



# Manual

## Enrollment Data B3 and B4 Schools

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Version: 4.0  
Date: October 2023  
Author: DUO (department EC/KLC)  
Status: Definite

## Version Management

Version	Date	Status	Author	Motivation
0.1	July 2023	Draft	EC/KLC	
4.0	October	Definite	EC/KLC	Page 10: extra information registration date Page 14: added two bullet points

## Purpose

This manual is intended for employees of private (B3) schools and international or foreign (B4) schools who are required to register student data in the Register of Educational Participants (ROD – Register Onderwijsdeelnemers) of DUO.

## Management

DUO's Expertise Centre/Knowledge & Learning Center (EC/KLC) manages this manual.

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## **REGISTERING STUDENT DATA**

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### *Why register?*

From 1 August 2023, private schools (B3 schools) and international or foreign schools (B4 schools) will register student data in DUO's Register of Educational Participants (ROD – Register Onderwijsdeelnemers). This is necessary because the law has been amended from 1 August 2023 for compulsory education. By registering the enrollment data of students a better approach to absenteeism is made possible. This also helps to prevent early school leaving.

### *Which students need to be registered with DUO?*

All students who are registered at your school from 1 August 2023.

### *Before when do the enrollments need to be registered?*

The initial registration data is required before 1 October 2023. Thereafter any new registrations need to be completed as soon as possible.

### *How are enrollments registered?*

You can register the enrollments via Mijn DUO. In this manual we describe how this is done.

## PREPARATION

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To register the student data in ROD you will need the following:

1. Access to Mijn DUO: this can be requested using the form [Aanmelding en wijziging beheerder Mijn DUO](#). Select "beheerder B3/B4" under section 3 "Beheer autorisaties".
2. EHerkenning: You need eHerkenning at level E3 to be able to log in to Mijn DUO.

Do you not yet have eHerkenning? You can apply for this on the eHerkenning website: [Apply for eHerkenning](#).

Do you still have token? You can (temporarily) still log in with a token, but the use of eHerkenning will be made mandatory for business customers registered in the Netherlands. We request that you switch to eHerkenning as soon as possible. This will prevent you from not having access to Mijn DUO in the future.

3. Registration details - the following details of all pupils who are registered in accordance with the Compulsory Education Act (leerplichtwet) 1969 (ages 5-18) must be provided:
  - 'Instellingscode' (institution code, previously BRIN): this can be found on [our website](#);
  - enrollment date: this is the actual enrollment date;
  - if the student leaves your school: date of deregistration;
  - 'burgerservicenummer (bsn)' or 'onderwijsnummer';
  - sex;
  - date of birth;
  - address;

## MIJN DUO LOGIN

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To be able to register student data, you must log in to Mijn DUO. You will need a token or eHerkenning to log in.

### 1: Mijn DUO

Go to the website <https://zakelijk.duo.nl>. The following screen appears:

The screenshot shows the login page for 'Mijn DUO'. At the top right, there is a logo for 'Dienst Uitvoering Onderwijs Ministerie van Onderwijs, Cultuur en Wetenschap'. The main heading is 'Inloggen op Mijn DUO'. The page is divided into two sections: 'Met token' on the left and 'Met eHerkenning' on the right. The 'Met token' section has three input fields: 'Gebruikersnaam', 'Wachtwoord', and 'Token', with a green 'Log in' button below them. The 'Met eHerkenning' section has a blue box with the text: 'Ter informatie DUO gaat over op inloggen met eHerkenning. Logt u nu in met een token? Kijk op [eHerkenning gebruiken](#) om te zien wanneer wij uw organisatie vragen om over te stappen op eHerkenning. Wilt u nu alvast overstappen? Vraag dan uw beheerder en raadpleeg de handleiding Mijn DUO voor beheerders / gebruikers.' Below this is a button with the eHerkenning logo and the text 'Log in met eHerkenning'. At the bottom of the page, there is a link: 'Problemen met inloggen'.

### 2: Log in with a token or eHerkenning

Do you have a token? Go to step 2a.

Do you have eHerkenning? Go to step 2b.

#### 2a - Logging in with a token:

This screenshot shows a close-up of the 'Met token' section of the login page. It features three input fields: 'Gebruikersnaam', 'Wachtwoord', and 'Token'. Below these fields is a green button labeled 'Log in'. The page title 'Inloggen op Mijn DUO' is visible at the top.

