

Manual Digital Services

School of Social Sciences
Academic Year 2026—2027



Introduction

As a student at the VU you have to deal with various digital registration, information and communication systems. The most important of these are:

- your *personal dashboard*, the start page for all your digital activities at the VU;
- the *study guide*, which contains an overview of the programs of all study programs, including all course descriptions;
- the digital learning environment *Canvas*;
- the *VU mail* system;
- the *University Library VU*.

Your personal dashboard occupies a special place in this regard. Besides the fact that this is the website where you can find all kinds of information about and from the VU and your faculty (both in the form of fixed information and news items), it also functions as a portal through which you can find and access the other systems. Via your dashboard you will find, among other things:

- your grades obtained;
- your personal timetable with times and locations of courses and exams for which you have registered;
- the courses for which you have registered;
- e-mail to your student e-mail address;
- Canvas announcements of your study program.

Personal matters that you can arrange via your personal dashboard include:

- registration for courses and (re) exams;
- choosing for specializations and minors;
- application for and registration of supplements (for example, relating to a disability or your prior education).

By following the steps of this manual, you will become acquainted with your personal dashboard and the associated digital systems on the basis of a number of practical assignments.

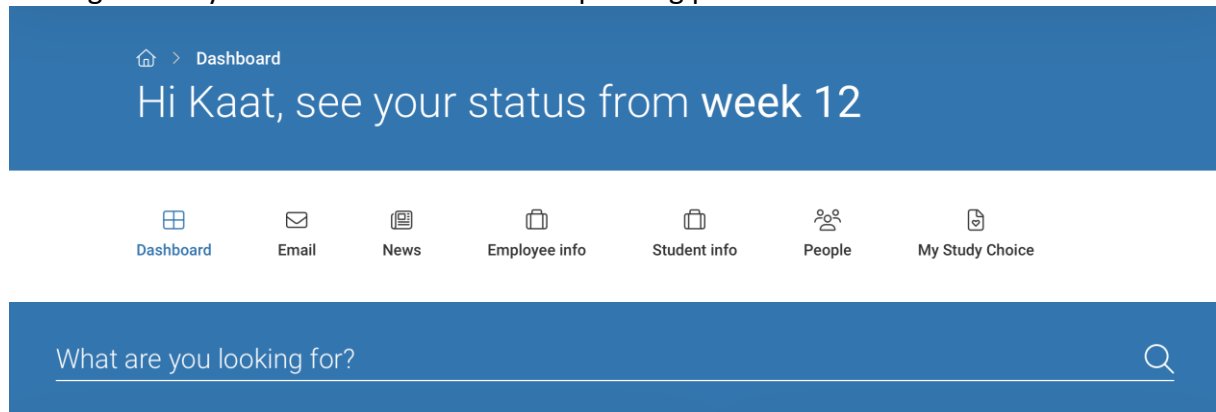
NB.

1. If you do not (yet) have a VUnetID, you cannot use this manual yet. If that is the case please check your registration status in studielink and contact our [students desk](#) or the [international office](#) in case your registration is incomplete.
2. Make sure you have a secure password for your VUnetID. You can set and adjust it via your personal dashboard > Profile picture (top right) > Change password.
3. Many of the aforementioned digital services also have their own web address, with which they can be directly approached (outside of your personal dashboard). You will find an overview of this at the end of this manual.

General information

Your personal dashboard

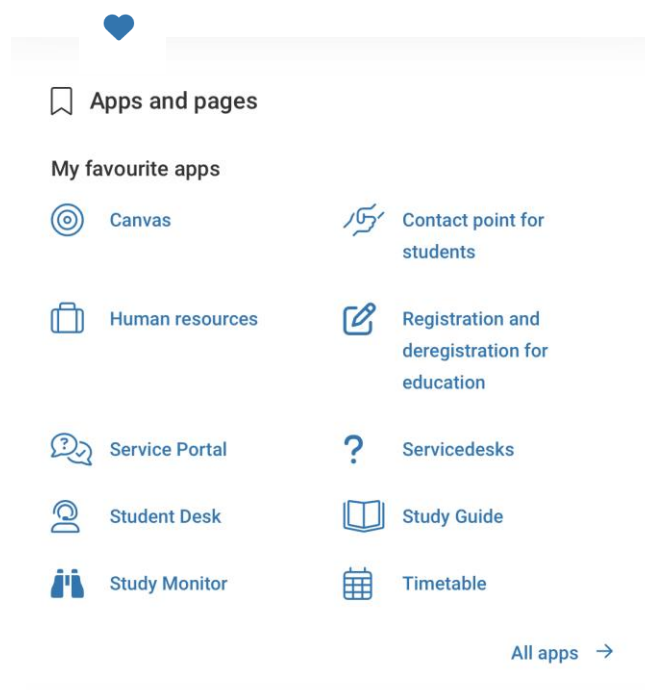
- Open a web browser and go to vu.nl/en/dashboard
- Log in with your VUnetID and the corresponding password.



