



S.K.V.Hercules MANUAL DMS

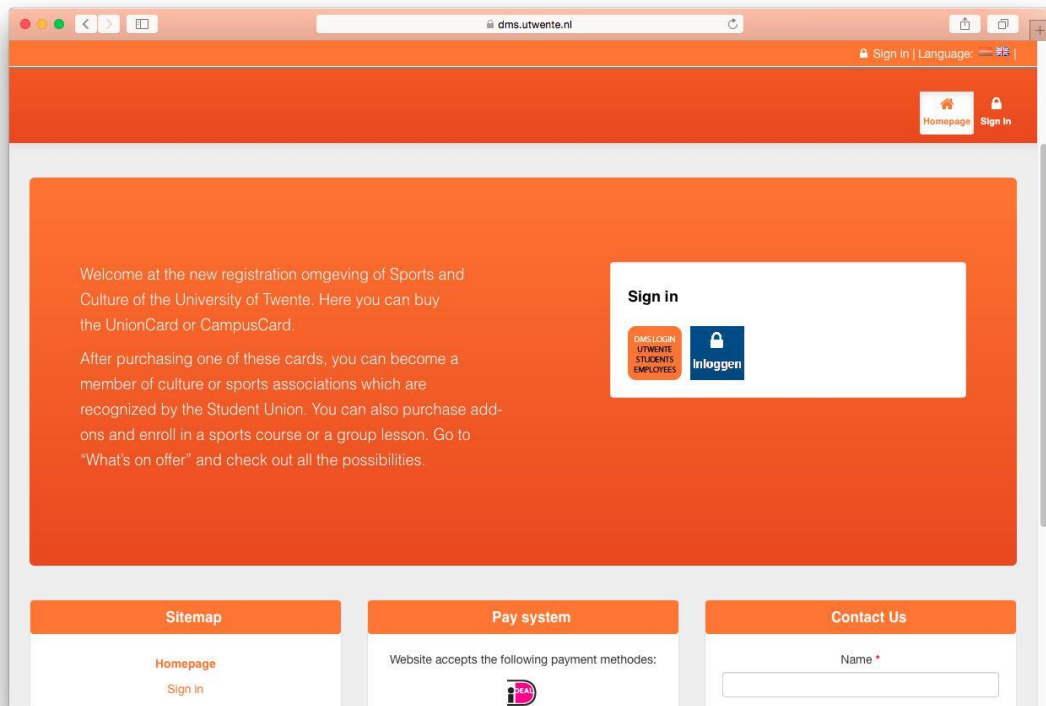
For students and employees

PURCHASE UNIONCARD

Please note: Saxion students have to purchase the UnionCard at the reception desk at the Saxion. There they will receive personal account details.

