



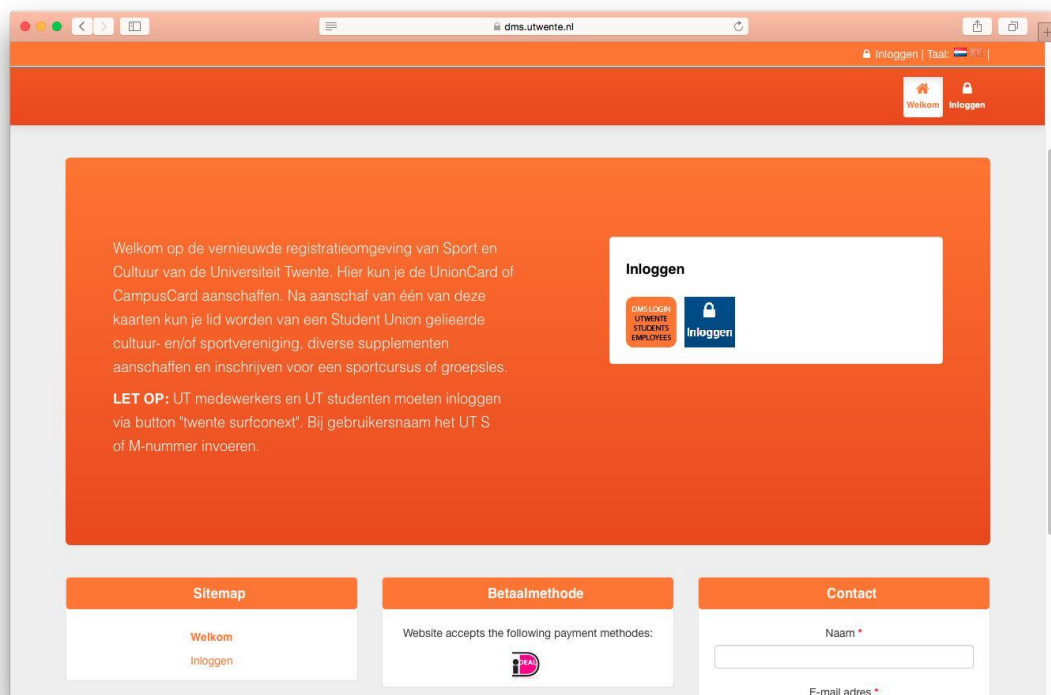
# S.K.V.Hercules MANUAL DMS

For students and employees

# APPLY WITH SPORTS ORGANIZATION S.K.V. Hercules

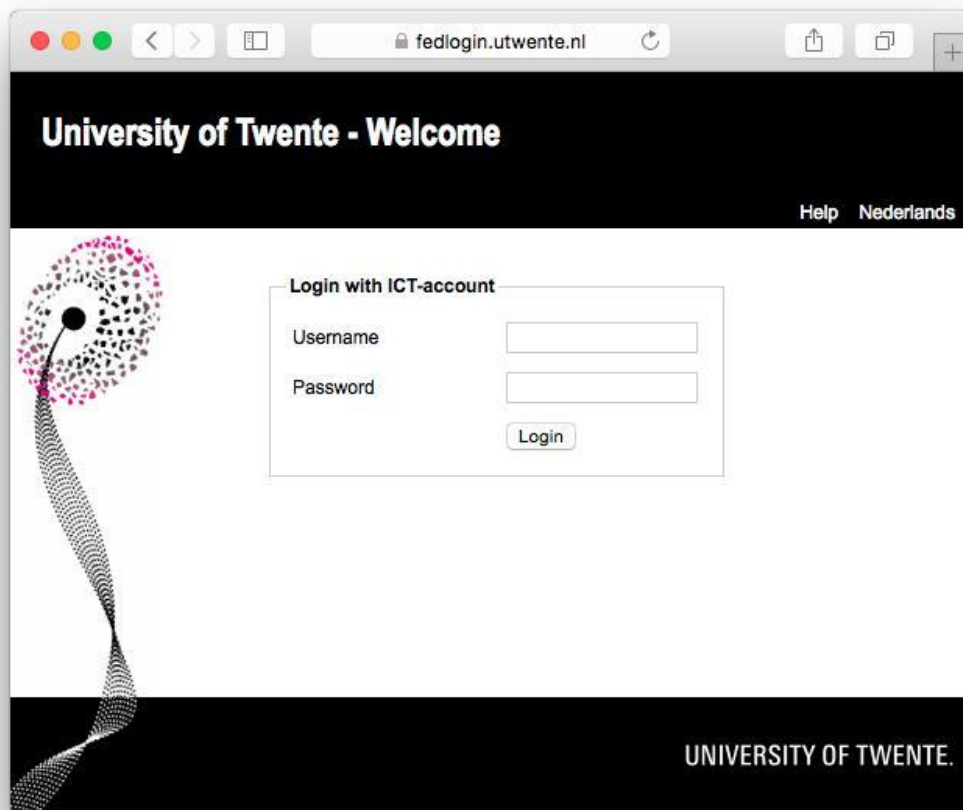
**Please note:** To stay member of an organization, you don't have to reapply every year again. When you are a member of an organization already, you can directly purchase the Verenigingsheffing, by starting at *Step 4B*.

