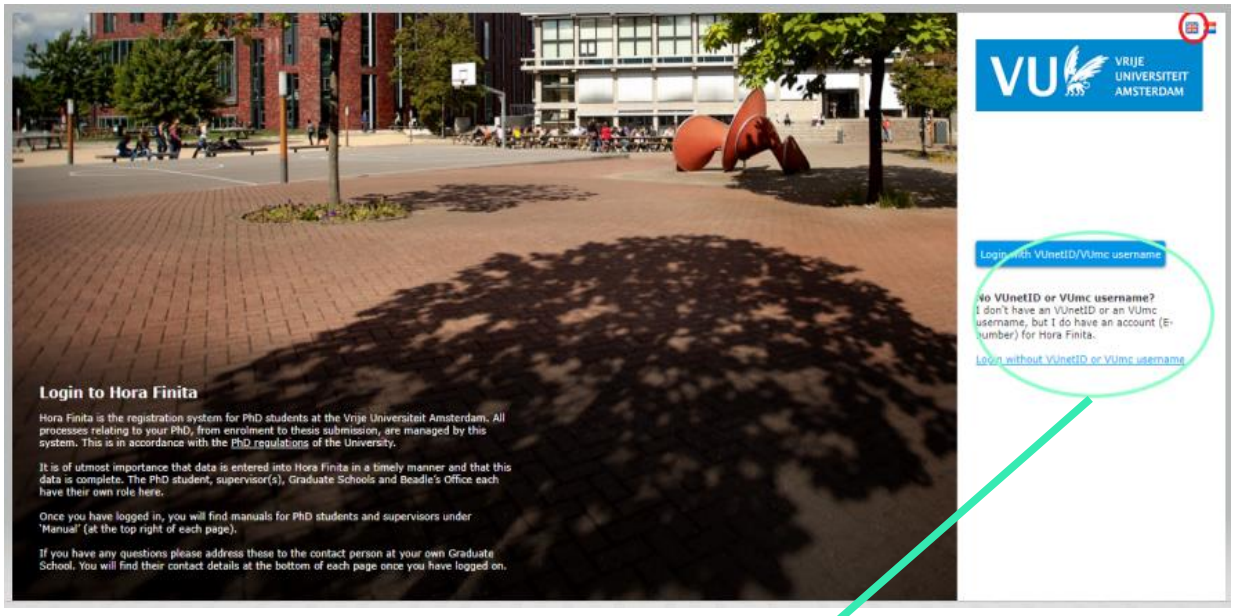
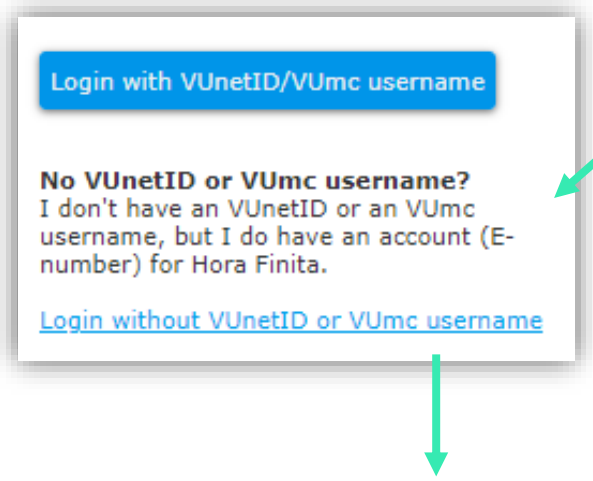
Hora Finita: logging in

