

OKP Atlas User Manual for Netherlands Embassies

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1 Introduction

The objectives of Orange Knowledge Programme

The aim of Orange Knowledge Programme (OKP) is to aid the development of the capacity, knowledge and quality of individuals as well as institutions in the field of higher and vocational education. The five-year programme is initiated and funded by the Dutch Ministry of Foreign Affairs and managed by Nuffic.

Scholarship holders will improve their knowledge and skills, learn about relevant global developments in their field and build an international network. This way the employing organisation directly invests in staff development and the scholarship holders invest in their further career.

For the Netherlands, this programme amongst others serves to strengthen ties with the scholarship holder's country. After completing the education scholarship holders return to their original workplace. This ensures the training is embedded within the organisation.

General information and news on OKP is published on <https://www.nuffic.nl/en/capacity-building/orange-knowledge-programme>.

About this OKP manual

This document is intended for the Dutch embassies involved in the implementation of the Orange Knowledge Programme (OKP). This manual is applicable to the OKP sub programme: Master degree programmes and Short Courses. In some sections of the manual, reference is also made to -and examples are given of tasks in Atlas that can be applicable to the sub-programme PhD.

The aim of the manual is to provide insight to Dutch embassies on the procedures of OKP and on how to perform their tasks with regard to this programme in the supporting application Atlas.

The tasks and formal responsibilities of Dutch embassies in the implementation of the OKP are described in the OKP short guide for the application and selection procedures.

Please note that the document contains hyperlinks for easy access.

The procedure of OKP

The Dutch higher education institutions that participate in OKP submit their grant application through Atlas – a system to administrate OKP grants from the beginning to the end of each scholarship period.

Each Dutch institution submits a grant application per sub-programme per deadline. The number of candidates an institution can nominate per deadline and sub-programme is based on the deadline budget, the number of participating institutions, the average scholarship amount, and past performance (the number of scholarships that an institution received for a similar deadline in the past).

The total number of nominations is roughly three times the number of scholarships that can be funded from a deadline budget. This allows for a pool of candidates from which the Netherlands embassies can identify the most suitable candidates for a OKP scholarship, while taking the requirements the Dutch Ministry of Foreign Affairs and the embassy bilateral focus areas into account.

All nominated candidates can be viewed by the embassies after the institution deadline submission close date. They are sorted by country which means that you only see OKP candidates whose employer is situated in your country.

This manual provides a detailed instruction on how to access Atlas (chapter 1) and assess the OKP candidates of your country in Atlas (chapter 2). Furthermore it sketches the process from there onwards to give you an idea how the selection is carried out (chapter 3) and what to expect after scholarship holders have been selected (chapter 4).

