

# The big DIOK DMS manual

To complete your registration in DMS, you will have to take three steps:

- Registering to DIOK (once)
- Buy a UnionCard (each year)
- Pay association fee (each year)

Marked in **red** is where you should click. Actions are marked **bolt**.

Note: you can only pay using iDeal.

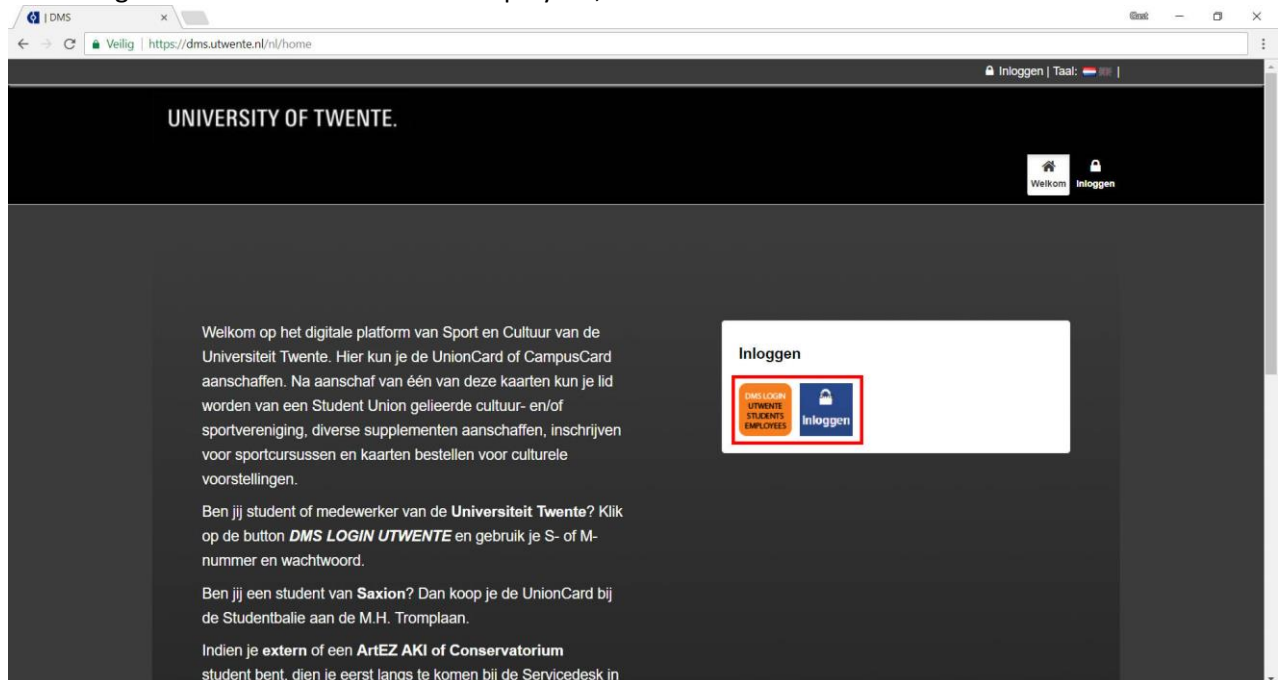
The screenshots are in Dutch. The buttons will be at the same place in the English version.

## Login to DMS

Step 1. Go to [dms.utwente.nl](https://dms.utwente.nl)

Step 2. Click on **login**.

The orange button is for students and employees, the blue one is for Saxion and external.

