



MyHZ

Version 1.2

The portal for staff and students

DEPARTMENT FOR INFORMATION SERVICES &
AUTOMATION
02-07-2021

1.0 MYHZ

The HZ Portal provides an overview of, among others, HZ news items, the HZ calendar and services that HZ offers to students and staff. Next to that, you can make use of various applications and reports via HZ Portal.

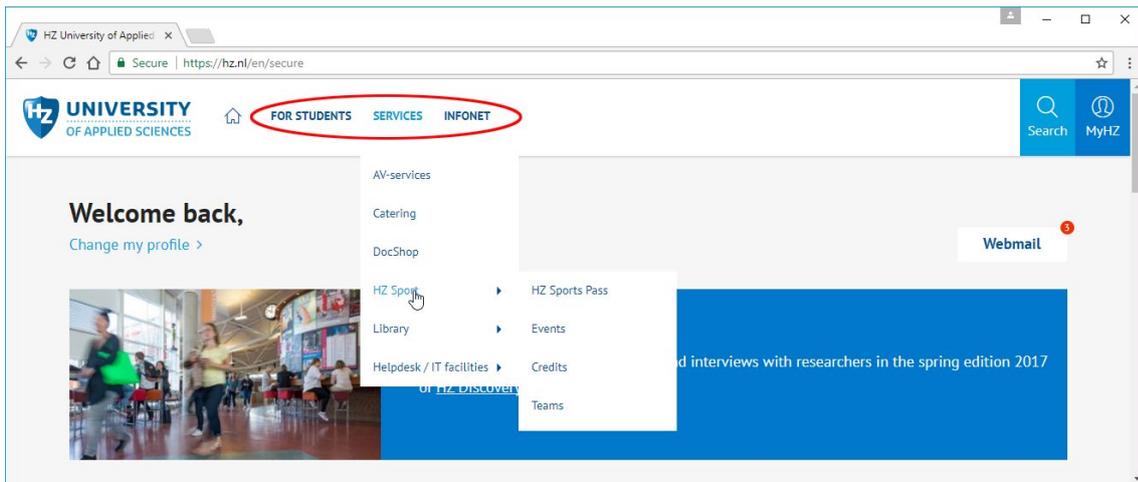
LOGIN

- Go to the website <https://hz.nl/secure>
- Enter your HZ username and password and click **Sign in**

2.0 ENVIRONMENT

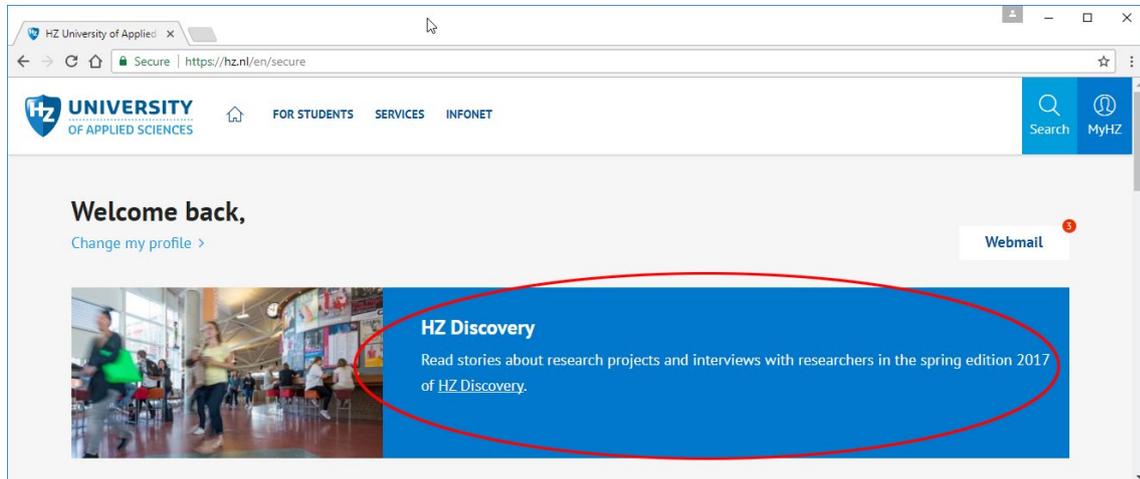
2.1 MENU

The HZ services and other items can be found via the menu at the top of the screen.