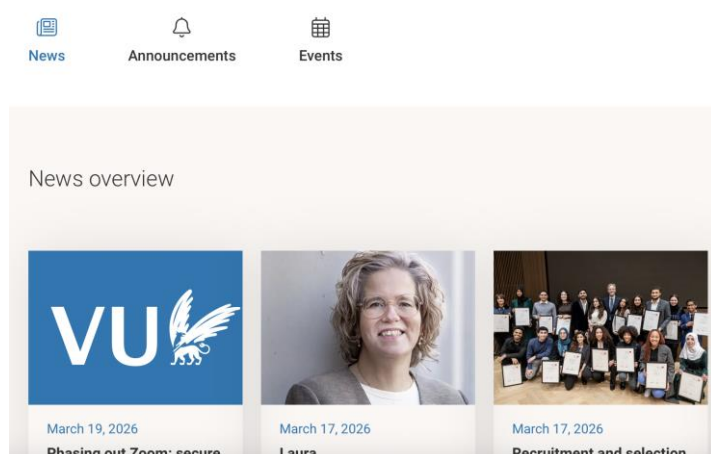
You will then be taken to the **personal dashboard** page. On your personal dashboard you will find a lot of information about the VU and your faculty. This is made accessible in two ways: via a search engine and Apps. Of the items in the main menu, the **search engine** is particularly relevant, as it is your gateway to many manuals, controls, instructions and other information.

You can manage your apps more easily. Go to “All Apps” and mark an app as a favorite by clicking on the heart icon. Then the app will be placed on your dashboard. Click on the title of the app to go directly to the app.

And this procedure can be used for the pages you often need to visit: by clicking “Save page”, it will be added to your favorites.



News, announcements and events



Via the **News** button on the homepage, you can find the news and topics of the most recent announcements from the university and faculty.

This works in the same way for Announcements and Events.

Student mail



Email

Via the button **E-mail** you can see the subjects and senders of the most recent messages in your VU mailbox. Clicking on the E-mail button will take you to your VU mailbox (via webmail).

NOTE: all official messages from the university, faculty and program are distributed through one of these channels. It is therefore very important that you regularly check whether there are new announcements or messages for you.

- Log in to your student email.

On your computer:

1. The first time you log in to your student email, two-step verification with Microsoft Authenticator is required.
2. Go to outlook.office.com and log in with your student mail account. This is an email that always ends in '@student.vu.nl' and has the same password as your VUnetID.

Microsoft Authenticator



Download eerst de app

Installeer de Microsoft Authenticator-app op uw telefoon. [Nu downloaden](#)

Nadat u de app Microsoft Authenticator op uw apparaat hebt geïnstalleerd, kiest u Volgende.

[Ik wil een andere verificatie-app gebruiken](#)

Volgende

3. Download the Microsoft Authenticator app from the App Store (iOS) or the Google Play Store (Android).
 4. Now add your account in the Microsoft Authenticator app. Choose “Work or school account”. You can then add your account manually or by scanning the QR code that you see on your computer.
- Tip: make sure you allow push notifications (this is required)!
5. When you are logged in to your student mail account via the Microsoft Authenticator app, the two-step verification has been successful!

For easy access in the future, you can install the Outlook app that is included in the Office 365 package for students. In case you cannot install the app, please walk by the IT services at the Student Desk.

On your mobile phone:

You can also log in to your student email via your mobile phone! For this you need to download the Outlook app, which you can find in the App Store (iOS) or the Google Play Store (Android).

- Go to your personal dashboard. Click on the e-mail button, a tab will automatically be created containing your VU mailbox.
- Read the relevant message. Then close the message window again.

