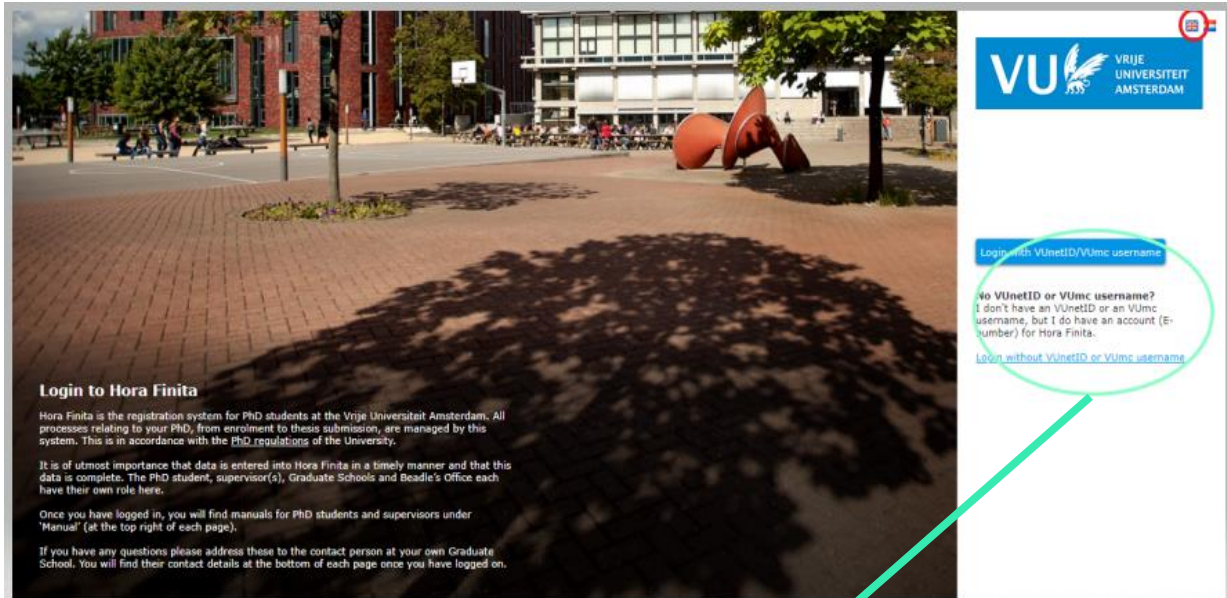


## Hora Finita: logging in

### Logging in

Go to: <https://horafinita.vu.nl>



**Login to Hora Finita**

Hora Finita is the registration system for PhD students at the Vrije Universiteit Amsterdam. All processes relating to your PhD, from enrolment to thesis submission, are managed by this system. This is in accordance with the PhD regulations of the University.

It is of utmost importance that data is entered into Hora Finita in a timely manner and that this data is complete. The PhD student, supervisor(s), Graduate Schools and Board's Office each have their own role here.

Once you have logged in, you will find manuals for PhD students and supervisors under "Manual" (at the top right of each page).

If you have any questions please address these to the contact person at your own Graduate School. You will find their contact details at the bottom of each page once you have logged on.

**Login with VUnetID/VUmc username**

**No VUnetID or VUmc username?**  
I don't have an VUnetID or an VUmc username, but I do have an account (E-number) for Hora Finita.

[Login without VUnetID or VUmc username](#)

**Login with VUnetID/VUmc username**

**No VUnetID or VUmc username?**  
I don't have an VUnetID or an VUmc username, but I do have an account (E-number) for Hora Finita.

[Login without VUnetID or VUmc username](#)

- A) Log in with VUnetID / VUmc username via button:

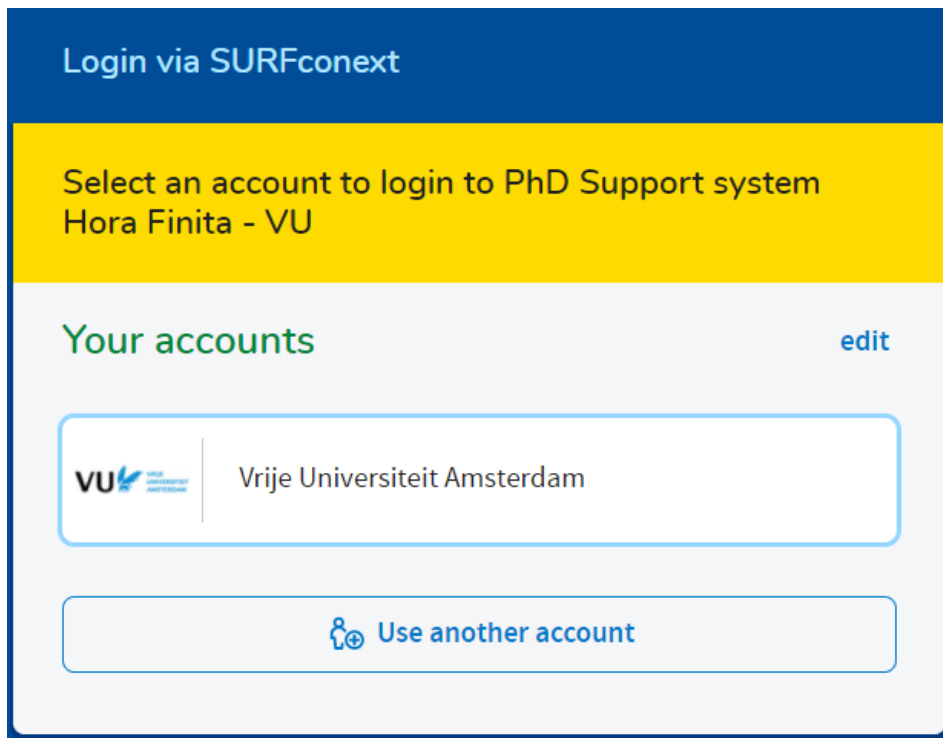
**Login with VUnetID/VUmc username**

- B) Others log in with username & password (will be sent by email) via:

[Login without VUnetID or VUmc username](#)

### A) Log in with VUNetID / VUmc username


User with VUNetID selects Vrije Universiteit Amsterdam and logs in with VUNetID.  
User with VUmc username selects 'Use another account'.

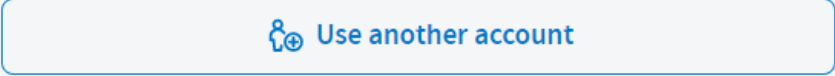


Login via SURFconext

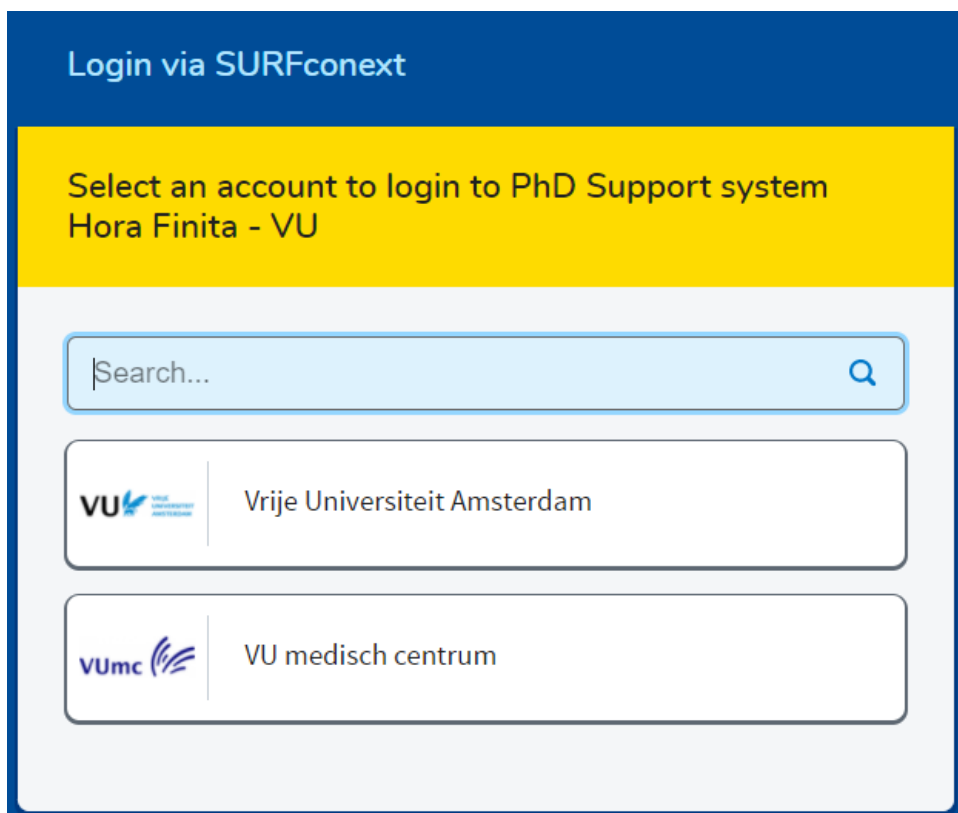
Select an account to login to PhD Support system  
Hora Finita - VU

Your accounts [edit](#)

 Vrije Universiteit Amsterdam





Then the user with VUmc username selects VU medisch centrum and logs in with VUmc username.




