

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 <u>https://hz.nl/secure</u>
- 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.

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← → C ☆ Secure   https://hz.nl/en/secure				☆	:
OF APPLIED SCIENCES	VICES INFONET		Q Search	(1) мунz	
Welcome back, Change my profile >	<b>HZ Discovery</b> Read stories about research proje of <u>HZ Discovery</u> .	Opzetje communicatie RE: Info nieuwe studenten FW: Widget info nieuwe studenten	Webmail To your inbox > 12 Jul 11 Jul 11 Jul	)	
https://mail.hz.nl					+

#### **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.

	Quickly to	New
> Shared	l folders	
> IT faci	lity requests	
> Course	e catalogue	
> Timeta	able	
> Youfor	се	
	Change widgets	

To change widgets, you have the following options:



Search 😌 CohortMatrix 📝 😌 Confidential advisor 📝 😑 Webshop 🥑 Course catalogue 📝 😌 Course editions 📝 Staff info 🖸 Course materials 📝 📀 Course program retention rate 📝 📀 Course programme portfolio 📝 🖸 Course success 📝 ≡ Student info Course success by teacher Credits by course program and cohort Documents desk ≡ Current situation cancellations ┌? Ocuments desk 7 Enrollments (current situation) Enrollments and mandates 77 😑 HZ Cult ≡ 😳 Enrollments by day 📝 😳 Forecast 📝 Manage requests 😌 Hearing committee 📝 😌 Hoofdfase retention rate 📝

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

	Personal menu	
_		
	Change personal menu	?
>	Timetable	
>	Webshop	
5	Selfservice Portal	
>	HZ Cult	

#### **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**.

	Announcements	
C	Reset announcements	Â
16-06	Since a while we have a	
	HZ Corporate Movie. The	
	<u>HZ Corporate Movie</u> is available	
	on YouTube or you can find the	
	file in the HZ Image Library.	
<	Delete announcement	

#### **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.

My activities	HZ Calendar		
Schedule - 02-10			
8:15 - 22:00   Lokaal 0 HZ+ : HZ: International Office / Wil- wegdagen			
> Go to your full schedule			
Schedule - 03-10			

#### 2.8 HZ CALENDAR

The HZ Calendar shows the HZ activities and events.

Му	activities	HZ Calendar
22-09	WE LOVE COL	LEGE >
22-09	WE LOVE COL	LEGE >
05-10	Opening HZ s	imulator center >
25-11	HZ Open Day	>

## **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.).

Frequently used by staff	~
> Staff info	
> Timetable	
> Youforce	