

Identity & Access Management (IAM)

# NetID SelfService – Employees (IAM.tudelft.nl)



TU Delft

# Manual

## NetID SelfService (e-service) (Employees)



### Versie beheer:

Person	Date	Version
O. Oduncu	10-11-2023	v0.1
R. Verhaagen	30-11-2023	v0.2

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# 1 Login

On all TU Delft services that require a login, you will need to sign in with a NetID account. This NetID is a personal account that is linked to your registration with TU Delft.

## 1.1 NetID

Using your NetID and password, you can sign into all services using the "Single Sign On - SSO" principle. When you sign into a TU Delft service, such as BrightSpace or the intranet, you will see a login page from 'login.tudelft.nl':

English | [Nederlands](#)



Please login to access login-protected services

Username

your NetID

Password

your password

Login

### Close your webbrowser to quit the login-protected services

A browser has the login ticket in memory. As long as the ticket is not expired and the browser is not closed, the login ticket is still valid and can be used by anyone who has access to your browser. So close your browser to quit the protected services, especially if you're logged in on a public spot.

[Forgot your password?](#)

To log in for the first time with your NetID, it is important to activate your NetID for use. By initially setting a password via "password.tudelft.nl", your NetID will also become active, and ready to log in via SSO for example.

If you are unable to log in, you can change/reset your NetID password via "password.tudelft.nl".



## 1.2 Strong Authentication

Certain services provided by the TU Delft require an additional security measure when logging in via SSO. This includes services such as EduVPN, for which it is important to apply two-factor authentication.

After logging in with your NetID and password, in some cases a stronger authentication form will be required. After login on the next screen, you will then be asked to enter a 2FA (Two Factor Authentication) code.

During your registration with TU Delft, a mobile number (in most cases) was also saved so that you can use it to log in to a number of TU Delft services.



### Two factor authentication



#### Stronger 2-factor authentication method recommended

Currently you are using SMS for 2-factor authentication. A more secure, reliable and faster alternative is to use an Authenticator app on your mobile phone. Set up an Authenticator app (e.g. Microsoft Authenticator) now, to ensure a secure 2FA code will be available in the app anytime and anywhere.

[Set up Authenticator app\\*](#)

\*The login process for the protected service will be interrupted.

This application requires an SMS code that has been sent to your mobile phone number as registered at e-service.tudelft.nl. For more information and assistance, contact your Service Desk.

Time left to enter your SMS code: 9 Min. 37 sec.

SMS code

[Send code again](#)

[Ok](#)

Close your webbrowser to quit the login-protected services

A browser has the login ticket in memory. As long as the ticket is not expired and the browser is not closed, the login ticket is still valid and can be used by anyone who has access to your browser. So close your browser to quit the protected services, especially if you're logged in on a public spot.




More information on how to enhance your NetID account with strong authentication can be found here:


- <https://www.tudelft.nl/en/it-manuals/login>

# 2 My personal information

The e-service portal gives you access to manage your NetID profile via self-service. Here you can update the following things as an employee:


- Private mailaddress for system notifications and password resets
- Mobile number for 2FA and password resets
- Passport photo for identification and your campus card
- Workplace location within TU Delft
- Publication preferences about your data

 TU Delft Identity Manager  



## Employee self service

Personal Information

E-mail address 





Mobile 

Photo 





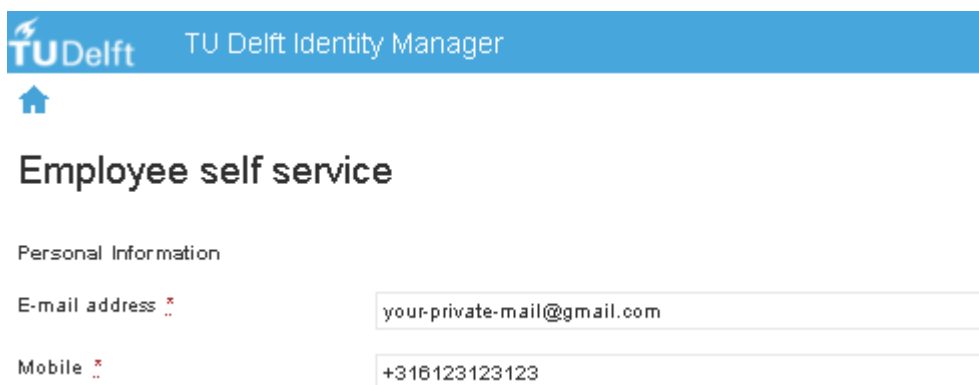
Business location

Publication Preferences	Internet	TU Delft
Base data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Photo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile phone	<input type="checkbox"/>	<input type="checkbox"/>
First name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 2.1 Private mailaddress

You can update your own private email address through e-service. This allows you to:

- Receive system messages or notifications. For example, reminders about changing your NetID password.
- Use it as an additional 2FA method when changing your password via password.tudelft.nl.