- Enter your username, password and the code that appears on the token.
- Click on 'Log in'.
- Once logged in go to 'Inschrijvingen vastleggen' or 'Bestanden uitwisselen'.

## 2b - Logging in with eHerkenning.

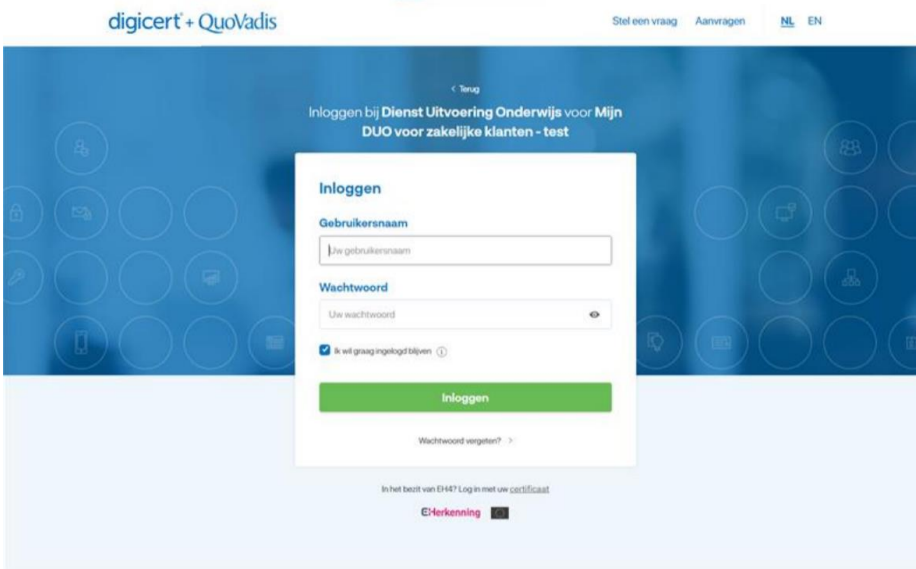
### Met eHerkenning

#### Ter informatie

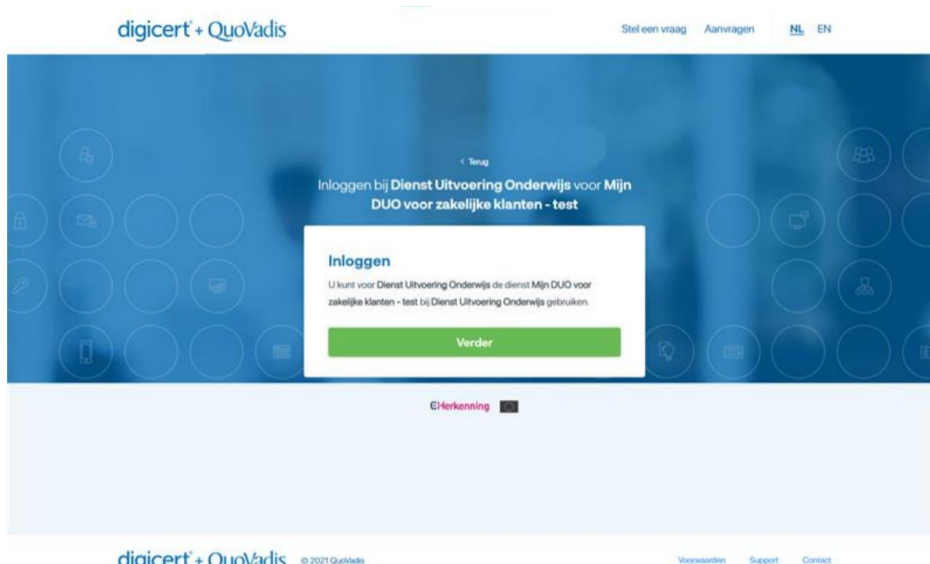
DUO gaat over op inloggen met eHerkenning.  
Logt u nu in met een token? Kijk op [eHerkenning gebruiken](#) om te zien wanneer wij uw organisatie vragen om over te stappen op eHerkenning.  
Wilt u nu alvast overstappen? Vraag dan uw beheerder en raadpleeg de handleiding Mijn DUO voor beheerders / gebruikers.

 [Log in met eHerkenning](#)

- Click on the link 'Log in met eHerkenning'. The following screen appears:



- Enter your username and password.
- Click on 'Inloggen'. The following screen appears:



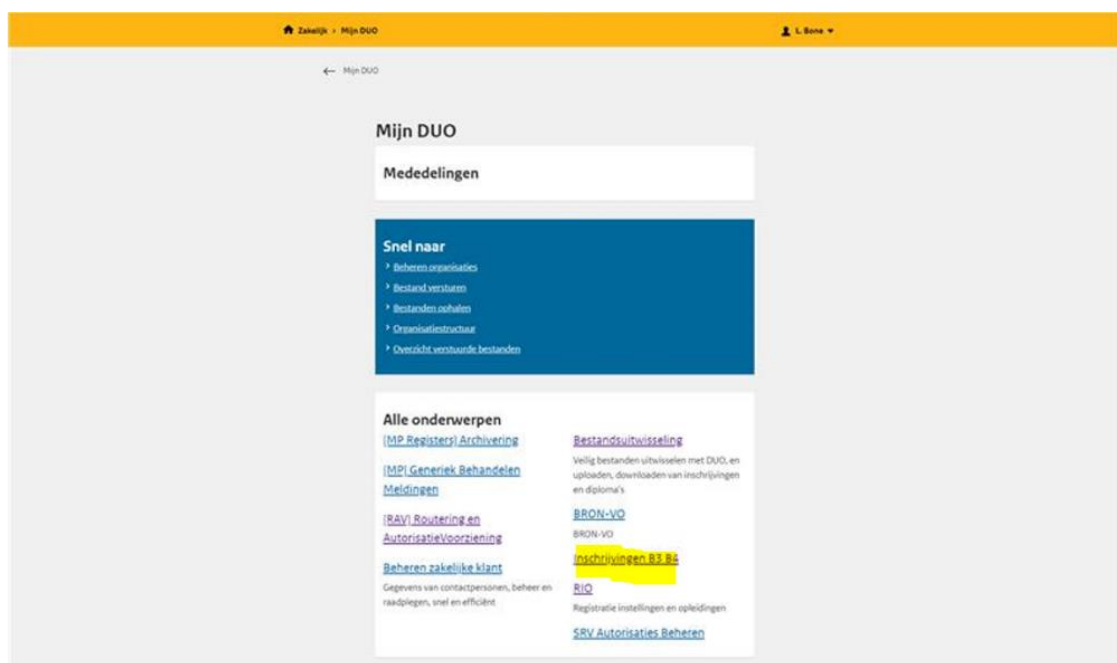
- Click on 'Verder'.
- Once logged in go to 'Inschrijvingen vastleggen' or 'Bestanden uitwisselen'.

## COMPLETING A REGISTRATION

Enrollment data is registered on the page 'Inschrijvingen vastleggen'. You can register students with or without a BSN.

### 1: Navigating to 'Inschrijvingen B3 B4'

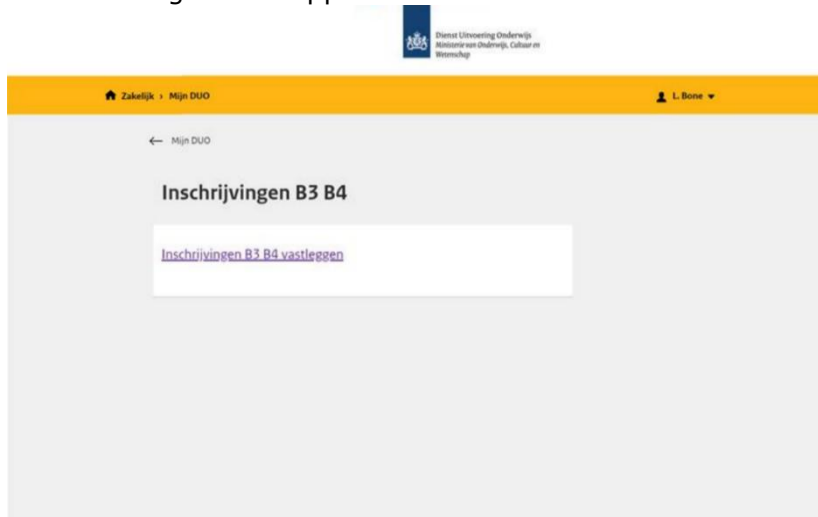
Once logged in to Mijn DUO you will see the following screen:



- Click on 'Inschrijvingen B3 B4'.



The following screen appears:

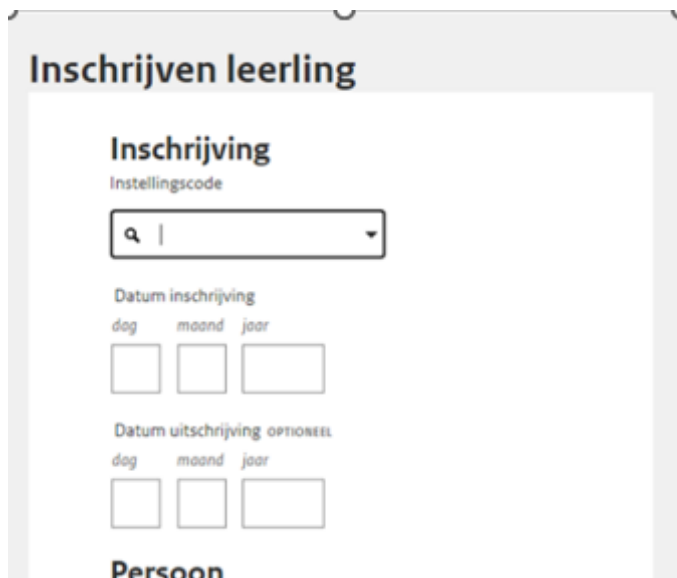


- Click on 'Inschrijvingen B3 B4 vastleggen'.

The 'Inschrijven leerling' ('Enroll Student') screen appears.

The screenshot shows the 'Inschrijven leerling' form. The title 'Inschrijven leerling' is at the top. Below it is the 'Inschrijving' section with 'Instellingscode' and a search dropdown. The 'Datum inschrijving' section has fields for 'dag', 'maand', and 'jaar'. The 'Datum uitschrijving' section is labeled 'OPTIONEEL' and also has 'dag', 'maand', and 'jaar' fields. The 'Persoon' section has two radio buttons: 'Met bsn/onderwijsnummer' (selected) and 'Zonder bsn/onderwijsnummer'. Below are input fields for 'Bsn' and 'Onderwijsnummer'. The 'Geslacht' section has radio buttons for 'Man', 'Vrouw', and 'Onbekend'. The 'Geboortedatum' section has 'dag', 'maand', and 'jaar' fields. At the bottom, there is a green button labeled 'Inschrijving opslaan'.

## 2: Entering registration information



Fill the following details in:

- 'Instellingscode' (institution code): The system displays all of your board's instellingscodes. Choose the instellingscode where the student is registered.
- 'Datum inschrijving' (enrollment date): fill the actual enrollment date in. This can also be a date in the past. **Note:** Registration date may not be before the date of establishment.
- 'Datum uitschrijving' (deregistration date): fill in the deregistration date if applicable.

Additional information regarding the registration date of the pupil:

For PO ('primair onderwijs'):

- Is a student attending school for the first time on the first day of school after the summer holidays? Then you register them with effect from 1 August (even if this date falls on a weekend).
- There is an exception for students who turn 4 years old between 1 August and the first day of the school year. You register these students on the date on which the student first attends your school. This is often the first day of school after the summer holidays.
- Different registration date  
Is the student attending your school for the first time on a different date? Then you register the student on the date on which the student first attends classes with you. It is therefore not possible to register a student for a date that falls in the weekend or during the school holidays.

For VO ('voortgezet onderwijs'):

- A student who attends school immediately after the summer holidays must be registered with effect from 1 August.
- Is a student attending school for the first time on a different date? Then the registration date needs to be coordinated with the other school. The registration and deregistration dates must coincide, meaning there shouldn't be a weekend in between.

### 3: Personal details

Click on either 'Met bsn/onderwijsnummer' (with BSN/education number) or 'Zonder bsn/onderwijsnummer' (without BSN/education number).

> Go to step 3a for students with a BSN or education number.

> Go to step 3b for students without a BSN or education number.

#### 3a - Entering personal details with BSN/education number

**Persoon**

[Met bsn/onderwijsnummer](#) [Zonder bsn/onderwijsnummer](#)

Bsn

Onderwijsnummer

Geslacht

Man  Vrouw  Onbekend

Geboortedatum

dag maand jaar

**Inschrijving opslaan**

Fill in the following information:

- BSN or education number;
- 'Geslacht' (sex);
- 'Geboortedatum' (date of birth).