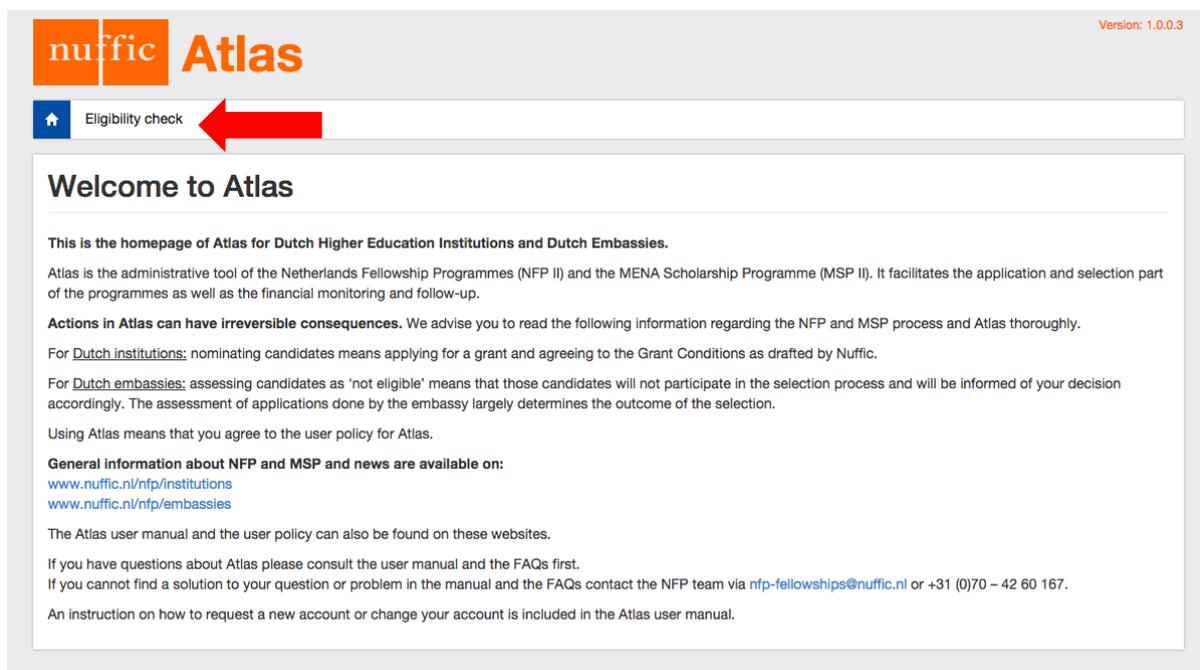
2 How to access Atlas

Each account is a unique combination of an account name and an email address. Your embassy has appointed one Central Contact Person for Atlas Accounts (CCA). This person manages your embassy's accounts. Furthermore, to ensure that the embassy has continued access to Atlas, a second CCA with the same rights (CCA-V) is registered in Atlas.

If additional colleagues need access to Atlas, the CCA can request additional accounts. Only one account is created per person. To prevent unauthorized access, requests for a new Atlas account, changes to existing accounts or requests to close accounts can only be submitted by the CCA, using a form which you can find on the Nuffic homepage for Dutch Embassies: <https://www.nuffic.nl/en/capacity-building/orange-knowledge-programme/information-for-dutch-embassies-and-consulates>, which needs to be sent to nfp-fellowships@nuffic.nl.

To access Atlas, use the link to get to the login screen. At your first login you will be asked to change your password. For an instruction on how to use the self-service please see Annex 1: Atlas, your account and password.

After logging in you will see the Atlas welcome-page.



Version: 1.0.0.3

nuffic Atlas

Eligibility check

Welcome to Atlas

This is the homepage of Atlas for Dutch Higher Education Institutions and Dutch Embassies.

Atlas is the administrative tool of the Netherlands Fellowship Programmes (NFP II) and the MENA Scholarship Programme (MSP II). It facilitates the application and selection part of the programmes as well as the financial monitoring and follow-up.

Actions in Atlas can have irreversible consequences. We advise you to read the following information regarding the NFP and MSP process and Atlas thoroughly.

For Dutch institutions: nominating candidates means applying for a grant and agreeing to the Grant Conditions as drafted by Nuffic.

For Dutch embassies: assessing candidates as 'not eligible' means that those candidates will not participate in the selection process and will be informed of your decision accordingly. The assessment of applications done by the embassy largely determines the outcome of the selection.

Using Atlas means that you agree to the user policy for Atlas.

General information about NFP and MSP and news are available on:
www.nuffic.nl/nfp/institutions
www.nuffic.nl/nfp/embassies

The Atlas user manual and the user policy can also be found on these websites.

If you have questions about Atlas please consult the user manual and the FAQs first.
If you cannot find a solution to your question or problem in the manual and the FAQs contact the NFP team via nfp-fellowships@nuffic.nl or +31 (0)70 – 42 60 167.

An instruction on how to request a new account or change your account is included in the Atlas user manual.

Click on the tab "Eligibility check" to go to the screen where the embassy can perform the eligibility check and assessment of applications.

3 Assessment of OKP candidates

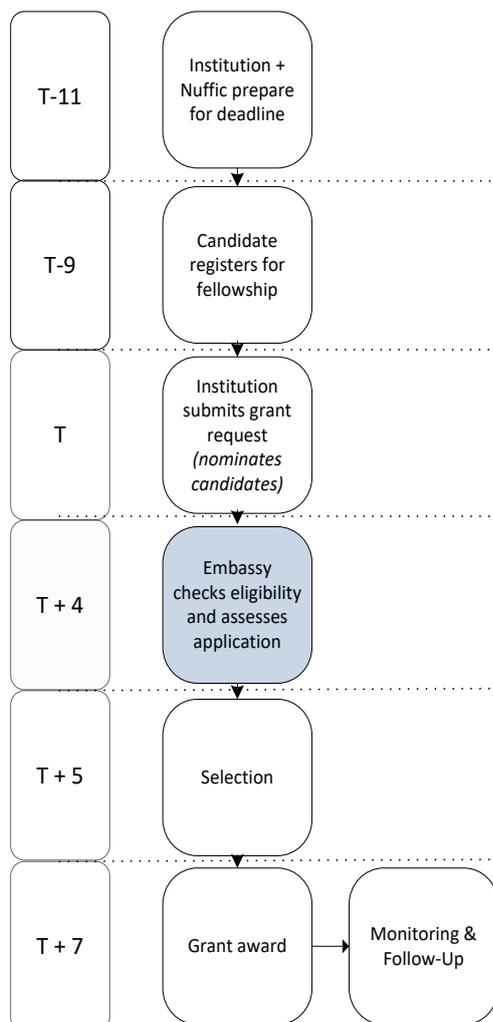
Atlas facilitates the administration and assessment of several sub-programmes, including Masters, PhD and short courses. This manual is for the deadlines depicted in the chart below:

Table 1

Sub-programme	Deadlines: closing months
Short courses	April*, November
Masters	April*

*The deadlines may still be subject to change. For the most up to date information please see the website.