## Step 1: Go to site



- Go to *dms.utwente.nl*.
- Under *Sign in*, click the orange button, which says *DMS LOGIN UTWENTE STUDENTS EMPLOYEES*. Saxion students have to use the blue button, which says *Inloggen*.

## Step 2: Log in with your ICT-account

A screenshot of a web browser window showing the login page for the University of Twente. The browser's address bar displays 'fedlogin.utwente.nl'. The page has a black header with the text 'University of Twente - Welcome' and links for 'Help' and 'Nederlands'. On the left side, there is a stylized graphic of a flower made of dots. The main content area features a 'Login with ICT-account' form with two input fields: 'Username' and 'Password', and a 'Login' button. The footer of the page contains the text 'UNIVERSITY OF TWENTE.'

University of Twente - Welcome

Help Nederlands

Login with ICT-account

Username

Password

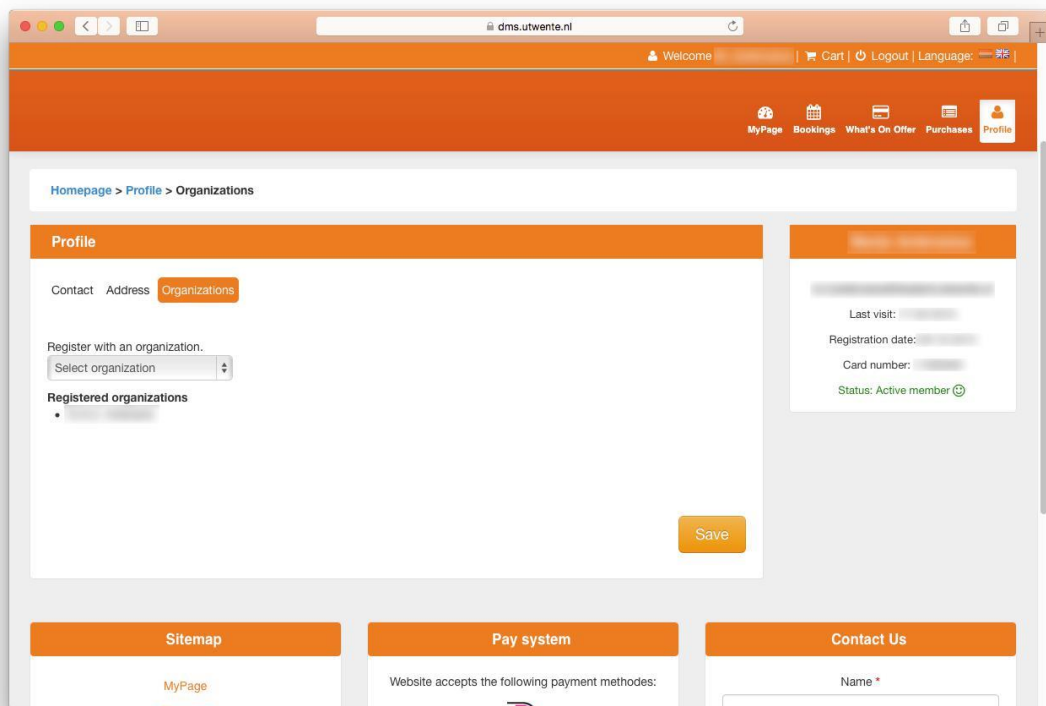
Login

UNIVERSITY OF TWENTE.