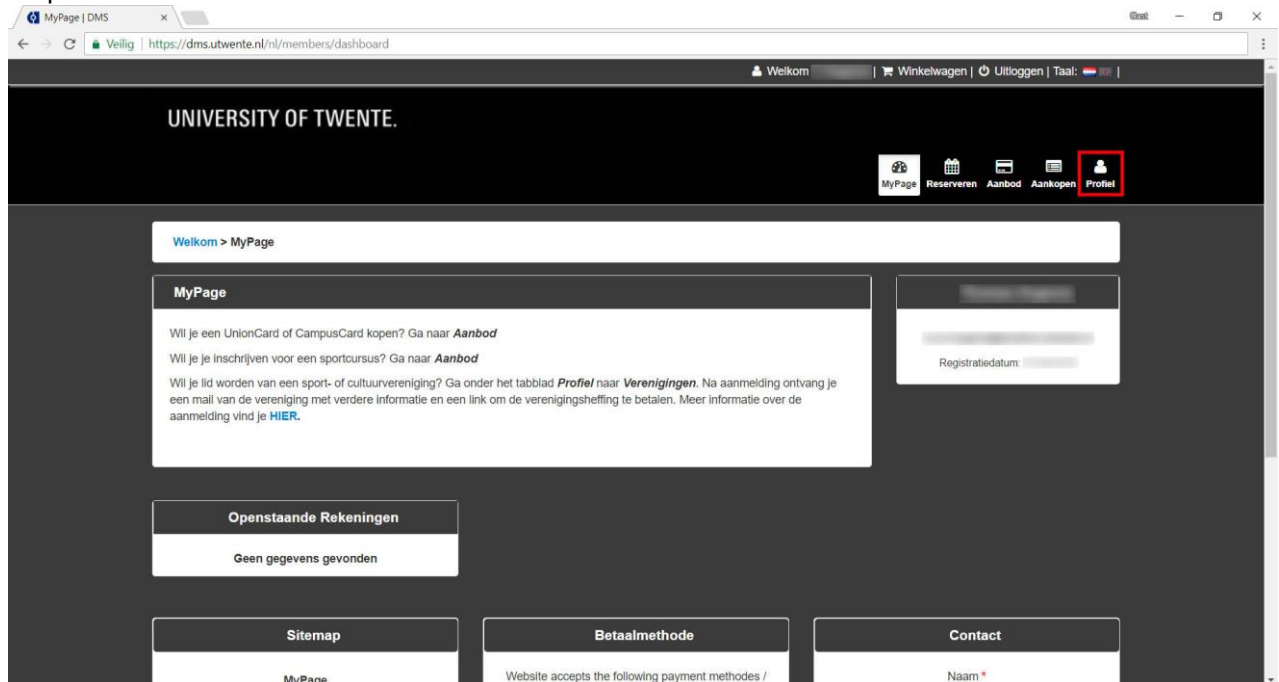


Step 3. **Login** using your username and password.

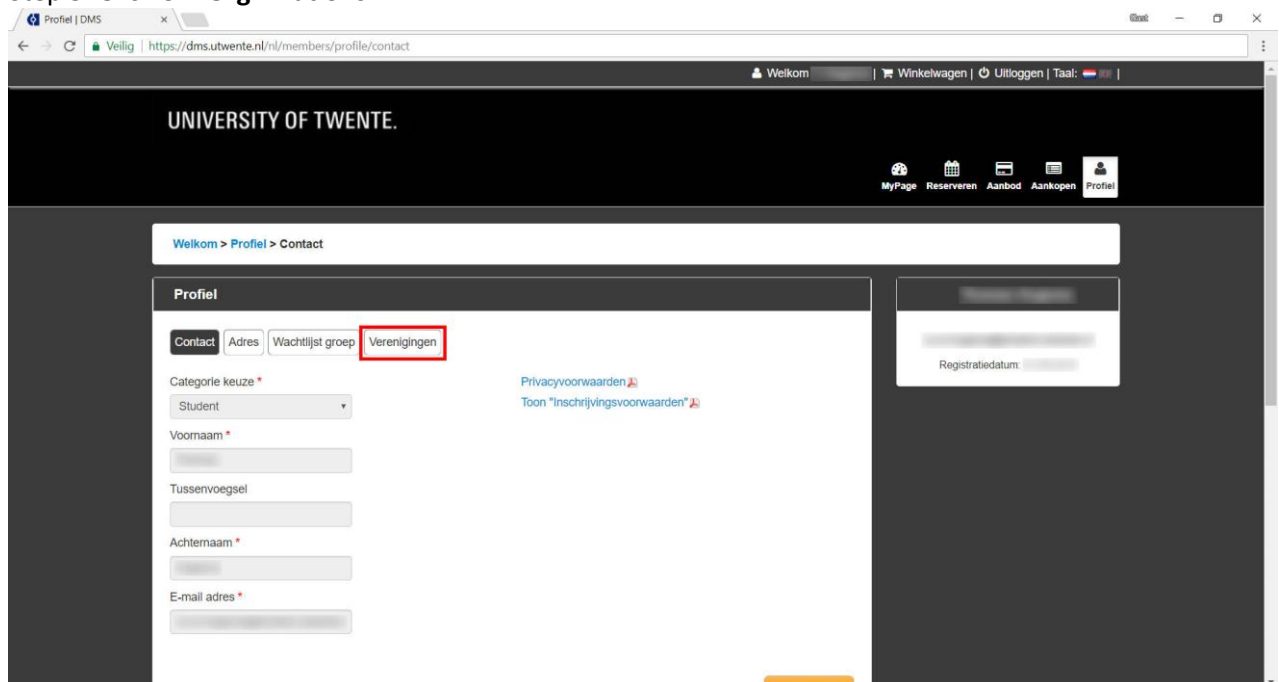
*If you are already registered to DIOK you can skip to step 7.*

# Register to DIOK

## Step 4. Click on 'Profile'.



## Step 5. Click on 'Organizations'.



Step 6. Select **D.B.V. DIOK** at 'Register with an organization' dropdown and click on 'Save'.

