



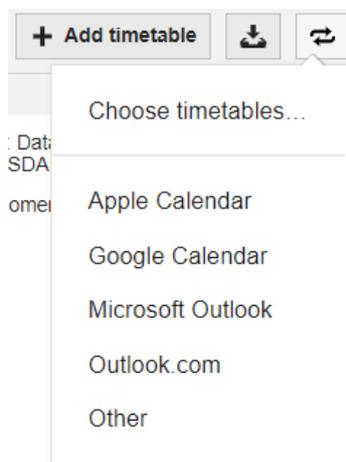
**Universiteit
Leiden**

Manual MyTimetable joint degree students

For Joint Degree students there are two versions of MyTimetable available mostly: the Leiden University version and the version of a different university (mostly TU Delft).

Joint Degree students are advised to connect their schedule in MyTimetable (both in Leiden and Delft) to their own agenda, for example Google Agenda or Outlook agenda. Connect both MyTimetable Leiden and the MyTimetable of the other university to your personal agenda, in order to show schedules of both universities in one schedule. Enrollments for both universities will be shown in one overview. Note: since it is possible courses and activities are scheduled at both universities doubles may occur. This means one activity can be scheduled twice at the exact same time (and location) in your own agenda.

Connect your own agenda to your schedule in MyTimetable by clicking on the connect symbol and select the applicable agenda (see picture below). You will get all the information needed to connect MyTimetable (Leiden) to your personal agenda from the system on your screen. Also connect MyTimetable of the other university to the same personal agenda the same way you did for MyTimetable Leiden. You are able to connect more than two universities to your personal agenda (e.g. Leiden University, TU Delft and Erasmus University).



To receive notifications from changes in your schedule you can navigate to Settings > Notifications. At Communication preferences you can enter an e-mail address and select it. This can be your University or personal e-mail address. Per default your University e-mail address will be selected. **Note:** Notifications are off per default, so you have to switch it on manually as described above.



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The schedules will be checked once every two hours for changes. You'll receive notifications of the following events:

- Changes in rooms.
- New, moved or deleted activities.
- Changes in activities that take place within 2 days will be communicated directly, via e-mail.
- Changes in activities that take place within 2 weeks will be communicated daily at 8:00 PM.
Exception: If at the same time changes are made in activities that take place within 2 days, changes in activities within 2 weeks will be communicated directly as well.

More information on how to use MyTimetable can be found on the Help page of MyTimetable or check out: <https://www.student.universiteitleiden.nl/en/announcements/2020/08/new-tool-view-your-schedule-in-mytimetable>