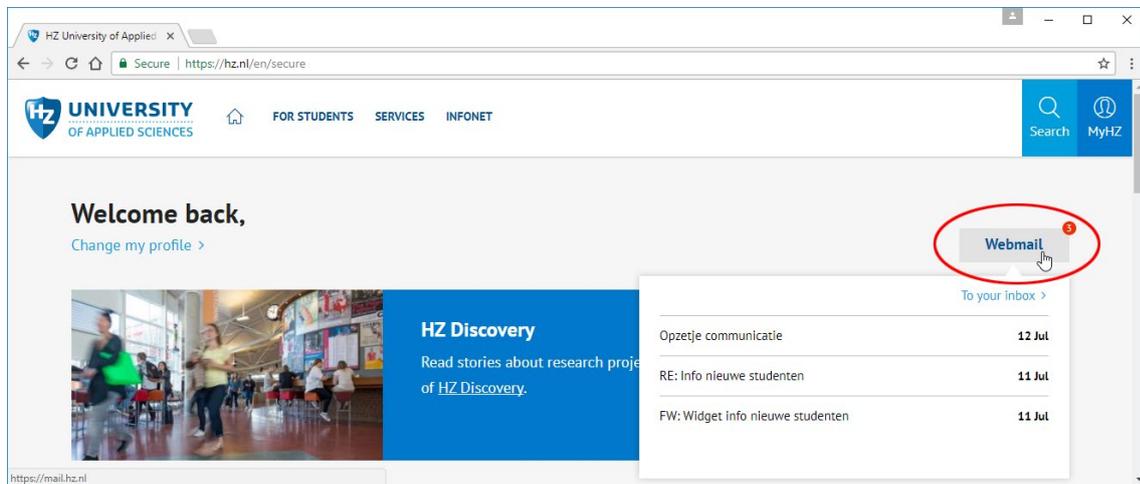
2.2 HIGHLIGHTED

At the top of the page a news item (blue/white) or an urgent message (orange) may be highlighted.



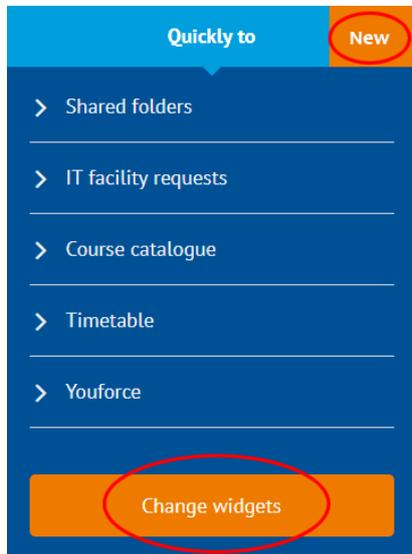
2.3 WEBMAIL

The link to an E-mail can be found at the top of the screen. You can also see how many unread emails you have at that moment.



