SIN-Online is the portal to all the relevant information you need: course information, course materials, course timetables, grades, announcements, reservations and much more.

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 Bachelor channel and the Master channel.
1) Logging in to SIN-Online

To log in to the SIN-Online system you need your ERNA username and password. For 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, floor T3 of the Mandeville Building, telephone +31 1040 82024, or e-mail to: servicedesk@ict.eur.nl

Channel subscriptions are necessary because SIN-Online uses these subscriptions to create your personal My Page. (see figure 1)
2) Subscribe to channels
You need to subscribe to channels to get the (course) information that is relevant to you. Each course has its own channel in SIN-Online. To subscribe to a channel you need to do the following:

- Click on Subscribe
- Select "RSM" and current academic year, e.g. "2016-2017" and search for the courses you want to subscribe to (by course code or 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 the general channels as well:

Bachelor 1 Business Administration, Bachelor 2 Business Administration, Bachelor 3 Business Administration or Premaster Business Administration.

Channel selector

Available channels: 23593

- RSM - Extra tentamen Financial Accounting [RSM_XT_FA]
- RSM - Financial Accounting [BAD05-16]
- RSM - Financial accounting [BKE0003-15]
- RSM - Leadership, sustainability & governance [BKE2029-15]
- RSM - Operations research en modelbouw [BKE0013-15]
- RSM - Organisatietheorie en dynamiek [BKE1014-15]
- RSM - RSM Bachelor 2 Business Administration [Bach2]
- RSM - RSM Bachelor 3 Business Administration [Bach3]
- RSM - RSM Premaster Business Administration [RSM-PBA]
- RSM - Welvarenschef [BKE2016-15]

Instructions

The channel selector can be used to add or remove channel subscriptions from your personal page.

The selector is divided in two sections. The upper section can be used to browse the list of available channels (channel list). The lower section displays the list of channels you are currently subscribed to (subscription list).

Browsing and searching

You may select the category of channels displayed in the channel list by changing the organisation (usually faculty, EBL, RSM, ESE, etc.) and selecting a year. If you wish you can further reduce the number of displayed channels by typing a word in the Search box. Only channels that have this word in the channel name will be displayed. After typing a search word you must press the Find button to start the search. You may also search for course codes (like R0021) or channel numbers if you wish.

Figure 2
3) Channel set-up

After subscribing, go back to My Page. Now you can see the added channels in My Page, and immediately some messages show up. We advise you to log into SIN-online every day, and read your messages frequently.

Next to the course code you see a little box with an “S”; here you can unsubscribe if you accidentally made a mistake during the subscriptions. Next to the course name, you will see the direct link to the Blackboard sites. Note that you have to be enrolled for a course in OSIRIS before you can enter the Blackboard site of the course!

Another 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: see figure 4.

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 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 Programme Management. This only happens in case of urgent matters (cancelled lectures) or very important (not to be missed) information and deadlines.
4) My Timetable

Click on My Timetable to view your TOTAL class timetable. Your class timetable is based on the channel subscriptions you have. You can personalize your timetable by selecting what you want to have displayed: daytime and/or evening classes, workgroups (=werkgroepen), exams (see figure 5). And of course you can select a start and end date for the timetable. Clicking Show saves and displays the changes you made to your class timetable.

It might happen that you subscribe yourself to courses of which the timetables have an overlap. This will be marked in red, see example below.

Workgroups will be displayed in your timetable after you have made a registration: only the time and location of your chosen workgroup will be included in My Timetable.

![My Timetable Screenshot](image-url)

**Figure 5**
5) My grades

By clicking on My Grades you will see your preliminary grades. To view your final grades go to Osiris Online. On Osiris Online you can also see which and how many credits (ECTS) you have received.

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

BKB0018 - eindcijfer incl. bonus

<table>
<thead>
<tr>
<th>Number of results</th>
<th>Numeric results</th>
<th>Alphanumeric results</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B7</td>
<td>B7</td>
</tr>
<tr>
<td>Average</td>
<td>0.16</td>
<td>0.15</td>
</tr>
<tr>
<td>Sufficient</td>
<td>155 (70.2%)</td>
<td>155 (70.2%)</td>
</tr>
</tbody>
</table>

Your result (7.7) is in the 106 best results.

You belong to the top 21% (21%) for this exam.

Figure 7
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.**

![Image](image_url)

**Figure 8**

**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 e-mail 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:

- **Display day or evening classes**
  With this option you can select which classes you want shown in *My Timetable*. You can select both classes (day and evening) if you want to see them all.

- **Mobile phone number**
  Here you can enter the mobile phone number that will be used to send 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 the faculty Business Administration.

- **Display recent announcements only**
  This is a tricky one: if you select this function, you will only have the recent messages in *your* *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 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.*

8) Webmail
With the *My Webmail* link you have a quick and easy way to check your mailbox.

9) My Calendar
The *My Calendar* link brings you to your own personal calendar. In the web calendar your classes are already filled in. To make your own appointments select the month and year and click on *OK.* Then select the day. To select a time, click on the hour for the appointment and enter the relevant information. You can send an alert e-mail to your student e-mail account (see option on the lower left side). Click on *save* to save your appointment.

10) Blackboard, BB Archive & Osiris Online
These are direct links to the Blackboard, Blackboard Archive and Osiris-Online systems.

11) Course Guide
This is the digital course catalogue. Here you can find all courses of Business Administration, by selecting the course code. You will enter the specific course page, which contains a course description, link to the channel and the timetable, the contact addresses of the lecturers etc.
When you click on the professor’s name, you can find his or her contact information:

12) Current students
This is a direct link to the Current students’ website.
APPENDIX 1: Confirmation report of a team registration

-----Original Message-----
From: noreply@sin-online.nl [mailto:noreply@sin-online.nl]
Sent: donderdag 28 juli 2010 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: 28-07-2010 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/lZ8aHBxBj0fD5xedRXkFkKqtwCeLZ+OR3SyTptXv0Bt2OOh5JVjCo=
=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 2010 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: 28-07-2010 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.