Finding your way around
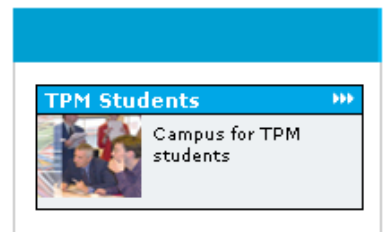
How to use (web)facilities provided by Delft University of Technology

Update June 2024

Contents

General introduction

This is a hand-out with information for you in order to find your way around in the most important web-facilities of the TU Delft. This guide will use the Student Portal TBM (TPM in English) as a starting point every time. The address of this site is https://www.tudelft.nl/en/student/faculties/tpm-student-portal/.

This website will provide you with information about education, academic counselling, ICT and more. In fact here you will find an answer to most of your questions.

Education	Services	Organisation
Bachelor	Practical information	Academic Counsellors TPM
Master	Study & Well-being information	International Office
Courses and examinations	Quality Assurance	Board of Examiners
Referencing and Fraud	Annual Reports	Faculty Student Council (FSC)
Forms	Regulations archive BSc	Board of Studies
Double Degree	Regulations archive MSc	Study Associations
Honours Programme		Who do I contact?
Timetables		Contact

Brightspace

At TU Delft, Brightspace is used as the standard online community. Within Brightspace you can search for courses, view any news relating to these courses, see lecture sheets, view examination results, etc. To go to Brightspace go to the following site;

https://brightspace.tudelft.nl/d2l/home/6646

Usage of Google Chrome as web browser is preferred. On the Brightspace site you will have to sign in using your NetID. Put your NetID and password in the designated fields.

Please log in to access login-protected services.

NetID: [your netid]

Password: [your password]

Log in

MyTUDelft app

MyTUDelft is available for downloading. My TUDelft is an app where you can find your personal timetable, grades and study progress. You can download the app in the Apple App Store and Google Play Store. With the app you can easily and clearly structured find the information about your timetable, grades and study progress. On the website https://www.tudelft.nl/en/student/ict/mytudelft/ you can find more information.

NetID activation

NetID is the general authentication mechanism of Delft University of Technology. You can use your NetID to access some ICT applications, like Brightspace and Osiris. These specific applications will be described later on in this manual. Students who are enrolled for the first time get information about their e-mail address and NetID by letter. You must activate your NetID with a one-time-key, which is given in this specific letter. Depending on the starting date of your enrolment and payment to TU Delft it is possible that you don't have this NetID yet. In this case please contact the service desk.

The site where all information about your NetID can be found and activated is:

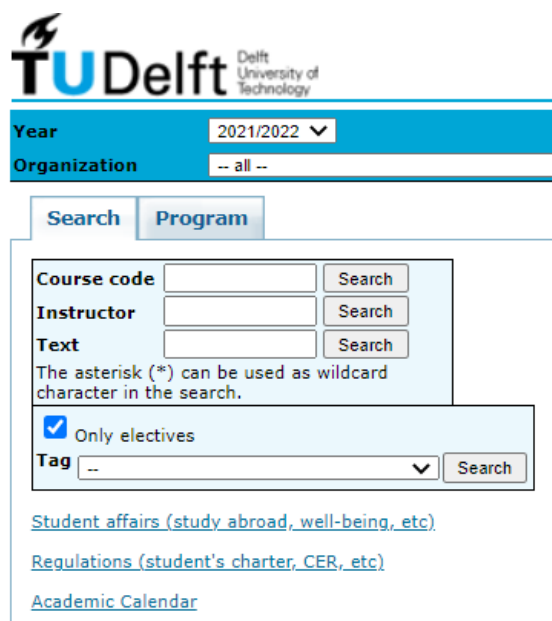https://www.tudelft.nl/en/student/ict/ict-facilities/netid-account/

Digital Study Guide

For a general description of all courses you need the digital studyguide:

http://www.studyguide.tudelft.nl/

All courses of TU Delft have a combination of letters (program) and numbers (course number) as well as a full title. For example; MOT1420 and EPA1311. If you want to view your complete program, select "program" and choose organization Technology, Policy and Management.
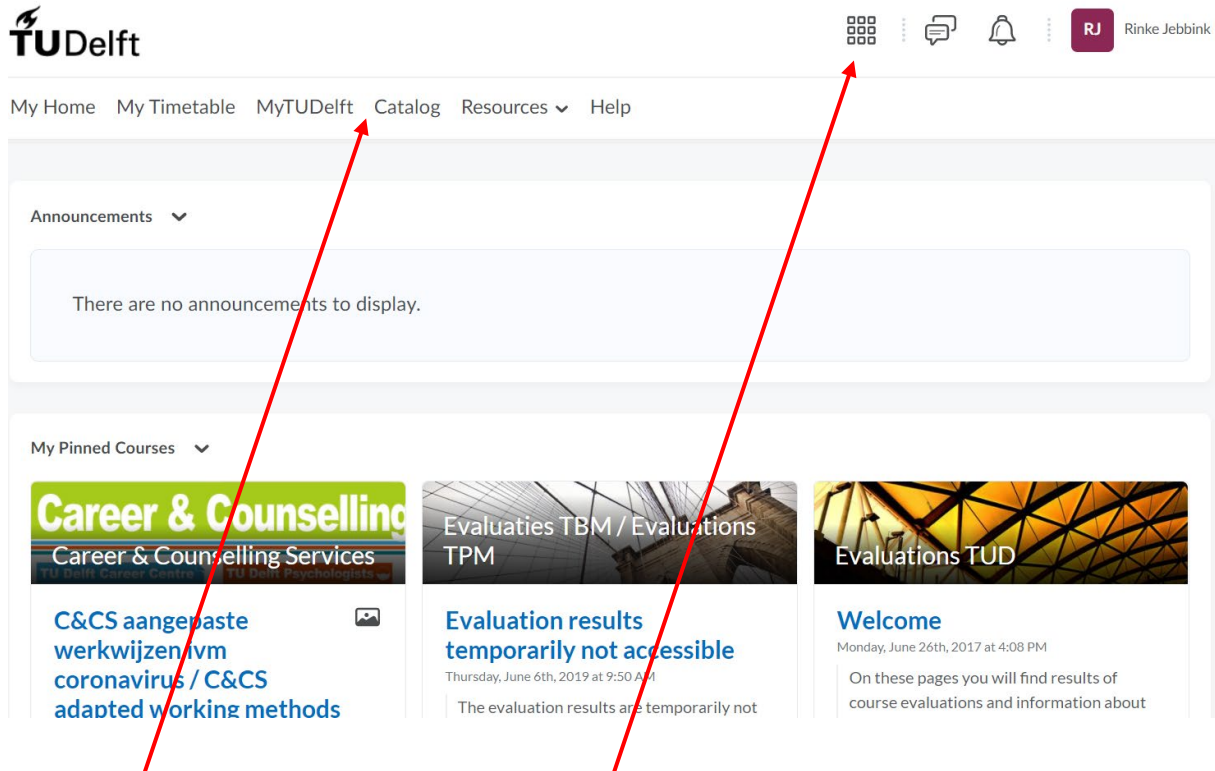
On the site of the digital study guide you can search courses by code (e.g. MOT1420), instructor or text (part of the full title of the course), as can be seen below:

Courses

After you log in on Brightspace you will arrive on the main site of Brightspace where an overview of your courses, communities/organizations and recent news is shown. You will be enrolled automatically for all courses and communities corresponding to your Bachelor/Master. Moreover, you can enroll yourself to additional courses that have *self-enrollment* enabled. These courses can be accessed by clicking *'Catalog'* on the navigation bar of your Brightspace home page.
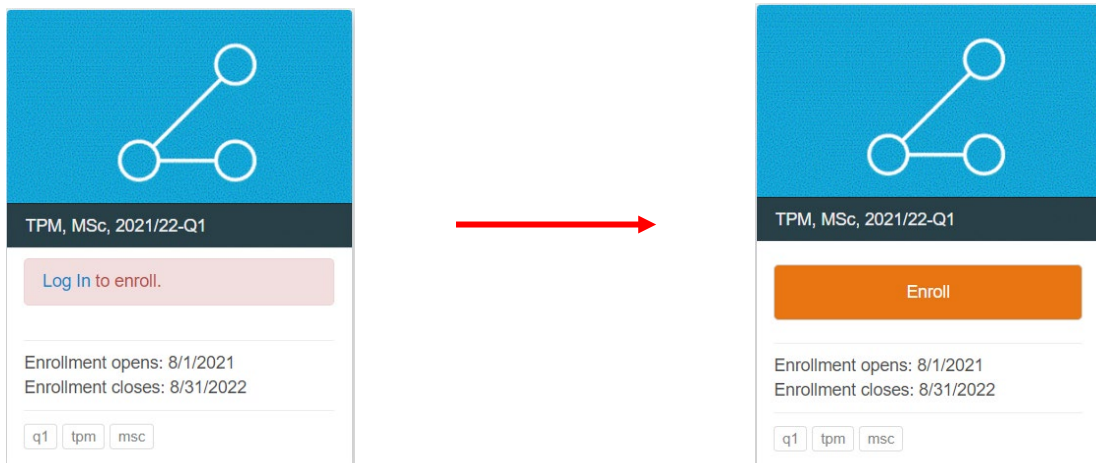

Click here to open the course catalog.

Click on the grid to search through your courses and organizations.

Clicking the course catalogue will open a new tab in your browser. Here you can search courses based on course name, course code, faculty, quarter, etc. Make sure you enroll in up-to-date courses by checking the study year behind the course name (2021/22 Q…). This can be either Q1, Q2, Q3 or Q4 depending on the period in which you would like to participate in this course. When you click on a course the site asks you to Log In in order to enroll. Click 'Log In' and fill in your NetID & password. After logging in, click the 'Enroll' button to enroll.

Course schedule

The academic year is divided into four quarters, each consisting of 10 weeks. Normally the first 7 or 8 weeks are for lectures and assignments only. During the last 2 or 3 weeks exams or retakes are scheduled. This can differ per faculty. Your schedule will often refer to a week number in a "week x.y" format, where x is the quarter number and y is the week number. So for example: "week 1.5" means week 5 in the 1st quarter and "week 2.3" means week 3 in the 2nd quarter.

