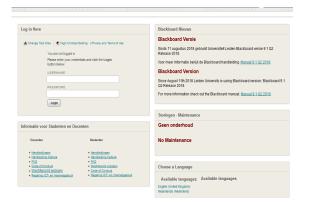
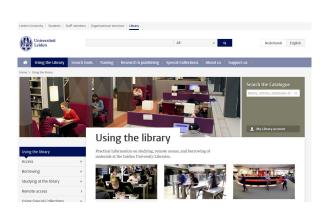
Leiden University Online

Elizabeth Zeller



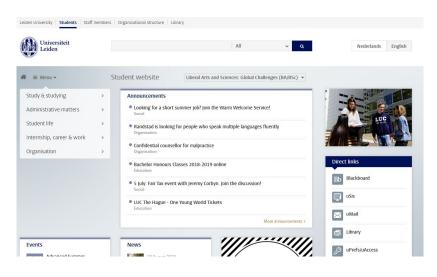




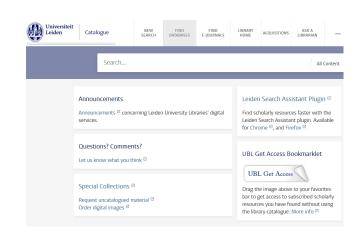






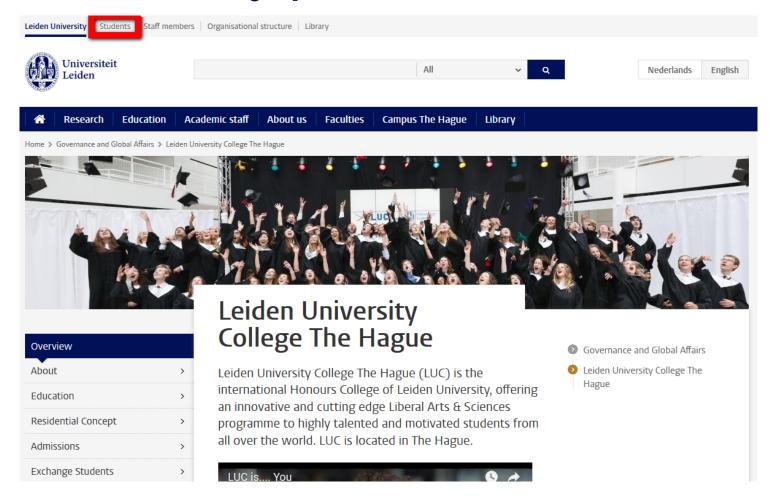


Online Tools & Resources

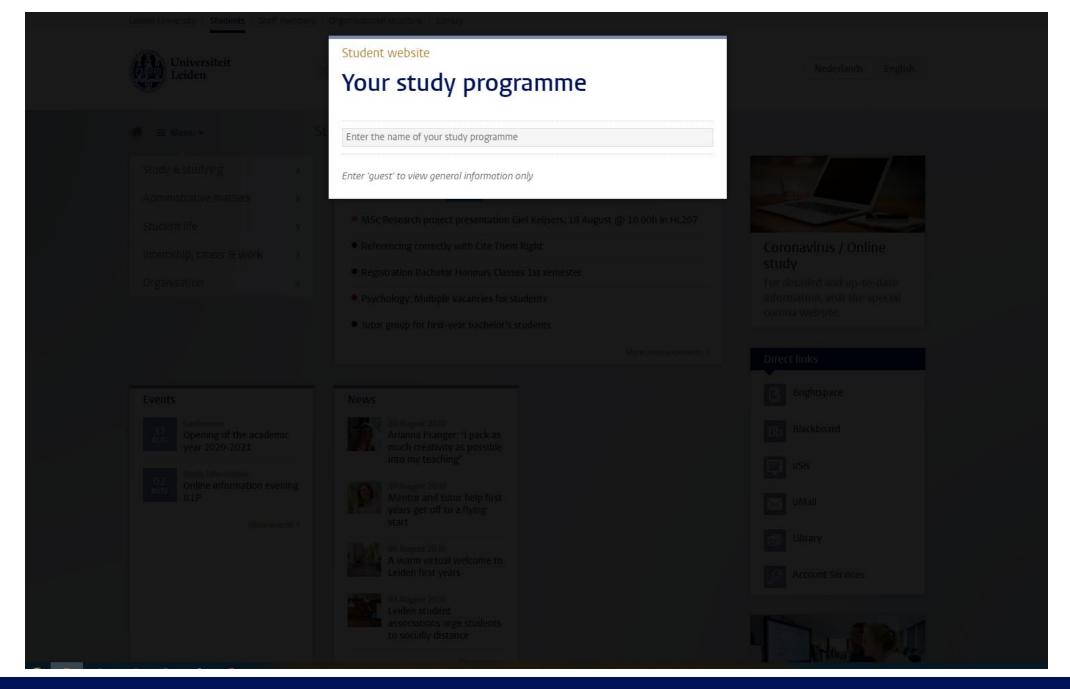


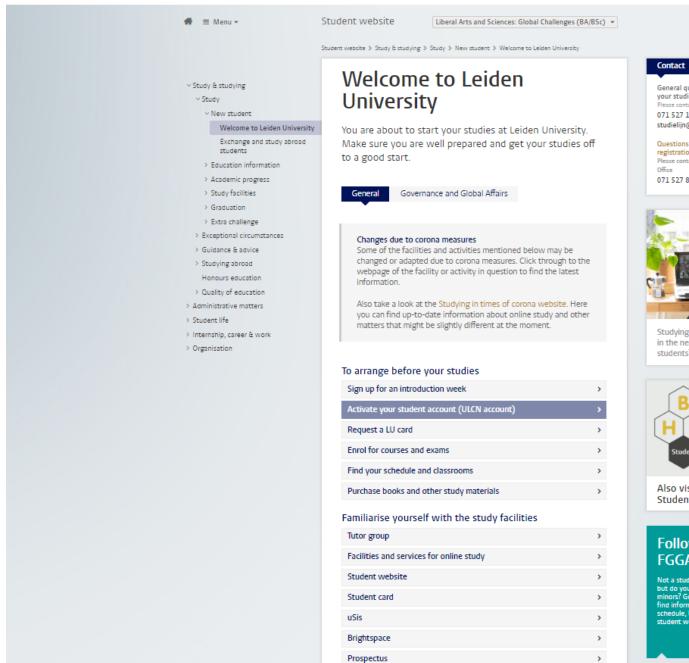


Leiden University / LUC Website