- Go to step 4 'Inschrijving opslaan' (save registration).

#### 3b - Entering personal details with BSN/education number

**Persoon**

[Met bsn/onderwijsnummer](#) [Zonder bsn/onderwijsnummer](#)

Geboortedatum

dag maand jaar

Geslacht

Man  Vrouw  Onbekend

Achternaam

Voorvoegsels OPTIONEEL

Voornamen OPTIONEEL

Vul de volgende gegevens in:

- 'Geboortedatum' (date of birth);
- 'Geslacht' (sex);
- 'Achternaam' (surname);
- Residential address within the Netherlands or abroad: here you can make a choice based on where the student lives.

Go to the screen 'binnenland' (within the Netherlands) or 'buitenland' (abroad).

Residential address screen 'Binnenland' (within the Netherlands):

**Woonadres**

Binnenland  Buitenland

Postcode

Huisnummer

Straatnaam OPTIONEEL

Plaatsnaam OPTIONEEL

Huisletter OPTIONEEL

Huisnummertoevoeging OPTIONEEL

Huisnumeraanduiding OPTIONEEL

Aanduiding locatie OPTIONEEL

Inschrijving opslaan

Enter the address details of the student.

- Go to step 4 'Inschrijving opslaan' (save registration).

Residential address screen 'Buitenland' (abroad):

**Woonadres**

Binnenland  Buitenland

TER INFORMATIE  
**Landcodes**  
Belgie (5010), Duitsland (9089)  
Bekijk [hier](#) de lijst met landcodes

Landcode

Adresregel 1

Adresregel 2 OPTIONEEL

Adresregel 3 OPTIONEEL

Inschrijving opslaan

Enter the following information:

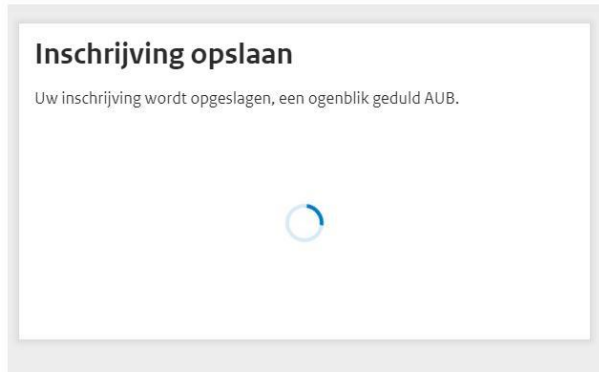
- Country code: Click on '[hier](#)' if it concerns a country other than Belgium or Germany.
- Address line 1 (and additional address lines where necessary).

**Note:** Address line 1 is mandatory, address line 2 can only be filled in if address line 1 is complete and address line 3 can only be filled in if address lines 1 and 2 are both complete.

- Go to step 4 'Inschrijving opslaan' (save registration).

#### 4: 'Inschrijving opslaan' (Save registration)

Click on the green button 'Inschrijving opslaan'. The following screen appears:



One of the following results will appear:

1: Successful



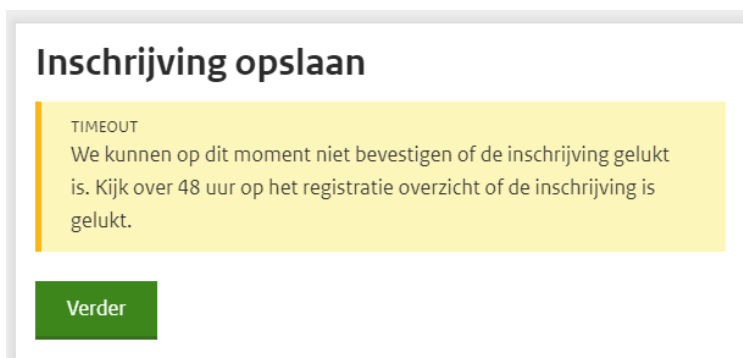
- Click on 'Verder' ('Continue') to enter a new enrollment. The previously entered data will remain in the system

2: Unsuccessful



- Click on 'Sluiten' ('Close') and adjust the form.

3: Time out:



- Click on 'Verder' ('Continue') to enter a new enrollment. The previously entered data will remain in the system.

**NOTE:**

- **Double enrolled students:**  
If a student's information is stored twice in the system with different identifying numbers, the data of this person will be merged under one identifying number.
- **Multiple enrollments per person:**  
You cannot currently enter a second registration for one person. If you do, the first entry will be overwritten.
- **Deleting an enrollment:**  
Deleting a registration is not yet possible. You can provide an end date.
- **Student deregistration only happens when they leave school:**  
A student's registration is valid from the moment they are a student at the school until the moment they leave the school. The student therefore does not have to be deregistered at the end of each school year and re-registered at the beginning of the school year.
- **Entering date of birth:**  
If a student's full date of birth is not known, enter only the month and year or only the year.

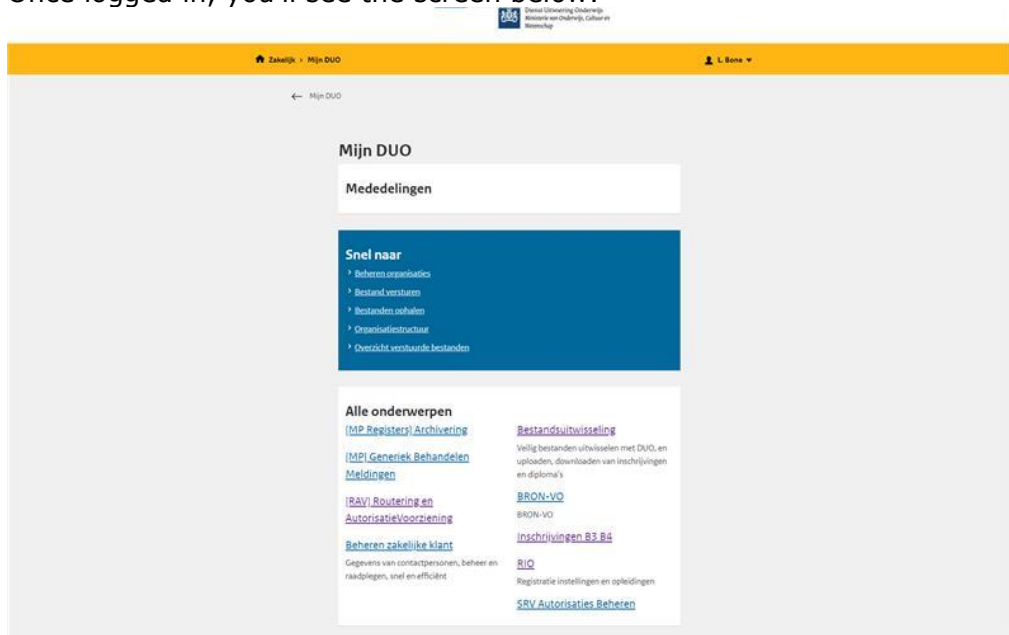
## FILE EXCHANGE

The following options are available via the screen 'bestandsuitwisseling' (file exchange):

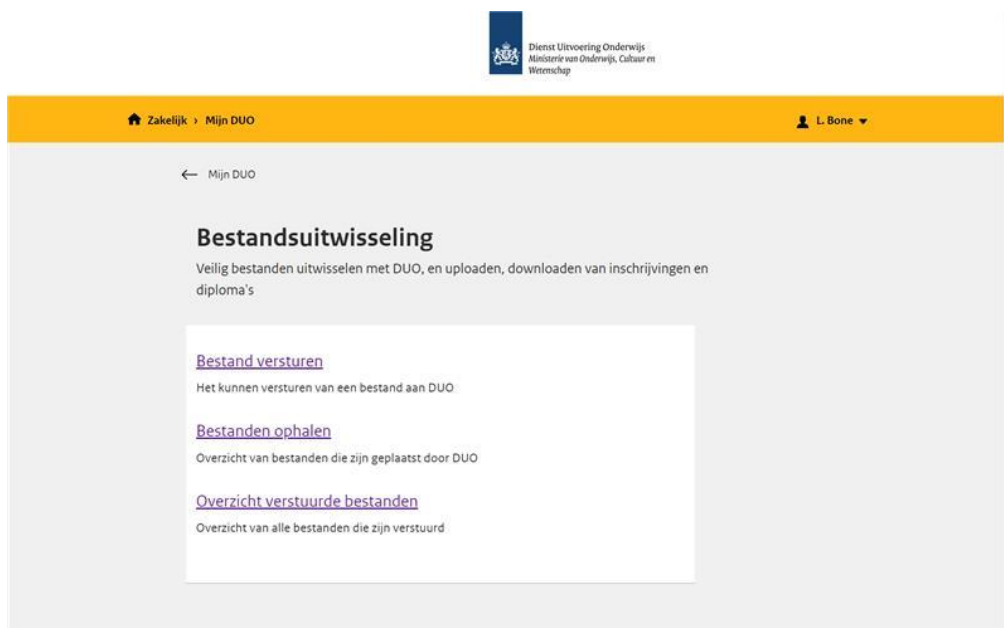
- 'Bestand versturen' (send file): use this if it is not possible to enter all students manually. Here you can upload an Excel or CSV file.
- 'Bestanden ophalen' (get files): your registration overview can be found here. This file is updated daily.
- 'Overzicht verstuurde bestanden' (overview of sent files): all files that you have previously sent to DUO can be found here.