Now you are enrolled in the selected course and you can find all documentation except for your timetable and room number. To add courses in your timetable you go to https://mytimetable.tudelft.nl/

You will get a screen where you need to add course(s) or an entire study programme. Press 'Add Timetable', and log in again and press 'Add Timetable' again. You can also construct a timetable without logging in, but when you leave the webpage, the information will be lost, so make sure you are logged in.

Now you can add courses or an entire study programme.
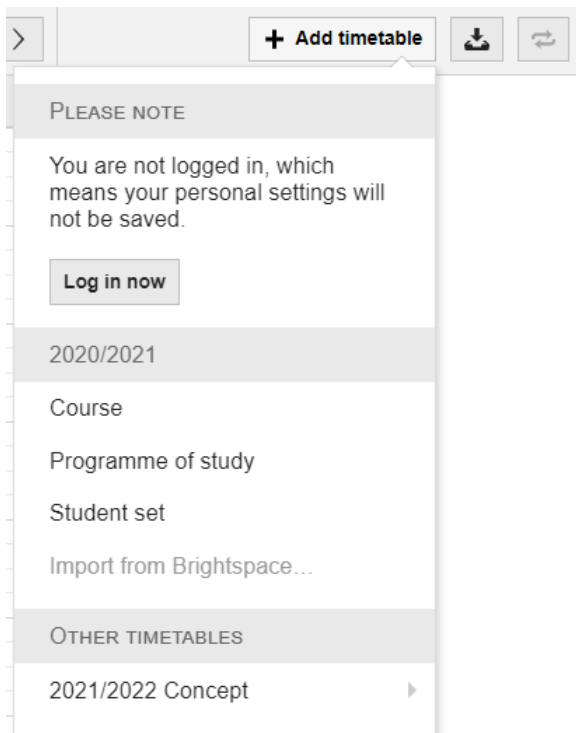
You can also add or delete courses on the right side of the page.
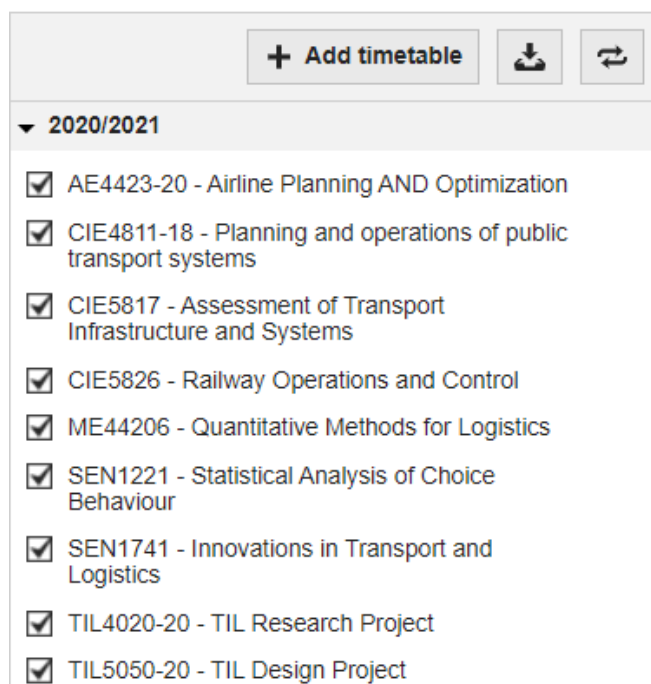
After adding all your courses you can find them in your Timetable, including date, time and location.

It is recommended to check your schedule every week since changes could apply!

MyTUDelft

If you have done an examination, the final score will be published on MyTUDelft. You can access MyTUDelft via Brightspace. TU Delft works with MyTUDelft to register for exams and to view your grades. Accessing MyTUDelft in Brightspace is straightforward: click on *'MyTUDelft'* in the navigation bar of the Brightspace home screen. A new tab will open where you can log into MyTUDelft using your NetID.
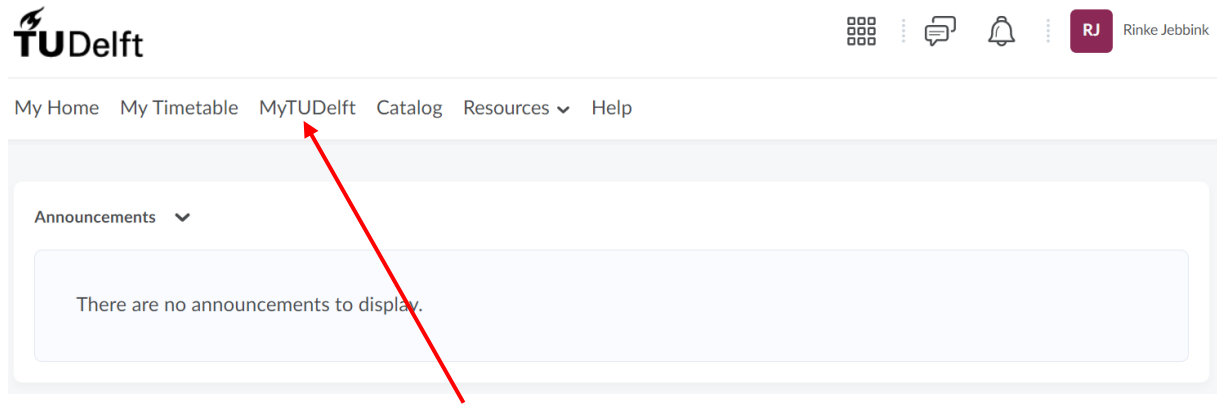
Clicking here will open MyTUDelft

