

Step-by-step instructions on how to create a HANaccount for applicants/students

You will soon be studying at HAN. During your studies, you will use various digital systems. To do so, you need a HAN account. A HANaccount is unique and personal. You only need to create it once. You can use your HANaccount to log in to www.han.nl/mijnaanmelding and track your course enrolment and upload your passport photo. We need your passport photo for your student card.

Personal details

When creating your account, have the following details at hand:

- HAN student number
- Private email address
- Mobile phone number (optional)

If you already have a HANaccount but you cannot log in to the portal with your current status, start at step 7.

HANaccount step by step

1. Go to www.han.nl/hanaccount and start your request under 'Create HANaccount'.
2. Step 1: fill in the required details and accept the general conditions.
3. Step 2: Choose a login code and click on 'Proceed'
4. Step 3: Enter the password you want to use for your HANaccount and click on 'Proceed'.
5. Step 4: Type the characters displayed in the box, and then click on 'Proceed'.
6. Step 5: Confirm the email you've received in the mailbox you entered to activate your HANaccount. **Please note** that you still need to request access before you can actually use your HANaccount (see the instruction below on how to request access).
7. Next, go to www.han.nl/hanaccount and select 'Login' and log in using the HANaccount you have created;
8. Select for 'Request access'
 - o 'You have enrolled for a degree course'.
 - o 'You have a HAN student number' and follow the steps on the screen.
9. Step 1: Next, select ' You have enrolled for a degree course' and 'You have a HAN student number'. Then click on 'Proceed'.
10. Step 2: Enter your HAN student number (see letter and email that you received from HAN after you submitted your request for enrolment) and your date of birth and click on 'Proceed'.
11. Step 3: Check the details (if your details are incorrect you should first contact the Service Desk) and click on 'Proceed'
12. Remember your login code and your HAN email address and click on 'Confirm your request'
13. Your HANaccount has now been created. Once you have been enrolled as a student, you can log in to the registration page to track the progress of your registration: www.han.nl/myapplication. Course participants cannot use this option.

Questions or problems? Click on 'Questions' or contact the Service Desk (servicedesk@han.nl).