Logging in

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





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

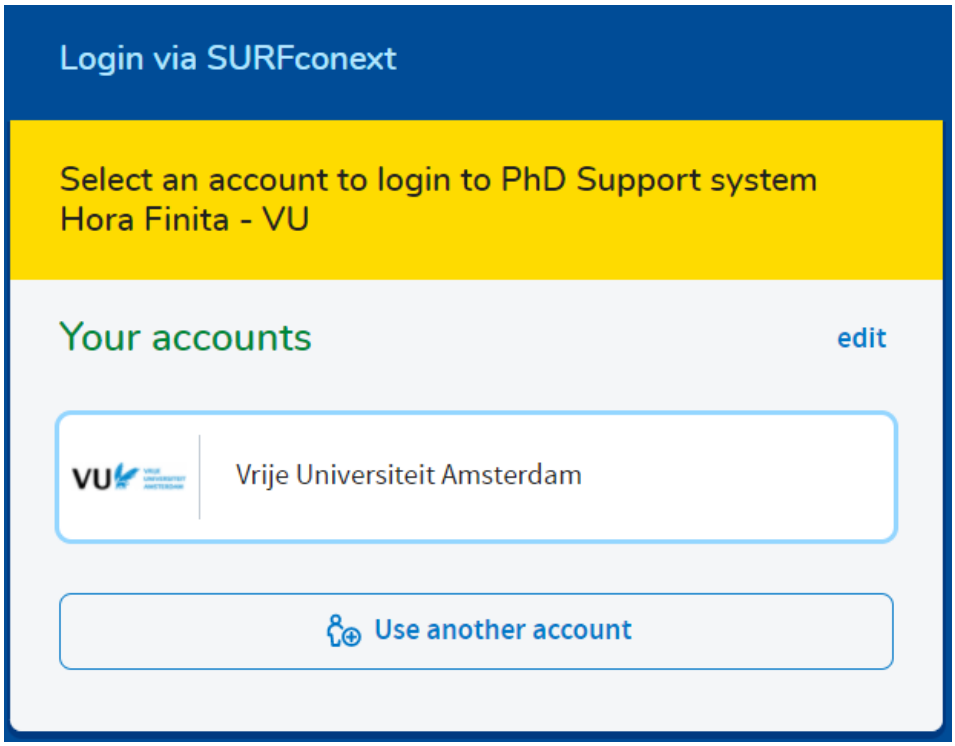
  Login with VUnetID/VUmc username

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

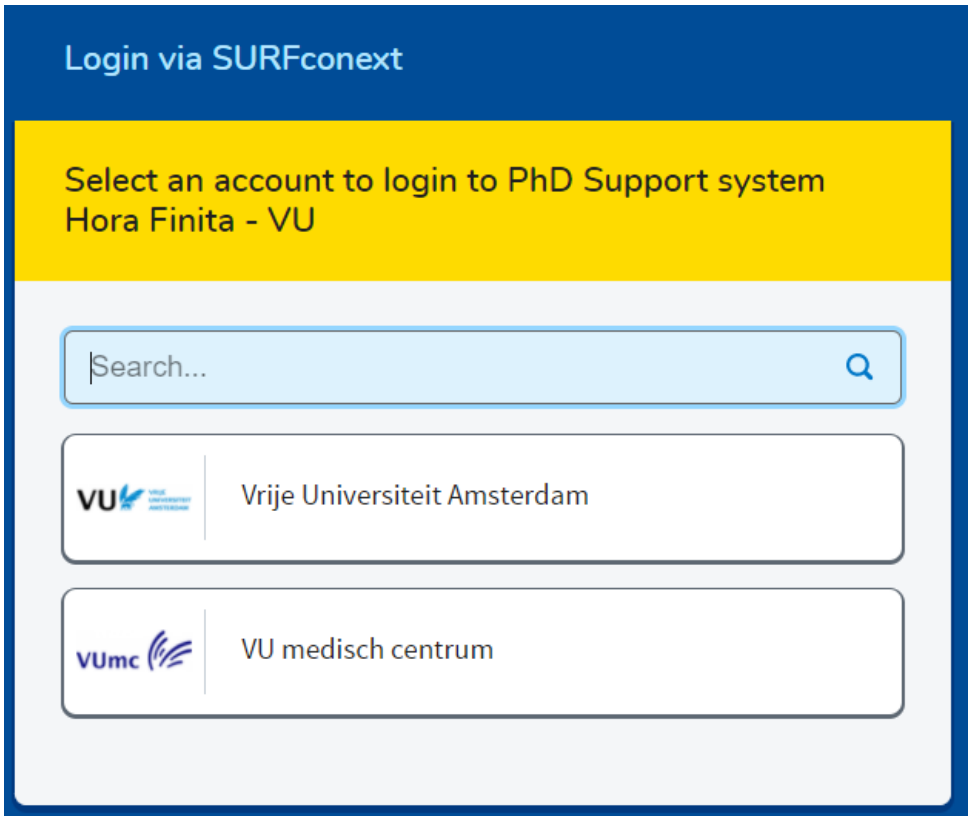
  Login without VUnetID or VUmc username