### Screen 'Bestandsuitwisseling' (file exchange)

Once logged in, you'll see the screen below:



- Click on 'Bestandsuitwisseling' (file exchange).



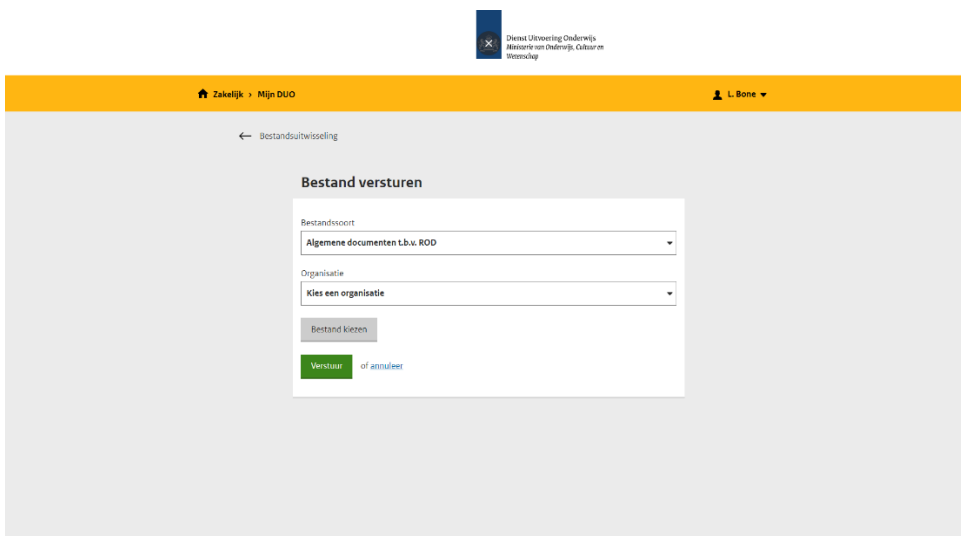
## 'Bestand versturen' (send file)

Here you can upload an Excel or CSV file to send to DUO.



- Click on *'Bestand versturen' (send file)*.

The following screen appears:



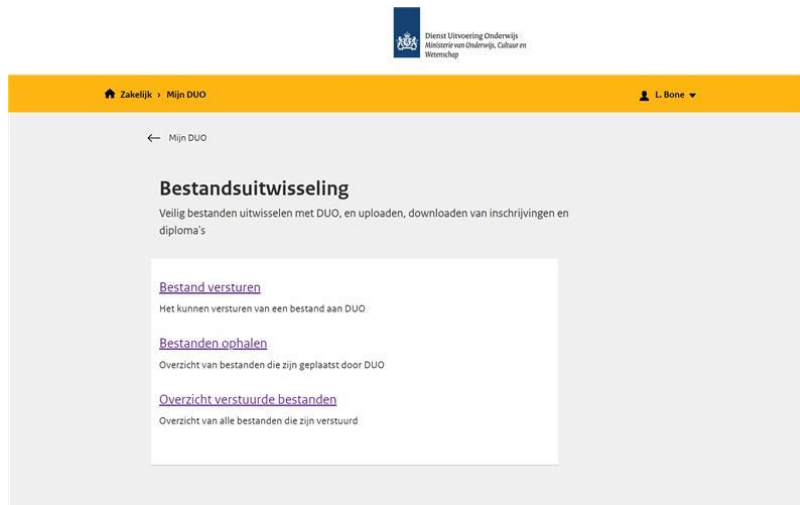
- Choose the type of document 'Algemene documenten t.b.v. ROD'.
- Choose the correct instellingscode (institution code).
- Click on 'Bestand kiezen' (select file) to select the file you wish to upload.
- Click on 'Verstuur' (send).



