Table of contents

MyEUR instruction manual ........................................................................................................ 3
How to log in .................................................................................................................................. 3
1. Your name .................................................................................................................................. 4
2. Your grades ................................................................................................................................. 4
3. Your timetable ............................................................................................................................. 5
4. Your courses ............................................................................................................................... 6
5. Favorites .................................................................................................................................... 7
  5a. BlackBoard ............................................................................................................................ 7
  5b. Osiris ...................................................................................................................................... 8
  5c. Studentmail and free online storage ....................................................................................... 9
  5d. Subscribing to channels through SIN–Online ......................................................................... 9
  5e. Erasmus University Course Guide ......................................................................................... 10
Where to study, get online & print on campus ............................................................................ 11
Facebook ..................................................................................................................................... 11
Appendix 1 Coherence between the different systems ............................................................... 12

Please note that this MyEUR Manual is for all ESHCC programmes. For programme specific information, please consult the current students’ pages of your specific programme.
MyEUR instruction manual

By Eline Kimmel, updated by Ted Hoogkamer

How to log in

What do you need?

- Connection to the internet
- Your ERNA ID (= Student number + initials + @eur.nl) & your password

Go to the main portal www.myeur.nl and log in with your ERNA ID

After logging in you will get to the MyEUR homepage that looks like this:
1. Your name
Make sure that you are always logged in under your own account, also when using computers in the Polak building for instance.

2. Your grades
You can simply hover over the eye symbol to see the grades or click on them to get to a full overview, alternatively you can click on the cap in the left-hand menu bar.

Here, it is also possible to access a study progress overview, containing the amount of ECTS obtained so far, as well as your weighted average. If you click on each of the categories (e.g. Bachelor 1) you can see a detailed overview of all your courses as well as whether you have passed a certain category, which is signed off in green. Please note that all categories have to be like that in order to graduate. The study progress overview can also help you to check which (type of course(s) you still need to take. Please be aware that the categories (exam programmes) can be different for students who went on exchange compared to students who have taken a minor. If you have questions with regards to your study planning, please consult your student advisor.

120/180 = You have obtained 120 ECTS out of your 180 ECTS bachelor programme. Below that you can find your weighted average listed.

You can check your assignment and final grades per course by clicking on each category and on the courses listed there. If any grades listed are incorrect, immediately contact the course coordinator of that particular course.
An example of a course grade overview looks like this:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Weight (%)</th>
<th>Date</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAG3722</td>
<td>Consumer Behavior and Marketing Action</td>
<td>20</td>
<td>22 Mar 2017</td>
<td>9</td>
</tr>
<tr>
<td>Assignment Group Project</td>
<td>50</td>
<td>20 Mar 2017</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Class Participation</td>
<td>10</td>
<td>22 Mar 2017</td>
<td>7.7</td>
<td></td>
</tr>
<tr>
<td>Final Exam 1</td>
<td>40</td>
<td>2016/01/01</td>
<td>9.2</td>
<td></td>
</tr>
<tr>
<td>Final Exam 2</td>
<td>40</td>
<td>3 Apr 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td></td>
<td>0</td>
<td>22 Mar 2017</td>
<td>Passed</td>
</tr>
</tbody>
</table>

3. Your timetable

Here you can see when and where you have lectures and tutorials, as well as your exam(s) and re-sit(s). You can only see your timetable if you are subscribed to the SIN-channels of the concerning courses. If you click on the calendar timetable in the vertical bar on the left you will get an overview of your entire timetable. Please note that if you click on the phone icon below, you can add your timetable to the calendar app you are using on your phone.

Should there be a **timetable conflict** (= overlapping courses) this will be marked as follows:

**Timetable changes & SMS alert:** Occasionally a last-minute timetable change takes place for which you can be alerted via SMS. You need to register your mobile phone number here in [SIN-Online, "config"](http://example.com/config) Please note that this service is free of charge and that the phone number listed here will only be used for this purpose.
If you are planning your studies you might want to check different timetables for different courses, to see when classes take place and figure out what works well together without any overlaps. We recommend to use https://timetables.eur.nl for situations like that. Remember that this website is just to check your timetable, registering for courses and/or tutorials goes through Osiris and/or SIN, unless indicated otherwise, so make sure to check what applies to your situation by checking the website.

Courses that you will add manually to timetables will show with diagonal tentative stripes if you look closely. For more advice about timetables, please use the help function in the upper right hand corner.

4. Your courses
Click on the book in the left-hand menu to register and check for which courses and exams you are registered. Please note that registrations for courses and exams still happens through Osiris and registration for workgroups/tutorials is still through SIN-online. It is however work in process at the ICT department to include this option here.
5. Favorites
The “Favorites” column will probably be the one you use most, as it is the key to accessing other important university portals: Blackboard, OSIRIS, your studentmail, SIN-Online and the Erasmus University Course Guide.