Login via SURFconext

Select an account to login to PhD Support system  
Hora Finita - VU

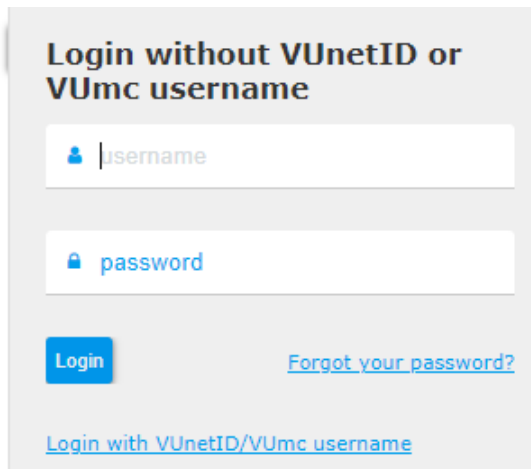
Search... 

 Vrije Universiteit Amsterdam

 VU medisch centrum

## B) Log in with E-number

User without VUnetID / VUmc username (so with E-number) enters the E-number at Username and then enters the password.



The screenshot shows a login interface with the following elements:

- Title: **Login without VUnetID or VUmc username**
- Username field: A text input field with a blue user icon on the left and the placeholder text '|username'.
- Password field: A text input field with a blue lock icon on the left and the placeholder text 'password'.
- Login button: A blue button with the text 'Login' in white.
- Forgot password link: A blue text link that says 'Forgot your password?'.
- Alternative login link: A blue text link at the bottom that says 'Login with VUnetID/VUmc username'.

## Difference between logging in with E-number or VUnetID / VUmc username

Hora Finita has a link with the personnel systems of the VU and Amsterdam UMC. For those who have been assigned a 'role' in the personnel system that has involvement with a PhD program (e.g. PhD candidate of supervisor) data exchange concerning the personal data may take place. The PhD candidate, UHD or professor can then be registered in Hora Finita based on **VUnetID** of **VUmc username**.

For externs who are not listed in the personnel systems (e.g. External PhD candidates or external professors) or for those who do not have been assigned a 'role' that has involvement with a PhD program, the link to Hora Finita is not established. In that case, the person is registered in Hora Finita based on a so-called **E-number**.

The only difference from being registered based on VUnetID/VUmc username or E-number is the login. After logging in, there is no difference in account and authorizations.

## Problems logging in

If you have problems logging in, first try to find out whether you are logging in correctly (are you registered based on VUnetID/VUmc username or E-number?) and whether you are using the correct button. One **cannot** log in with an E-number using:

[Login with VUnetID/VUmc username](#)

And vice versa, with VUnetID/VUmc username, one **cannot** log in using:

[Login without VUnetID or VUmc username](#)

Also, please check if the VUnetID/VUmc username is still valid (maybe the contract has expired?)

### Forgotten password

If the user has forgotten the password associated with the VUnetID/VUmc username, then the password should be requested from the IT department of the institution (VU or Amsterdam UMC).

If the user has forgotten the password belonging to the E-number, then a new password can be requested by sending an email to [pedel@vu.nl](mailto:pedel@vu.nl)

Make sure the user's email address is correctly registered for the purpose of receiving the new password!

### Contract expired; VUnetID/VUmc username no longer valid

If the contract has expired (e.g. before the PhD program is completed) and the VUnetID/VUmc username is no longer valid, then the user's account can be converted from VUnetID/VUmc username to an E-number. To do so, the faculty key user sends a request by email to [pedel@vu.nl](mailto:pedel@vu.nl)

Make sure the user's email address is correctly registered for the purpose of receiving the new password!

### Assistance with logging in

If you are still unable to log in despite the above explanation, please contact the key user of your faculty by email. For an overview of the key users, see: <https://vu.nl/horafinita>

Please include a screenshot of the error message (if applicable).

If the faculty key user cannot resolve the problem, they will contact application administrator at the Beadle's Office ([pedel@vu.nl](mailto:pedel@vu.nl)).

### Multi Factor Authentication

For security reasons, users with an **E-number** will receive an additional e-mail with a code for logging in. This is not complicated for the user, but very important is that the *email addresses are correct!!*