- 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*.

When you are a Saxion student, you see a different screen. There you enter your DMS-account with corresponding password.

## Step 3: Register with an organization



- Click *Profile*.
- Under *Profile*, click *Organizations*.
- Select the desired organization from the drop down menu.
- Click *Save*.

***S.K.V. Hercules has 31 days to accept or reject you. When accepted, you are able to fulfill the Verenigingsheffing to become a member. You receive a mail with a direct link.***

**The following steps can be fulfilled once you are accepted by S.K.V. Hercules.**

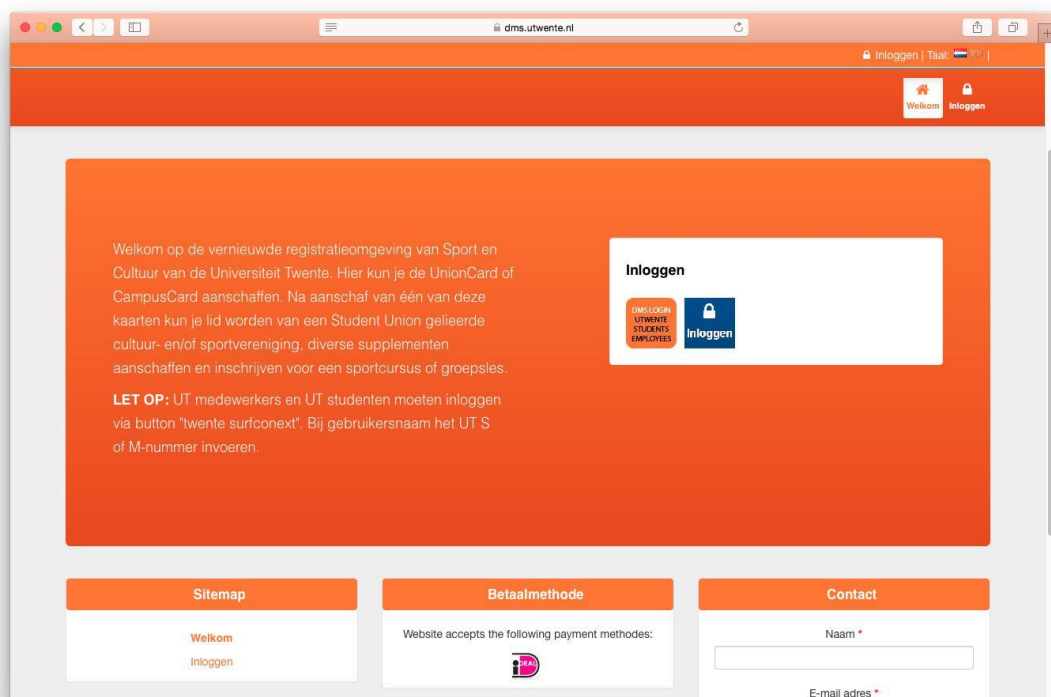
**Only then you are able to fulfill the Verenigingsheffing to become a member.**

#### Step 4A: Register with the organization applied for directly

- You can use the link from the acceptance mail to go directly to the purchasing page and add the product to your basket. (You need to be logged in already when using the link)
- Continue at Step 7.

