



Guide to mijn.beroepservingperiode.nl (integrated programme)

This document is intended for participants taking the integrated programme for the Professional Traineeship. It contains the user manual for mijn.beroepservingperiode.nl and for the personal page.

NB: A separate manual is available for participants following the independent route for the Professional Traineeship. To learn more about the difference between the independent route and the integrated programme, read the following website page: <http://www.beroepservingperiode.nl/en/how-the-professional-traineeship-is-organised>.

ACTIVATING YOUR ACCOUNT AT MIJN.BEROEPSERVINGPERIODE.NL

You can apply for the Professional Traineeship at mijn.beroepservingperiode.nl.

After you have been accepted as a Professional Traineeship candidate, you will receive an email that tells you how to activate your account. You can then log in and access your personal page.

LOG IN AND NEW PASSWORD

Log in here: <https://mijn.beroepservingperiode.nl/en/user>

Request a new password here <https://mijn.beroepservingperiode.nl/en/user/password>

PERSONAL PAGE

After logging in, you can access your personal page and a concise menu:

The screenshot shows a web interface for 'MIJN.BEROEPSERVINGPERIODE.NL'. At the top right, there is a language selector 'nederlands'. Below the header, there is a navigation bar with 'My page', 'Edit my page', and 'Log out'. The main content area is titled 'Joe Bloggs' and includes a 'View' and 'Edit' button. A profile picture placeholder is on the left. To the right, there are details: 'Beroepservingsperiodenr.: 2', 'Your discipline: Stedenbouwkundige de zelfstandige route', and 'Professional traineeship starting date: January 10, 2015'. Below this, there are tabs for 'Progress' and 'Personal details'. Under 'Personal details', there is a 'Certificering' section with a table:

Certificering	
Met required standards:	<input type="checkbox"/>
Date of certificate:	<nog niet uitgereikt>

Listed on your personal page are:

- Your name, personal details and photo if you have uploaded one
- Your professional traineeship number
- The discipline for which you have applied
- Your chosen option ('integrated programme' or 'independent route')
- The date your professional traineeship starts
- After finishing the integrated programme, whether you have met the required standards (i.e. have completed the Professional Traineeship successfully)
- The date on which you received your certificate.

MENU

The menu offers the following options:

- My page
- Edit personal page
- Log out

My page

The menu option 'My page' leads to your personal page.

Edit personal page

The menu option 'Edit personal page' opens a page where you can change your personal details.

Account (not a separate heading, but under 'Edit personal page')

You also use the menu option 'Edit personal page' to change the email address and/or password linked to your account.

Save

Changes are only saved after you click on the 'Save' button at the bottom of the page.



Log out

If you use the system on a public computer, you must 'log out' after you have saved all the changes. Logging out on your private computer is not necessary. You remain logged in even after closing your browser.