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’.

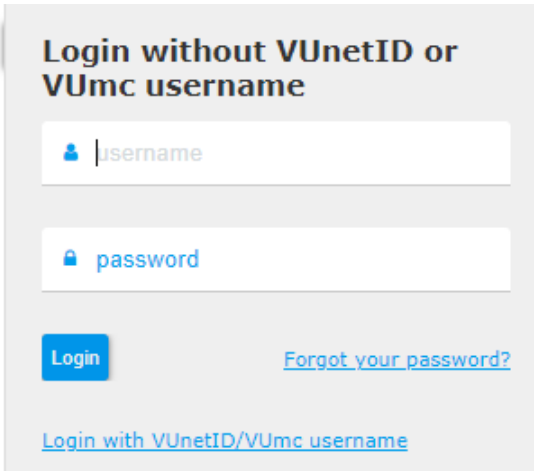


Then the user with VUmc username selects VU medisch centrum and logs in with VUmc username.



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.



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:

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

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
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 facultary key user sends a request by email to 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 printscreen 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).

Multi Factor Authentication

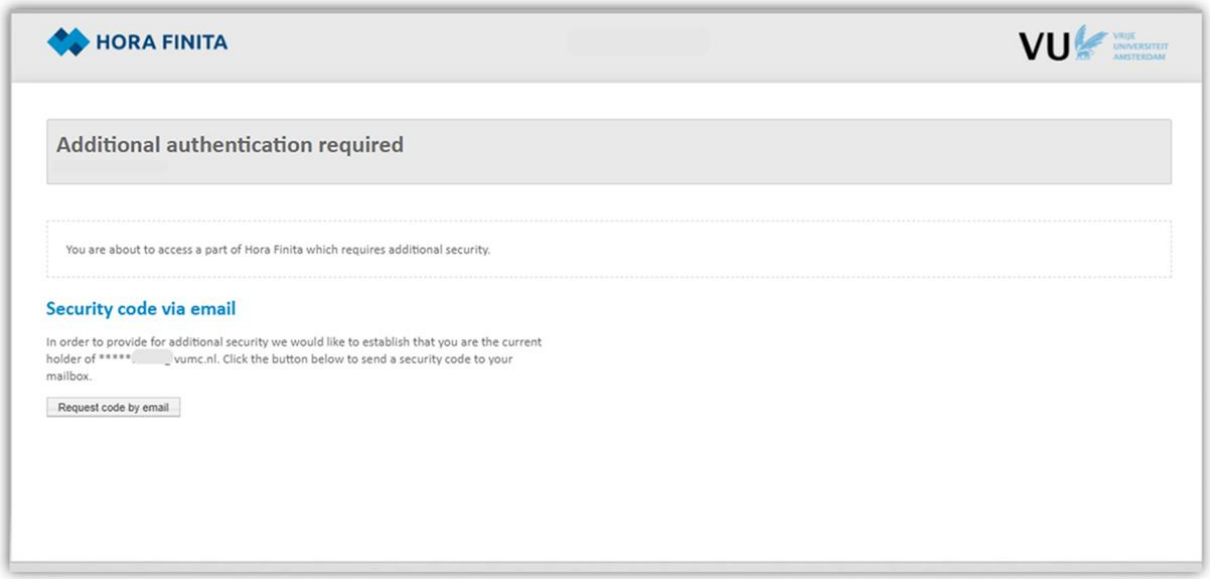
For security reasons, users with an **E-number** will receive an additional e-mail with a code for logging in. This is not complicated for the user, but very important is that the *email addresses are correct*!!