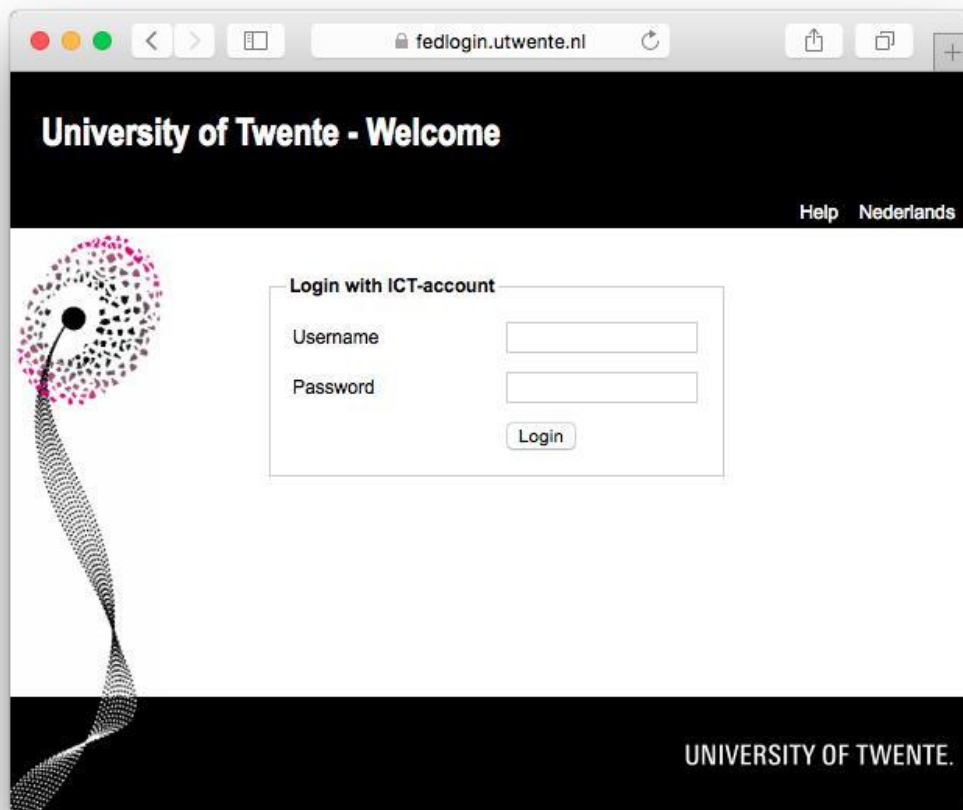
Else;

#### Step 4B: Register with the organization applied for via site



- Go to *dms.utwente.nl*.
- Under *Sign in*, click the orange button, which says *DMS LOGIN UTWENTE STUDENTS EMPLOYEES*. Saxion students have to use the blue button, which says *Inloggen*.

## Step 5: Log in with your ICT-account

A screenshot of a web browser window showing the login page for the University of Twente. The browser's address bar displays 'fedlogin.utwente.nl'. The page has a black header with the text 'University of Twente - Welcome' and links for 'Help' and 'Nederlands'. On the left side, there is a stylized graphic of a flower made of dots. The main content area features a 'Login with ICT-account' section with two input fields: 'Username' and 'Password', and a 'Login' button. The footer of the page contains the text 'UNIVERSITY OF TWENTE.'