5a. BlackBoard
Accessing BlackBoard is essential for your coursework. Each course you will take will have its own page on BlackBoard. You can find the course guide, additional readings, and assignment instructions per course. You will see your courses on the right:

Clicking on a course will take you to the specific BlackBoard page of that course. Different course coordinators use BlackBoard a bit differently (e.g. some teachers prefer to e-mail assignment instructions and others post them on BlackBoard) but every BlackBoard page of a course will look something like this:
You can also access lecture slides and other tools and upload your papers/assignments and receive feedback. Assignments that are uploaded after the deadline are marked red and will not be graded. If, due to technical difficulties, it is not possible to upload your assignments, please check if a different browser solves the issue and whether fellow students are experiencing the same troubles. If so, please send your tutor an email with the attached file before the deadline and include a screenshot of the error message in BlackBoard.

5b. Osiris
Osiris is the official system of the Erasmus University Rotterdam to keep track of all important information from students. For you, this means that you use Osiris to register for your courses and exams. Registration for some courses is done automatically, for other courses you need to register yourself via Osiris¹.
In addition, you will use Osiris to:

- check if your personal details are accurate (if not, please change this in Studielink)
- register for re-sit examinations in summer (if applicable)
- to download a study progress overview when needed, see also screenshot below:

¹ Check the current student website of your programme for further details.
5c. Studentmail and free online storage

Having access to your university webmail is very important, because it is the way for teachers and support staff to contact you, about assignments, grades and other important information with regards to your studies. Moreover, any correspondence with (support) staff should always go through this e-mail service. Your personal e-mail address is almost identical to your ERNA ID [Student number + initials + @student.eur.nl, e.g. 123456mh@student.eur.nl]. Via the ERNA page you can change your password, and find more information about PC-related matters.

Many students have their regular e-mail accounts linked to their EUR account. To make sure that this works properly, you need to double-check the following option otherwise it will look as if you are sending an email with your regular e-mail account when you reply to a message. Please go to your studentmail inbox, at the top of the page there is an "Options" button, select it. From there select "Personal Information", here you can type in your e-mail address, please make sure to enter your studentmail (e.g. 123456ab@student.eur.nl), instead of your regular e-mail (gmail, yahoo, etc.).

24EUR7 also offers free online storage (to back-up your assignments), a digital calendar, online office applications and instant messaging/chat and/or voice/video call via Skype.

5d. Subscribing to channels through SIN-Online

Under announcements (=6) you will find study related messages. Channels are platforms for faculties, courses, committees etc. to post news and announcements. You can subscribe yourself to so-called news channels through SIN-Online. For ESHCC course channels you are automatically subscribed once registered for the course in Osiris. For elective courses at other faculties you may need to subscribe yourself however. Make sure to also sign up for your year channel, for example "ESHCC IBCoM 1st year" or "ESHCC IBHistory Bachelor 1" or "ESHCC IBACS 1st year". Please be aware that not all messages are sent by email, so check the MyEUR page regularly for the announcements, not just from SIN channels (General), but also for Blackboard and Osiris (Programme) announcements.
Once you access SIN-Online through your favorites (=5) you will be re-routed to the main page which will look like this:

A. Overview of your subscribed channels

B. Subscribing yourself to new channels

You can get access to and manage these channels through the button 'subscribe' (B, see screenshot above). Make sure to double check if you are subscribed to all the necessary channels. By clicking on subscribe you will get to a page which will look like this:

5e. Erasmus University Course Guide
For detailed information on each course, go to the Erasmus University Course Guide (also listed under Favorites (=6) and fill in the name of the course or the course code. For example CM1001:
This will bring you to a page that looks like this:

Scroll down that page for:
- Short summary about the content of the course
- Mandatory literature (which books to get)
- Information on the type of examination
- Course coordinator

Where to study, get online & print on campus
At Erasmus University Rotterdam you can study on different locations. You can also use a number of classrooms and PC rooms, like Polak Building, when not in use for teaching or exams, or the University Library. You can quickly check which study spaces are available with the EUR Study Rooms app, by downloading it for your Android phone or iPhone. If you want to get online on campus, just use your Erna ID and password. For more information, please read these instructions. You can also print, scan or copy from any mobile device to any of the MultiFunctionals on campus via MyPrint. If you have any questions or have issues with your (Erna) account, please contact the ICT Servicedesk.

Facebook
While your teachers are undoubtedly a great source of information, your fellow students can also be extremely helpful. This is why it is advisable to ask general questions (such as 'where can I find this or that') on either your year’s official Facebook page or in a Facebook group that your year has established on its own. If something is unclear to you, chances are the same goes for a lot of your fellow students and in this way everyone can contribute and give each other aid and advice. Although we appreciate that you are helping each other out, we also know that unfounded rumors spread quickly, so double-check with the source (current students website) or (support) staff, if in doubt.
Appendix 1 Coherence between the different systems

OSIRIS
= database student records
- Course & exam registration
- Study Progress Report

BLACKBOARD
= platform students <-> lecturers
- Course Manual
- Course details & deadlines
- Submitting assignments

SIN-ONLINE
= platform students <-> support staff
- Channel subscriptions
- Tutorial registrations
- Studyplan (for History students only)

Overnight synchronization

Approximately 2-hourly synchronization