

# SIN-Online Student Manual

**<https://myeur.nl>**

*MyEUR* is the portal to the relevant information you need. You will use SIN-Online for your course information, preliminary grades, announcements and registrations.

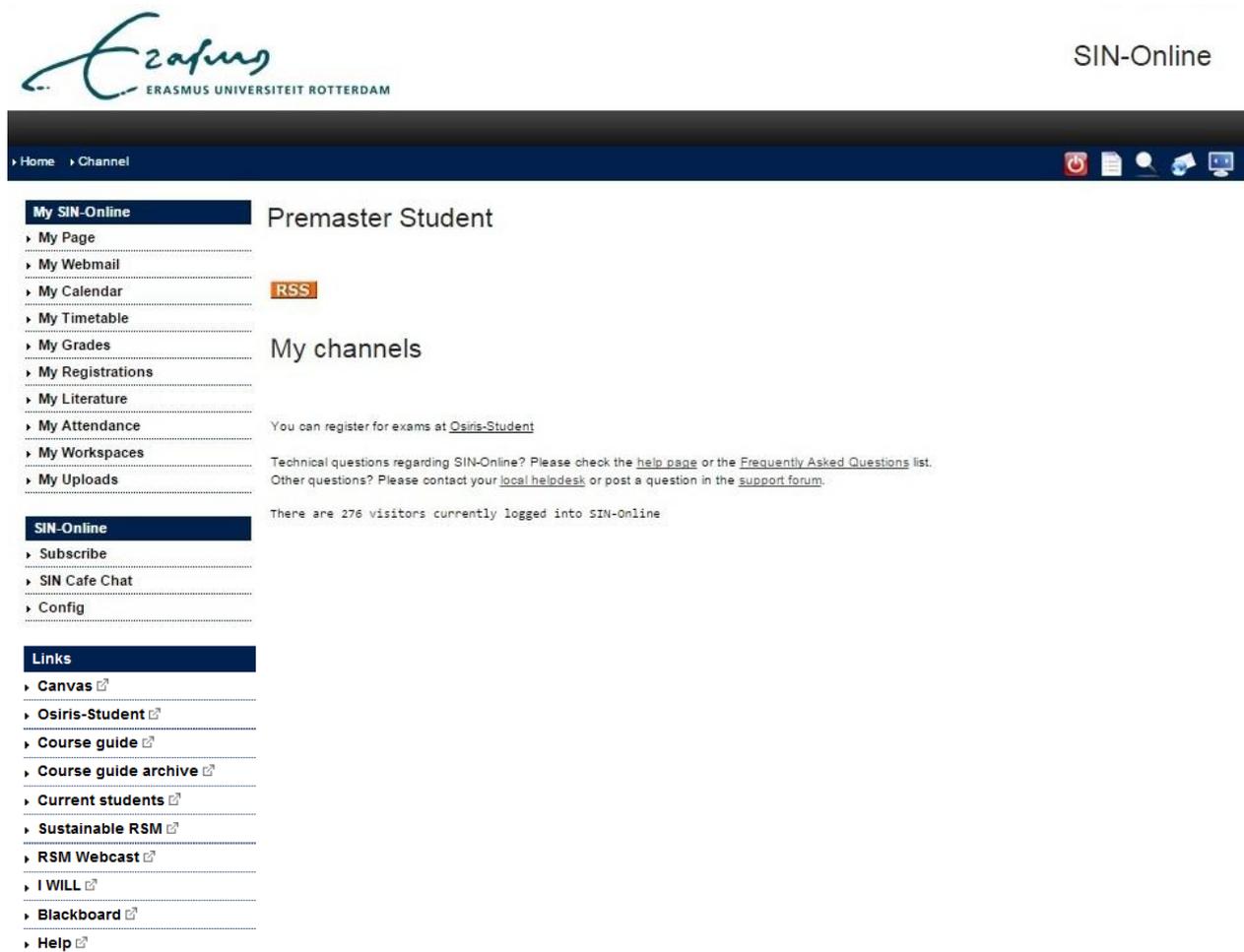
*SIN-Online* is based on the *channel* subscription system: each course has its own *channel*. Through these channels, Programme Management can provide information specified to your needs. The information is available through the *My Page* web page on *SIN-Online*. There are also other channels besides the course channels that could be interesting to you: for example the RSM Bachelor 1 Business Administration channel or Tentamenlocaties/Exam locations.



