

Manual NHTV MORE

Introduction

NHTV MORE is the online registration portal for all additional activities of NHTV which students can participate. In this manual is described how you can register and perform the payment.

At first we want to inform you that you have to register completely (including your payment) before you can participate at the NHTV activity.

How to register in NHTV MORE

1) Go to more.nhtv.nl

2) Login

You can log in at the right side of the page

Log In

Username *

Password *

Log in

Username:

For all students the username is the ID-code (student number)

Password¹:

- The password is for all student the initial password, which you've received at the start of your education at NHTV.
- If this doesn't work, please send an e-mail to servicedesk@nhtv.nl

3) Click on the button MORE



Tip: You can use the search option to find your activity quickly:

Search

unexpected journey



4) Select your academy and study program

Home MORE My order Invoicelist Information

Home > Item Categories

Games & Media	<u>Leisure Management</u>
Hotel & Facility	<u>Tourism</u>
Urban development, Logistic & Mobility	Assessment

5) Select your first study year;


Home MORE My order Invoicelist Information

Home > Item Categories > Tourism > Management tourism

<u>First year</u>	Second year
<u>Fasttrack</u>	Third year
Fourth year	

6) See your available activities and add 'Introduction Unexpected Journey'

Intro Unexpected Journey



Price € 120.00

Subscription open

7) Add you activities to 'my order' by clicking on "Add".



or

8) Click on the activity to see a (short) description of the activity.

If you've added all your activities to 'my order' you can continue to secure your participation

9) Continue by clicking on "my order"



Note: the confirming process takes only three steps

Step 1 out of 3

10) See all your added items

Step 1 out of 3

PRODUCT	SALES PRICE	ORDERED	TOTAL	DELETE
Introduction Camp Lost	€ 125.00	1 Edit	€ 125.00	Delete
IMEM Professional Workfield Activities	€ 85.00	1 Edit	€ 85.00	Delete
Voluntary contribution ADE	€ 40.00	1 Edit	€ 40.00	Delete
Contribution Student Support Fund (SSF)	€ 22.50	1 Edit	€ 22.50	Delete
Save				
Cart total			€ 272.50	

Example

11) Continue by clicking on “next”

Next

Or

12) You can save your order list and come back later (*your registration will only be processed if you finish all the steps in NHTV MORE*);

Step 2 out of 3

14) Check your address information:

Address information

mgr hopmansstraat, breda, Netherlands

Name

Address line 1

Postcode

City

Country

Phone

Mobile

Email

Example

15) Choose your Payment Method

Payment method

- E1 Electronic Payment
- A1 Automatische Incasso

For a payment in instalments a surcharge of 24 euros for administration costs is applicable.

Example

- If you choose for electronic payment iDeal-Card you will be redirected to the payment site (provided by OGONE), there you can perform the payment by iDeal, PayPal or Creditcard.
- If you choose for instalments, you give NHTV permission to deduct the amount (in several instalments) from your bank account.

16) Add remarks

If you want, you can add a relevant remark to NHTV.

Step 3 out of 3

17) Check all your details.

18) Agree with the NHTV terms and conditions.

You can find the regulations for additional activities on www.NHTV.nl

19) Continue by clicking on “order”



Order

Complete your registration

20) Perform the payment as described in the section [Performing the payment](#)

**If you've completely finished the procedure, you're registered for the additional activity.
You'll receive a proof of registration by e-mail.**

Performing the payment

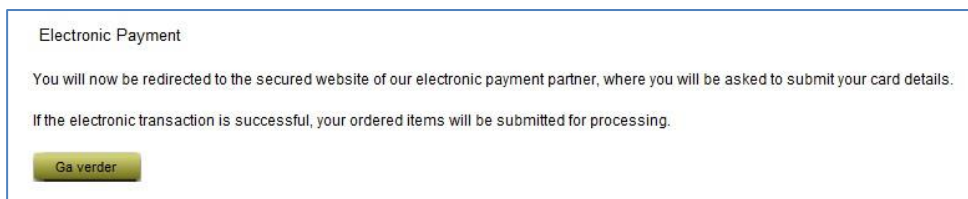
NHTV offers you two payment methods:

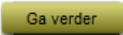
- 1) Electronic Payment iDeal/Card
- 2) Incasso/Instalments

Electronic Payment

If you choose for the electronic payment you will be redirected to the Payment site (provided by Ogone):

In the web shop you see this screen:



You will be redirected automatically, of this does not happen within 20 seconds, you can proceed yourself by clicking on. 