The screenshot shows the 'Profiel' (Profile) page for organizations in the University of Twente DMS. The breadcrumb trail is 'Welkom > Profiel > Verenigingen'. The main content area has a sub-header 'Profiel' and tabs for 'Contact', 'Adres', 'Wachtlijst groep', and 'Verenigingen'. Under 'Verenigingen', there is a section 'Inschrijven bij een vereniging' with a dropdown menu showing 'D.B.V. DIOK' selected. A red box highlights this dropdown. To the right of the dropdown is a 'Bewaren' (Save) button, also highlighted with a red box. On the right side of the page, there is a 'Registratiedatum' field. At the bottom, there are three columns: 'Sitemap' with links to 'MyPage' and 'Reservieren'; 'Betaalmethode' with text about accepted payment methods; and 'Contact' with a 'Naam' field.

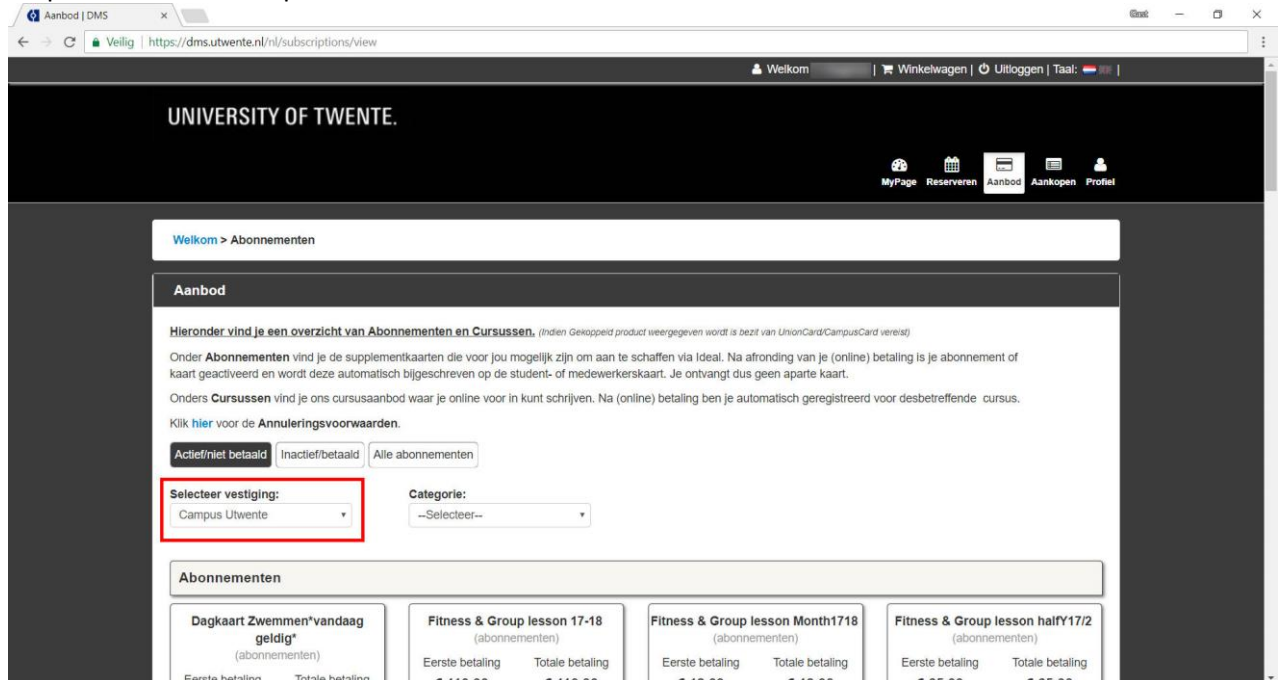
*Your request has now been sent. If you already have filled in a registration form at DIOK, the secretary will accept the request soon. This is required to pay the association fee.*

## Buy a UnionCard

Step 7. Click on 'What's On Offer'.