Firstly, you will have to enroll in MyTUDelft with your NetID and password.
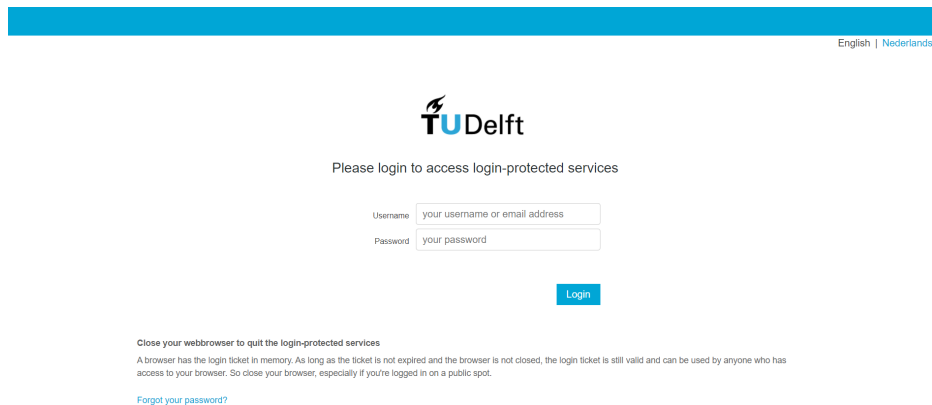
Then you will arrive at the MyTUDelft homepage:
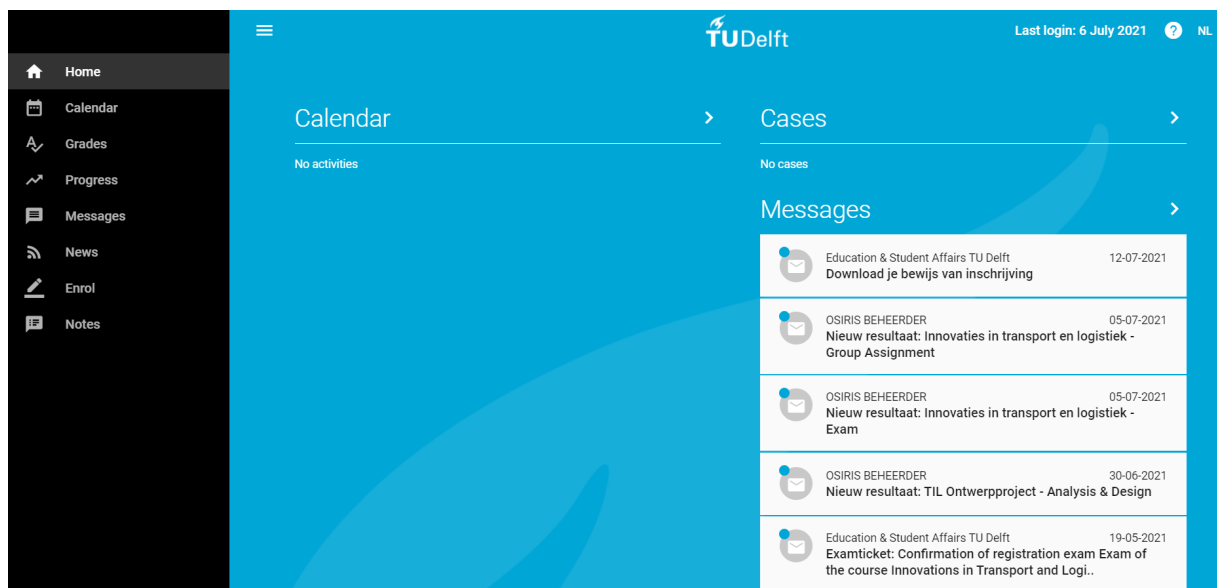
Click on the Enroll button on the left hand side of the homepage to arrive at the following page:
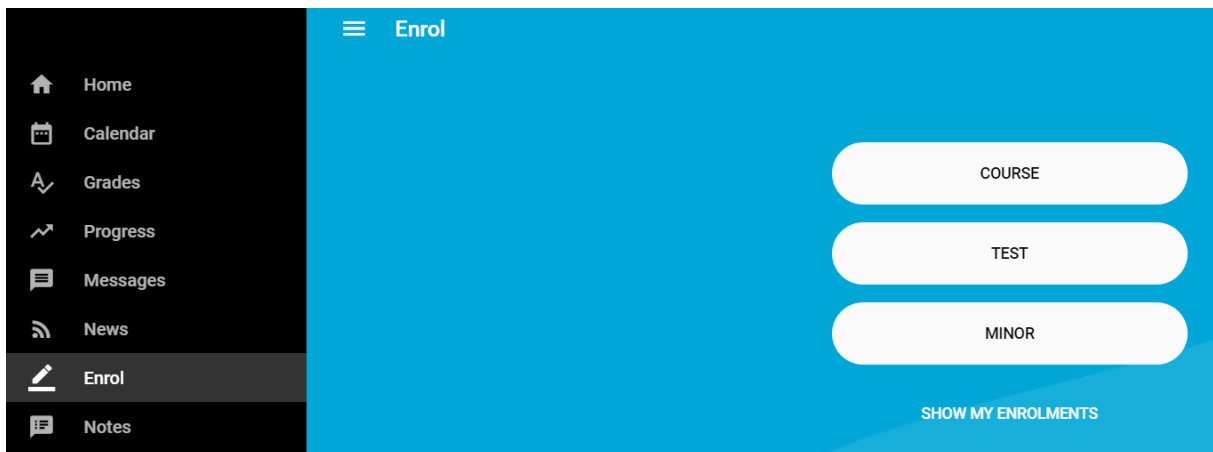
Type your course code into the box to register for that course / test. *(The exams are not available right away. It mostly takes a couple weeks after the course started. If the exam doesn't appear right away, try it again later)*