In the next screen you can select your electronic payment method.



iDeal (only if you have a Dutch bank account).
Select your bank and log in at your personal Internet bank.



PayPal
You can click this icon and log in with your PayPal account. If you don't have a PayPal account you can (if desired) create an account.



Creditcard
You can click this icon and perform the payment with your credit card.

Incasso/Instalments

If you want to pay in several instalments you can authorize NHTV to deduct the amount from your bank account.

If you've chosen for the payment method "incasso/instalments" you'll receive an e-mail with an PDF attachment (see appendix1 for an Example Authorization form).

If you've received the authorization form, follow the next steps:

- Print out the form;
- Fill in the complete form ;
- Sign the form (please note that two signatures are requested);
- Send the form to

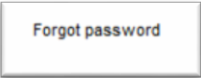
*NHTV University of Applied Sciences
Attn. CFA- Financial student department
Response number 243
4800 DX BREDA*

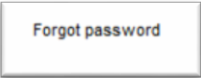
Only if the authorization form is received and processed at NHTV, you're registered for the additional activity. You'll receive a proof of registration by e-mail.

Please note that you can only authorize the instalments from a Dutch Bank account.
For a payment in instalments a surcharge of 24 euros is applicable.

Forgot password

If you forgot your password, you can easily set a new password.



- 1) Click on the option  at the home page
- 2) In the next screen you can enter your e-mail address



Forgot your password?
Enter your e-mail address which is registered in Studielink
E-mail address

please note that the e-mail is requested which is registered in Studielink, if you've entered a wrong e-mail address, you'll receive the notification.

- 3) You'll receive a new password by e-mail.
with this new password you can log on at NHTV MORE, register for your activities and perform your payment.²
- 4) Change your new password

13) The Password of NHTV MORE is not linked to your password on the NHTV Portal, therefore the password in NHTV MORE will not change, if you change it at the NHTV portal.

Contact

If you have a question or find any difficulties registering for your activity, don't hesitate and contact NHTV CFA- Student office & financial department.

NHTV Internationaal hoger onderwijs Breda
Mgr Hopmansstraat 1
Postbus 3917
4800 DX Breda

(E) Studentadministration@NHTV.nl

(T) (+31) 76 5332333

Appendix 1

Authorization form

Student number of the education institution:

The undersigned (account holder),

Name, initials * :

Address * :

Postal code and town/city * :

Telephone number :

IBAN* :

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(not a savings account)

BIC* :

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Herewith authorises:

Name of education institution

NHTV University of Applied Sciences

Address

Attn. CFA- Financial Department

Postal code and town/city

Response number 243

4800 DX BREDA

With regard to the following student:

Name, initials * :

Study program :

to deduct from his/her account
(as mentioned above) an amount of

€

concerning

: Tuition Fee

and pays in

: Installments

An amount of € 24,00 in administration charges of the education institution may be added to the first installment

- He/she declares that, in any case up to and inclusive the last installment, the amounts which he/she is will be credited to his/her account (number mentioned above), and/or he/she will ensure that there are enough funds in the account.
- If we can't take the money from your account, we will use the "regulation overdue payments" which can be find on www.nhtv.nl.
- If he/she does not agree with the deductions from his/her account following from this Authorization form will contact the education institution in question immediately.
- The account cannot be cancelled while this standing order is in effect, nor can the standing order be withdrawn.
- It is not possible to reverse payments under this standing order.
- You are to return the form, after filling in and signing it, to the education institution directly: NHTV Breda University of Applied Sciences, Attn: CFA- Student administration, response number 243, NL-4800 DX BREDA.

Date:

Student's signature *:

Date:

Account holder's signature *: