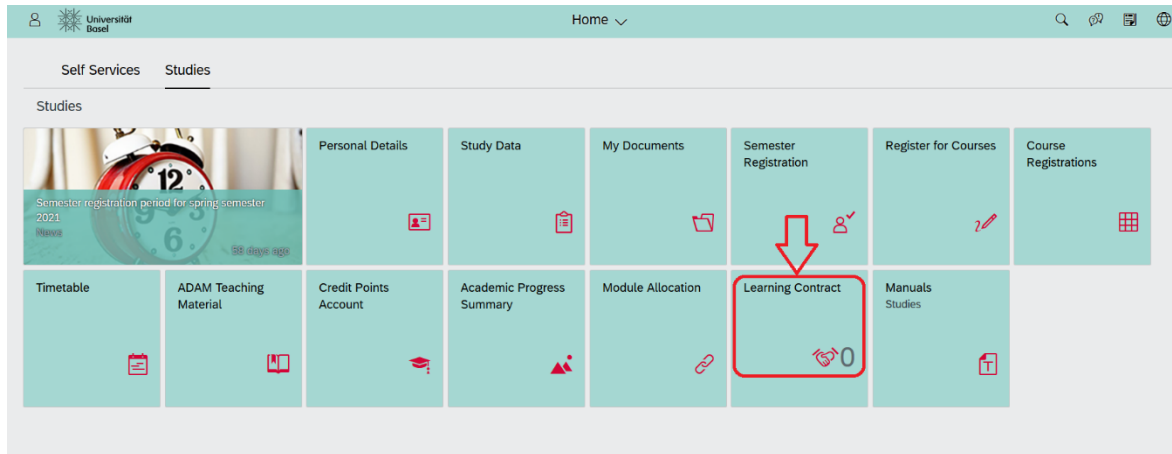


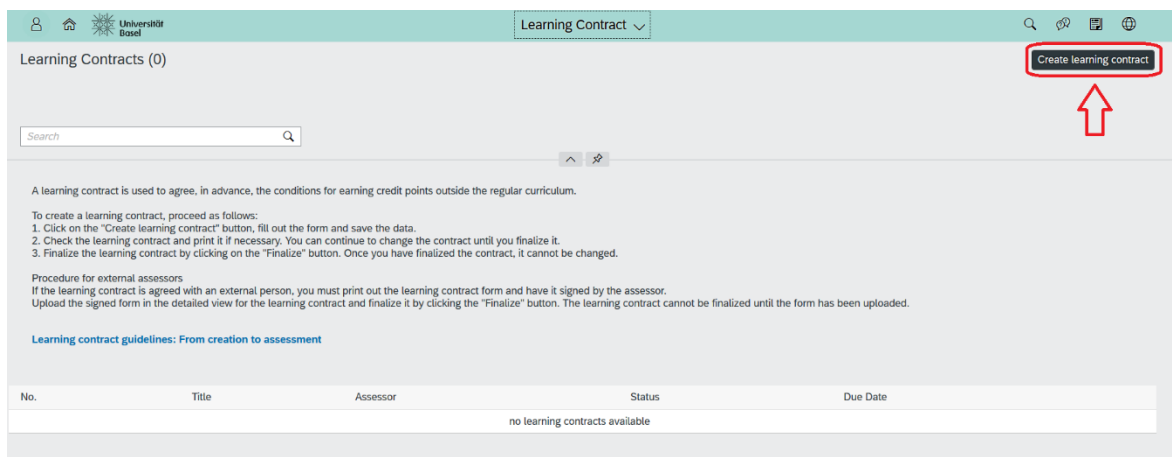
## Creating a Learning Contract (LC)

1. Log into your [Online Services Account \(MOnA\)](#)
2. On the dashboard, click onto the tile 'Learning Contract':



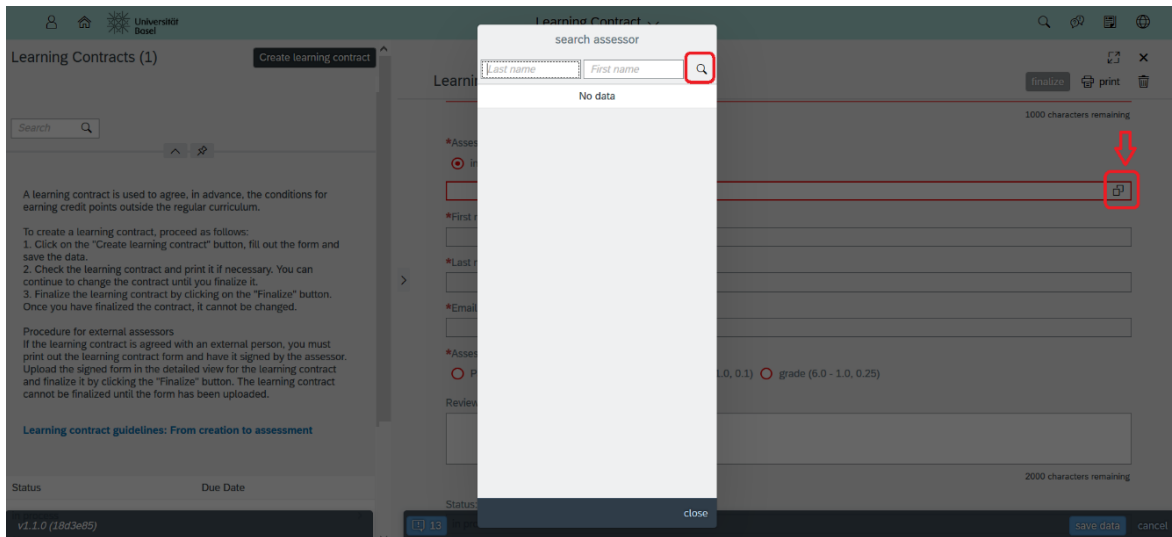
3. You will reach the Learning Contract site, where you will find instructions on how to create and handle a Learning Contract. The guidelines are also linked here.

To proceed, click onto 'Create Learning Contract':

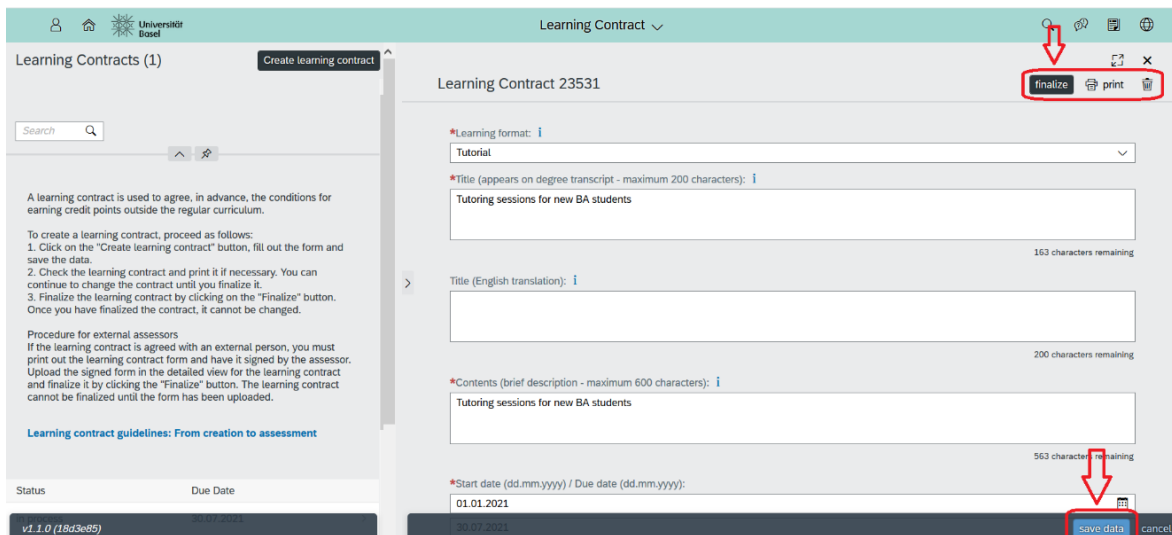


4. A form will open up where you can insert all the details for your contract. Carefully fill in all the details. **Please be aware that the title will appear on your degree transcript as it is entered here!**

5. You can click onto the squares at the right corner of the assessor field and search for your assessor in the directory that opens up. **Note: your assessor is always your PI.**



6. You can always save your entry by clicking 'save data', which allows you to close and reopen the contract draft. At this stage you can also print your contract. Once you have entered all data definitively, click 'finalize' – **note: this will definitively create the contract and it can no longer be changed:**



7. The Learning Contract you created will now appear listed in the 'Learning Contract' tile on your dashboard. When you click onto the tile, your Learning Contract will appear with its status listed:

The screenshot shows the 'Learning Contracts' dashboard. At the top, there is a navigation bar with 'Universiteit Breda' and a 'Learning Contract' dropdown menu. Below the navigation bar, there is a search bar and a 'Create learning contract' button. The main content area contains instructions on how to create a learning contract and a procedure for external assessors. Below the instructions, there is a table with the following data:

No.	Title	Assessor	Status	Due Date
23531	Tutoring sessions for new BA students	Den Boer, Harm	in process	30.07.2021

A red arrow points to the 'in process' status in the table.

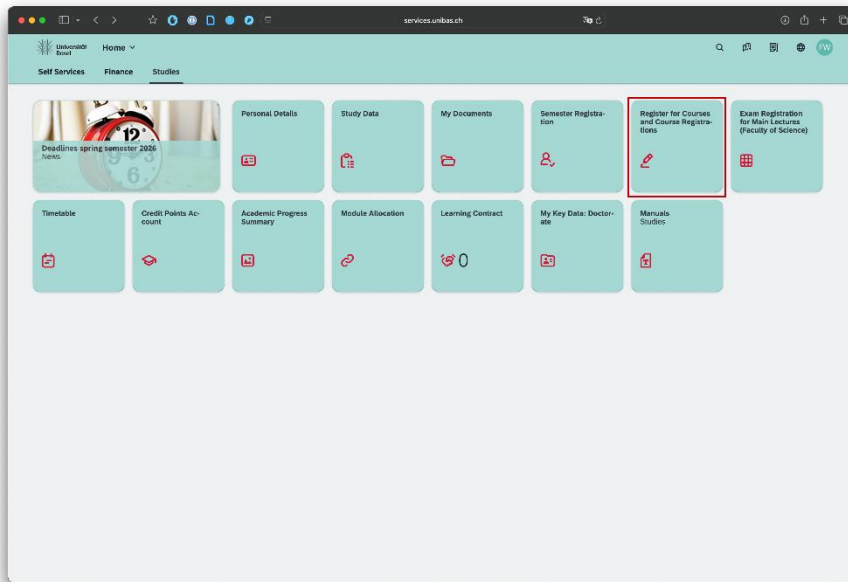
8. Your PI can now approve the Learning Contract directly in the Online Services Portal. As soon as this is done, it will appear as 'approved by assessor'.

Please make sure you inform your PI when you create a Learning Contract so they are aware that they have a LC to approve.

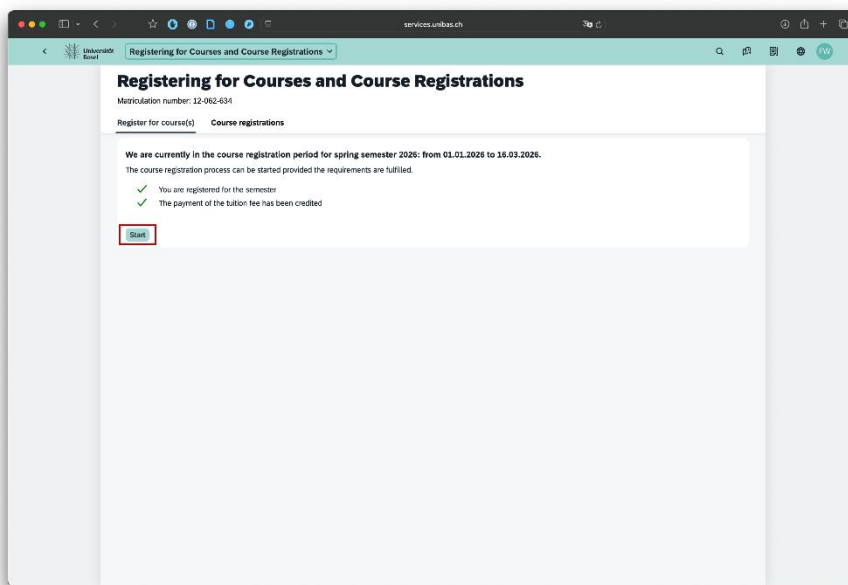
9. Once the Learning Contract has been approved by the Teaching Committee, the status will change to 'approved by TC'.
10. Once the assignment is done, the Learning Contract will be assessed by your PI with the final grade or pass/fail, after which the credit points will be added to your Credit Point Account.
11. Please see the Learning Contract Instructions available on the Online Services Portal via *Dashboard > Learning Contract* for more information.

# Registering for courses via MOnA

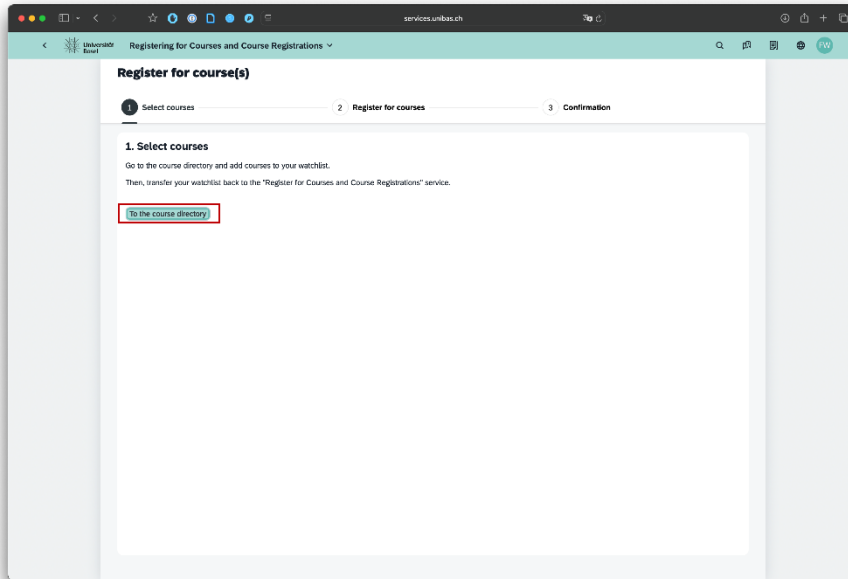
1. Log into your [Online Services Account \(MOnA\)](#)
2. On the dashboard, click onto the tile “Register for Courses and Course Registration”



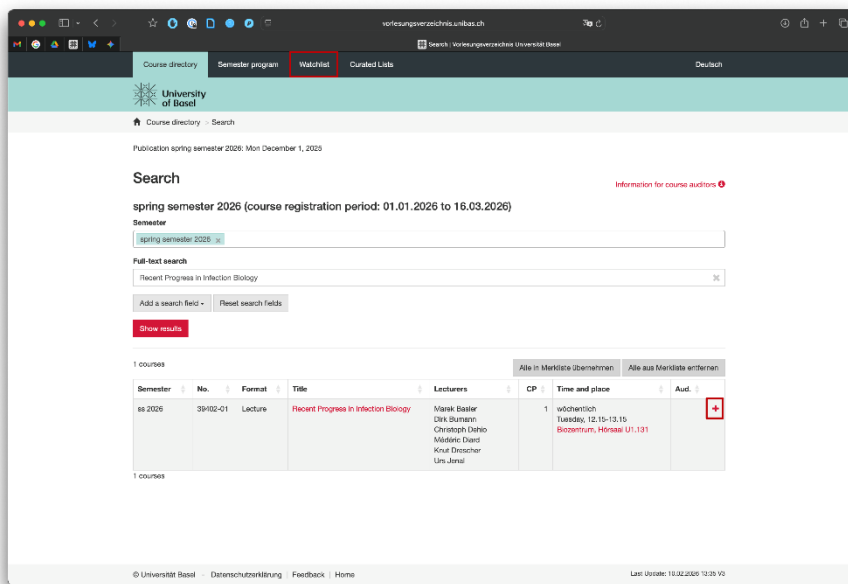
3. If you have registered for the semester, have paid the semester fee and the registration period is open you will see this screen. Click on “Start”.



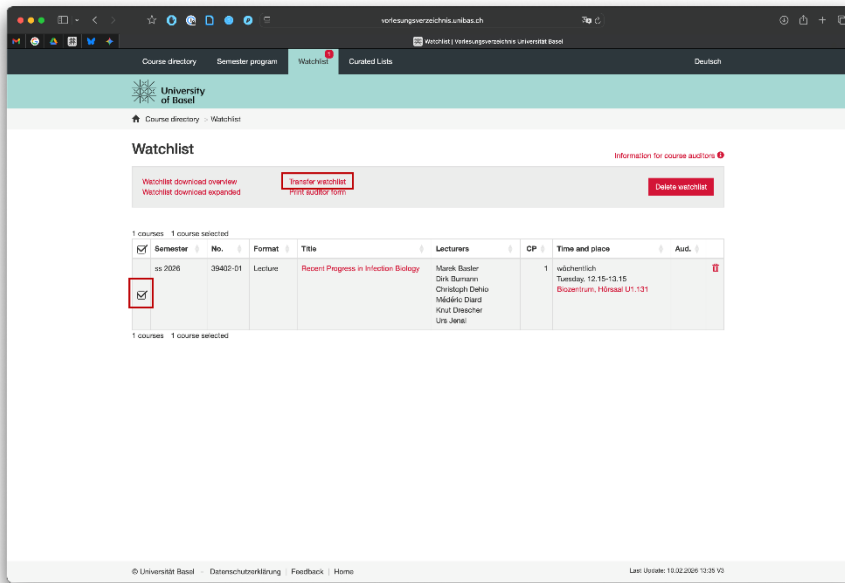
4. On the next screen Click on “To the course directory”.