The deadline for registering for exams is up to and including 14 days before the exam.
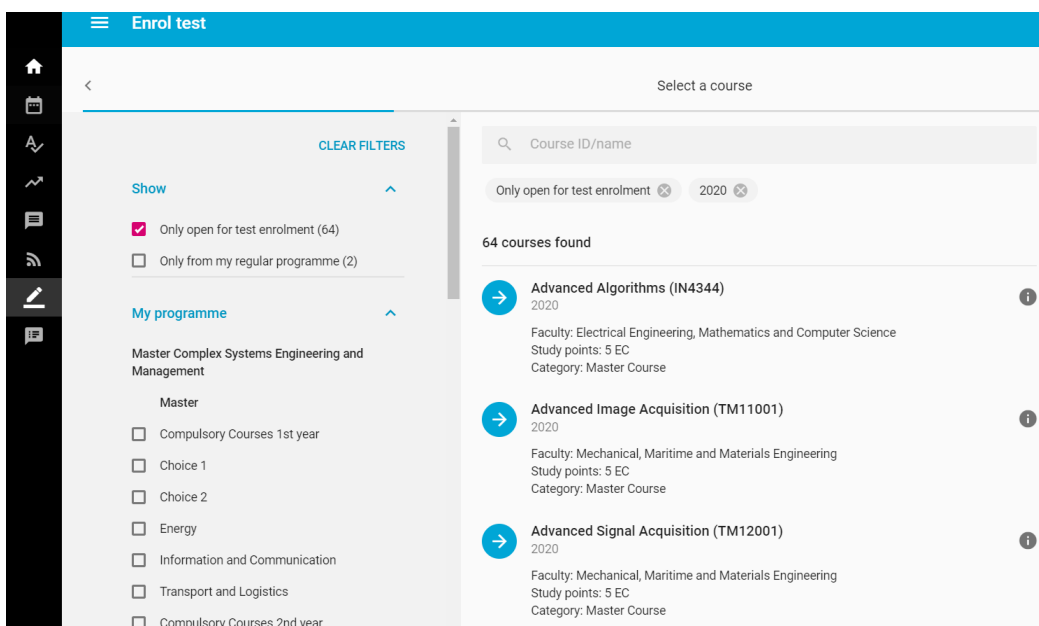
Select the courses / tests that you want to enroll in.
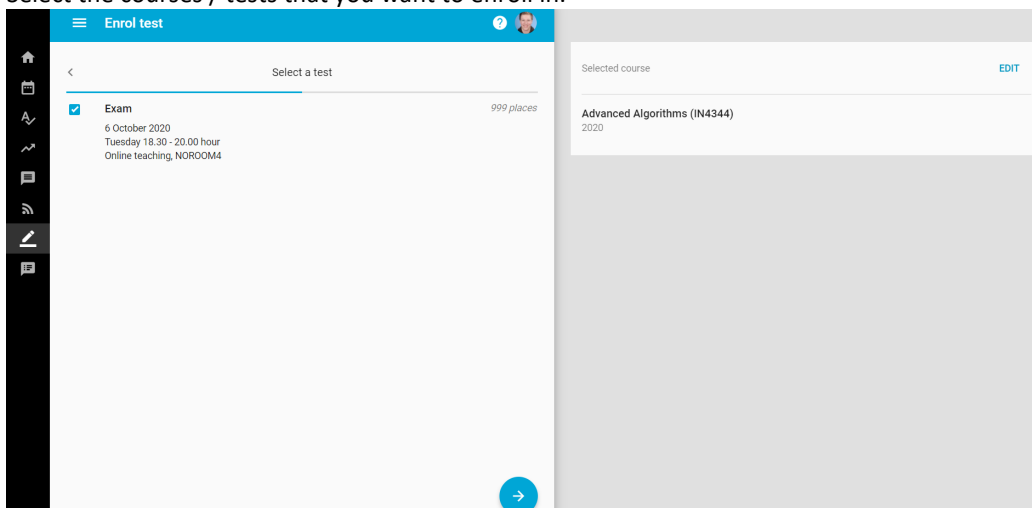
Make sure you will **"confirm registration"** on this page to confirm your enrolment for a test / course.
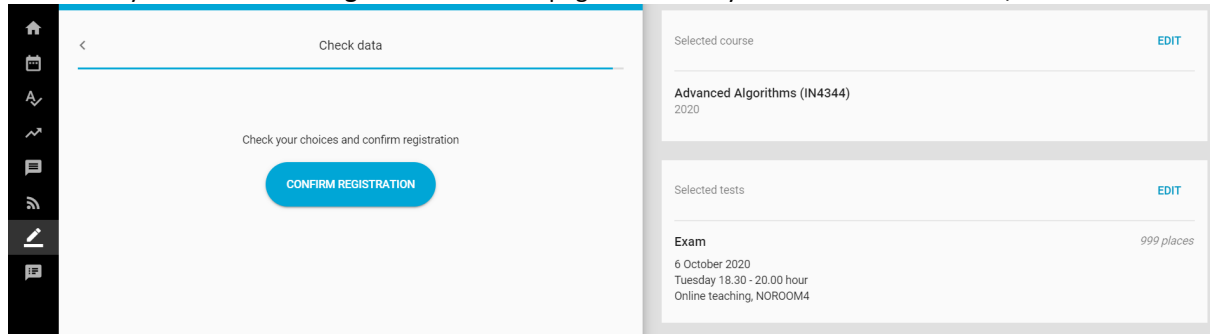
After registering you will get an email in your student inbox with your exam ticket. If you received an email your registration is confirmed.