The deadline refers to the month in which the Dutch institutions have to submit their grant application. The application period for candidates starts two months earlier.



The embassies can start performing the eligibility and assessment of the candidates from their country on the day of the submit deadline, see timeframe marked blue in the scheme on the left.

Before then, the candidates will not be visible in your assessment screen.

The embassies have four weeks to:

1. check the [eligibility] of the nominated candidates
2. assess applications based on the [assessment questions] in Atlas

To check and assess the OKP candidates:

1. Go to the assessment screen
2. Select your country using the filter
3. Select the sub-programme and deadline
4. Press "Search" to reveal a list of candidates nominated by all institutions from that country, sub-programme and deadline.

nuffic Atlas Version: 1.1.0.0

Eligibility check

Country: Ethiopia **1.**

Sub-programme and deadline: (select) **2.**

Surname:

Status: (select)

Date of birth:

Embassy ref. nr.:

Policy theme: Food security SRL SRHR Water

3.

nuffic Atlas Version: 1.1.0.0

Eligibility check

Country: Ethiopia

Sub-programme and deadline: NFP - PhD, 31 Dec 2016

Surname:

Status: (select)

Date of birth:

Embassy ref. nr.:

Policy theme: Food security SRL SRHR Water

Embassy ref. nr.	Name ↓	Date of birth	Gender	Field of study	Employing organisation	Status	Remarks
	van Lier, Maria	7 May 1974	Female		University of Ethiopia	Assessed	
	Vassalo, Deratu	1 Jan 1970	Male		employer 1	Assessed	
	Worku, Meseret	1 Jan 1970	Male		employer 1	Assessed	
	Yifru, Theodros	1 Jan 1970	Female		Employer 3	Assessed	
	Zemiro, Theodor	1 Jan 1970	Female		employer 1	Assessed	

« 1 2 3 4 »

If you wish to search for a specific candidate you can use the fields: surname, date of birth or the embassy reference number (which can be added later) .

Once you have the intended selection you can view the details of the applicant and the

application by clicking on this icon:  . A new window will open.

If you wish to create a more specific list you can also filter on the status of the application and the policy theme. Please be aware that doing so before performing the eligibility check and assessment may result in an incomplete list or no result at all; as the candidates will not (all) have been assigned to a theme yet.

Candidate application details [X]

Personal details	
Surname	Worku
Given name(s)	Meseret
Gender	Male
Date of birth	1 Jan 1970
Place of birth	Addis Ababa
Nationality	Ethiopia
E-mail address	abera@ethiopia.et
Telephone	012-314522145

Study programme	
Institution	Wageningen University
Title PhD research proposal	Title 7
Discipline	Agriculture and environment
Start date scholarship	10 Sep 2014
End date scholarship	10 Sep 2018
Duration scholarship	48 Month(s)
Field research period	12
Tuition Fee	€ 28606.00
Supervisor name	supervisor 1
Supervisor e-mail address	supervisor1@ethiopia.et
Co-supervisor name	cosupervisor 1
Co-supervisor e-mail address	cosupervisor1@ethiopia.et
Co-supervisor tasks	tasks co-supervisor
Reference number	IZ62

Nominating employer	
Name of employing organisation	employer 1
Type of employing organisation	Government/semi-government
Country of employing organisation	Ethiopia
Current position	position 1
Tasks and responsibilities	task 1
Name of superior	superior 1
E-mail address of superior	superior1@employer1.et
Telephone of superior	0121-5236523

The screenshot displays a web application interface for Nuffic. It features a sidebar on the left with navigation options like 'Status', 'Date', 'Embassy', and 'Policy'. The main content area is divided into three sections:

- Documents:** A list of required documents with download links:
 - Copy of passport (Download candidate document)
 - Employer statement (Download candidate document)
 - Government statement (Download candidate document)
 - Admission letter/letter of Supervisor (Optional) (Download candidate document)
- Motivation:** A table with three rows of questions and answers:

What is the issue or problem you want to address in your country?	Ethiopia is Africa's oldest independent country and its second largest in terms of population. Apart from a five-year occupation by Mussolini's Italy, it has never been colonised.
How will this course enable you to address this issue?	It has a unique cultural heritage, being the home of the Ethiopian Orthodox Church - one of the oldest Christian churches - and a monarchy that ended only in the coup of 1974.
How will you address this issue with your position within your organisation?	It served as a symbol of African independence throughout the colonial period, and was a founder member of the United Nations and the African base for many international organisations.
- Embassy:** A form for embassy input:
 - Embassy reference number: [Text input field]
 - Policy themes: Radio buttons for Food security, Sexual and reproductive health and rights, Security and rule of law, and Water.
 - Remarks embassy: [Text area with a small icon in the bottom right corner]
 - Eligibility: Radio buttons for Eligible and Not eligible (with 'Not eligible' selected).

The Dutch institution is responsible for the completeness and correctness of the data in the grant application. The data in the applications cannot be altered by the embassies. In case of any errors or inconsistencies in the grant applications, please contact the Dutch institution directly for further clarification.

The section the Embassy can edit in Atlas is the one with the heading "Embassy". The entire assessment of an application is done here. The embassy can also give reference numbers to candidates for administrative purposes; for example in order to notify the visa-department in advance.

The assessment of an application consists of two steps:

1. the eligibility check;
2. the assessment of the application;

Eligibility check

The first step in the assessment of an application is the eligibility check.

The eligibility criteria for OKP are published on Nuffic's website for embassies. On the basis of these criteria the embassy can mark an applicant as either 'eligible' or 'not-eligible'.

In case an application is not eligible, mark the "Not eligible" bullet. A list of rejection reasons will appear. It is obligatory to choose at least one rejection reason to be able to save the eligibility decision.

Eligibility

Eligible Not eligible

Rejection reasons

- Employer statement does not mention the name of the candidate
- Employer's statement is forged
- Employer's statement is expired
- Employer's statement does not include the commitment to retain the candidate's job
- Employer's statement does not describe a plan of implementation after return to candidate's homecountry
- Employer's statement does not describe the benefit of the course for the employing organization
- Employers statement is not written by the candidate's current employer
- Employer's statement does not mentioned why the candidate is the most suitable person to participate in the course
- Employer's statement is not provided
- Employer's statement is not readable
- Employer's statement is not signed and stamped
- Employing organization could not be verified
- Employing organization could not be reached by phone after three attempts
- Employing organization is not officially registered
- Employing organization has its own staff development facilities and is therefore considered not eligible for NFP
- Government statement is not from competent authority
- Government statement is not provided
- Government statement is not readable
- Identification document is expired
- Identification document is forged
- Identification document is not official
- Identification document is not provided
- Identification document is not readable
- Candidate has been nominated for multiple courses which take place at the same time
- The candidate is not employed
- less than 25% of the research period are held in the candidate's homecountry

• Please choose one or more reasons for rejection.

Save Save and Close Cancel

If an applicant is 'not eligible' for more than one reason; it is advisable to provide all the reasons for rejecting the application.

Two reasons why it is important to fill in one (or more) rejection reason(s):

1. *firstly, because if one rejection reason happens to be given unjustly and a candidate files an objection, there are more grounds to dismiss the objection if the other reasons have been mentioned in the rejection letter.*
2. *secondly, providing clear reasons for rejection can help the institutions improve the quality of their nominations, and ultimately limit the number of non-eligible applications in future deadlines.*

Each rejection reason is a specification of why the application does not meet an eligibility criterion. This specification is necessary because the Dutch institutions will have to notify the candidates of their non-eligibility for the OKP in writing. As the institutions are not the ones who reject the applicants, it is important that the embassy provide a clear explanation as to why the candidate has been rejected from OKP.

The denotative reasons, which are visible to you in the above screen, are coupled to more precise descriptions, which will be used by the Dutch institutions for making the rejection letters. The Dutch institution will send the rejection letters after the selection, around three weeks after your deadline for the assessment of the candidates closes.

For example, one of the eligibility criteria is:

To be eligible a nominated candidate must have an official and valid passport.

There are five ways in which an applicant cannot meet this eligibility criterion:

Sub-programme for which this rejection reason is applicable	Document	Denotative description of the embassy checkbox	Precise description for the rejection letter; coupled to the denotative description
SC, Masters	ID	Identification document is expired	The identification document which you attached is expired.
SC, Masters	ID	Identification document is forged	The validity of your identification document could not be confirmed.
SC, Masters	ID	Identification document is not official	The identification document you attached is not an official document of identification in your country.
SC, Masters	ID	Identification document is not provided	You did not provide an identification document.
SC, Masters	ID	Identification document is not readable	The identification document you attached could not be opened or proved to be unreadable.

For the complete table of rejection reasons and the text to which they are coupled see <https://www.nuffic.nl/en/files/documents/okp-nfp-reasons-for-rejection>

In case an application is eligible, mark the “Eligible” bullet. After saving the eligibility decision the assessment questions will appear as can be seen in below screen shot. Only eligible applications will be processed further.

