLS

MY COURSES
Pointcarré

CENTRAL PLATFORM
STUDENT.VUB

MY CLASSES
Timetable application

MY ADMINISTRATION
Student Self-Service

MY WORK STATION
Office 365
STUDENT.VUB.BE
The mother of all student information
The student portal STUDENT.VUB is the central gateway. This website explains how VUB works and provides the latest news about campus life.
STUDENT.VUB.BE
THE STUDENT PORTAL OF VUB

VUB explained: how the university works
- Education and study guidance
- Administration and practical stuff
- Services and campus life

VUB linked: access all e-tools and applications

VUB up-to-date: latest news and events
How to be informed!
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NetID & EMAIL

Online access key and official communication
You need your personalised NetID to access networks and tools. Use your official VUB email address.
NET ID AND EMAIL
ACCESS AND OFFICIAL COMMUNICATION

• After enrolment, **create NetID**
• Edit or PAM = **personal account manager**
• **Login and password**
• Activation of your **official email address**
• **Wifi = VUBnext**
Welcome to PAM, your Personal Account Manager

Request for the activation of a network identity (NetID)

Please fill in your administrative data to activate your NetID and e-mail address at the university.

<table>
<thead>
<tr>
<th>Institution</th>
<th>VUB</th>
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<tbody>
<tr>
<td>Category</td>
<td>Student</td>
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</table>

Enrollment number

PIN-code/Numéro de lecteur

Date of birth

Numéro de matricule, Studentennummer, Student number, Rolnummer, Stamnummer

PIN-code/Numéro de lecteur is ONLY for Students of VUB and ULB and SOMT, ERASME personnel and external visitors

ULB students: Numéro de lecteur (this number can be found on the student card)

Erasmus personnel: PIN-code = Numéro de carte magnétique

form: dd mm yyyy; example 25 01 1966 = 25 January 1966

Nederlands - English - Français

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helpdesk@vub.ac.be
OFFICE 365

Storage, collaboration and communication tools
Office 365 is an online/offline workspace. You can share, co-edit and store documents. The package contains your official vub.be email and Skype for business.
You will be notified by e-mail when ready for you:

**first.last@vub.be** as an official address *(except ULB)*

**Office software:** *Word, Excel, Powerpoint, Outlook ...*

- Install software on 5 different computers
- Use software online

**Skype for business:** *chat and video chat*

**Collaboration:** *share documents with other students and co-work on them*

**Storage and back-up:** *1 terrabyte*
A relatively new tool

- A lot of people do not yet know how to use them

**Unlimited communication access**

- How does a person want to be contacted?
  - in a meeting?
  - during office hours?
  - on appointment?
  - by e-mail?
  - by skype?
STUDENT SELF SERVICE

Manage your administration
The Student Self Service is a personalised website to manage student administration.
STUDENT SELF SERVICE

DO-IT-YOURSELF ADMINISTRATION TOOL

Course registration
• only courses registered here are official

Manage Personal Data
• Name used on official documents
• How you will be contacted by the university

Tuition fee and invoice

Consult exam results and transcript of records
STUDENT SELF SERVICE
DO-IT-YOURSELF ADMINISTRATION TOOL
PointCarré is a personalised online learning environment. It is the place where professors post their study materials and announcements for the class group.
How to be informed!

Your courses
• Automatically synchronised with Student Self Service
• Possibility to register yourself: not official!

Course material and slides

Messages of your professors

Faculty administration and oral exam registration
MY.TIMETABLE APP
When and where you have class
You have to look for your classes online. Our new app should offer you a tailor-made timetable.
MY.TIMETABLE APP
WHEN AND WHERE YOU HAVE CLASS

• Access
• Personalized
• Last minute changes
• Synchronize with your calendar

'Normal' timetables also available
Now ... what should you remember?
1. You have to **inform yourself online**!

2. VUB has (too) **many different tools** 😊

3. Use **STUDENT.VUB.BE** as a **starting point**
   1. Homepage: access to all tools
   2. Services > ICT
      1. **What do I need them for?**
      2. **How can I access them?**
      3. **Where can I get help?**

4. Questions or difficulties to get online: go to the **student information hub**!
STUDENT.VUB.BE
YOUR STARTING POINT TO INFORMATION

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GOOD LUCK!

And do not hesitate to contact us!

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