You then take your ticket (printed or on your smartphone) with you to the exam, together with your campus card. If you don't bring the exam ticket and/or your campus card you won't be allowed to take your test! In most of the cases the supervisors in the exam room will scan your campus card to see if you registered correctly, but sometimes they will also request your exam ticket.

If you press the Grades button on the left hand side of the homepage you will get a list with your results.
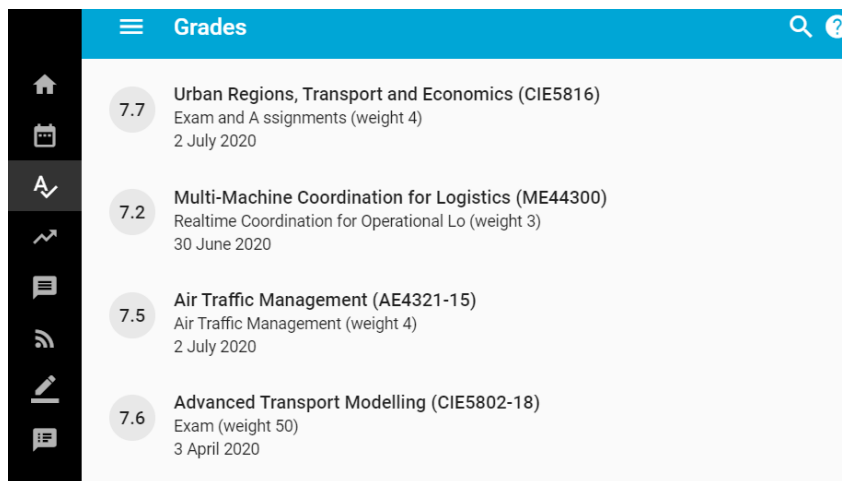
Results are on a scale from 1 to 10. When the result is above 5.8 you will get your credits (In ECTS).

If you want more information or need a paper transcript of your grades (Transcript of Records) you can go to the Service Point on the ground floor of the Faculty. Please bring your campus card with you.

Course material

1) You can order and pick up books for many courses given at the faculty of TPM at Curius (which is the study association of TPM), ground floor in the A-wing, room number A0.210. You order them only and can pick them up at Curius. The link to the bookshop: https://curius.nl/nl/onderwijs/boekenwinkel

2) You also have to buy readers for some courses. You get to the online reader store by going to the Navigation Bar on your Brightspace homepage and click on the *'Resources'* drop-down menu and then click on *'Readers'* as seen in the screenshot below.
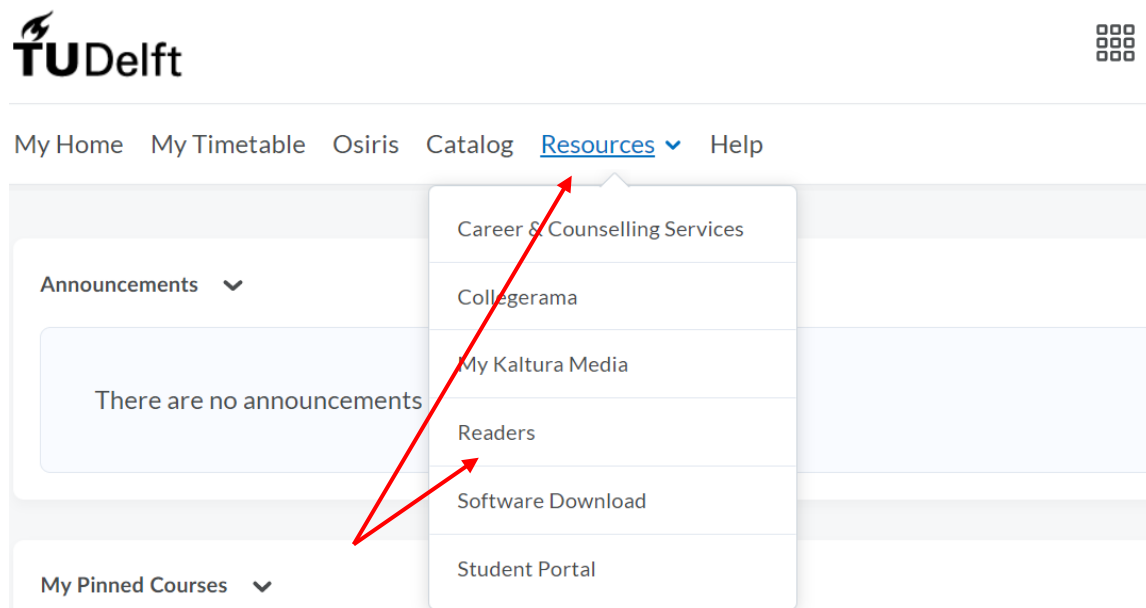
You will be forwarded to the following website: https://www.tudelft.nl/en/student/education/book-reader-sales/downloading-and-ordering-readers/.