Assessment

The screenshot displays a web form for application assessment. On the left, a sidebar contains the labels 'Eligibility' and 'Score criteria'. The main content area is divided into two sections. The top section, 'Eligibility', features a radio button selection for 'Eligible' (which is selected) and 'Not eligible'. Below this are four assessment questions, each with a radio button selection for 'Poor / not assessed' (selected), 'Fair', 'Good', and 'Excellent'. The questions are: 1. 'Does the application fit into one or more of the Embassy priority areas?'; 2. 'To what extent is the description of the problem outlined specific and relevant and in line with the Embassy priority areas?'; 3. 'To what extent is the description of how the chosen program can contribute to solving the problem outlined specific, achievable, relevant and in line with the Embassy priority areas?'; 4. 'To what extent does the candidate work for one of the strategic partners or organizations that the Embassy would like to support with the Orange Knowledge Programme (OKP)?'

Apart from answering the assessment questions it is also very important that you **decide whether an application is attributable to one or more policy themes** that have been determined by the Dutch Ministry of Foreign Affairs and mark this decision in Atlas.

You can mark an application as relevant for Food Security, Sexual and Reproductive Health and Rights, Security and Rule of Law or Water by checking the applicable bullet under the heading 'policy themes' (see screen print below).

If the application belongs to one or more of the following priority areas: Climate, Women's Rights and Gender Equality, Private Sector Development or any other priorities in line with the Embassy's priority areas please write the exact name of the priority area(s) in the text box 'remarks embassy' (see screen print below).

Embassy reference number	<input type="text" value="0000"/>
Policy themes	<input checked="" type="checkbox"/> Food security <input type="checkbox"/> Sexual and reproductive health and rights <input type="checkbox"/> Security and rule of law <input checked="" type="checkbox"/> Water
Remarks embassy	<input type="text" value="Climate"/>

It is very important that you assess all the applications.

Please note that the answer to the question 'Does the application fit into one or more of the Embassy priority areas' has great influence on the total rating of the application.

By carefully assessing the applications:

- the bilateral goals of the embassy and the objectives of OKP can be met.
- a ranking of all eligible candidates can be made.

OKP is a tool for the Netherlands embassies with which they can support their own bilateral goals. After the assessment deadline closes the candidates of all countries will be ranked based on the assessment which your embassy and other embassies have made. Without your assessment there is no ranking of candidates and the selection of scholarship holders will be random. The objective of OKP cannot be met if scholarships are distributed randomly! The assessment of each application depends on your conclusion of how relevant the knowledge is for the country.

How to assess an application

In order to get a good picture of the applicant and the application as a whole and give **well-considered answers to the assessment questions** in Atlas it is important to examine:

- to what extent the application fits into the objective and target group of OKP respectively;
- If the application fits one or more of the policy themes of the programmes (as far as OKP is concerned);
- If the application fits the Embassy priority areas for OKP as mentioned in the country focus ([OKP](#)) in order to contribute to the development of the country;
- How the chosen course, programme or research fits with the tasks of the candidate;
- To what extent the position of the applicant allows for a good implementation and dissemination of the newly-acquired knowledge in his daily work;
- How well the plans for the time after returning to the employer are described and how easily they can be implemented;
- The quality of the answers to the motivation questions;
- The quality of the employer's statement.

For each question you can give a rating, see screen shot above. The default is always poor/not assessed which equals zero points later on in the calculation of the score of the application. Excellent equals the maximum number of points.

In Atlas you do not need to submit your assessment. When you save your work the status of the application changes automatically and the information is immediately accessible to Nuffic employees. You can change your eligibility decision and your assessment until the deadline of the assessment period of four weeks has closed.

Applications that you have not worked on yet have the status 'nominated'.

Applications that you have judged on their eligibility have the status 'eligible' or 'not eligible'.

Applications that are eligible and have been assessed have the status 'assessed'.

No eligibility check performed

If the eligibility check or the embassy decides not to invest time in the eligibility check of OKP candidates, the application will be given the status 'not eligible' when the deadline for the assessment passes. These applications will not participate in the selection. The applicant will receive a rejection letter with the following reason: "No eligibility check"

Assessment not performed

If you do not assess an application (if you do not answer the assessment questions) the application will participate in the selection with the lowest rating. The chance of this application being selected is very low although it is possible that it will be selected depending on whether it fits into one or more of the priority areas.

Overview of your assessment and keeping a record

Atlas offers two tools to keep an overview of your work and the applications for your country.

