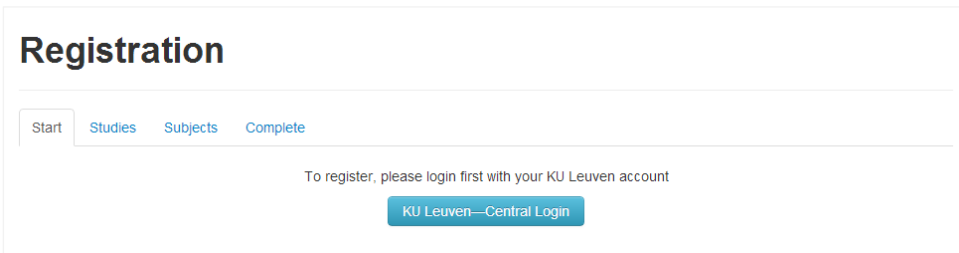


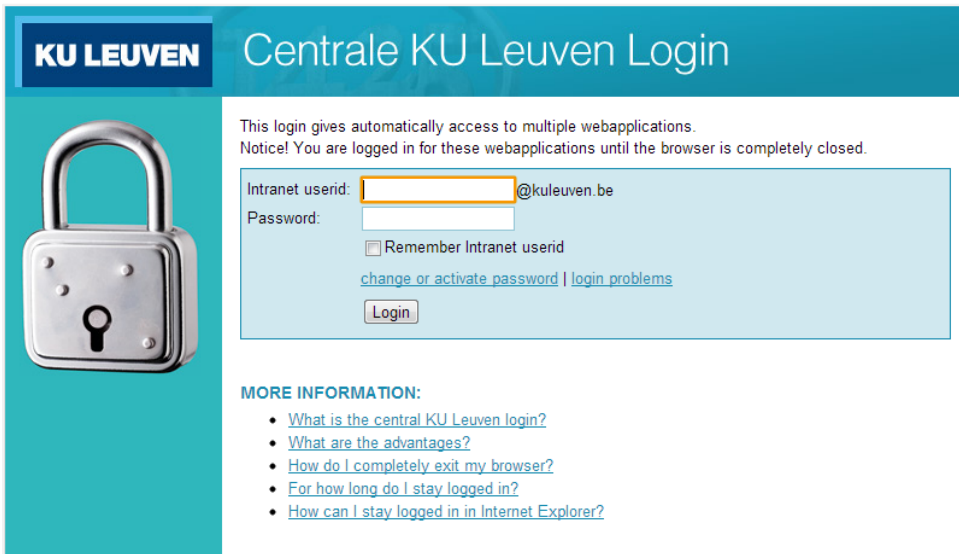
How to register

1. Go to vtk.be/secretary/registration



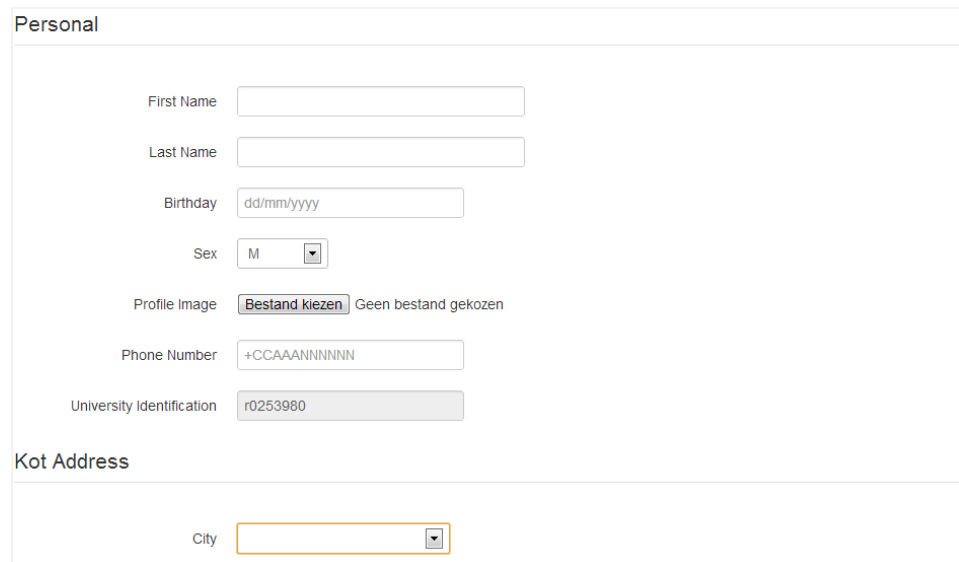
The screenshot shows the 'Registration' page with a progress bar at the top containing 'Start', 'Studies', 'Subjects', and 'Complete'. Below the progress bar, a message states: 'To register, please login first with your KU Leuven account'. A blue button labeled 'KU Leuven—Central Login' is centered below the message.

