

**How to upload your photo for your student card and download a proof of enrolment:
Via Student Portal / Nestor..... Page 2**

Please note! You must have an active account to upload your photo and / or download the statement of enrolment.

When will I get my University account?

Starting date: 1 September

You can activate and use your University account from the first of January on. If you register in Studielink after 1 January, your account will be created instantly.

Other starting date

Your University account will be created one month before the starting date of your degree programme.

Exception: Are you an exchange student, guest student or course participant? Then your University account will be created 3 months before the starting date of your programme.

If you don't have a password yet use <http://diy.rug.nl> to activate your account.

Via Student Portal / Nestor:

Browse to <http://studentportal.rug.nl> and log in with your S-number (for example s1234567) and password.

Click on **Enrollment and photo**.

The screenshot shows the Student Portal / Nestor interface. At the top, there is a header bar with a gear icon and the text "Settings" on the left, and a link "Show message archive" on the right. Below the header is a section titled "RUG tools" with a downward arrow. This section contains a list of tools, each with an icon and a description:

- Course catalogue (Ocasys)**: All courses provided by the RUG
- Grades and enrollment (Progress)**: Course/exam enrollments and grades
- Student mail**: Log in to your RUG mail
- RUG desktop**: Log in to the university workplace
- Wireless printing**: Print from pc, smartphone or tablet
- Enrollment and photo**: Upload your photo or download your statement of enrollment
- Schedule generator**: Compose your schedule on the fly (refer to the Timetable module to see your personal schedule)
- Change password**: Change the password you use for all RUG services
- Portal U-order**: Order your print jobs and readers here

Below the "RUG tools" section is another section titled "Faculty tools" with a downward arrow. At the bottom of the "Faculty tools" section, there is a search bar with the text "RG" and a greyed-out input field.

You can now upload your photo for the student card or download the statement of enrolment. Please note, you can only download the statement of enrolment if you are enrolled.