1. You received via email the login details for your institution. You can login via the link in the email or via this link. Enter your login and password:

![Mobility Online login page]

2. To continue please click on "My Mobility Online" and "Create nomination":

![University of Twente navigation menu]

Mobility Online is the UT registration system for our incoming Exchange students. This manual is aimed for nomination of students by our Partners.
3. In the following screen you have to fill in all fields marked with a *.

1. This field is automatically being filled.
2. Please select the Exchange programme of your Institution.
3. Please select the Exchange programme the student will be nominated for.
4. Academic Year for the exchange (select from drop down).
5. Please select the Semester the exchange will take place.
6. Select the Study level from drop down.
7. Please fill in the correct personal details of the nominee.
8. Please fill in the e-mail address of the nominated student.
9. ***The details of your Institution. ***
10. The details of the University of Twente.
11. Please select the Bilateral agreement.
12. Once completed, click “Create application”.
If the nominating person already exists in the system you can choose his/her name in the dropdown-list:

The details will be updated:

If it is a new nominating person at your institution, you can choose for "No choice" and fill in the First Name and Last Name of the nominating person at home institution:

Next time this new nominator will appear in the dropdown list.
4. Following message appears on your screen. You successfully nominated one of your students.

5. We will send an email to confirm your applicant’s nomination has been approved.
1. You can cancel the applications when necessary. Choose in the left menu for “Cancel applications”:

![University of Twente interface with Cancel applications highlighted]

2. Select the student of whom you have to cancel the application and click on “Cancel selected applications”:

![Screen shot showing the Cancel selected applications option]
Forgotten Password

1. If you have forgotten your password, click on “Forgot your password?"
You can choose for “Login” name:

![Action successful!
Password request was successful. You will receive it by e-mail shortly.
Back to login](image)

If you choose for the “e-mail address” on which the account was created, fill in the e-mail address and the Organisation:

![You have forgotten your password? Please enter your user name or your email address which you have entered during the application process and you will receive an e-mail with a new password in four minutes.
Or
Login
Department of Agriculture
Email address
in.a.baker@utwente.nl
Organisation
Unilever

Back to login
Request password
University of Twente](image)

![Action successful!
Password request was successful. You will receive it by e-mail shortly.
Back to login](image)

A new password will be sent to the original contact person of the institution.