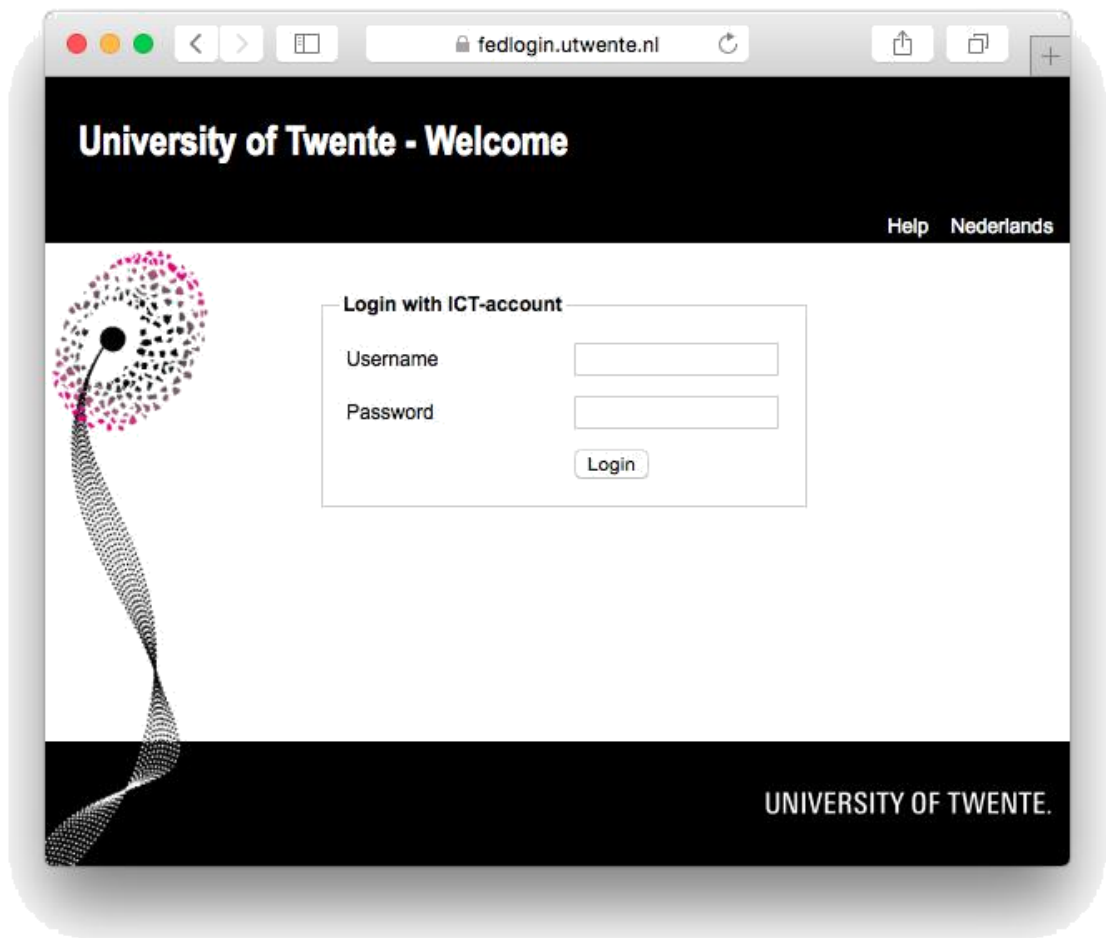
Step 1: Go to site: dms.utwente.nl

Step 2: Log in with your ICT-account



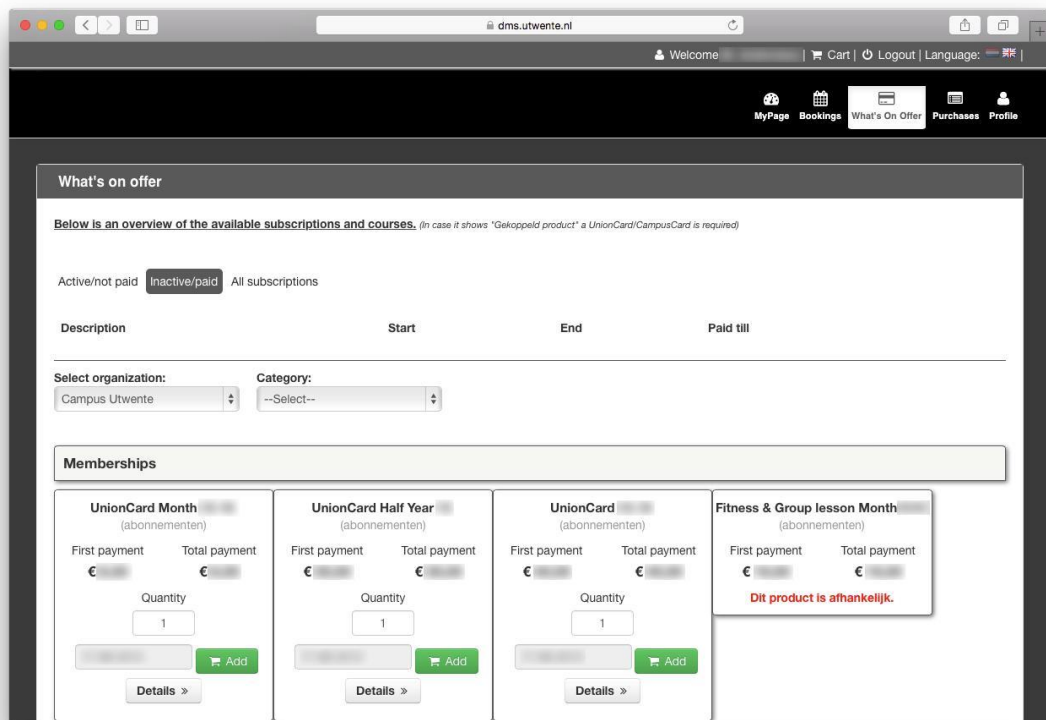
- Under *Sign in*, click the orange button, which says *DMS LOGIN UTWENTE STUDENTS EMPLOYEES*.