https://www.universiteitleiden.nl/en/governance-and-global-affairs/leiden-university-college-the-hague





General questions about starting your studies? Please contact the Study Line

071 527 1111 studielijn@leidenuniv.nl

Questions about student

Please contact the Student Affairs Front

071 527 8011



Studying: what will it be like in the near future for first year students?



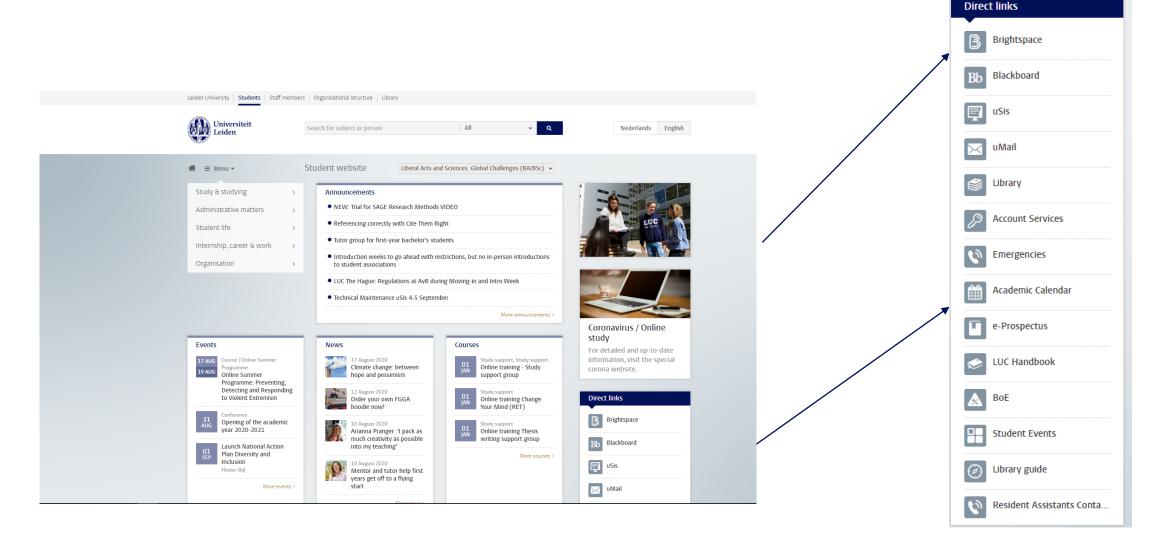
Also visit Beehive Student Centre

Following a FGGA minor?