TU Delft TU Delft Identity Manager

Employee self service

Personal Information

E-mail address \*

Mobile \*

This private email address cannot be a TU Delft email address, because you must be able to receive a notification outside of your TU Delft mailbox.

## 2.2 Mobile number

As shown in the image in paragraph 2.1, you can update your mobile number on the e-service portal. This mobile number comes from the HR system and can also be modified via this portal.

***This mobile number is used for two-factor authentication (2FA) when logging in via login.tudelft.nl. In addition to 2FA via login.tudelft.nl, there is also MFA from Microsoft itself. Registration and self-service management of this takes place via <http://aka.ms/MFASetup>***

When your mobile number is updated, you will automatically receive a confirmation message on your old mobile number. This means that you should keep an eye on this yourself to make sure that no unexpected changes are made.

The correct format of your mobile number is also important, otherwise the messages will not arrive.

For Dutch numbers, a mobile number must start with: “+316...” and not “+3106...”. Phone numbers from abroad are not checked for this format.

## 2.3 Profile picture

The profile picture on your NetID account is used for the following purposes:

- Identification
- Campus card

When you want to upload your picture, it must meet a few technical requirements:

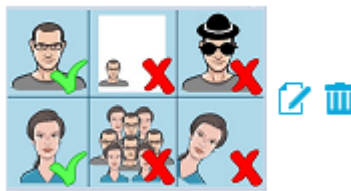
- The file must be in JPG or JPEG format.
- The file must not be larger than 4MB.
- The minimum resolution must be 300x400 pixels, and the maximum resolution must be 3840x2160 pixels.

If you are unsure of the format, edit your photo and save it as a JPG file (can be done in any photo editing application of your choice).