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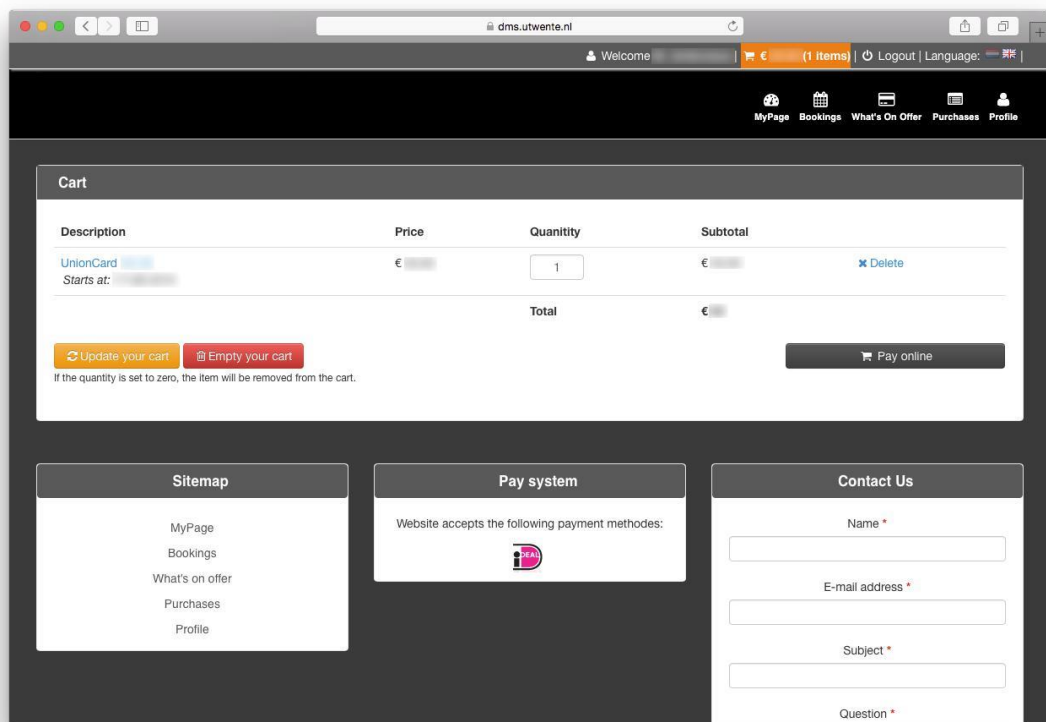
- In the field *Username*, enter your student- or employee number, followed by **@utwente.nl** (e.g. s0123456@utwente.nl).
- In the field *Password*, enter the corresponding password.
- Click *Login*.