E-Mail

If you are enrolled at TU Delft you automatically will get a TU Delft e-mail account. The account is normally built up as follows:

Initials.Surname@Student.tudelft.nl

You can access your e-mail account online via:

https://webmail.tudelft.nl/owa (to view in English use the button in the top-right part of your screen)

You can log in by making use of your NetID (the same as you use for Blackboard).

Printing

Information

For manuals with information about printing at TU Delft you have to go to https://www.tudelft.nl/en/it-manuals/printing-scanning-and-copying/. This includes the manual for installing TU printing on your own device.

More information about printing is available at the Student portal (https://www.tudelft.nl/en/student/ict-facilities/printing-scanning-and-copying/).

You can go to the Service Desk of the faculty if you have any questions about printing.

Online printing

For online printing go to the Xerox Portal (https://printportal.tudelft.nl:9443/end-user/ui/login). Here you will also find information about your print orders and printing credits. You have to log in with your NetID and your password to enter the Xerox Portal. After logging in you will find the following screen:
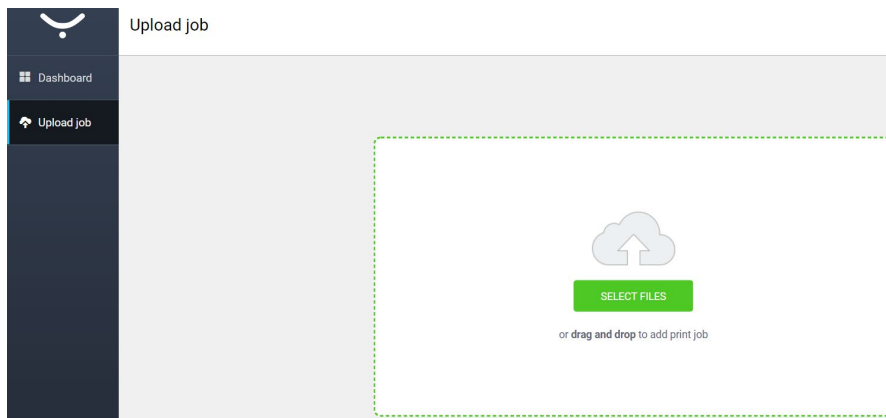
After selecting the files you would like to print, the following screen will pop up:
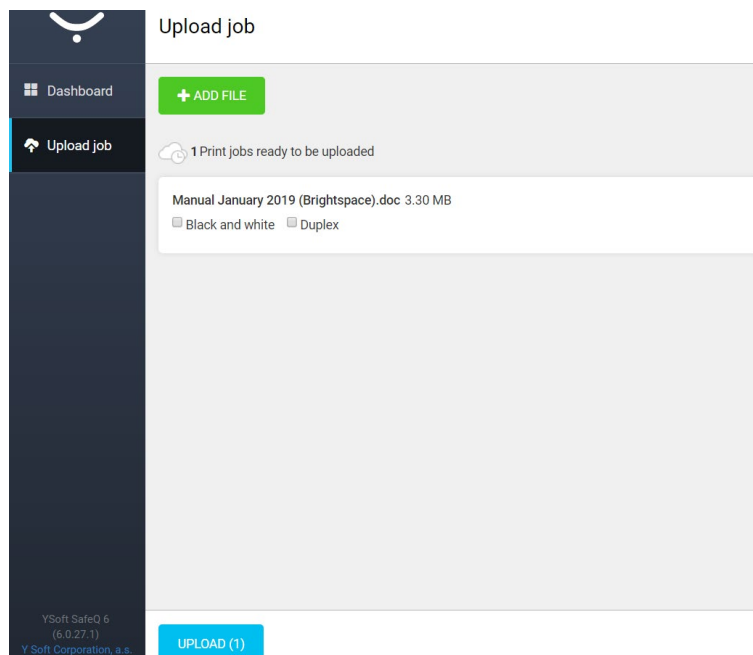
You can choose whether you would like to print in black and white or in color and whether you would like to print one-sided or double-sided(duplex). Thereafter you can upload your file(s).

After you uploaded your files, you have to walk to any nearby printer. If you hold your student card against the 'card scanner' your print order will pop up. Then you can print your file(s).

Upgrading Printing balance

Prints are paid for with your printing balance, money has to be transferred to an online account before you can print (at the start of every year you will receive €5,-). Your balance can be checked and upgraded in the Xerox Portal.

Here you will have the following options; to deposit funds press the appropriate button. You will have to login using your NetID.