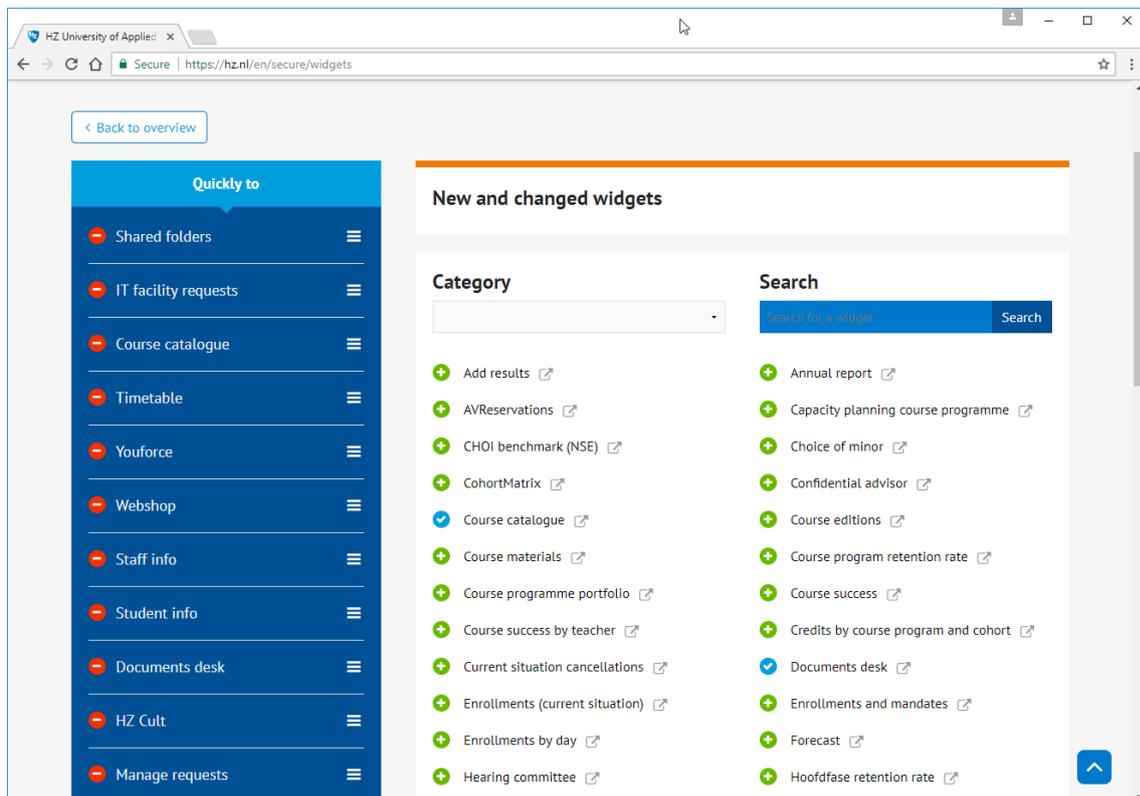
2.4 PERSONAL WIDGETS

On the left side of the screen you can find your personal widgets. These widgets give access to applications or reports and can be changed by clicking on **New** at the right top of this block or clicking on the button **Change widgets** at the bottom of this block.



To change widgets, you have the following options:

-  Remove widget
-  Replace widget
-  Add widget
-  Widget is already added

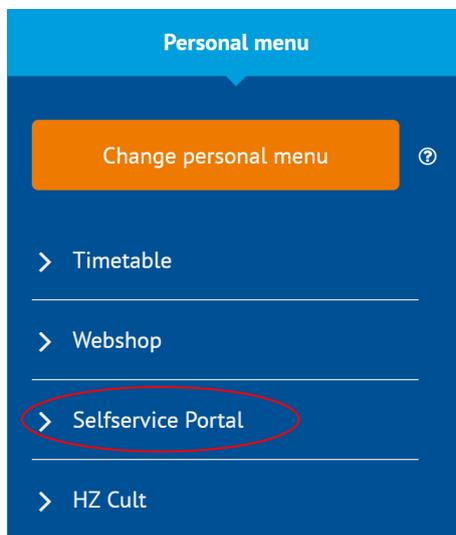


2.5 SELF SERVICE PORTAL WIDGET

Facility / IT Helpdesk questions, bookings and malfunctions can be registered by using the Self Portal Widget. Also information and manuals can be found in the knowledge database. Some examples are:

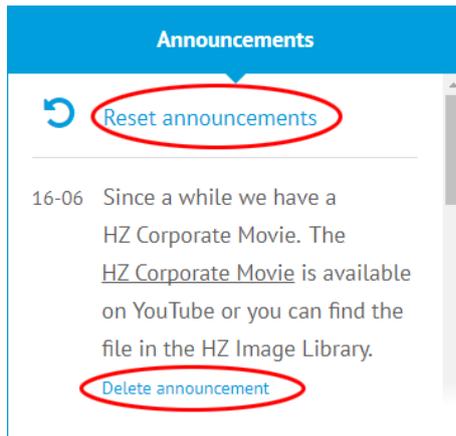
- Adding the HZ Wi-Fi network to your devices
- Using the printers
- How to make a reservation for audio/video equipment

Go to <https://helpdesk.hz.nl> or click on the widget **Selfservice portal** on MyHZ to open the website.



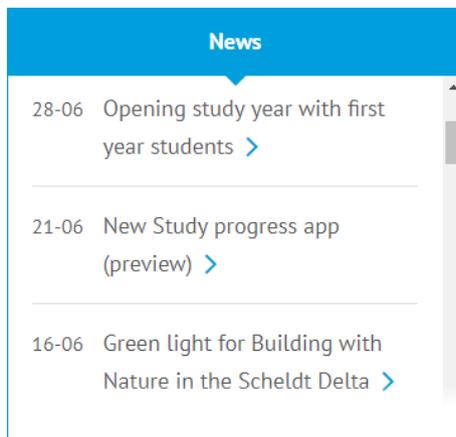
2.6 ANNOUNCEMENTS

The block announcements shows all the general announcements and absence announcements of teachers, from whom you indicated you wanted to receive messages. The announcements may differ for students and staff. Individual announcements can be deleted by clicking **Delete announcement**. To make all announcements visible again click **Reset announcements**.



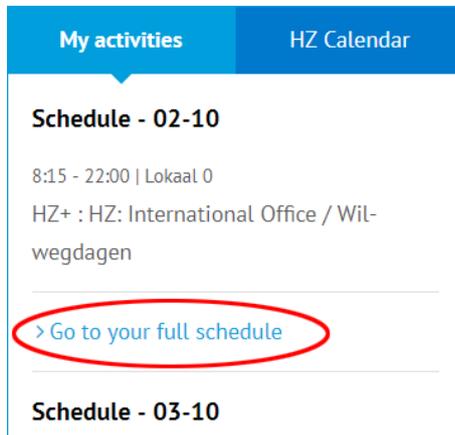
2.6 NEWS

This block shows all the HZ news items. The news items may differ for students and staff.



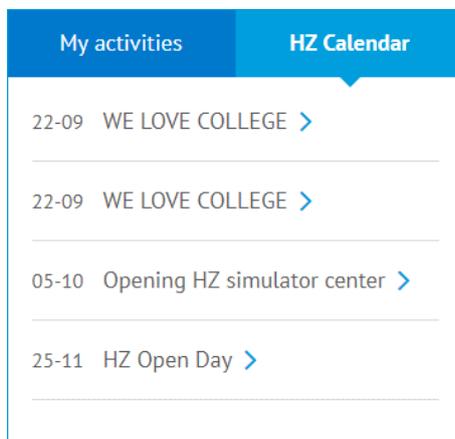
2.7 MY ACTIVITIES

This block shows all the activities on the HZ schedule per day. The list of activities is personal and HZ Cult and/or HZ Sport activities may be added if you are registered as a participant. Via **Go to your full schedule** the HZ schedule application is opened.



2.8 HZ CALENDAR

The HZ Calendar shows the HZ activities and events.



2.8 STANDARD WIDGETS

Next to personal widgets, several widgets of the most used applications and reports are grouped per role (student, teacher, Study coach, staff member, etc.).