Step 3: Add UnionCard to basket

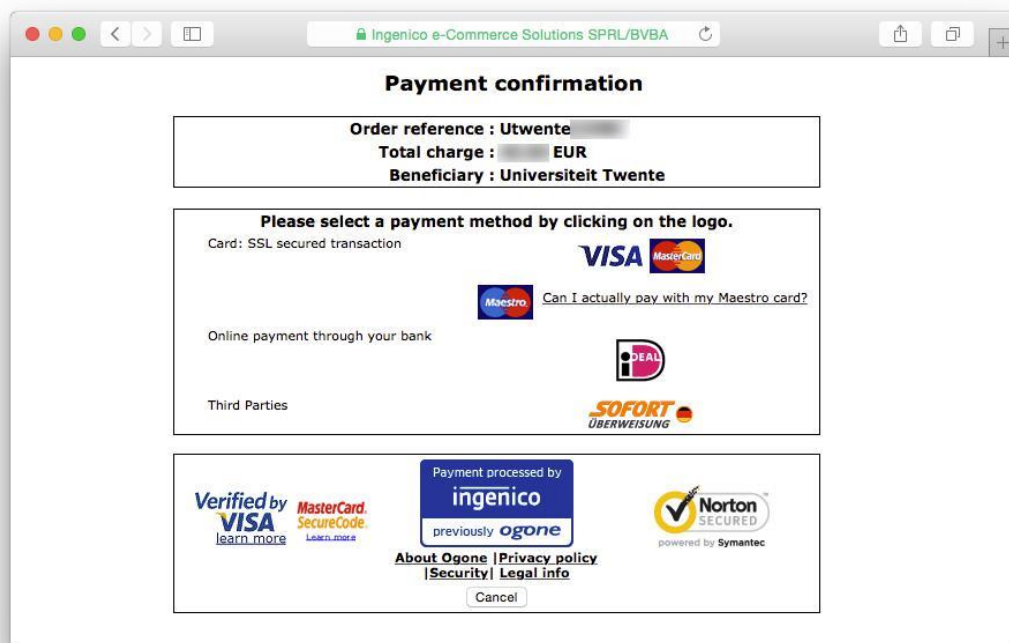


- Go to *What's On Offer*.
- Under *Memberships*, find *UnionCard*
- Click *Add*.

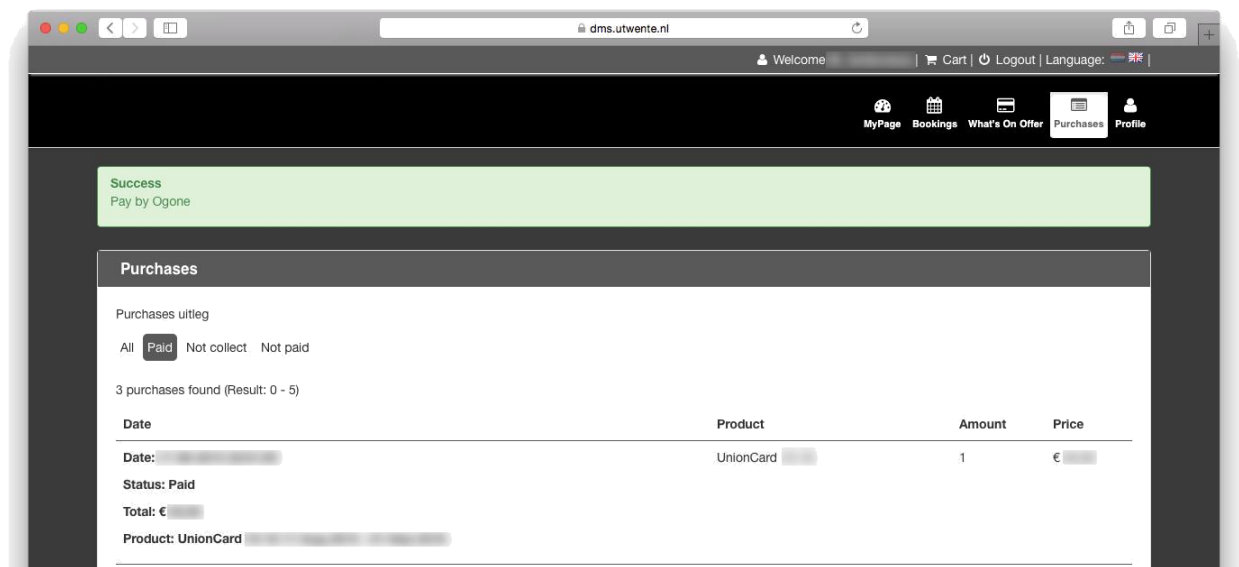
Step 4: Make payment



- Click on the *basket*.
- Click on *Pay online*.



- Click on preferred payment method.
- Follow payment steps.



After completion you wait till you are redirected to the dms.utwente.nl
You now have successfully purchased the UnionCard!