2. Click the blue 'Central Login' button and **log in** using your KU Leuven student number and password.



The screenshot shows the 'Centrale KU Leuven Login' page. On the left is a large image of a silver padlock. The main content area has a teal header with the 'KU LEUVEN' logo and the title 'Centrale KU Leuven Login'. Below the header, a message reads: 'This login gives automatically access to multiple webapplications. Notice! You are logged in for these webapplications until the browser is completely closed.' The login form includes fields for 'Intranet userid:' (with a yellow border) and 'Password:'. There is a checkbox for 'Remember Intranet userid' and two links: 'change or activate password' and 'login problems'. A 'Login' button is at the bottom of the form. Below the form, a section titled 'MORE INFORMATION:' contains a list of links: 'What is the central KU Leuven login?', 'What are the advantages?', 'How do I completely exit my browser?', 'For how long do I stay logged in?', and 'How can I stay logged in in Internet Explorer?'.

3. Fill out the form.



The screenshot shows the registration form divided into two sections: 'Personal' and 'Kot Address'. The 'Personal' section includes fields for 'First Name', 'Last Name', 'Birthday' (format dd/mm/yyyy), 'Sex' (dropdown menu with 'M' selected), 'Profile Image' (button 'Bestand kiezen' and text 'Geen bestand gekozen'), 'Phone Number' (format +CCAAANNNNNN), and 'University Identification' (format r0253980). The 'Kot Address' section includes a 'City' dropdown menu.

Kot address: the place where you're staying in Leuven.

Home address: self-explanatory (if you get an error for the 'postal code' box, just enter 0000 or another four-digit number)

I want to become a member: Members get a goodie bag and a T-shirt. They also receive discounts at most VTK and VTK International activities.

- Click **save**.
- You can now access the **Studies** tab. Here you can indicate the right programme by clicking **enroll** next to it. (If there isn't an enrol button, just click the title, you'll get a drop down menu)

Choose a Study Choose Your Subjects

Bachelor of Science in de Ingenieurswetenschappen—Phase 1 Enroll

Bachelor of Science in de Ingenieurswetenschappen—Phase 2

Bachelor of Science in de Ingenieurswetenschappen—Phase 3

Bachelor of Science in de Ingenieurswetenschappen

Bouwkunde—Phase 3

Chemische technologie—Phase 3

Computerwetenschappen—Phase 3

Elektrotechniek—Phase 3

Elektrotechniek

Materiaalkunde—Phase 3 Enroll

Werktuigkunde—Phase 3 Enroll

If everything goes according to plan, the correct studies will now be highlighted.

- Click **Choose Your Subjects** (or go to the **Subjects** tab)
- Here, you can indicate which courses you're following. Mandatory courses will be checked by default, optional courses you'll have to click yourself.

Choose Your Subjects Complete Your Registration

Bachelor of Science in de Ingenieurswetenschappen: Elektrotechniek - Bedrijfsbeheer—Phase 3

Bedrijfskunde—H01F2A

Religie, zingeving en levensbeschouwing—A04D5A

Religie, zingeving en levensbeschouwing—A08C4A

Digitale signaalverwerking—H01L6A

Elektrische energie en aandrijvingen—H01L8A

Elektronische basisschakelingen—H01M3A

Digitale en analoge communicatie—H01L4A

Elektromagnetische golven—H01M1A

Halfgeleidercomponenten—H01M5A

P&O: Elektrotechniek—H01Q6C

Besliskunde voor bedrijfsbeheer—H01R7A

- Click **Complete Your Registration**.

Note: if you've already registered, but forgot to choose your studies/subjects, you can get back to these tabs by going to your account information. To do this, log in and click on the little head top right. Click your name and you'll get to the edit section. Here you'll find the same tabs as described above.