Digital access to the HAN
- For relations requiring access to one (or more) IT services

You are a HAN 'relation' and need access to one or more IT services for a limited time for your work or study (short course, acceditation, guest lecturer, work placement manager, etc.). You need a HAN account in order to do so. This account is personal and only needs to be created once.

What do you have to do?

You do not already have a HANaccount	*You already have a HANaccount*
Create your personal HANaccount. Follow the instructions below (see A).	*Do not create a new HANaccount. Go to 'Request access (existing relations)' further in this document (see B).*

A. Personal details necessary to create a new HANaccount
You will need the following information to create a HANaccount:
- Private email address
- Faculty and institute (Service Organisation and Service Unit, respectively) where you are working or studying
- Email address for your contact person (e.g. study coordinator or principle)

Create your HANaccount
- Go to www.han.nl and click on HANaccount. Or go directly to http://www.han.nl/hanaccount
- Start your request by clicking on 'Create HANaccount'
- During the request process an email will be sent to your private email address. Click on the link in the message in order to continue with your request.
- You must now log in directly in order to gain access to the digital services you need. Click on 'Log in'

Request access (new relations)
- If you have reached this step you have already created a HANaccount and have just clicked on 'Log in'.
- In the first step, select 'None of the above'
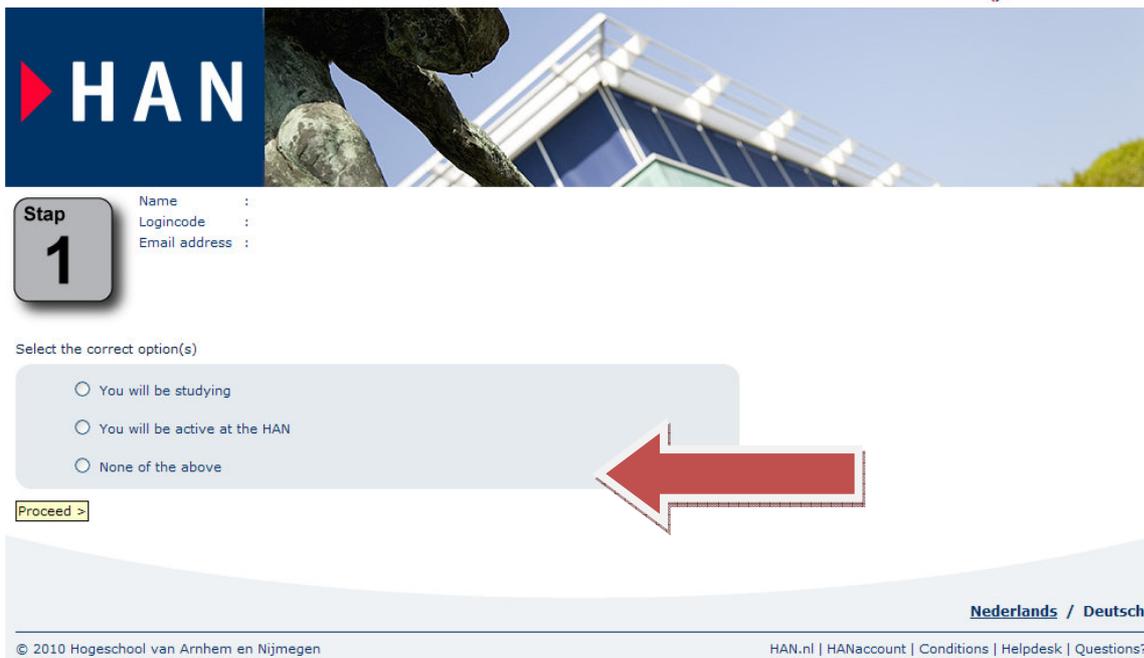
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1 This information does not apply to you if:
- You are a student or course participant with a HAN student number and need access to the full package of IT services for students/course participants.
- You need access to an employee work desk with all the services available to an employee.

- The following screen will appear when you click on 'None of the above'. It is possible to select multiple options. An authorised HAN employee will evaluate your request. The image below is only an example; you can select other options.

- Once you have completed all the steps, wait for approval of your request. We will contact you by email with more information.

B. Request access (existing relations)
- Go to www.han.nl and click on HANaccount. Or go directly to http://www.han.nl/hanaccount
- Log in and click on 'Request access'

- In the first step, select 'None of the above'
- Follow the remaining instructions in section A. 'Request access (new relations)'

What do you do once access has been granted?
Go to the HANaccount website (http://www.han.nl/hanaccount) and see which services you can access. If you click on a service you will see more details about the service and how, for example, to log in to the service. Logging in can differ per service.

Questions?
If you still have questions, go to the HANaccount website (http://www.han.nl/hanaccount) and look under 'Frequently Asked Questions'. Contact the IT Helpdesk if necessary. IT Helpdesk contact details can also be found on this site.