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.



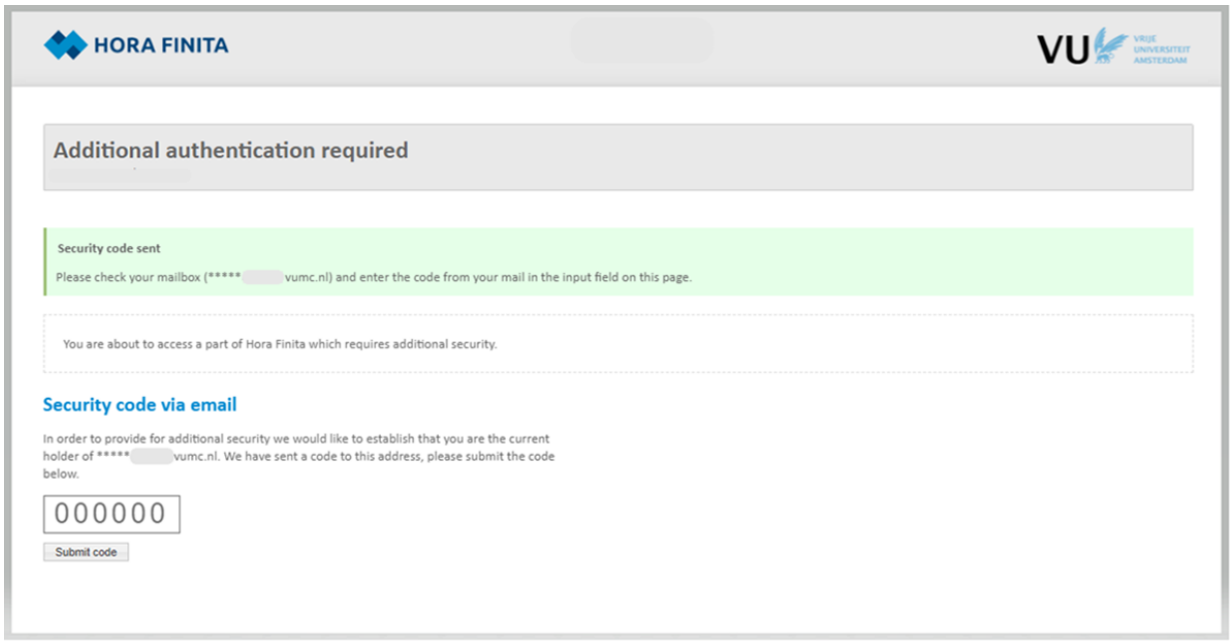
To request a code, click on ‘Request code by email’