The screenshot shows the 'MyPage' dashboard in the University of Twente DMS. The breadcrumb trail is 'Welkom > MyPage'. The main content area has a sub-header 'MyPage' and contains three paragraphs of text, each followed by a link to 'Aanbod' (Offer). The first paragraph asks if the user wants to buy a UnionCard or CampusCard. The second paragraph asks if the user wants to register for a sports course. The third paragraph asks if the user wants to join a sports or cultural association. A red box highlights the 'Aanbod' link in the first paragraph. On the right side of the page, there is a 'Registratiedatum' field. At the bottom, there are three columns: 'Openstaande Rekeningen' (Outstanding Invoices) with the text 'Geen gegevens gevonden' (No data found); 'Sitemap' with links to 'MyPage' and 'Reservieren'; 'Betaalmethode' with text about accepted payment methods; and 'Contact' with a 'Naam' field.

Step 8. Make sure Campus Utwente is selected at 'Select site'.

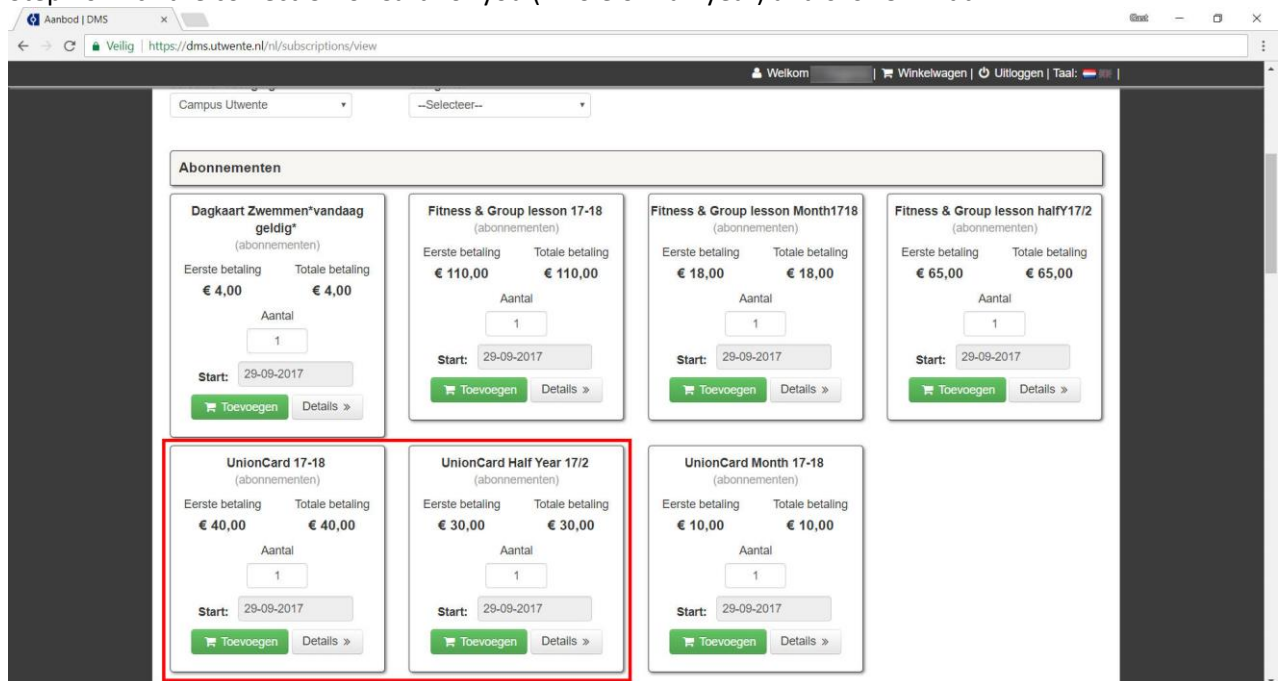


The screenshot shows the 'Abonnementen' page on the University of Twente DMS website. The page header includes the University of Twente logo and navigation links like 'MyPage', 'Reserveren', 'Aanbod', 'Aankopen', and 'Profiel'. The main content area is titled 'Abonnementen' and contains a section for selecting a subscription. A red box highlights the 'Selecteer vestiging:' dropdown menu, which has 'Campus Utwente' selected. Below this, there are four subscription cards: 'Dagkaart Zwemmen\*vandaag geldig\*', 'Fitness & Group lesson 17-18', 'Fitness & Group lesson Month1718', and 'Fitness & Group lesson halfy17/2'. Each card displays the first and total payment amounts.

Subscription	Eerste betaling	Totale betaling
Dagkaart Zwemmen*vandaag geldig*	€ 4,00	€ 4,00
Fitness & Group lesson 17-18	€ 110,00	€ 110,00
Fitness & Group lesson Month1718	€ 18,00	€ 18,00
Fitness & Group lesson halfy17/2	€ 65,00	€ 65,00

Step 9. Scroll down until you see UnionCard.