University of Twente - Welcome

Help Nederlands

Login with ICT-account

Username

Password

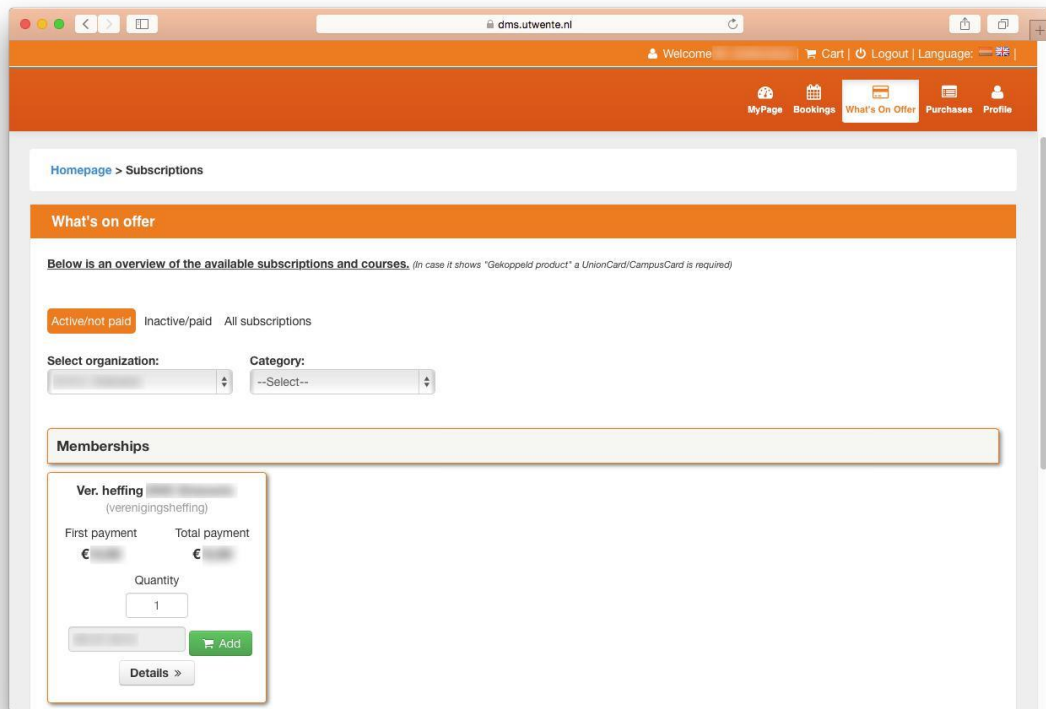
Login

UNIVERSITY OF TWENTE.

- 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*.

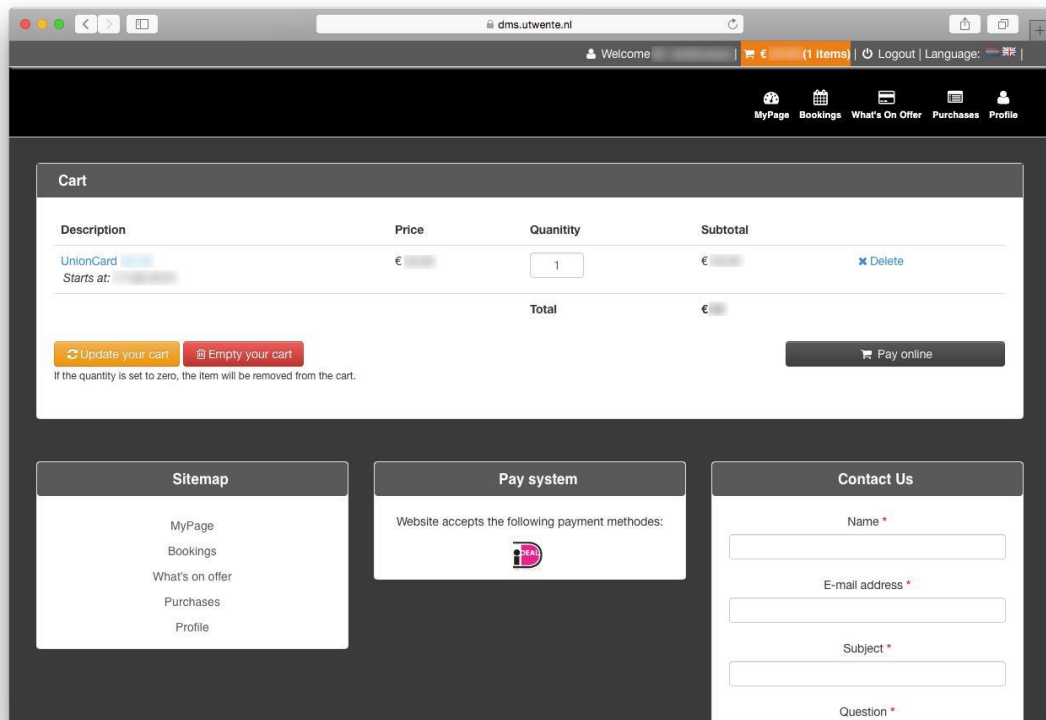
When you are a Saxion student, you see a different screen. There you enter your DMS-account with corresponding password.