Study Guide

The study guide provides information about the structure of your study and about the structure and content of all faculty courses. Note: the study guide is not directly available via Dashboard.

- Open a new tab in your browser and go to studiegids.vu.nl/en.
- Select the Academic Year 2026-2027 and then use the options Bachelor > Your study programme to find information about your courses in the first period.

Course registration



Registration and deregistration for education

You can also register for courses and exams via your personal dashboard. It is important that you always do this on time within the course registration period.

- Check in the **study guide** which courses you have to take in period 1, 2 and 3.
- Click on the **course registration** tile on your personal dashboard. You will now enter the system to register for your courses. Click on “register” under P1, 2 or 3 to register for courses in that period. Perhaps the courses for which you want to register are already listed under “proposed courses” and you can click on them directly. If not, you can look up the courses using the search bar.
- Click on the course you want to register for and select the lecture group and if applicable seminar groups. The description of the course then appears on the screen and you choose “register”. You have successfully registered for the course after you have received a notification on your screen. For some courses your professor will assign you to seminar groups, you do not have to sign up for these. Please note that your personal schedule is not yet complete. You can make this schedule complete by following the instructions on Canvas.
- You can now see your course registration under the heading 2026—2027 period 1, 2 or 3 on the start screen. Check your personal timetable to see if registration was successful. You can go here by clicking on “timetable” at the bottom right of the screen.

N.B.:

1. Within the VU, the rule applies that students **who do not register for a course in time are not allowed to take that course**. Make sure you check the registration deadlines regularly and register for the whole semester as soon as you can (period 1 to 3 in the summer and period 4 to 6 starting mid-December).
2. Check the [registration periods](#) under the heading 'when to register'. You can no longer register via the registration module once the term has expired.

Timetable



Timetable

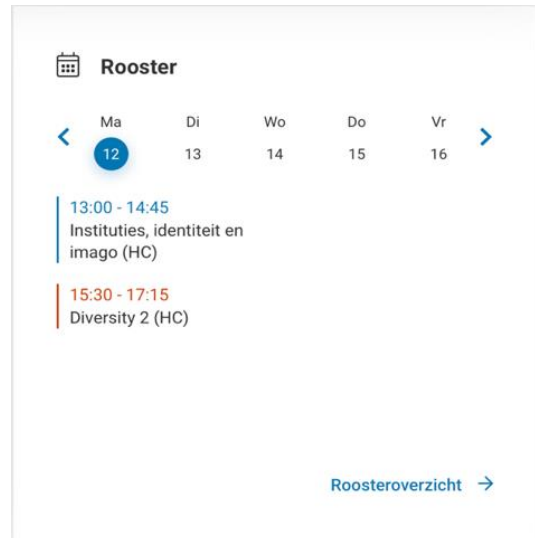
In the component “[Timetable](#)” on your personal dashboard, your personal timetable for this week is shown for the courses for which you are registered. All timetable changes entered in the timetable system are also immediately visible here, so it is wise to check your personal timetable regularly.

Using the link “Timetable overview” you go to the general timetable website of the VU. Here you can view the full schedule or that of a specific course of your own study program, but

also the schedule of other courses, if you want to take an optional or extra course, for example.

N.B. Some seminar groups for period 1 are not yet visible in your personal schedule. This is because they are assigned manually by the teacher, sometimes not until the first week of the academic year. Do not worry, they will appear automatically. There is no need to call or email about this.

- Have a look at your timetable via rooster.vu.nl/schedule.



Academic advisor

The academic advisor for your programme can help you if there are circumstances that prevent you from studying properly, such as illness or personal circumstances. It is important to inform your academic advisor as soon as possible about any issues that may affect your studies. Together with the advisor, you can discuss what is most suitable for you at that moment regarding your studies and explore the available options. If necessary, the academic advisor can also refer you to the right person or organisation for further support.

You can also contact your academic advisor if you have doubts about your programme or about which courses to choose. In addition, the academic advisor can help you plan your studies and advise you on study skills.

You can make an appointment with your academic advisor through your personal dashboard.

- Go to the search bar, type in “academic advisor,” and click on it. Scroll down the page to the section called “Academic Advisors by Faculty.” Choose SSC if you are enrolled in a programme within the School of Social Sciences. Choose SH if you are enrolled in a programme within the School of Humanities. Choose SRT if you are enrolled in a programme within the School of Religion and Theology.
- If you search for your programme in the Study Guide, you can find the school your programme belongs to in the information box under “Faculty.”
- This will take you to the webpage of the academic advisors connected to your faculty.

