Quick Guide to IT facilities at Nijmegen School of Management, Radboud University

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**Important websites**

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*NB. You will be able to start using these systems once your enrolment at Radboud University has been finalized and you have received your Confirmation of Acceptance as an exchange student.*
Student Portal
The Student Portal provides a general overview of all the systems discussed below. You have access to the website via https://portal.ru.nl and you can log in with your student number and password. Via the portal you have quick access to among others Brightspace, your student e-mail, OSIRIS and your personal schedule.
### Course registration

You will be registered for NSM courses by staff members of the IMO. If you attend courses at another faculty, the respective faculty will register you for the course. However, you have to check in OSIRIS if your registration was successful. Please make sure that the IMO is aware of your course selection at least 10 days before the course registration deadline for each block. Also, you have to check the registrations before the deadlines have passed, otherwise there cannot be made any changes or corrections for that particular block. Please inform the IMO about any changes at least 10 days before the course registration deadline. Not sure about the deadline? You can find the deadlines on the [website of the STIP desk](https://osiris.ru.nl).

**How to check your course registration?**

1. Go to [https://osiris.ru.nl](https://osiris.ru.nl)
2. Log in onto OSIRIS by using your student number and your password
3. Choose “show my registrations“ to see the courses and exams you are registered for
4. After the IMO has registered you, you will receive a confirmation e-mail and you can check your registrations for the lectures and exams in “show my registrations“, please keep these as proof of your registration

### Additional functions in OSIRIS

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<td>Overview of the obtained grades; Grades entered in OSIRIS are official grades</td>
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<td>Communication channel for confirmation of course registration</td>
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<td>Here you can get an overview of your course registrations</td>
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<td>Shows all courses. Please note that not all courses are available for exchange students. Stick to the exchange students course list.</td>
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1 Radboud University works with 2 semesters which are subdivided into 4 blocks: [Academic Calendar NSM - International Mobility Office (ru.nl)](https://osiris.ru.nl)
Would you like to switch courses?
If you want to switch a course, you will have to ask for approval at the IMO by means of a Change Form / During Mobility Form. This is a form with which you can add or drop courses. Strict deadlines apply. For more information, please see the IMO Study Guide document.

How to switch courses?
1. Check in your personal schedule if there are any schedule clashes
2. Find a substitute course that does not cause a schedule clash
3. Submit the correct During Mobility Form / Change Form (Erasmus or Non-Erasmus) to IMO
4. Wait for approval from the Examining Board (via the IMO)
5. Once approved, the IMO will register you for the course(s).
6. Check if the registration in Osiris is correct.

OSIRIS app
See your timetable, exam results and study progress in one app. You also receive push notifications when a new exam result or note is added.

You can check your course timetable on your smartphone. This is very useful in case you've forgotten where you need to be on campus. Push notifications will tell you if a course is cancelled or when new grades have been published. You can even check your study progress on your phone, which means you'll always know where you stand academically.

The OSIRIS app is available via the Apple App Store and Google Play.
Personal Schedule

Your OSIRIS and your personal schedule are not synchronized. Adding a course on your personal schedule does not mean that you are registered for the course, this can be done only via OSIRIS. You can already add courses to your personal schedule once you have access to it and once the courses on your Learning Agreement have been approved. This way, you can check for any lecture overlaps, exam clashes and working group options well in advance before the semester starts.

If you spot any clashes, you will have to switch one of the courses that causes a clash (see ‘How to switch courses’ above).

How to add courses to your personal schedule?

1. Go to https://personalschedule.ru.nl and log in with your student number and password.
2. Click on “Add timetable” in the right upper corner. A menu will appear where you should select “Course”.
3. The menu in the picture on the right appears. Search for the schedule of the course by typing in the course code in the top search bar.
4. Tick the boxes of the courses that you wish to add and press on “Add timetables” to add the course to your schedule.
5. Repeat this step for every course you want to add.
6. On the right side of your screen, there is a menu where you adjust the settings for each course in your personal schedule. If you tap the little arrow next to the course name you can choose the option “Filter Activities”. You can use this option to select and de-select all the working groups you follow. You can also check if your Exams are present in the schedule.

For a quick instruction you can watch the instruction video on the personal schedule.
Brightspace
Once you are registered for a course in OSIRIS, this course will be added to your Brightspace account by the next day. Brightspace is the main communication tool for lecturers. It is advisable to check it every day for new messages. You have access to your Brightspace via https://brightspace.ru.nl and log into your Brightspace with your student ID. Brightspace has many options; we have highlighted the most important features below.

Announcements – main page
On the main page of each course, the teacher has the opportunity to place announcements to inform you about anything that is important to the following of the course.

General course information
Under the subsection “Content”, you can find the general course information like a course manual and the PowerPoints that are used for the lectures.

Assignments
Under the subsection Activities, you can find the assignments page. Teachers have the possibility to upload the assignments themselves there, but also open folders where you can submit assignments. Brightspace has even more functions than these three. For a full tour through Brightspace and its functionalities, please have a look at this video. Please do note that every teacher can arrange the Brightspace page of his/her own course. Not every teacher makes full use of Brightspace, so there might be some differences between the pages of each course.

M-Space: Incoming Exchange Students NSM
Please note that there is also a Brightspace group for NSM exchange students. Please check it regularly for announcements and important messages.
Books
After enrolling for courses and setting up your other accounts, you can order your books and readers needed for the courses you are enrolled in.

Ordering books
1. Go to https://fm.itdepartment.nl/en/ and make an account with your student e-mail and password
2. Click on “Ordering booklists”, here you can find and buy the books you need
3. Now you need to know from which department and which year the course is that you are following. You can find this in the description of the course in the description of the courses in the course list.
4. If you have found the correct department and year, you can easily find the necessary books via the menu on the left.
5. You can get a discount for the books if you are member of one of the study associations. Please be aware that if you are member of for instance the study association for Business Administration, you will only receive a discount for books from Business Administration. The membership costs €10,-. It is worthwhile to become a member since the discount could go as high as €30,-.
   - Books are quite expensive. If too expensive, there are some other options. One is to look for second-hand versions of the book. You have to be careful however to buy the right edition of the book. The second option is to buy the books and sell them before you leave the Netherlands. The https://fm.itdepartment.nl/en/ webshop offers this service too.
6. Make sure you have the books delivered to your Dutch address!

Ordering readers
There are not many courses that require a reader, yet some courses do. You can either check this manually or look at the literature list in the syllabi of the courses published on Brightspace.
1. Go to https://management.ru-bestel.nl/ and log in with your student details
2. You need to know from which year and which block the course is. You can find this in the description of the course in the course catalogue.
3. If you found the correct block and year, you can easily find the necessary readers via the menu on the left. If you need a reader, you can click on it and you will be referred to menu on the picture above.
4. To order the reader, click on “voeg artikel toe”. This will add the reader to your shopping cart.
5. If you added the reader, you can either look for more readers or click on “plaats bestelling” (place order).
6. Once you have paid, you will get notified when you can pick up the reader at Post & Print, Thomas van Aquinostraat 1, 6525 GD Nijmegen (on Campus).
E-mail
If you need to send an e-mail to a teacher, a study advisor or if you need to e-mail an organization for a study assignment, you have to send the e-mail through your student account. You have access to your e-mail account via [http://mail.ru.nl](http://mail.ru.nl). When you login, please place ru\ before your student number (for instance: ru\s123456).

All confirmation emails from OSIRIS and some announcements from Brightspace are also sent to your student email. It is wise to check your student email on a regular basis.

Printing – Kuario
Through the Radboud University printing system, students are able to print, scan, and copy anywhere on campus, regardless of the faculty at which they study or work. When printing, you send your print job to a print queue instead of a specific printer. The next step is to simply retrieve your print job from any printer.

In order to print you have to have an active account on Kuario and add credit to your Kuario balance.

1. **Install the app**
2. **Activate your account**
3. **Add credit to your balance**
   a. You can pay with iDEAL, Maestro, MasterCard and VISA
4. **Log in** at the printer and print!

You can also connect your own laptop to the Campus printers. Here you can find both the instructions for Mac and for Windows.

If you have any difficulties with setting up a print account, please send an e-mail to [icthelpdesk@ru.nl](mailto:icthelpdesk@ru.nl) or go the IT helpdesk at the central university library.

WiFi
If you are a student at Radboud University, you can use the Wifi network named *eduroam*. If you have set up eduroam once, you will have wireless access to the Wifi network at almost all other higher education institutions in the Netherlands and abroad.

In order to set up eduroam, please check the [instruction page](#) (iPhone, Android, Windows and Mac).