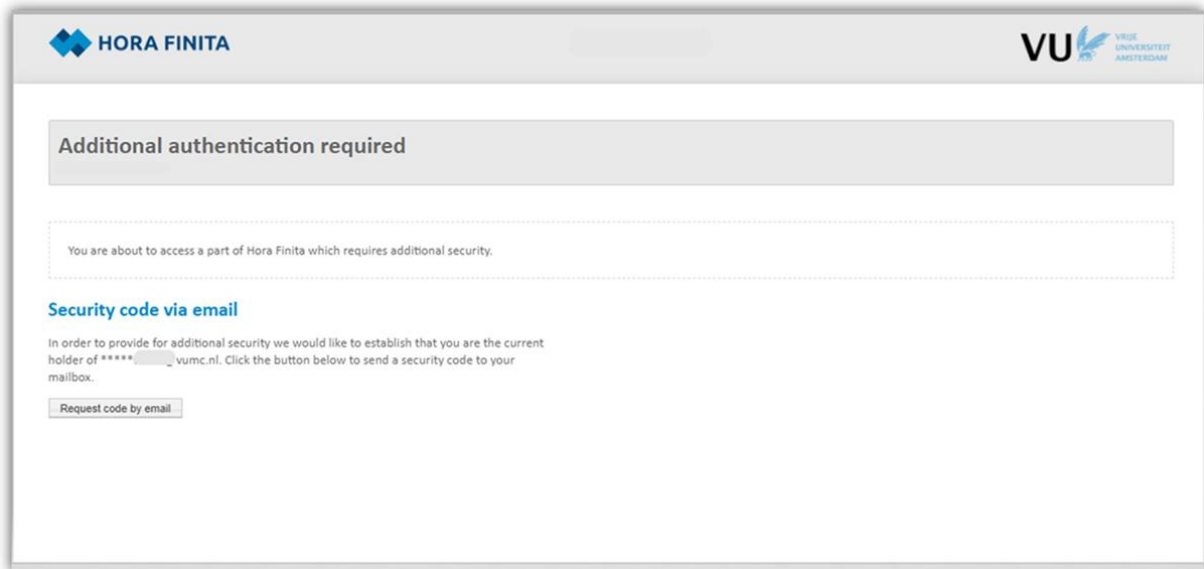
Users with a **VUnetID or VUmc username** will not receive this MFA e-mail at login because they are already provided with a validated login ID.

*However:* if an action is performed based on *link* in an email, verification also applies to the user with VUnetID / VUmc username if the user is not yet logged in.

See below for an explanation for both verification situations.

## Login with E-number

After entering the logging in data in the start screen, the screen below will appear.



The screenshot shows the Hora Finita login interface. At the top left is the 'HORA FINITA' logo, and at the top right is the 'VU VRIJE UNIVERSITEIT AMSTERDAM' logo. A grey header bar contains the text 'Additional authentication required'. Below this is a dashed box containing the message: 'You are about to access a part of Hora Finita which requires additional security.' Underneath is a section titled 'Security code via email' in blue. The text below reads: 'In order to provide for additional security we would like to establish that you are the current holder of \*\*\*\*\*@vumc.nl. Click the button below to send a security code to your mailbox.' At the bottom of this section is a button labeled 'Request code by email'.

To request a code, click on 'Request code by email'

A code is then sent to the email address (entered in HF). If a preferred email address is entered in Hora Finita, the code will be sent to the preferred email address.

Otherwise it will be sent to the work email address. Please make sure the users' email addresses are entered correctly!

The email with the code will look like the example below:

Recipients:  
user: [redacted] core.security.mfcode  
[redacted]

English version below

Hallo,

Voor een handeling in Hora Finita is een beveiligingscode vereist.  
Neem de onderstaande code over in Hora Finita om uw handeling voort te zetten.

**081372**

*Dit is een automatisch gegenereerd bericht door Hora Finita*

English version



Hello,

An action in Hora Finita requires additional verification.  
Please copy the code below to continue with your action in Hora Finita.

**081372**

*This message was automatically generated by Hora Finita*

The specified code is entered on the Hora Finita screen, where the 'zeros' are seen:

 **HORA FINITA** 

**Additional authentication required**

Security code sent  
Please check your mailbox (\*\*\*\*\*@vumc.nl) and enter the code from your mail in the input field on this page.

You are about to access a part of Hora Finita which requires additional security.

**Security code via email**

In order to provide for additional security we would like to establish that you are the current holder of \*\*\*\*\*@vumc.nl. We have sent a code to this address, please submit the code below.

Additional authentication required

Security code sent

Please check your mailbox (\*\*\*\*\*@vumc.nl) and enter the code from your mail in the input field on this page.

You are about to access a part of Hora Finita which requires additional security.

Security code via email

In order to provide for additional security we would like to establish that you are the current holder of \*\*\*\*\*@vumc.nl. We have sent a code to this address, please submit the code below.

081372

Submit code

Then click on 'Submit code'.

Submit code

After that, the user is logged in and can work in Hora Finita.

**Action based on link in e-mail**

Many actions in Hora Finita can be performed by clicking on the link in an email requesting the corresponding action.

- Once the user clicks on the link in the email *and is not yet logged into Hora Finita*, the following screen follows where authentication is requested.
  - The user with VUNetID/VUmc username can login directly via 'Naar de inlogpagina' (left side of the screen) and can then perform the requested action.
  - The user with E-number or the user without an account (i.e. assessment manuscripts) requests an extra security code (right side of the screen).
- Once the user clicks on the link in the email *and is already logged into Hora Finita*, then the additional security is not needed and the user is guided directly to the appropriate action in Hora Finita.