## 1) Logging in to SIN-Online

To log into the *SIN-Online* system you need your ERNA username and password. Before the start of the new academic year your ERNA username (123456ab) and password are included with the confirmation letter that informs you that your admission papers have been received by the Erasmus University (you received it from Erasmus Students Service Centre).

*If you have lost or forgotten your ERNA account information contact the Shared Service Centre ICT Helpdesk, Sanders-Building LB-029, telephone +31 1040 88800, or e-mail to: [it.frontoffice@eur.nl](mailto:it.frontoffice@eur.nl)*



The screenshot shows the SIN-Online student portal interface. At the top left is the Erasmus University Rotterdam logo. At the top right, it says "SIN-Online". Below the header is a navigation bar with "Home" and "Channel" links, and a row of utility icons (power, document, search, mail, calendar). The main content area is divided into several sections:

- My SIN-Online**: A list of links including My Page, My Webmail, My Calendar, My Timetable, My Grades, My Registrations, My Literature, My Attendance, My Workspaces, and My Uploads.
- SIN-Online**: A list of links including Subscribe, SIN Cafe Chat, and Config.
- Links**: A list of external links including Canvas, Osiris-Student, Course guide, Course guide archive, Current students, Sustainable RSM, RSM Webcast, I WILL, Blackboard, and Help.
- Premaster Student**: A section with an RSS icon and the heading "My channels". Below this, there is text: "You can register for exams at [Osiris-Student](#)".
- Technical questions**: A paragraph stating: "Technical questions regarding SIN-Online? Please check the [help page](#) or the [Frequently Asked Questions list](#). Other questions? Please contact your [local helpdesk](#) or post a question in the [support forum](#)."
- Visitors**: A line of text stating: "There are 276 visitors currently logged into SIN-Online".

## 2) Subscribe to channels

When you are registered for a course in OSIRIS-Student, you automatically have access to Canvas and the SIN-Online channel of that course. If you are interested in other channels (for example Tentamenlocaties, Studium Generale, RSM Career Centre) you need to do the following:

- Click on *Subscribe*
- Select "RSM" or "EUR" and current academic year, e.g. "2018-2019" and search for the channel you want to subscribe to by name). When the list appears with all the search results, select the right course by clicking on it.
- Click on "Add subscription".
- Click on "Save changes" to confirm your choice of subscriptions. Check in My Page if the selected course is indeed added in My Page

Do not forget to subscribe to helpful channels:

*EUR – Tentamenlocaties, RSM – Studieadviseurs, RSM – Examencommissie, RSM – Career Centre.*

Available channels: 31839

|                                       |                         |                          |      |       |
|---------------------------------------|-------------------------|--------------------------|------|-------|
| EUR ▼                                 | 2018 / 2019 ▼           | Search: tentamenlocaties | Find | Clear |
| EUR - Tentamenlocaties/Exam locations |                         |                          |      |       |
| ↓ Add subscription ↓                  | ↑ Remove subscription ↑ | Jump                     | Help |       |
|                                       |                         |                          |      |       |
| Save changes                          |                         |                          |      |       |

- Red** Inactive channel (subscriptions unavailable)  
**Blue** Restricted channel (subscriptions subject to permission)  
**Purple** Restricted channel (request pending)

### 3) Channel set-up

After subscribing via OSIRIS for a course, go back to *My Page*. Now you can see the added channels in My Page, and immediately some **messages** show up. The same messages you will find on your homepage of MyEUR. We advise you to log into *MyEUR* every day, and read your messages frequently.

| Date  | Message   | Channel                              |
|-------|---|--------------------------------------|
| 13-09 | <a href="#">Career</a> Big 4 Cycle  | Career Centre                        |
| 12-09 | <a href="#">Vacancy announcement: Student assistants for the Philosophy of Science (IBA) and Wetenschapsleer (BA) courses</a> | RSM Prikbord Business Administration |
| 13-09 | <a href="#">Career</a> Internships & (side-)jobs - 13 September   | Career Centre                        |
| 12-09 | <a href="#">RSM STAR IS HIRING NOW!</a>   | MSc Notice Board                     |
| 12-09 | <a href="#">MAEUR is recruiting!</a>  | MSc Notice Board                     |
| 12-09 | <a href="#">Searching for student assistants</a>  | MSc Notice Board                     |
| 12-09 | <a href="#">RSM Policy Department is looking for a Student Assistant</a>  | MSc Notice Board                     |
| 12-09 | <a href="#">Career</a> How to book a personal consultation  | Career Centre                        |
| 12-09 | <a href="#">Career</a> McKinsey Workshop in Berlin - 8-11 Nov 2018  | Career Centre                        |
| 12-09 | <a href="#">Career</a> Internships & (side-)jobs - 12 September   | Career Centre                        |