Not a student at Leiden University, but do you start with one of our minors? Go to our minors page and find information about your schedule, Usis, Blackboard, the student website and more.

Minors >

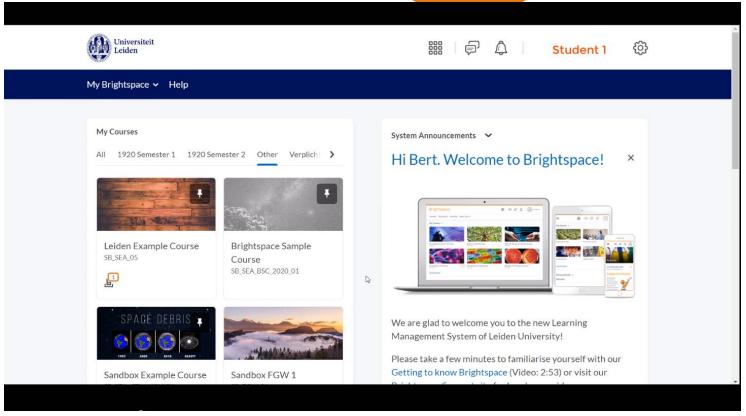
Leiden University / LUC Website

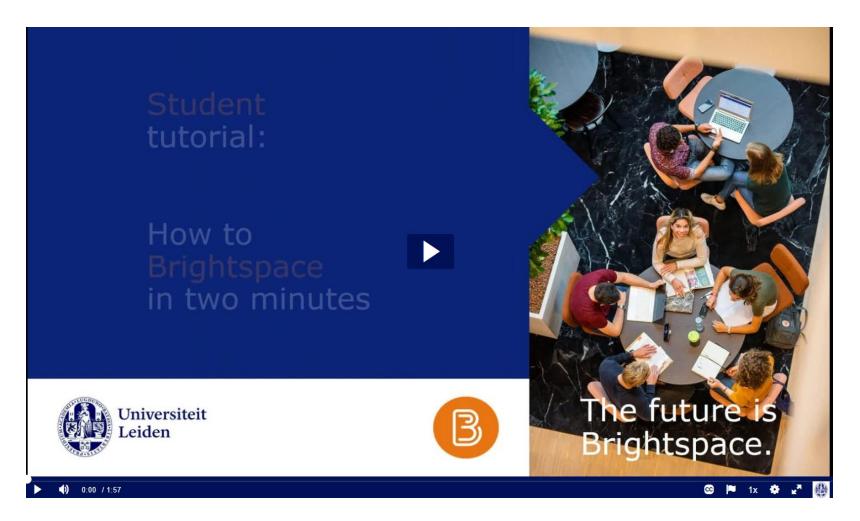


Brightspace

3

- Login with your ULCN-account
- Courses will be added by Course Administration
- Submit your assignments, download readings, participate in group discussions

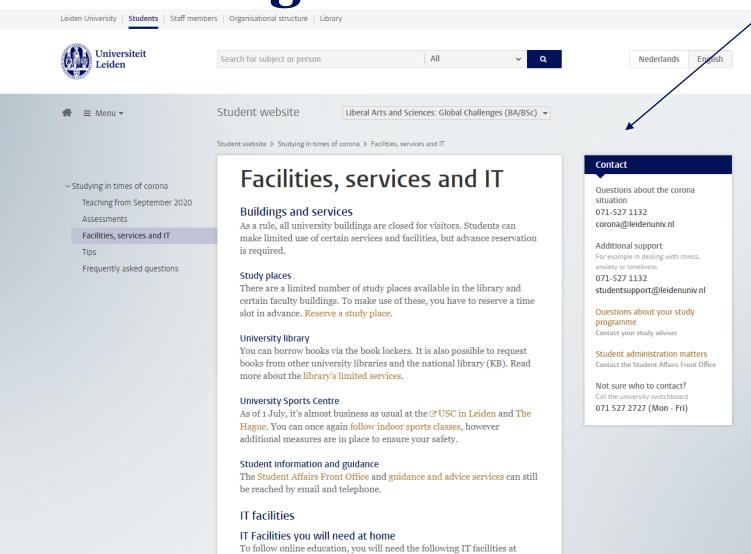




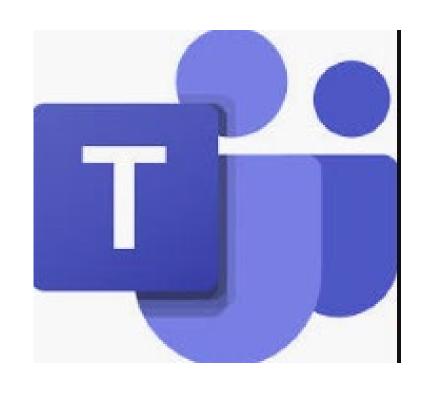
Watch tutorial video:

https://video.leidenuniv.nl/media/t/1 lc4givkx

Got questions? Online Teaching Tools

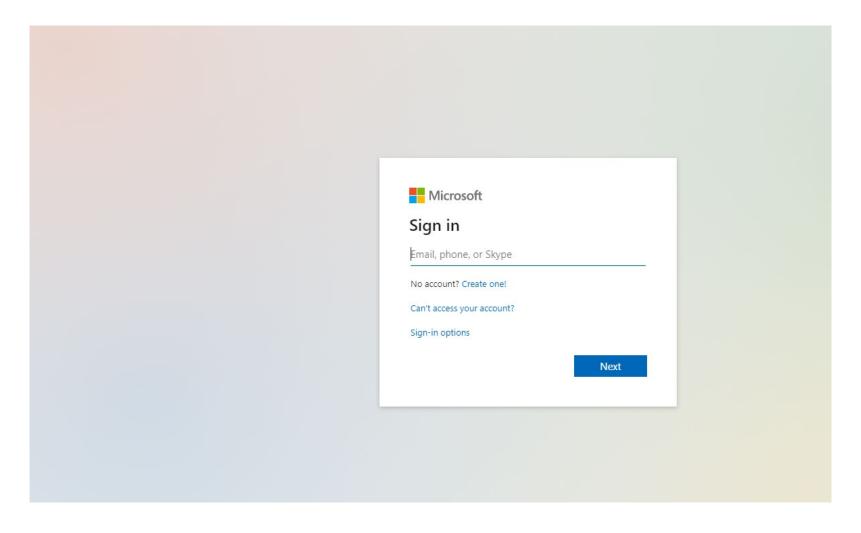


Click <u>here</u> to get there /





Download Microsoft 360 portal.office.com



MS Teams

- Students sign in with their ULCNstudentnumber@vuw.leidenuniv.nl and the regular password
- Everyone can install Office 365 ProPlus for free on five personal Windows and Mac computers, with the complete version of Word, Powerpoint, Excel en OneNote.
 - The download is available via the Office portal.
 - TIP: If your personal device contains an older version of Office, you should remove this version before you install Office ProPlus from the university.

MS Teams – Multi Factor Authentication

- https://video.leidenuniv.nl/media/t/1 rqzy3vap
- For optimum security, students and staff members must sign in to Office 365 services via additional authentication (MFA): besides your credentials you need a smartphone with the Microsoft Authenticator app
- As soon as additional authorisation is required, you can set up the Authenticator app once. How to do that is explained in the video

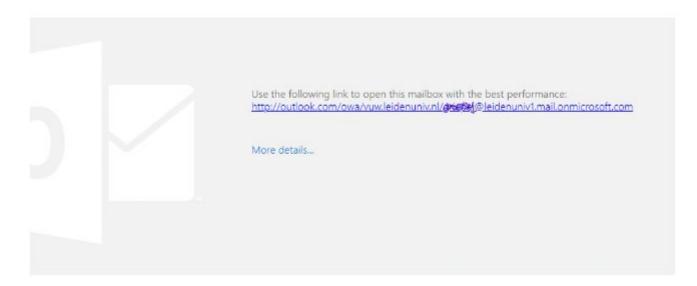
Multi Factor Authentication (MFA)

Sign in to Office 365 using the app on your phone



uMail

- Students and alumni can forward their uMail to any forward address that they wish. Until October 2020, all uMail mailboxes from students are gradually converted to Office 365 for better integration with other Office 365 applications and Brightspace.
- Go to https://webmail.campus.leidenuniv.nl
- If your uMail page appears immediately after signing in, then your uMail mailbox is not converted to Office 365 yet. In this case, the set up of a forward address is explained in the attached pdf-manual.
- If you see the screen below, then you have Office 360

