



**Universiteit
Leiden**
Leiden University College
The Hague

Leiden University College The Hague

Admissions Office

admissions@luc.leidenuniv.nl

How to set up additional security

Because you will upload documents in the Leiden application portal containing personal information, you are required to set up additional security. This to ensure that no one else can access or alter your documents except authorised staff of Leiden University and you yourself. This extra security is called Multifactor Authentication (MFA).

There are several options to choose from but we recommend to have a one-time temporary code sent to your personal email address or mobile phone each time you wish to access your online application ('Code by email' of 'Code by SMS' method). How to set this up is described below.

1. Go to the [following website](#) and log in with your ULCN username and password

2. Click on 'Contact information for password recovery'

3. Check and/or edit the external email address and confirm with the 'Update' button. Make sure that you enter here your personal email address and not an address from your school. This email address is only used for MFA and not connected to your application portal or Studielink.

External email address*

This external email address is used to regain access to your account in case you forget your password. This email address will not be provisioned to other applications except for Multi Factor Authentication (MFA). This email address can not include leidenuniv.nl.

test@example.com

Mobile phone number

This phone number will be used to regain access to your account in case you forget your password. This number will not be provisioned to other applications except for Multi Factor Authentication (MFA). Use the following format: +[international access code][national number].

+31612345678

- Go to the [following website](#) and log in with your ULCN username and password

Set up additional authentication

Enter your username and password to start the setup of your additional authentication method

Step 1 of 3

Username

Password

[> Next](#)

- Select a second verification method: 'Receive code by email' or Receive code by SMS'. You can choose to download the NetIQ App and approve access to your application on your phone directly
- Go to the following website to log in for the online application portal to upload your documents for your application

Universiteit Leiden Sign in

Username (Forgotten?)

Password (Forgotten?)

Remember my username

[Activate account?](#) [Login →](#)

[Login issue?](#) Nederlands

- fill in your ULCN username and password and click on:



- Select your authentication method and click on next

Universiteit Leiden

Select Authentication Chain

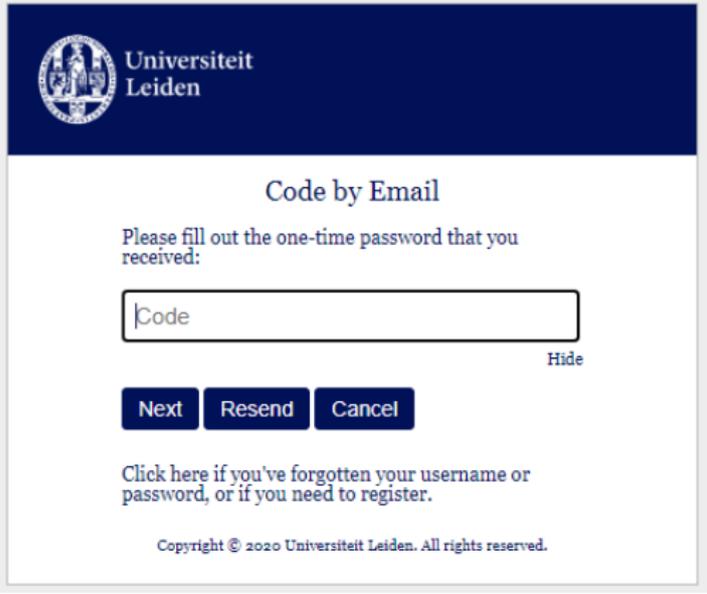
Please select from the list below

Chain Code by Email

[Next](#) [Cancel](#)

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9. Check your personal email, enter the one-time temporary code and click on 'Next'. You are now logged in and can start uploading documents for your application.



The screenshot shows a login page for Universiteit Leiden. At the top left is the university's logo and name. The main heading is 'Code by Email'. Below this, a message asks the user to enter a one-time password. A text input field is provided with the placeholder text 'Code'. To the right of the input field is a 'Hide' link. Below the input field are three buttons: 'Next', 'Resend', and 'Cancel'. At the bottom, there is a link for users who have forgotten their credentials or need to register, and a copyright notice for 2020.

Universiteit
Leiden

Code by Email

Please fill out the one-time password that you received:

Hide

[Next](#) [Resend](#) [Cancel](#)

[Click here if you've forgotten your username or password, or if you need to register.](#)

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