1. You can view and save all applications or the applications that fit a certain selection by

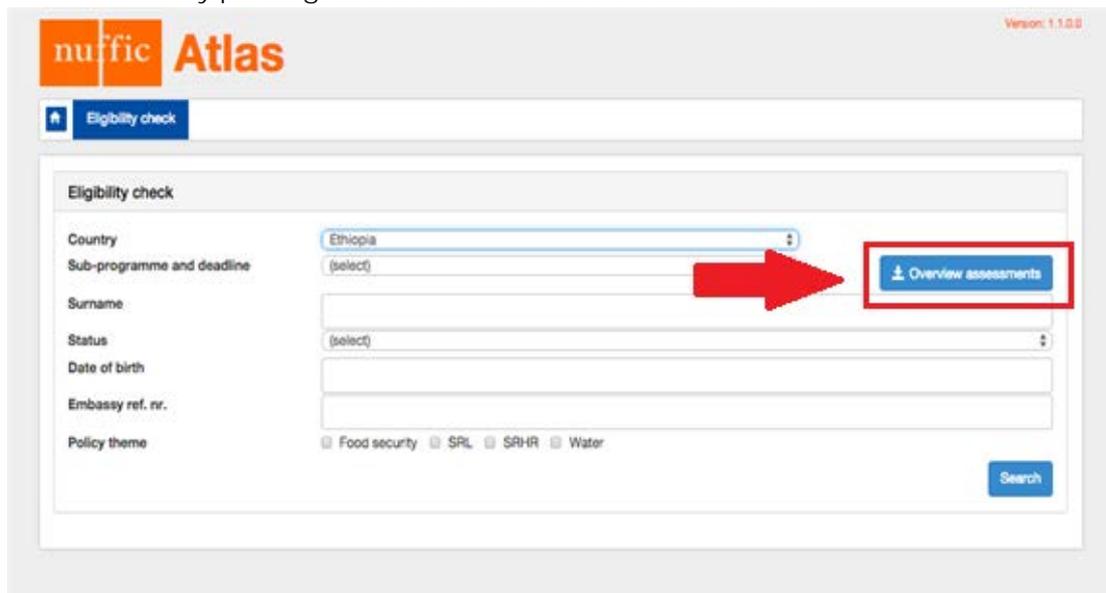
using the  -button. The excel document that opens will only show the result of your filter if you applied one before doing the export.

In contrast to the screen in Atlas the excel documents show all filled-in fields of an application.

This functionality is useful to build up a record of past applications (possibly the applications that were not selected. These have to be deleted from Atlas periodically because of the Dutch privacy law).

It is also useful to create a reference work for example to keep a record of which employing organizations you marked not eligible in the past because they were too big. This way you prevent discussions with applicants whose colleagues were not rejected for working for the same organization as they.

2. You can download an overview of your assessment of a selected sub-programme-deadline by pushing the blue 'overview assessments' -button.



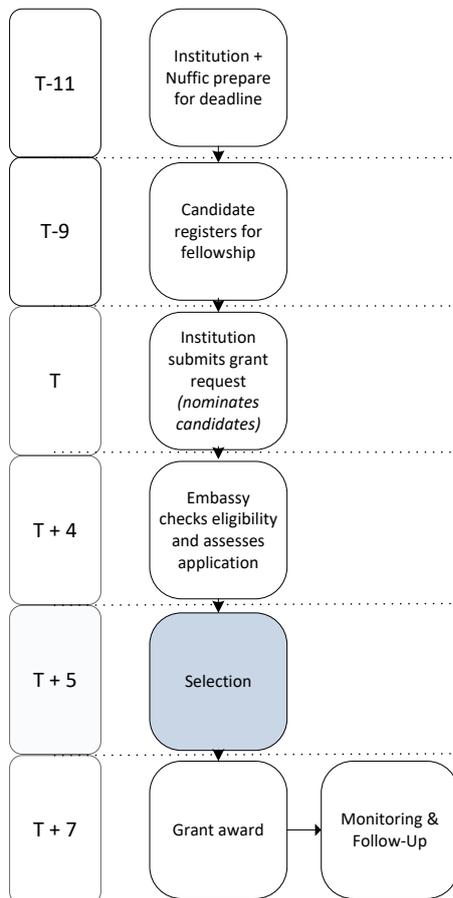
The screenshot shows the 'Eligibility check' form in the Atlas system. The form has several input fields: 'Country' (set to Ethiopia), 'Sub-programme and deadline' (set to (select)), 'Surname', 'Status' (set to (select)), 'Date of birth', 'Embassy ref. nr.', and 'Policy theme' (with radio buttons for Food security, SPL, SRIHR, and Water). A blue button labeled 'Overview assessments' is highlighted with a red box, and a red arrow points to it from the 'Sub-programme and deadline' field. A 'Search' button is located at the bottom right of the form.