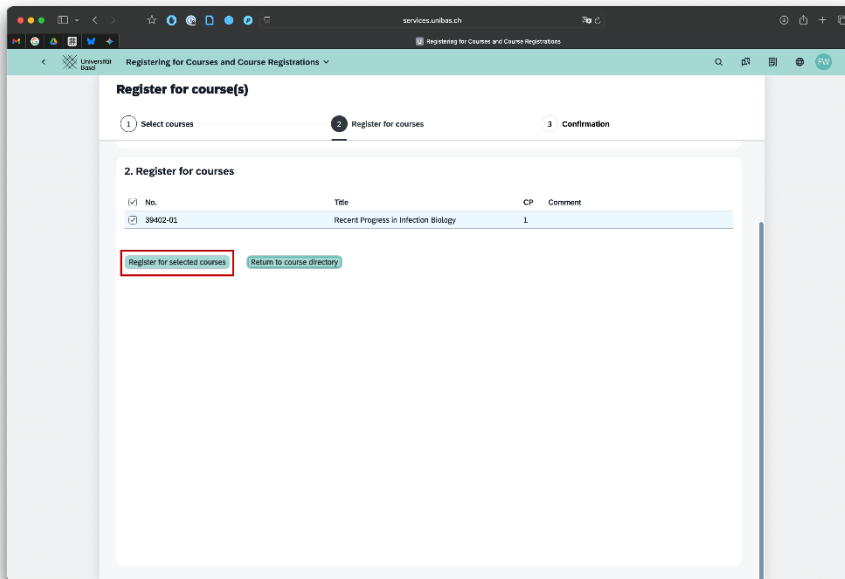
5. You can now search for your desired lecture or course (with the lecture name, the professors name, the lecture number etc.)
6. You need to then press the little plus at the right side of the course entry to add the lecture to your “Watchlist”



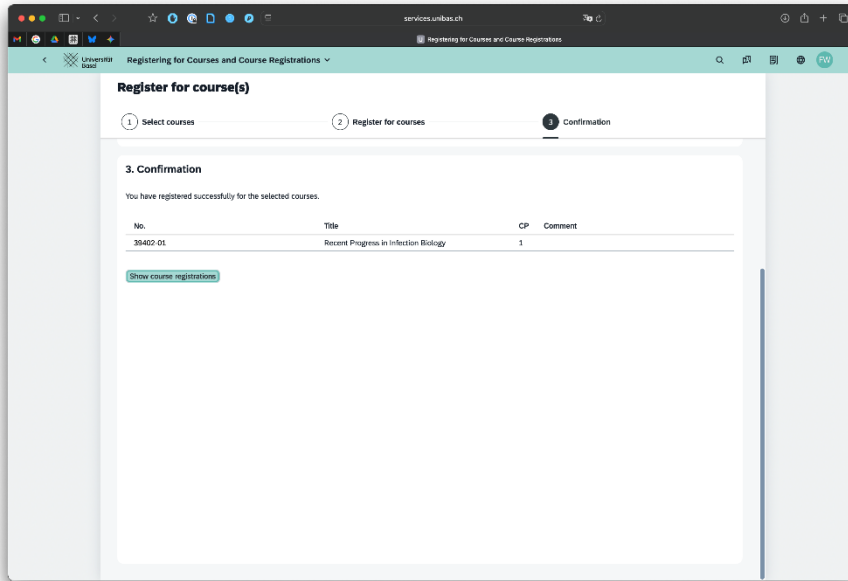
7. When you now go to your “Watchlist” you can select your courses and click on “Transfer watchlist”.



8. You will be brought back to your Online Services Account (MOnA) where you need to again press “Register for selected courses”



9. You will now see a confirmation of your registration.



**Useful tip:** When you add multiple courses to your “Watchlist” and select them all at once before pressing “transfer watchlist”, you can do this process for all of your lectures at once.