For short questions, you can choose to fill in the contact form by clicking the blue button. If you would prefer a meeting, you can click on “Online agenda” further down the page to schedule an appointment.

- See when the next time you can make an appointment is.

N.B. only make an appointment if you actually want it to take place!

Examination Board

The Examination Board ensures that exams and assessments are of good quality. The board also independently and professionally checks whether students meet the requirements to obtain their degree. In this way, the Examination Board plays an important role in safeguarding the quality of diplomas.

You can contact the Examination Board for:

- An additional exam opportunity
- Requests for a substitute course
- Requests to extend the validity of results
- Applying for exemptions
- Elective space
- Other requests and questions

You can also find all relevant information in the Study Guide under the Education and Examination Regulations.

Canvas



[Canvas](#), the digital learning environment of the VU, contains a large number of course websites that the lecturers have created to support their subject. The exact features Canvas offers depends on the way in which the teacher has set up the course. It can contain:

- information about the course, such as current announcements, the timetable and the study manual;
- the study material, such as the lecture sheets, syllabi, literature sources, practice questions and (links to) background information;
- interactive components such as discussion boards, assignments, progress tests and environments for groups;
- assessment and grades, such as assessments of assignments and any feedback on assignments.

Besides your courses, Canvas also contains a number of communities for the exchange of information and documentation. These can be used across disciplines, for example, some courses have a general Canvas community.

- Go to Canvas and check in Canvas via the menu option “Dashboard” or the menu option “Courses” whether you have access to all courses for which you have registered. If desired, view the content of one or more of these course sites.

NB. After registering for a course, it takes one night before you are added to the relevant Canvas environment. Also, not every course is online at the same time, which depends on when your teacher makes the page active.

*More information about Canvas can be found at vu.nl/en/student/study-skills/canvas
It also contains information about the Canvas app for your smartphone or tablet.*

Extra tip! You will use the digital learning environment **Canvas** a lot during your time as a student at the VU. As you take several courses, it may be that your “Dashboard” becomes a bit unclear. You can choose which courses you want to appear on your Dashboard. You do this by clicking on “Courses” in the toolbar on the left side of your screen, and then on the heading “All Courses”. You will now be taken to the list of all courses for which you have ever subscribed. By clicking on the asterisk in front of the name of the course, you can select which courses you want to see on your dashboard and which you don't.

University Library VU



Using the **LibSearch VU** tile you can quickly search for publications available through the University Library (UB) VU.

Try this by searching for the publication 'Advertising citizenship: An essay on the performative power of consumer culture' by Irene Costera Meijer:

- Click on the libsearch vu component, enter the author's last name and a number of relevant title words in the search field that appears (eg “costera advertising citizenship”) and click on the magnifying glass.
- You will then end up in the digital catalog system of the VU University Library on a page with a number of search results. Although it is not clear at first sight why they are being shown for some titles, the wanted publication is listed, it is even shown several times.
- Click on the button [Access online] for one of the hits that says Held by: “VU Library”. You will then be taken to the publisher's website, where you can read the article via the link “Download PDF”.

N.B. You can also use LibSearch from the homepage of the VU University Library.
If you want to use LibSearch from outside the VU, you must first log in with your VUnetID.

Career Services



Studentjobs

On your personal dashboard you will also find a number of positions that can help you as a student find a job / internship.

Via the tile “VU Student Jobs” you can as a student look for study-related side jobs, such as a student assistantship.

As a student, you can also log in to the Jobteaser [Career platform](#). This will take you to a database with various vacancies, internships and events that are focused on the skills that social scientists have.

Web addresses

VUweb	https://vu.nl/en/dashboard
VU webmail	https://outlook.office.com
Canvas	https://canvas.vu.nl
Canvas <i>support site</i>	https://vu.nl/en/student/study-skills/canvas
Study guide	https://studiegids.vu.nl/en
Schedule	https://rooster.vu.nl/schedule
Career Platform	https://vu-fss.jobteaser.com/en/
UBVU: website	http://www.ub.vu.nl/en/
UBVU: LibSearch	https://vu.on.worldcat.org/discovery