[RSS](#)

#### My channels

| Course     | Fac                                 | Channel                                     | Links                  |
|------------|-------------------------------------|---|------------------------|
| RSM_NAT    | <input checked="" type="checkbox"/> | RSM Natuurkunde                             |                        |
| BKB1035-18 | <input checked="" type="checkbox"/> | RSM BA English Courses                      | <a href="#">Canvas</a> |
| short      | <input checked="" type="checkbox"/> | RSM Bachelor Thesis Shorttrack BA/IBA       |                        |
| BKB011-18  | <input checked="" type="checkbox"/> | RSM Bedrijfskundige vaardigheden            | <a href="#">Canvas</a> |
| BKB006-18  | <input checked="" type="checkbox"/> | RSM Besliskunde                             | <a href="#">Canvas</a> |
| RSM-CC     | <input checked="" type="checkbox"/> | RSM Career Centre                           |                        |
|            | <input checked="" type="checkbox"/> | RSM closed                                  |                        |
|            | <input checked="" type="checkbox"/> | EUR nieuws                                  |                        |
| RSM_XT_CF  | <input checked="" type="checkbox"/> | RSM Extra tentamenkans Corporate finance    |                        |
| RSM_XT_FA  | <input checked="" type="checkbox"/> | RSM Extra tentamenkans Financial Accounting |                        |
| BKB076-18  | <input checked="" type="checkbox"/> | RSM Financiële processen                    | <a href="#">Canvas</a> |

Next to the course name, you will see the direct **link to the Canvas sites**.

Note that you have to be enrolled for a course in Osiris before you can enter the SIN-Online channel and Canvas site of the course!

Next to the course code you see a little box with an "S": An important function of this "S" tool is to change the settings of each channel. You can decide whether you want to receive the channel messages by e-mail as well, and/or by SMS:

#### Channel subscription

**Channel number:** #454454  
**Channel name:** Strategy consulting  
**Faculty:** RSM  
**Course:** [BKBMIN022](#)  
**Subscription policy:** On approval  
**User ID:**  
**Subscription status:** Subscribed  
**Notification mail status:** Send me e-mail notifications for important messages  
**Notification sms status:** Send me sms notifications | **warning: your GSM number is not filled in.**

[Unsubscribe](#) [Notification mail](#) [Notification sms](#)

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If you select the setting 'Send me e-mail notifications for all messages,' then you will always receive each message by e-mail as well. This might be very convenient when you are not able to log into SIN-Online every day. This way you do not have to miss important information.

The standard setting is that you will receive messages only when they are manually sent out by the sender of that message. This only happens in case of urgent matters (cancelled lectures) or very important (not to be missed) information and deadlines.

## 5) My grades

By clicking on *My Grades* you will see your **preliminary** grades. To view your **final** grades go to [Osiris Student](#). On [Osiris Student](#) you can also see which and how many credits (EC) you have received.

You can also find the grade statistics in this page (and your performance compared to the group).

### My SIN-Online

- ▶ My Page
- ▶ My Webmail
- ▶ My Calendar
- ▶ My Timetable
- ▶ My Grades
- ▶ My Registrations
- ▶ My Literature
- ▶ My Attendance
- ▶ My Workspaces
- ▶ My Uploads

### SIN-Online

- ▶ Subscribe
- ▶ SIN Cafe Chat
- ▶ Config

### Links

- ▶ [Canvas](#)
- ▶ [Osiris-Student](#)
- ▶ [Course guide](#)
- ▶ [Course guide archive](#)
- ▶ [Current students](#)
- ▶ [Sustainable RSM](#)
- ▶ [RSM Webcast](#)
- ▶ [I WILL](#)