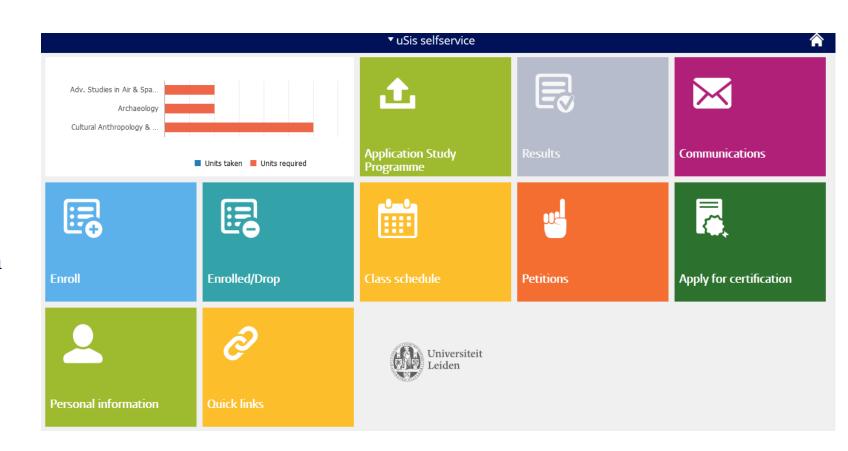


Forward email

- 1. Click the link and sign in on the Office 365 login page of the university. Use your university Microsoft account: <ULCN studentnumber>@vuw.leidenuniv.nl and your usual ULCN password. After 3 August 2020 MFA is needed for this. uMail is displayed in Outlook.
- 2. In Outlook, click the cog-wheel (settings) in the top right of the menu bar.
- 3. Type 'Forwarding' in the *Search* field. The search results are shown immediately.
- 4. Click the search result *Forwarding* to open the page for entering your forward address.
- 5. Check the *Enable forwarding* box, enter your forward address and leave the box *Keep a copy of forwarded messages* unchecked.
- 6. Confirm with [Save] and close the forward address page. From now on, your uMail will be forwarded to the address that you just entered.

uSis

- Login with your ULCN-account
- See your course schedule & grades
- Add you emergency contact details here!
- If you take courses at other Leiden University Departments, you will need to register for your courses and exams here.



Do NOT addd/drop LUC courses yourself here! Always contact the Course Administration

University Library

- Faculty (FGGA) Library located in Wijnhaven Building.
- Opening Hours:
 - Mo-Fr 08.30 22.00
 - Sa Su 10.00 22.00 (LU-Card)



Other Library Locations in Leiden:

- Main Library (incl. Humanities)
- Law Library
- Faculty of Social Sciences
- Science Library
- Walaeus Library
- NINO / KITVL

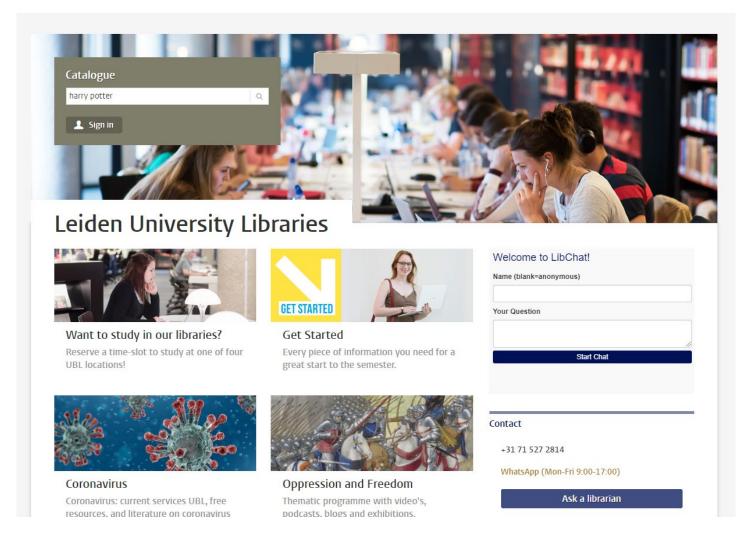






Books for loan can be shipped to different locations!

Library Catalogue



Direct links Brightspace Blackboard uSis uMail Library Account Services **Emergencies** Academic Calendar e-Prospectus LUC Handbook BoE Student Events Library guide Resident Assistants Conta...

Books for loan can be shipped to different locations!