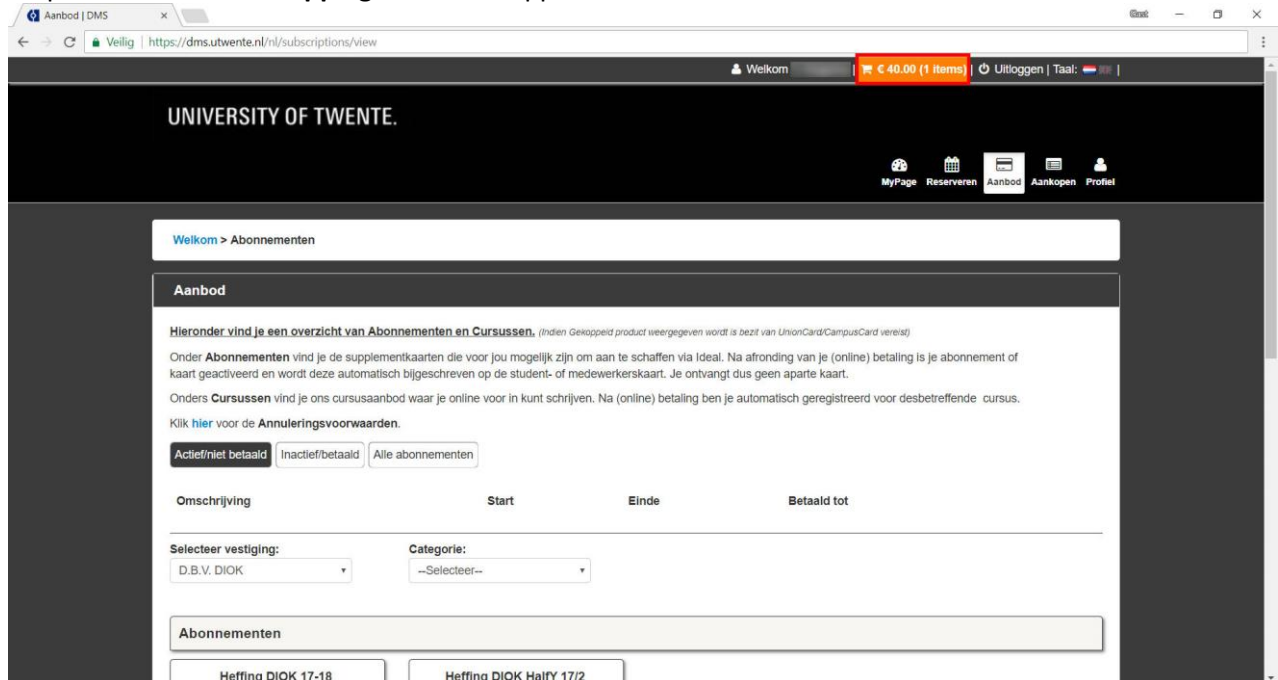
Step 10. Pick the correct UnionCard for you (whole or half year) and click on 'Add'.



