# HORA FINITA LOGIN

## *As an external member of the doctoral subcommittee*

## Introduction

This manual is written for **external** members of the doctoral subcommittee. Each member of the committee receives an email to evaluate a request or to view the results of a request from the Erasmus University Rotterdam or the Erasmus MC. Clicking on the link will take you to the login procedure of Hora Finita.

## Instruction

- Click on the link in the email as shown in the example below.

Dear Mr / Ms LidKleineCieFICTIEF1,

Thank you for agreeing to sit on the doctoral subcommittee for the thesis of the following PhD candidate:

**PhD candidate**
SEPTEMBERtestD1proces, A. de - E111024

**Title of thesis**
de titel

**Members doctoral subcommittee**

| naam | affiliatie |
|---|---|
| A. LidKleineCieFICTIEF1 | ESL |
| B. LidKleineCieFICTIEF2 | ESL |
| C. LidKleineCieFICTIEF3 | ESL |

Please click on the following link to download the manuscript: https://horafinita-accept.eur.nl/beoordeling/2o881JLft8?hfTaalId=1&pntI18nLocaleId=1

Please send us your assessment of the manuscript via the link before 17 October 2019, stating whether the PhD candidate qualifies for the degree. If you are of the opinion that the quality of the thesis justifies a cum laude (with honours) predicate you can add this to your assessment.

Yours sincerely,

On behalf of the Doctorate Board,

prof. R.C.M.E. Engels

Rector Magnificus

*NB: The content of the message is dependent on the stage of the PhD trajectory.*

When the supervisor added a mobile number in Hora Finita the external member of the committee receives the message as shown below:

**Additional authentication required**
A. LidKleineCieFICTIEF1

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

**Login**

Please click the button below to proceed to the login page.

**Only use this button if you are an employee of the EUR or the Erasmus MC.**

Further on,
login as A. LidKleineCieFICTIEF1

Proceed to login page

**Security code via text message**

In order to provide for additional security we kindly ask you to enter a verification code. Click the button below to request a code via text message sent to **+31611880736**

Request code by text message

If a mobile number is added in Hora Finita (correct), the committee member will get a security code via SMS. Otherwise the committee member will get a request code by email:

- Click on the button *Request code by email*.

**Additional authentication required**
A. LidKleineCieFICTIEF1

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

**Login**

Please click the button below to proceed to the login page and login as A. LidKleineCieFICTIEF1

Proceed to login page

**Security code via email**

In order to provide for additional security we would like to establish that you are the current holder of annemiek.teuben@eur.nl. Click the button below to send a security code to your mailbox.

Request code by email

N.B. code via text message disabled because cellphone number unkown.

- Please copy the code below to continue your action in Hora Finita.

**Erasmus University Rotterdam**

**English version below**

Geachte heer / mevrouw LidKleineCieFICTIEF1,

Neem de onderstaande code over in Hora Finita om uw handeling voort te zetten.

**301279**

*Dit is een automatisch gegenereerd bericht door Hora Finita.*

**English version**

Dear Mr / Ms LidKleineCieFICTIEF1,

Please copy the code below to continue your action in Hora Finita.

**301279**

*This message was generated automatically by Hora Finita.*

**HORA FINITA**
promovendusvolgsysteem

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**Additional authentication required**
A. LidKleineCieFICTIEF1

**Security code sent**
Please check your mailbox (annemiek.teuben@eur.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.

**Login**

Please click the button below to proceed to the login page and login as A. LidKleineCieFICTIEF1

Proceed to login page

**Security code via email**

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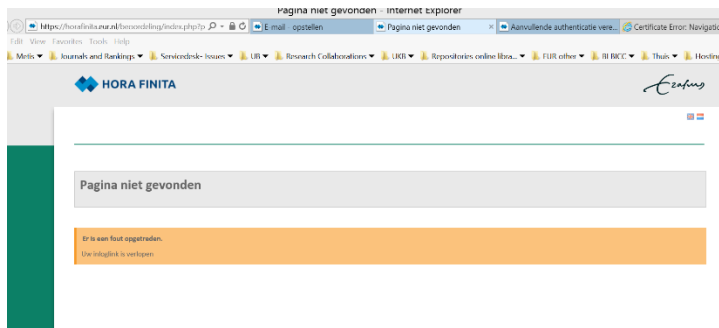
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Submit code

After submitting the correct code you are able to evaluate a request or to view the results of a request.

# Problems with logging in

If the link is not valid anymore, you will get a message as shown below. You will find information about the period of validity in your email. In other cases sometimes the same message appears. Please send an email to pedel@eur.nl if you experience problems with the loginprocedure.



Please send an email if you experience any problems with the login procedure to pedel@eur.nl  or call 010-4081006 (9:00-13:00 on working days)