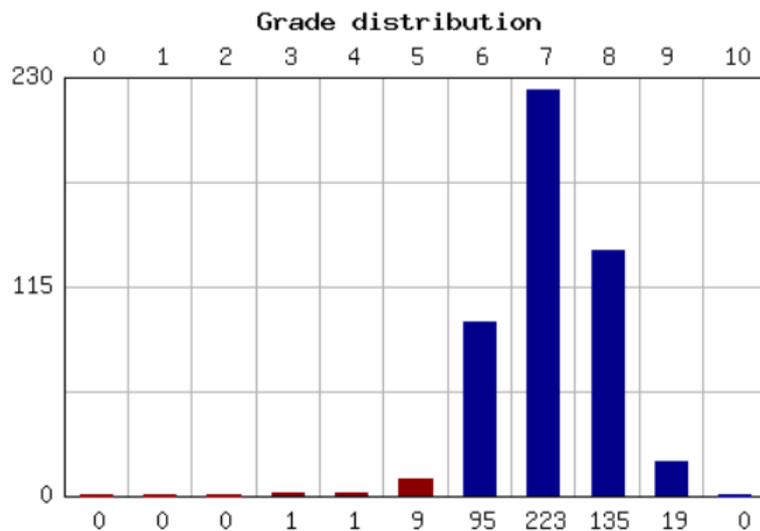
## Marketing management

### BKB1021 Marketing management - eindcijfer

|                    | Numeric results | Alphanumeric results |
|--------------------|-----------------|----------------------|
| Number of results: | 483             | 526                  |
| Average:           | 7.05            | 6.48                 |
| Sufficient:        | 472 (97.7%)     | 472 (89.7%)          |

Your result (7.5) is in the 154 best results.

You belong to the top 32% (29%) for this exam.



## 6) My Registrations

In *My Registrations* you can find current registrations. When it is displayed in **red**, the registration is (still) closed. You can easily make your choice for a workgroup or object by clicking on the tick box. Do not forget to click on *Save Changes* afterwards! **You will automatically receive a confirmation of this registration by e-mail and on screen.**

| <b>Gedrag in organisaties</b>  |                          |        |                |                |     |   |
|--|--------------------------|--------|----------------|----------------|-----|---|
| Schrijf je hieronder in voor een tijdslot van de OEFENVIDEOCASE op vrijdag 12 oktober      | -                        | (full) | 10-09-18 08:30 | 10-10-18 23:59 | 0   | 0 |
| 09.00-11.30 uur / Aula   | <input type="checkbox"/> |        | 10-09-18 08:30 | 10-10-18 23:59 | -   | - |
| 09.00-11.30 uur / Theil, CB-3  | <input type="checkbox"/> |        | 10-09-18 08:30 | 10-10-18 23:59 | -   | - |
| 09.00-11.30 uur / Theil, CT-1  | <input type="checkbox"/> |        | 10-09-18 08:30 | 10-10-18 23:59 | -   | - |
| 12.00-14.30 uur / Mandeville, T3-20  | <input type="checkbox"/> |        | 10-09-18 08:30 | 10-10-18 23:59 | -   | - |
| 12.00-14.30 uur / Theil, CT-6  | <input type="checkbox"/> |        | 10-09-18 08:30 | 10-10-18 23:59 | -   | - |
| <b>Inleiding in de bedrijfskunde</b>   |                          |        |                |                |     |   |
| <b>LET OP! De docent accepteert alleen teaminschrijvingen van 2 personen!</b>              |                          |        |                |                |     |   |
| <b>Deadline teaminschrijving Adoptieverslag 23 september 2018</b>                          |                          |        |                |                |     |   |
| Teaminschrijving Adoptieverslag Inleiding in de bedrijfskunde 2018-2019 (exact 2 personen) | <input type="checkbox"/> |        | 04-09-18 08:30 | 23-09-18 23:59 | 253 | - |

**Individual registration:** Clicking *My Registrations* shows you all (open and closed) registrations for your subscriptions. You can make a registration by selecting the checkbox. To remove your registration, unselect the checkbox. Click on *Save Changes* to save your choices. When a registration has closed your selection becomes final and you cannot change it anymore. You will always receive a confirmation report of each action, by e-mail via your student Webmail account. We advise you to check this immediately, to be sure the registration (cancellation) went well. Be sure to save these e-mails because that is the only evidence you have in the event that problems occur.

**Team Registration:** *Team Registrations* are a special sort of registration where one person (the team leader) makes a registration for himself and the other team members. The team members will receive a SIN-Online registration confirmation by email when they are registered by the team leader.

**Step 1:** to register team members the team leader has to register himself first for a *Team Registration*, by choosing the desired registration under *My Registrations* and clicking on *Save Changes*.

**Step 2:** the team leader will get a *Registration Report* in which a warning is issued that the chosen registration is a *Team Registration*. A *Team Registration* is only valid when all the minimum requirements are fulfilled.

Please see appendix 1.

**Step 3:** by clicking on the *Back to registrations page* link the team leader can now register the team members. Now, the team members will receive the confirmation report in their own email inbox.

The registration which was chosen will have a blinking *team incomplete* link (in Internet Explorer the link will not be blinking). By clicking on the *team incomplete* link, the other team members can be registered. Until there are enough team members registered for the *team registration* the *Current size* notification will show: *Insufficient*.