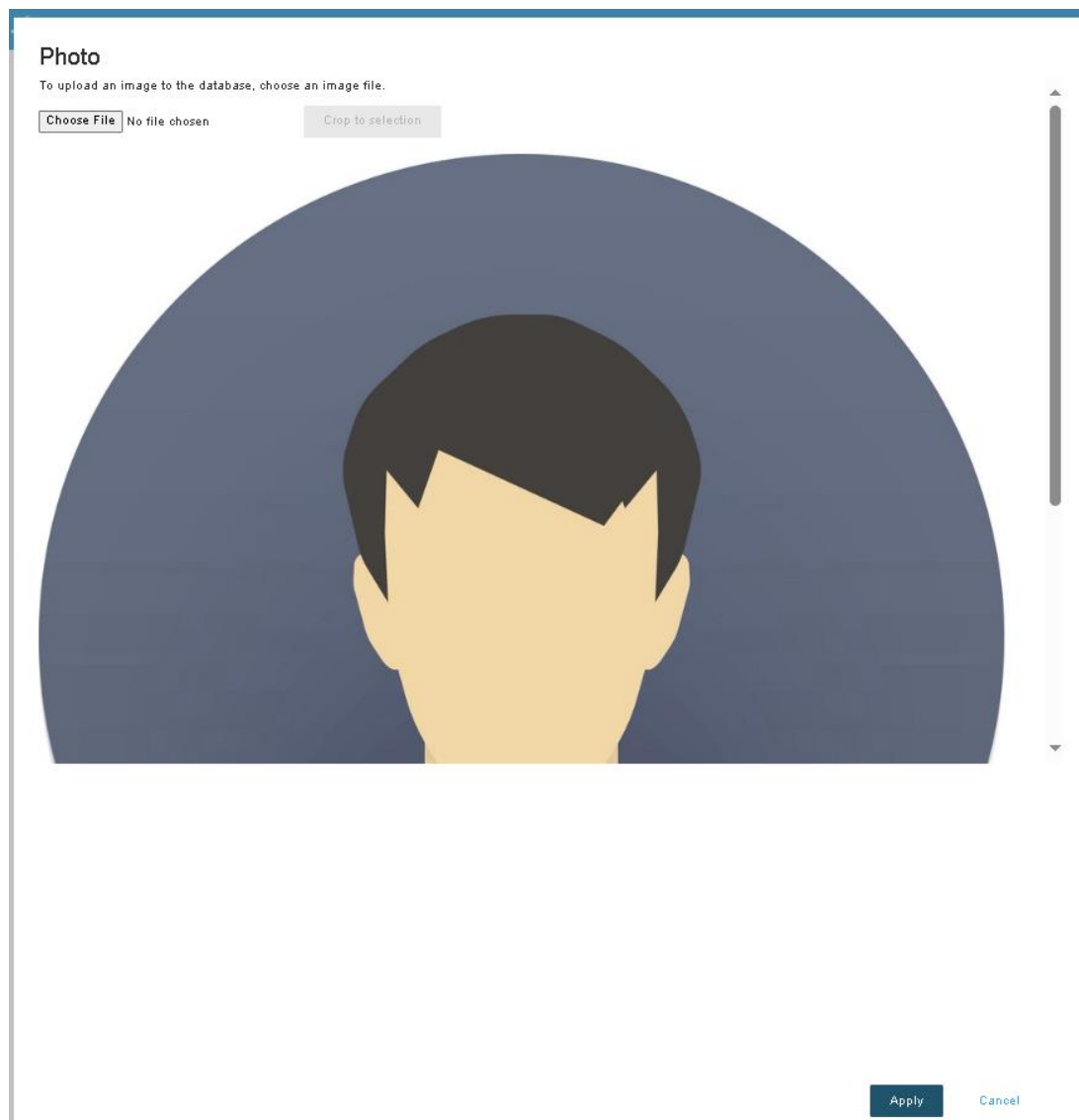
### 2.3.1 Upload

After logging in via e-service, you can update your profile picture on your NetID account there.

Click on the "edit" button next to the example image:



Next, you will see the following pop-up screen where you can select, crop, and upload your picture:



Click on "apply" in the lower right corner to save the changes.

**NOTE:** Your NetID account will not be updated until you click "save" on the main screen.



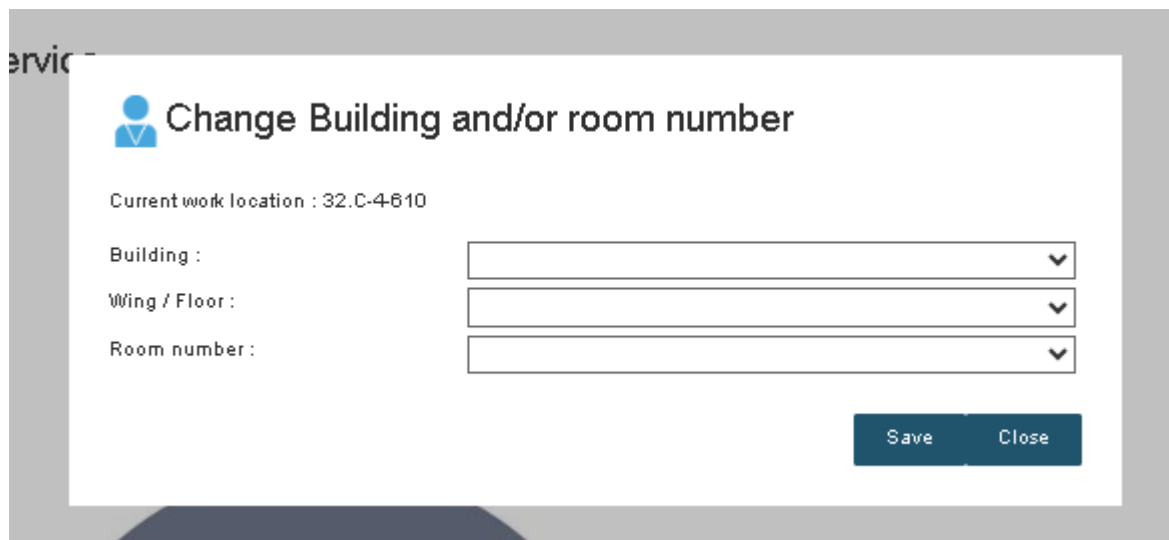
## 2.4 Office location

It is possible to adjust or update your location via e-service. This location will be passed on to Microsoft services so that it will be displayed in the Outlook address book, among other things.

When you click the "Change" button, a new window will open:

Business location	32.C-4-B10	Change
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See below the pop-up window where you can choose from a few combinations:



Change Building and/or room number

Current work location : 32.C-4-B10

Building :

Wing / Floor :

Room number :

Save Close

**NOTE:** If you want to use this, only the building location is required in this window. Your NetID account will not be updated until you click "save" on the main screen.

## 2.5 Publication preferences

With these optional preferences, it is possible to provide several TU Delft services with your NetID account information. However, there are two exceptions, namely:

- The checkbox under TU Delft Basic Data is always on and cannot be turned off. This is an indication that your NetID account is always passed on to internal TU Delft ICT services. In any case, your name and contact information are always available on the TU Delft website.
- Your mobile number is always used for two-factor authentication (2FA) sign-ins to TU Delft services that are provided via login.tudelft.nl, among others. This also applies to system messages that are sent to your mobile phone when you change your number and or password. Turning off these checkboxes will not affect this.

The remaining checkboxes can be set by yourself:

Publication Preferences	Internet	TU Delft
Base data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Photo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile phone	<input type="checkbox"/>	<input type="checkbox"/>
First name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>