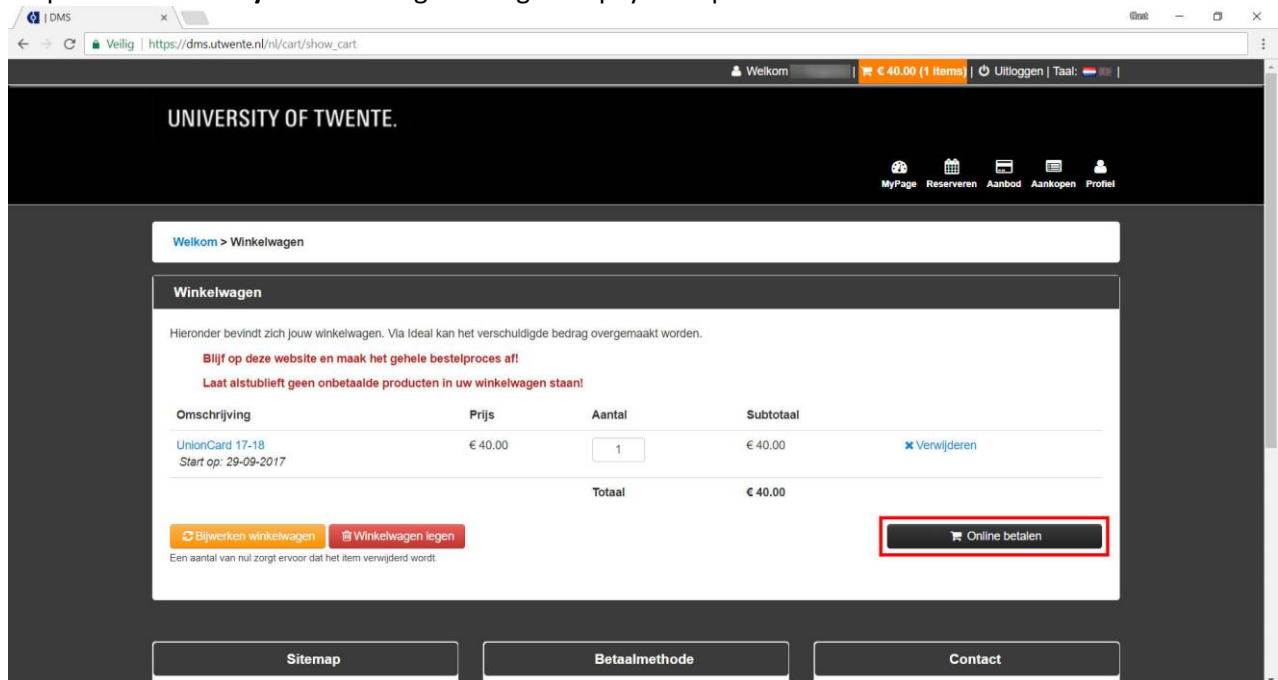
The screenshot shows the 'Abonnementen' page on the University of Twente DMS website, scrolled down to show the 'UnionCard' options. A red box highlights the 'UnionCard 17-18' and 'UnionCard Half Year 17/2' cards. Each card displays the first and total payment amounts, the quantity (Aantal), and the start date (Start: 29-09-2017). The 'UnionCard 17-18' card shows a first payment of € 40,00 and a total payment of € 40,00. The 'UnionCard Half Year 17/2' card shows a first payment of € 30,00 and a total payment of € 30,00. The 'UnionCard Month 17-18' card shows a first payment of € 10,00 and a total payment of € 10,00. Each card has a 'Toevoegen' (Add) button and a 'Details' link.

Subscription	Eerste betaling	Totale betaling	Aantal	Start
UnionCard 17-18	€ 40,00	€ 40,00	1	29-09-2017
UnionCard Half Year 17/2	€ 30,00	€ 30,00	1	29-09-2017
UnionCard Month 17-18	€ 10,00	€ 10,00	1	29-09-2017

Step 11. Click on the shopping cart in the upper corner of the screen.