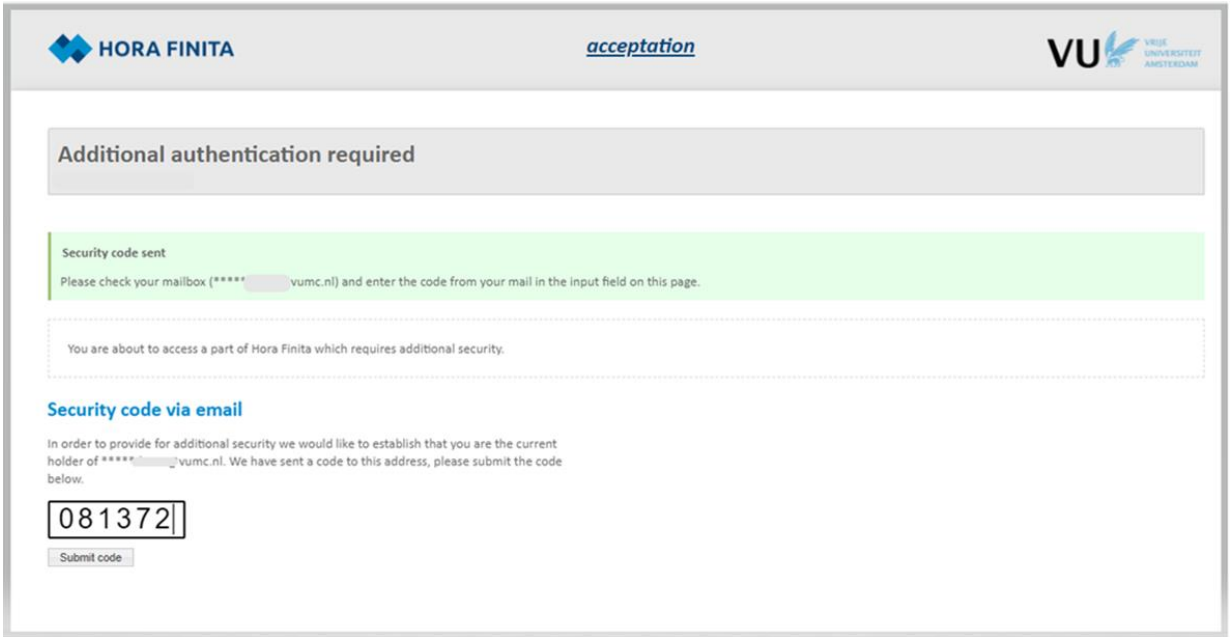
A code is then sent to the email address (entered in HF). If a preferred email address is entered in Hora Finita, the code will be sent to the preferred email address.

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:

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

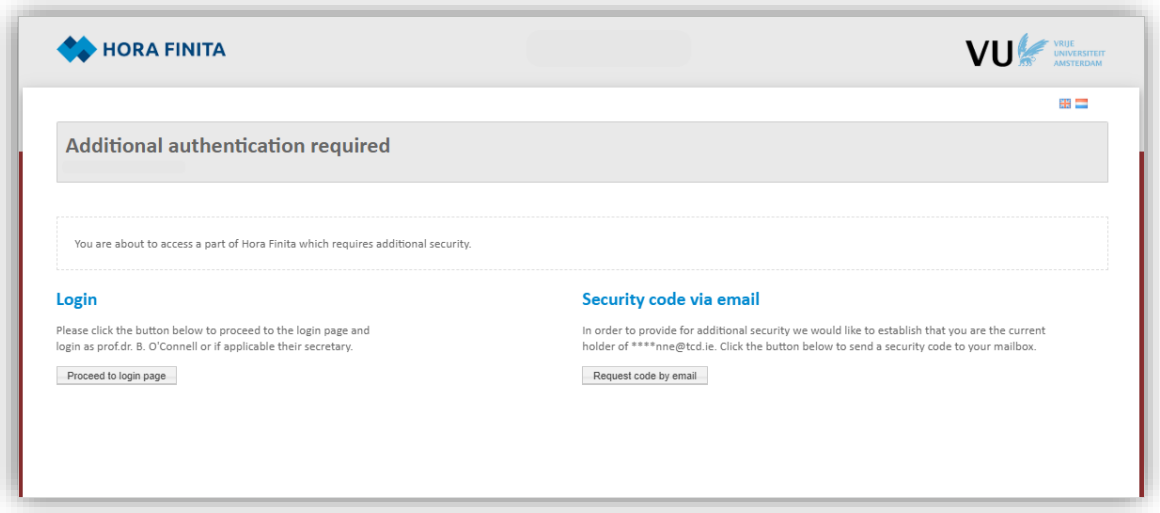




Then click on 'Submit code'.

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.