



MANUAL / INSTRUCTION – CBD - COURSE REGISTRATION

From the end of May 2024, we will be using a new registration system. Under this system, every participant must create a personal account, unless you previously completed a Bachelor's degree program at Hogeschool Leiden as a student.

Did you complete a Bachelor's degree program at Hogeschool Leiden in the past?

If so, you must log in using your previous student login details.

If you did not complete a Bachelor's degree program at Hogeschool Leiden and previously took a CBD/Continuing Education course with us (before May 2024), you must create an entirely new account.

If you took a CBD/Continuing Education course with us before May 2024, you can no longer use your old participant account (C.....@student.hsleiden.nl).

Creating a personal registration account:

Click on the registration link. This will directly open the registration module for this course. (See image 1)

Image 1:

To create a new account, click on “Create account” at the bottom of the first window.

Here you first create a personal account and then proceed with the course enrollment.

You do not need to select a course, as every course has a unique enrollment link. You are immediately in the correct enrollment.

In the second window (see image 2), choose “No” if you:

1. Have not completed a Bachelor's degree program at the Hogeschool Leiden and/or
2. Have not yet submitted a new course enrollment as of May 2024.

Image 2:

[BACK](#) [HELP](#)

Welcome to Leiden University of Applied Sciences. Please enter your data here to register for your chosen course/training.

Language choice

English



Om je in te schrijven voor een cursus dien je een inschrijfaccount bij Hogeschool Leiden hebben.
Kies als antwoord op onderstaande vraag voor 'nee' om een inschrijfaccount aan te maken.

Have you previously applied to or studied at Hogeschool Leiden

Make a choice



Make a choice

Yes

No

Enter your personal details and contact information in the next window (see image 3).

Image 3:

Check your data and click continue.

Request for *

Use the information as stated in your passport or identity card.

Personal details

INSTRUCTIONS FOR REGISTRATION OF PERSONAL DETAILS

Surname *		Country of birth *	Make a choice
Prefixes	v	Place of birth *	
First names *		Preferred language *	English
Name (as known by) *		Nationality *	Make a choice
Gender *	Make a choice	Second nationality	
Date of birth *	dd/mm/yyyy		

Contact details

INSTRUCTIONS FOR REGISTRATION OF CONTACT DETAILS

Personal email address *		Phone number (mobile) *	
Repeat Personal email address *			

CREATE ACCOUNT

Then click on **“Create account”**.

You can then proceed with your enrollment for the course. We hope that this manual will help you register for our course easily.

Are you having trouble creating an account? Please contact our service desk (Tel: +31-071-51 88 900). They can help you step by step. Indicate that you want to register for a course (and not for a regular study program).

Kind regards,

The CBD Team