

MyPortal 2020 / 2021

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MyPortal is the gateway on the internet to your education at Wageningen University. In this portal information from different systems is summarized. All students and lecturers have access to their personal MyPortal page.

Login to MyPortal

Open an internet browser (preferably use the browser Google Chrome or Mozilla Firefox) and go to MyPortal.wur.nl and log in with your WUR-account name and password.

The screenshot shows the MyPortal 2020/2021 interface with several red annotations pointing to specific features:

- MyPortal feedback button**: Points to the 'Feedback' button in the top right corner.
- Messages from your teachers**: Points to the 'Brightspace announcements' section.
- Important deadlines**: Points to the 'Reminders' section.
- Hyperlink to the scheduling programme TimeEdit**: Points to the 'TimeEdit' link in the 'Course schedule' section.
- General news from the university**: Points to the 'Education news' section.
- Access to portal with education resources**: Points to the 'Library for learning' section.
- Your courses and links to accompanying Brightspace courses**: Points to the 'Programme' section.
- Hyperlinks to useful websites and MyPortal instruction clips**: Points to the 'Education links for students' section.
- Other Brightspace courses in which you are enrolled**: Points to the 'Other Courses' section.
- Search in Study Handbook**: Points to the search bar in the 'Study handbook' section.

Registration for courses

At Wageningen University an academic year is divided into 6 periods. The first period starts in September; the last in May of that academic year. Before a period starts you must register for the courses which you are going to take. **We have first-year BSc students already registered for their courses in period 1. First year MSc students that start in September 2020 will get additional information about registration for courses during the Annual Introduction Days (on 13, 14, 18 and 19 August).** Important dates for registration in 2020/2021 are mentioned in Table 1.

Scheduling Programme TimeEdit

From the academic year 2020/2021 you will find your schedule in the new scheduling programme TimeEdit. Read more about it on the "Study Guide and Schedule" page: <link: www.wur.eu/schedule >. You can also find frequently asked questions here.

You can also go directly to your schedule via the link in the "Course Schedule" part of MyPortal: te.wur.nl (see also the screenshot above).

Brightspace

Brightspace is the Learning Management System of Wageningen University. In Brightspace you will find the course material for your lecturers, tutorials and practicals. Furthermore, there are important messages of your teachers in Brightspace. These messages are also shown under the heading [Brightspace announcements]. You navigate to Brightspace for a course via the link <Brightspace> under the heading [Programme] (see also the screenshot above).

Table 1: Course registration deadlines 2020 / 2021

Period	Final registration date	Courses with maximum
1	09 August ¹	02 August
2	27 September	20 September
3	29 November	22 November
4	17 January	10 January
5	14 February	07 February
6	11 April	04 April

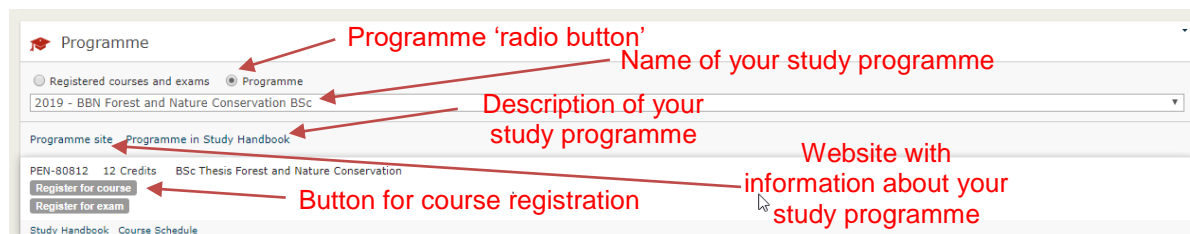
¹ For **first-year students** the closing date is **1 September 2020**

Registration for courses in 2020 / 2021 is **possible from the end of July 2020**

- If you register for a (retake) exam, you are **obliged** to appear for it. If you do not appear, you will be evaluated as "N.V." (did not appear). With such an evaluation, you will be excluded from the next possibility to take that exam, unless a successful appeal for force majeure or for personal circumstances was done and this written request was submitted to the examiner at the latest two weeks after the examination took place (Art. 15.3 Rules and Regulations of the Examining Boards of Wageningen University);
- You can register for at least two courses in each period. When registering for more than two courses a maximum of 15 credits per period applies (1 credit equals a study load of 28 hours in the European Credit Transfer System);
- If you want to follow more than 15 credits in 1 period, you must ask the Course Coordinator (see Study Handbook) of the course in which you will exceed the 15 credits, to register you;
- If you register for a course, you will automatically be registered for the accompanying interim exam;
- If you are too late to register, the Course Coordinator can still register you. The course coordinator decides whether or not to admit you to the course;
- You do not have to register for your internship and thesis.

How to register for courses

You will find the courses of your study programme by **choosing the 'radio button' [Programme]** under the heading "Programme" in MyPortal.



Under the course code of the courses you find the button <register for course>. Click it. A pop-up window appears in which you have to choose the year/period and must confirm your registration by clicking <Register>.

When the course you want to register for does not show up under [Programme], navigate to the search field under the heading "Study Handbook"

After you have registered for a course, a confirmation text appears: "The following course is successfully registered".

If you need more help, watch the instruction video "How to Register for a course": [youtube.com/embed/IJgP7QIqZHs](https://www.youtube.com/embed/IJgP7QIqZHs)

Watch the instruction video "How to Register for a resit exam" if you did not pass the interim exam of a course and want to register for a resit exam: [youtube.com/embed/scqmUzCJ41M](https://www.youtube.com/embed/scqmUzCJ41M)

Something not right or are you having trouble? Please contact the Servicedesk IT:

- T +31 (0)317 488 888;
- E Servicedesk.IT@wur.nl;
- (Opening hours: Monday till Friday from 08:00 – 17:00 h.

Service Point IT (for password reset, hands-on support on mobile phones and private devices

Desk in the FORUM building, next to the reception (building 102, Droevendaalsesteeg 2, 6708 PB Wageningen)

Opening hours: Monday through Friday 8:00 – 17:30 h; subject to change during holidays, exam weeks and Corona times. For more information, check the information screens in the education buildings.