## Step 6: Add Verenigingsheffing (association fee) to basket

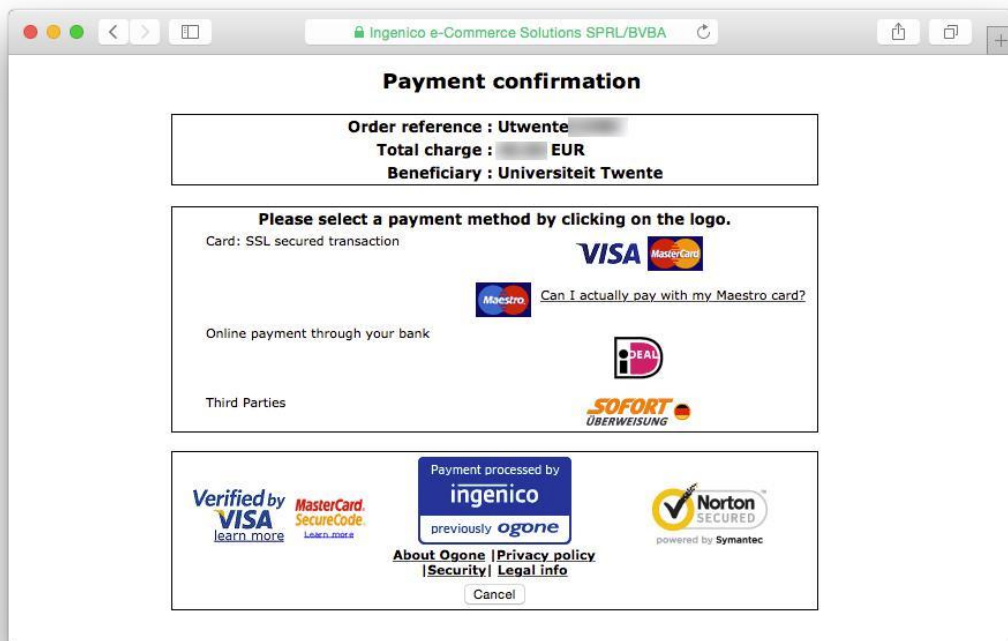


- Go to *What's On Offer*.
- Under *Select Organization*, select the desired organization.
- Under *Memberships*, you can now find the *Verenigingsheffing*.
- Click *Add*.

## Step 7: Make payment

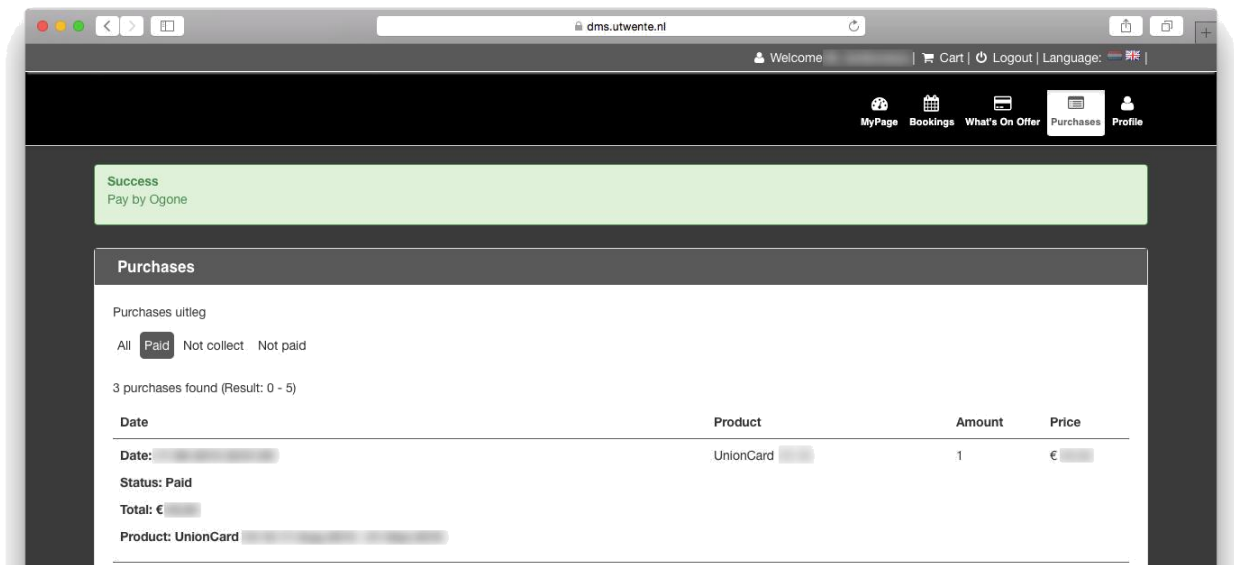


- Click on the *basket*.
- Click on *Pay online*.



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





After completion you wait till you are redirected to the `dms.utwente.nl`

You have successfully fulfilled the Verenigingsheffing. You are now a member of the organization!