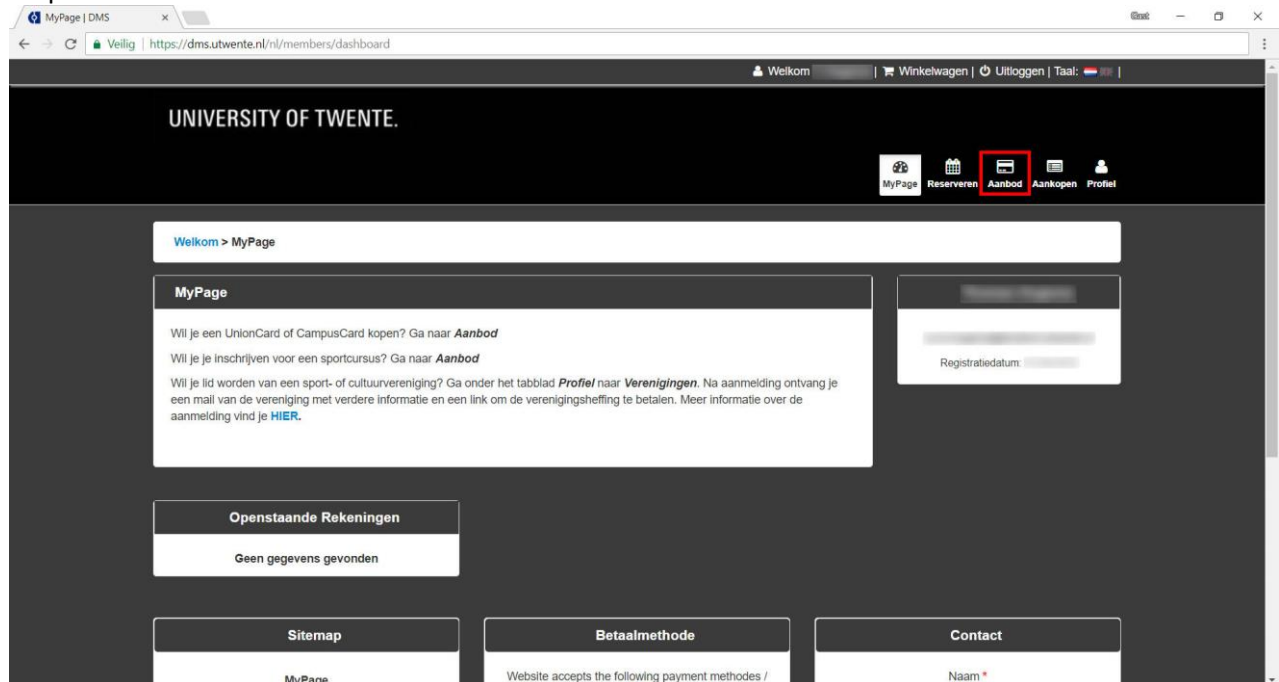


Step 12. Click on 'Pay online' and go through the payment process.

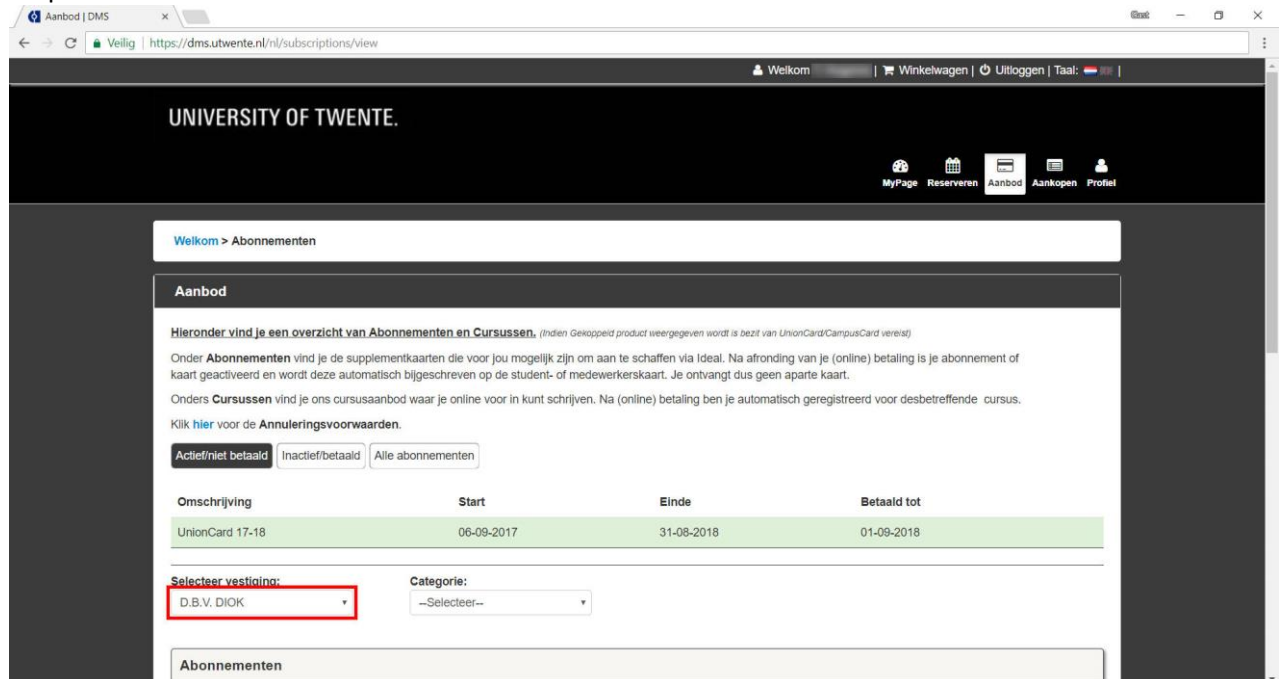


## Pay the association fee (heffing)

Step 13. Click on 'What's On Offer'.



Step 14. Select D.B.V. DIOK at 'Select site'.



Step 14. **Scroll down** and choose the right fee (whole year or half year). **Click on 'Add'.**

kaart geactiveerd en wordt deze automatisch bijgeschreven op de student- of medewerkerskaart. Je ontvangt dus geen aparte kaart.

Onders **Cursussen** vind je ons cursusaanbod waar je online voor in kunt schrijven. Na (online) betaling ben je automatisch geregistreerd voor desbetreffende cursus.

Klik [hier](#) voor de **Annuleringsvoorwaarden**.