Catalogue

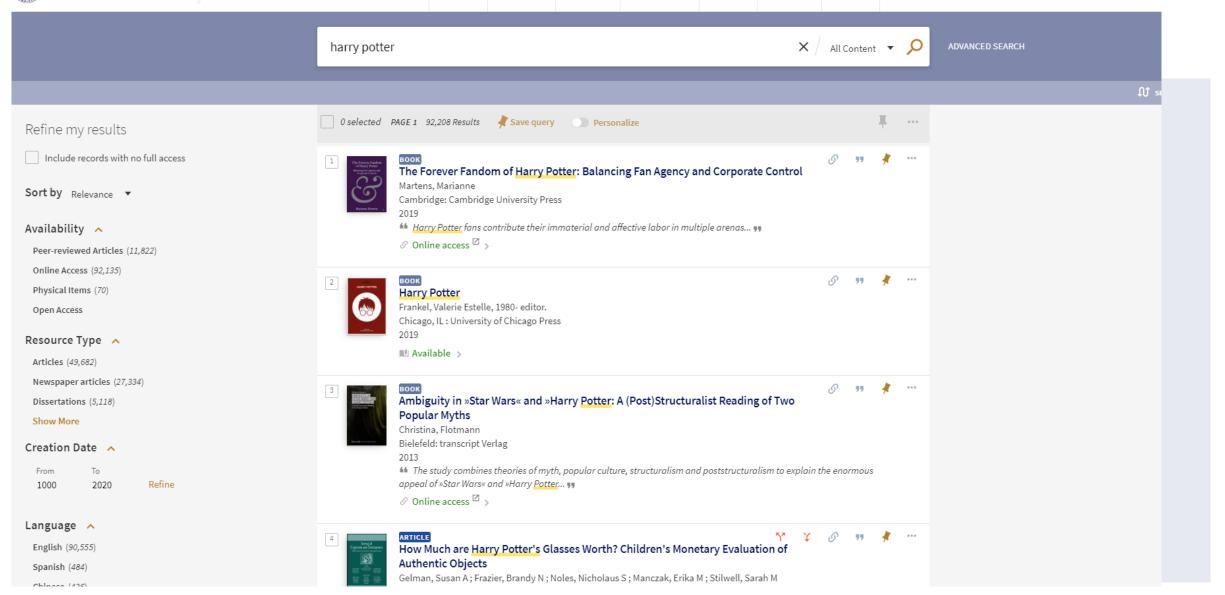
NEW SEARCH FIND DATABASES FIND E-JOURNALS ACQUISITIONS

LIBRARY

ASK A LIBRARIAN .







ULCN account services

Account Services



My profile

View your ULCN profile information and upload your passport photograph to apply for a LU-Card.



Change My Password

Set a new password for ULCN.



Contact information for password recovery

Register your personal e-mail address and mobile number.



Set Password Reset **Prompts**

Set up your security questions and responses to recover a forgotten password.



Password Status and Policy

View password policy rules, expiration date, and other account status information.

Direct access



Van Dale Online

Online dictionary, spelling and language advice for a large number of languages.

Login required



SURFspot

Software, cloud services and hardware with special education discount for

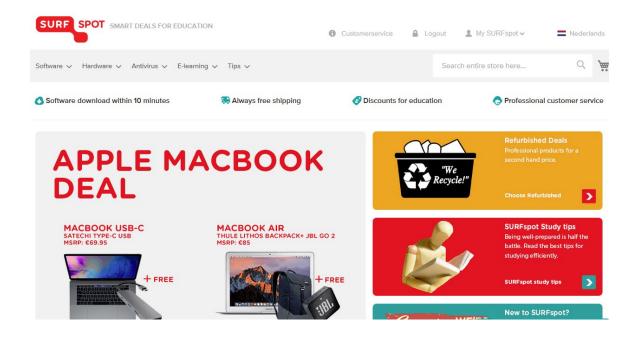


w uMail

Mailing facilities for students and staff of Leiden University.

SurfSpot

- Login with your ULCN-account
- Software (e.g. MS Office suits) and Hardware with discounts.



LUC Newsletter

- Your source of all information for LUC!
- Chek your UMail,
- Sent weekly
- Got input? → <u>news@luc.leidenuniv.nl</u>
- Coming soon!: Newsletter archive on student website!



Announcements

A Summer Message From the Dean

Without question semester two has been one of unprecedented uncertainty not only in LUC but across the globe. Summer break offers those in the community the time to take a break, unwind and relax before the upcoming semester. Dean of LUC The Hague Prof. Dr. Judi Mesman has written her summer message for the community and it is available to read <a href="https://example.com/here.



LUC Community Action Plan & Anti-Racism

The Minutes from the first Townhall meeting are now available online and can be read here. Furthermore an action plan on anti-racism and community building in LUC The Hague has also been drafted by the College Board and published. Stay informed and up to date by reading it in full here.



Questions