When enough team members are registered the *Current size* notification will change into: *Sufficient/full*. The minimum and maximum size for a team registration is stated at the *Team size* field.

NB: when a registration is cancelled by a team member, both the team member and the team leader will be notified by e-mail. [Please see appendix 2.](#)

## 7) Configuration

There are some specific settings that can be set for *My Page*, via the **Config** page:

- **Mobile phone number**  
Here you can enter the mobile phone number that will be used to sent sms messages to. **Please be aware that sms messages will only be sent when the information is of an urgent nature!**
- *Grades/announcements with sms*  
Select these options if you want to receive channel announcements and course grades on your mobile phone. There is no phone charge for you! The sms messages are paid for by RSM.
- *Display recent announcements only*  
This is a tricky one: if you select this function, you will only have the recent messages in you're *My Page*. If you are on a holiday, or you become ill, you probably will not visit SIN-Online for a couple of days. There is a risk that some new messages may be added by Programme Management on the days that you do not log in. The next time you log in, you will miss quite a few messages. However, you can use this function when you are sure you will be able to log into SIN-Online regularly. It is very helpful because it keeps the list of messages short.

*Our advice: use this function when you are sure you will use SIN-Online on a regular basis, because then the risk of missing messages is very small. A regular basis is at least 4 times a week, including the weekend. If you are not sure you can do this, or you know you will be absent for a few days, de-select this function until you return. Then you are sure you can read all the messages which appeared during your absence.*

- To save a change in your settings click on *Save Changes*.

## APPENDIX 1: Confirmation report of a team registration

-----Original Message-----

From: noreply@sin-online.nl [mailto:noreply@sin-online.nl]  
Sent: donderdag 28 juli 2017 9:54  
To: master@rsm.nl  
Subject: Registration confirmation

-----BEGIN PGP SIGNED MESSAGE-----

Hash: SHA1

WARNING: THE FOLLOWING REPORT CONCERNS A TEAM BASED REGISTRATION WHICH IS ONLY VALID IF THE TEAM CONTAINS THE MINIMUM NUMBER OF MEMBERS. CHECK THE NUMBER BY CLICKING ON THE STATUS LINK.

Channel: TEST (1691)  
Status link: <http://fbk.sin-online.nl/treg/8121>  
Object: groepsinschr test marlinde (8121)  
Result: Registration succeeded  
Timestamp: 28-07-2017 09:53:51 CEST  
Registration by: 26933msc (M.M.A. Schutter)  
Registree: 39430mko

- - -

This confirmation message contains a digital signature, you may verify its authenticity at <http://www.sin-online.nl/ds/>. Save the signed mail as proof that you actually made the above registration(s).

-----BEGIN PGP SIGNATURE-----

iD8DBQFC6I8PHjoyMVJp6IERApSnAJ9n/IZ8aHBxBj0fD5xedRXkFkKqtwCeLZ+O  
R3SyTPtXv0Bt20Oh5JVjJCo=  
=zXPc

-----END PGP SIGNATURE-----

The team leader is 26933msc. This student has completed the group registration by adding the other team member, 39430mko. Both the team leader and the other team member receive this report.

## APPENDIX 2: Cancellation report of a team registration

-----Original Message-----

From: noreply@sin-online.nl [mailto:noreply@sin-online.nl]

Sent: donderdag 28 juli 2017 9:57

To: master@rsm.nl

Subject: Registration confirmation

-----BEGIN PGP SIGNED MESSAGE-----

Hash: SHA1

Registration confirmation report

Channel: TEST (1691)

Status link: <http://fbk.sin-online.nl/reg/1691>

Object: groepsinschr test marlinde (8121)

Team: 26933msc

Result: Cancellation confirmed

Timestamp: 28-07-2017 09:56:48 CEST

Cancellation by: 39430mko (M.G. Koolhaas)

Registree: 39430mko (M.G. Koolhaas)

- - -

This confirmation message contains a digital signature, you may verify its authenticity at <http://www.sin-online.nl/ds/>. Save the signed mail as proof that you actually made the above registration(s).

-----BEGIN PGP SIGNATURE-----

iD8DBQFC6I/AHjoyMVJp6IERAszgAKCXvYY+Jq7nt6npGi6YgciZHcsYFQCdExp6

dSJtXIRqiG0ToufUIKNR5Ko=

=2H1A

-----END PGP SIGNATURE-----

The team leader is 26933msc. One team member, 39430mko, has deleted herself from this team registration. She and the team leader will receive this report.