## 'Bestanden ophalen' (get files)

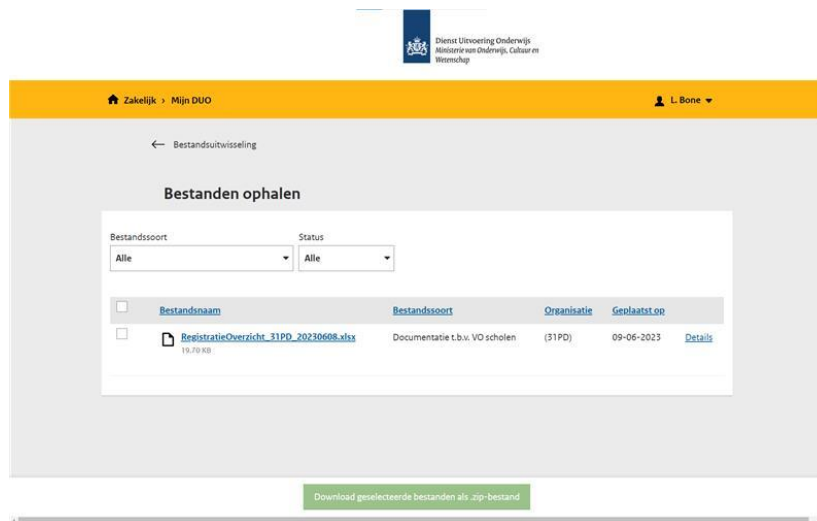
Here you can download your registration overview.

The registration overview is an Excel file with the total overview of students that the school has passed on to DUO. This file is updated daily by DUO.



- Click on '*Bestanden ophalen' (get files)*'.

The following screen appears:



File type: Here you have the option to filter based on the file type.

Status: Here you can filter based on the different statuses.

- Double click on the file name.

Do you want to download multiple files?

- Select the files you wish to download and click on '*Download geselecteerde bestanden'.*

## CONTACT INFORMATION

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### Help Desk contact information:

#### ROD

Do you have a question about the Register of Educational Participants (ROD – Register Onderwijsdeelnemers)?

ipo@duo.nl

[050 599 90 00 optie 3](tel:0505999000)  
van 9.00 tot 13.00 uur

#### Mijn DUO

Are you an administrator and do you need help logging in?

securityservicedesk@duo.nl

[050 599 84 40](tel:0505998440) van 9.00 tot 13.00 uur

## GLOSSARY AND ABBREVIATIONS

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<b>Term / abbreviation</b>	<b>Description</b>
B3-schools	These are private schools without an exam license within the VO domain.
B4-schools	These are international, foreign and embassy schools that do not fall under the Dutch supervisory framework.
DUO	The Dienst Uitvoering Onderwijs (DUO) implements education laws and regulations on behalf of the Minister of Education, Culture and Science. DUO also implements the 'wet Inburgering' (Civic Integration Act) on behalf of the Ministry of Social Affairs and Employment. More information can be found at <a href="http://www.duo.nl">www.duo.nl</a>
Instellingscode (institution code)	Previously BRIN (Basis Registratie Instellingen-nummer). The identifying number that each educational institution receives from the Ministry of Education, Culture and Science.
Onderwijs Deelname Educatie Overig (OD-EO)	Onderwijs Deelname Educatie Overig is the register for information about enrollments that do not fit into regular secondary education.
Persoonsgebonden nummer (personal identifying number)	A number that is linked to a person, in the form of an education number or citizen service number (bsn).
Register Onderwijsdeelnemers (ROD)	Via ROD, educational institutions exchange student data with DUO, such as registrations and diploma data.
Registratie Instellingen en Opleidingen (RIO)	In RIO you will find the legal data of educational institutions. This concerns, for example, information about how the institution has organized itself in practice.