The excel-document that opens shows you three sheets. The first sheet contains a lists of not eligible candidates and their rejection reasons, the second sheet contains a list of assessed candidates with their assessment per question, and the third sheet contains an overview of all candidates from the chosen sub-programme-deadline including the applications you have not yet checked.

This list is useful if you would like one of your colleagues to check your work or if you want to compare the assessment you gave different candidates.

4 The selection of OKP scholarship holders

Once the eligibility check and assessment deadline has closed, a selection is made by Nuffic of the eligible candidates that have been checked by the embassies.



The assessment results in a ranking of candidates in Atlas.

New points of departure for the selection:

- Scholarships are distributed equally across the participating countries
- 50% of the scholarships are awarded to female applicants
- To guarantee the quality of scholarship holders, applications have to fit in the 50% highest rated applications

To meet the above criteria, the selection is dependent on the quality, amount and equal distribution of applications from all the participating countries.

The selection tool has to pay attention to the maximum and minimum number of scholarships an institution's course can accommodate and the very diverse costs for different scholarships.

After the selection has been confirmed by the authorized person at Nuffic, the institutions will be informed of outcome of the selection. All candidates will be notified of the outcome by the Dutch institutions.

Applications from your country with a higher rating are always preferred above those with a lower rating.

5 Annex 1

Atlas: your account and password Procedures for institutions and embassies

1. First time use of account
2. Log in in to Atlas
3. Password selfservice

1. First time use of account

The account holder receives an e-mail with Username, temporary Password and url of the selfservice and logs in:

<https://selfservice.nuffic.nl/atlas/default.aspx>

The screenshot shows the Nuffic Atlas sign-in interface. At the top left is the Nuffic logo. A dark blue navigation bar contains the text 'Welcome, Please Sign In' on the left and 'Support' on the right. Below the navigation bar, on the right side, is a link that says 'How to sign in as the current user?'. The main content area is titled 'Sign In' and contains a light gray box with two input fields: 'Username' and 'Password'. Below the Username field is an example: 'Example: username, username@domain, DOMAIN/username'. Below the Password field is a link that says 'Forgot your password?'. At the bottom center of the sign-in box is a red 'Sign In' button.

Fill in the Username and the temporary Password which you received by email and click on [Sign in].

On first use of your account you are required to change the temporary password to one of your own choosing.



You are required to change your password at the first logon.

Change Password

A dialog box for changing a password. It contains four input fields: 'User name' with the value 'test8', 'Old password', 'New password', and 'Confirm new password'. Below the fields are two buttons: 'Change' (highlighted in red) and 'Cancel'.

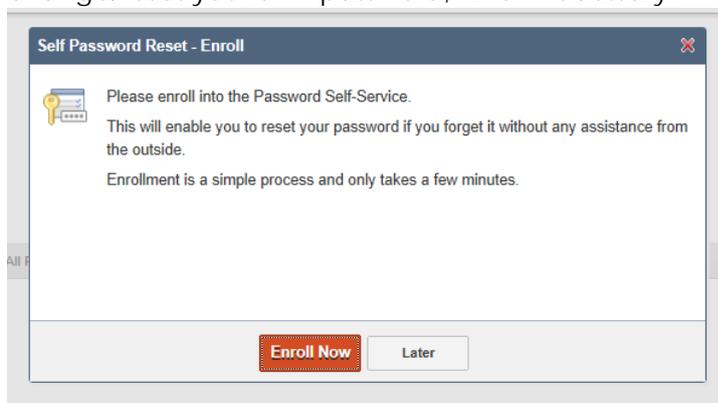
Fill in the temporary Password in the field [Old password], your new Password in the field [New password] and Confirm. Make sure you meet the Password Policy Restrictions (see below). Click on [Change].

Password Policy Restrictions

The password policy requires that the password:

- must be at least 8 characters
- cannot contain the user's account or full name
- must contain at least three of the following four character groups:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Numerals (0 through 9)
 - Non-alphabetic characters (such as !, \$, #, %)
- must be changed at least every 182 days
- cannot be changed until at least several minutes since it was last changed
- cannot repeat any of the previous 20 passwords.

You are encouraged to enroll in the Password Self-Service. With this service you can change/reset your own password, when necessary.



You may choose here for [Later]. In that case this pop-up will be shown again on next use of the account.

When you choose to [Enroll Now], you are requested to define and answer two Security Questions.

Password Self-Service

Self-Service Password Reset Enrollment

Please, specify your secret questions and answers.
If you forget your password, you will be asked these questions to verify your identity.

The answers you provide must be at least 3 characters long.