**Actief/niet betaald** **Inactief/betaald** **Alle abonnementen**

Omschrijving	Start	Einde	Betaald tot
UnionCard 17-18	06-09-2017	31-08-2018	01-09-2018

Selecteer vestiging: D.B.V. DIOK  
Categorie: --Selecteer--

**Abonnementen**

**Heffing DIOK 17-18**  
(verenigingsheffing)

Eerste betaling: € 22,50    Totale betaling: € 22,50

Aantal: 1

Start: 29-09-2017

[Toevoegen](#) [Details >](#)

**Heffing DIOK Halfy 17/2**  
(verenigingsheffing)

Eerste betaling: € 14,00    Totale betaling: € 14,00

Aantal: 1

Start: 29-09-2017

[Toevoegen](#) [Details >](#)

Step 15. **Click on the shopping cart.**

Welkom > Abonnementen

**Aanbod**

Hieronder vind je een overzicht van **Abonnementen en Cursussen**. (Indien Gekoppeld product weergegeven wordt is bezit van UnionCard/CampusCard vereist)

Onder **Abonnementen** vind je de supplementkaarten die voor jou mogelijk zijn om aan te schaffen via Ideal. Na afronding van je (online) betaling is je abonnement of kaart geactiveerd en wordt deze automatisch bijgeschreven op de student- of medewerkerskaart. Je ontvangt dus geen aparte kaart.

Onders **Cursussen** vind je ons cursusaanbod waar je online voor in kunt schrijven. Na (online) betaling ben je automatisch geregistreerd voor desbetreffende cursus.

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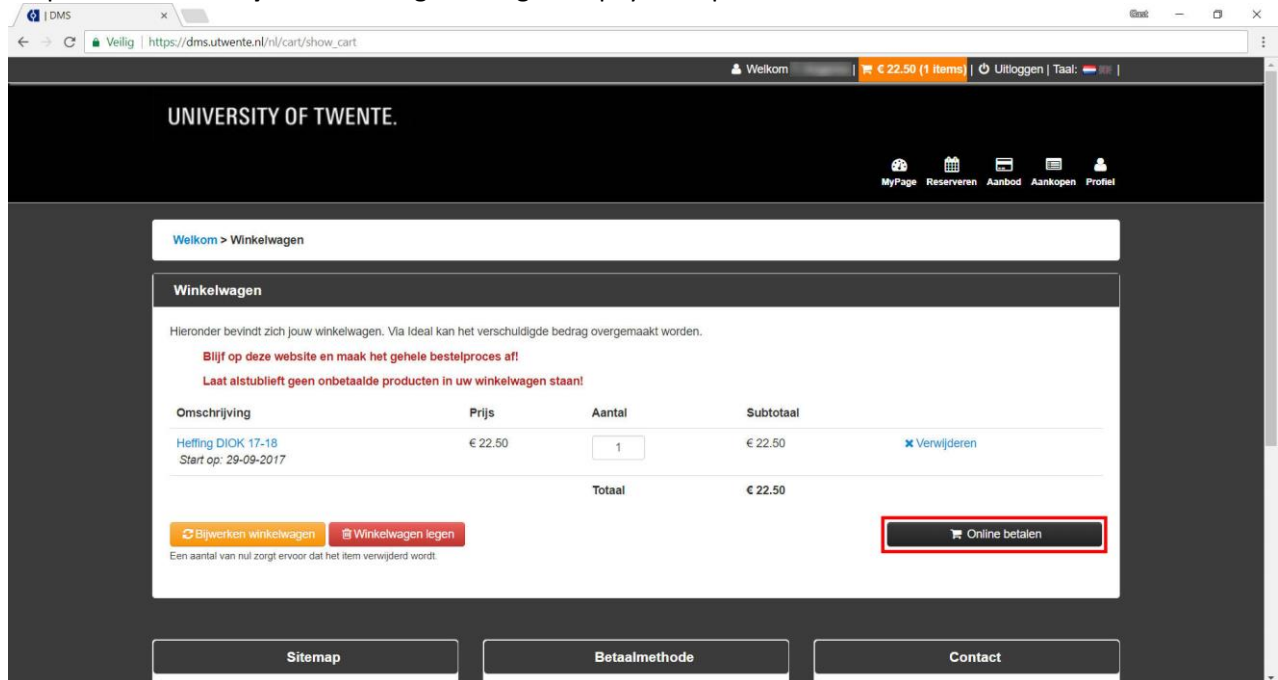
**Actief/niet betaald** **Inactief/betaald** **Alle abonnementen**

Omschrijving	Start	Einde	Betaald tot
UnionCard 17-18	06-09-2017	31-08-2018	01-09-2018

Selecteer vestiging: D.B.V. DIOK  
Categorie: --Selecteer--

**Abonnementen**

Step 16. Click on 'Pay online' and go through the payment process.



Congratulations! You are now a member of DIOK. The secretary will not bother you for a whole year!