What would you like to do?

- ⊙ Deposit funds to my print/copy account
- ○ View print/copy account balance
- ○ View past transactions
- ○ Contact Pcounter Web Pay support

After logging in you will see your current balance and the option to upgrade your account; specify how many Euro's you want to deposit.

Web Pay Home   Support

Your current balance is **20,76**.
Please choose amount in EUR currency that you

Deposit [10 ▼] EUR

Minimum amount to deposit: 10,00

[Log Out]

You will now be guided to the website of your bank to pay. Here select your bank, for instance ABN AMRO.

Payment confirmation

Order reference : 6439-409821
Total charge : 10.00 EUR
Beneficiary : TUDelft
Select your bank and click on "Continue" to pay with iDEAL at your bank.

iDEAL [Select your bank ▼]

[Continue]

Processed by **ogone**
for **ABN·AMRO**

About ABN AMRO Bank | Privacy policy | Security

[Cancel]

Now follow the instructions given by the website of your bank. Your account will be upgraded after this.

welkom bij ABN AMRO iDEAL

De webwinkel heeft voor u een betaalopdracht klaargezet.
U kunt nu in twee stappen betalen via uw ABN AMRO betaalrekening.
Daarna keert u terug naar de webwinkel.

bestelling

leverancier	TU DELFT DIENST TECHNISC inzake TU DELFT SSC-ICI
kenmerk	105277621
datum	26-08-2008
omschrijving	6439409821
bedrag	**EUR 10.00**

invoeren rekening- en pasnummer

○ Welke e.dentifier hebt u? ○ e.dentifier2 ⦿ e.dentifier
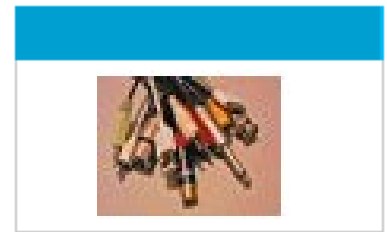
○ Neem het rekeningnummer en pasnummer over van uw pas.

rekeningnummer

pasnummer

☐ Onthoud mijn rekeningnummer, pasnummer en e.dentifier keuze

○ Klik op " **OK & Verder** " of druk op ENTER nadat u hebt gecontroleerd of het slotje in
uw browser aanwezig is en u verbinding hebt met ABN AMRO.

ABN·AMRO

rekeningnummer   pasnummer

Software

As a TU Delft student you have access to most of the software needed for your education. The way to access this is through the the *'Resources'* drop-down menu on the Navigation Bar of your Brightspace Homepage. Click on *'Software Download'* to open a new tab in your browser where you can download software. See screenshot below.

Now you are on the page where you can download the software. It should be noted that the software itself can be downloaded from anywhere but the license keys for the software have to be downloaded from the university network.

We want to remind you that you signed for the "CODE OF CONDUCT"

Package	Version	Windows	Mac	Linux
Adobe License Fix Apple	2018		✔	
Anaconda	3.5.2	✔	✔	
Analysis testbank	-	✔		
Ansys	17x/18x/19.x/2019.x	✔		✔
ArcGIS for Staff	10.5	✔		
ArcGIS for students	Trial			
ArcGIS Pro	2	✔		
Atlas.ti	8.4	✔	✔	
Chemsketch	10	✔		
Comsol for Students	-			
Delft3D	4.00.01	✔		
Dell D6000 Docking	-	✔	✔	✔
Diana for Students	10.2	✔		
EndNote	X9	✔	✔	
Euroglot	8.3	✔	✔	
Exceed	14	✔		
Idemat		✔		

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Wireless network (eduroam)

Every student or employee who has received a TU Delft NetID has access to the wireless network. There are many WiFi hotspots to make sure every faculty and parts of the campus (for example the area around the congress centre and the roof of the central library) have wireless coverage. The wireless network is called "eduroam". With your NetID and password, you get access to the TU Delft wireless network. Eduroam will need certificates in order to encrypt. These certificates are included as standard with Windows or may be installed as part of an update. If this is not the case, you need to install them. You will find it at: https://www.tudelft.nl/en/student/ict/ict-facilities/wifi/.

Virtual private network (VPN)

The VPN service allows you to establish a secure connection from any computer with an internet connection from any place. This service is not used very often but can be useful to access library databases and download articles from various websites using the TU Delft subscription. To set up a VPN connection you have do download a program called "Cisco VPN client". For more information and to download the client please visit https://www.tudelft.nl/en/student/ict/ict-facilities/virtual-private-network-vpn/.

Support

If you got any questions or problems related to the described facilities there are two options:

Service desk (TPM ground floor near entrance)
Opening hours: Monday – Friday 8.00 – 17.30
015 – 27 89801
servicepuntOTBM@tudelft.nl

The service desk is able to answer question about:
- NetID
- Software
- E-mail
- Study guides
- Order and pick up readers

Website:
https://www.tudelft.nl/en/student/faculties/tpm-student-portal/organisation/contact/service-desk-tpm/

Brightspace Support Team (Different location: Building 30B, Landbergstraat 8, first floor)
Brightspace@TUDelft.nl
+31 (0) 15 27 84 333

Brightspace support is able to answer all questions related to Brightspace.

Website:
https://brightspace-support.tudelft.nl/contact/