Question 1

Question:

Answer:

Confirm:

Question 2

Question:

Answer:

Confirm:

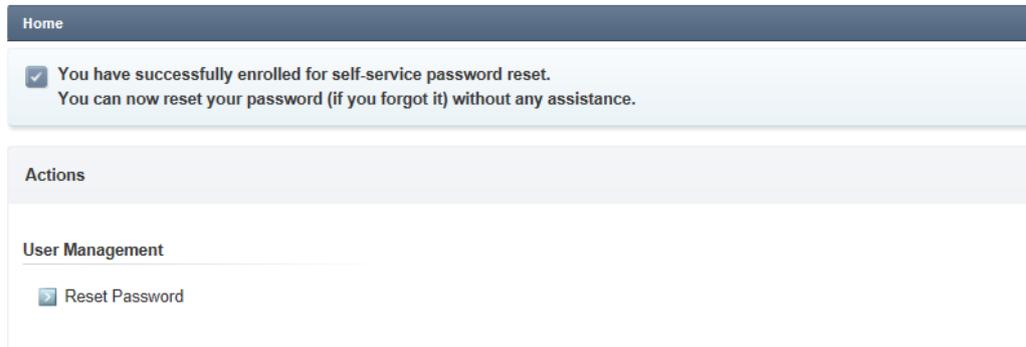
Question 3

Question:

Answer:

Confirm:

Click on [Save].



The screenshot shows a user interface with a dark blue header bar containing the word "Home". Below the header is a light blue notification box with a checkmark icon and the text: "You have successfully enrolled for self-service password reset. You can now reset your password (if you forgot it) without any assistance." Below the notification is a white box with a grey header bar containing the word "Actions". Underneath, there is a section titled "User Management" with a button labeled "Reset Password" that has a small blue square icon to its left.

2. Log in in Atlas

To log in in Atlas go to:

<https://atlas.nuffic.nl/>

Enter your Username and Password. Click on [Log on].

When the login fails, the user should go to the Password Selfservice (see below) for a password reset.

3. Password selfservice

A. Change password

The password can be changed any time by the user. Log in at <https://selfservice.nuffic.nl/atlas/default.aspx> with the present username and password and choose the option [Change password].

B. Password expiry

The Atlas password expires after 6 months. Ten days before expiry an email is sent to inform the user. The password can be changed following procedure A (above). Even when the password has expired, the password can be changed through this procedure (A).

C. Password forgotten

When the user has forgotten his/her password, there are 2 options:

1. Earlier the user has chosen **not to** enroll in the 'Self Password Reset – Enroll'

The user can not reset his/her password and must ask Nuffic to reset the password.

2. Earlier the user has chosen to enroll in the 'Self Password Reset - Enroll'

Go to the selfservice: <https://selfservice.nuffic.nl/atlas/default.aspx> and enter your username (and not the password, because you have forgotten it) en click on the option [Forgot your password?]

Sign In

Username
Example: username, username@domain, DOMAIN\username

Password

[Forgot your password?](#)

Sign In

Click on [Forgot your password?]

Welcome to the Password Reset service

This wizard allows you to reset a forgotten password or unlock a locked out user account.
Please enter your user name and click Next.

Username:
Example: username, username@domain, DOMAIN\username

Next >

Click on [Next]. An email with a Verification Code will be sent to you.

Email Verification

The verification code has been sent to r.*****@ho*****.com.
Enter the received code in the Verification Code field and click Next.

Verification code:

Resend

Next > Cancel

You receive an email with a Verification Code.

Atlas Self-Password Reset (test5)



adaxes-noreply@nuffic.nl (adaxes-noreply@nuffic.nl) Toevoegen aan contactpersonen 16:40
Aan: r.nieuwhof@hotmail.com

Verification code: k2ASx

After a password change, please wait 15 minutes before you try to login to Atlas! Otherwise your new password will not work.

If you didn't initiate password reset, please ignore this email.

Enter this Verification Code and click on [Next]:



Reset Password

Email Verification

The verification code has been sent to r.*****@ho*****.com.
Enter the received code in the Verification Code field and click Next.

Verification code:

Resend

Next > Cancel

You are now asked to answer the two Security Questions:

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Reset Password

Security Questions

Question 1 of 3

What was your childhood nickname?

.....

Next > Cancel

Security Questions

Question 2 of 3

What is the name of your favorite cousin?

.....

Next > Cancel

After answering the Security Questions you will be asked to provide a new password:

nuffic

Reset Password

Reset Password

Please use the form below to reset your password.

New password |

Confirmation |

[Generate](#) [Spell Out](#) [View Password Policy](#)

Next > Cancel

Click on [Next]



Reset Password

Operation succeeded

Your password has been successfully reset. Now you may log in using your new password.

Finish

You will receive a confirmation by email.