

User manual Boomportaal: Logging in

1. Navigate to: www.boomportaal.nl
2. Click on **Inloggen/Login**

The screenshot shows the Boomportaal website interface. At the top, there is a navigation bar with 'Inloggen' highlighted in a red box. Below the navigation bar, there is a search bar and a list of domains with their respective item counts. The domains listed are: Bestuurskunde (6941), Coaching (8968), Communicatie (689), Criminologie (3225), Economie en management (9021), Filosofie (403), Geschiedenis (384), Gezondheidszorg (6030), and Juridisch (98909). A 'Nederlands als tweede taal' button is visible at the bottom left. The main content area features a 'Welkom op Boomportaal' message and a 'U bent nu niet ingelogd' notice.

3. If necessary: click on **Nederlands** to change language to English

The screenshot shows the Boomuitgevers logo and the text 'Log in voor Boom Portaal'. A 'Nederlands' button is highlighted with a red box, indicating the language selection process.

4. Enter your **email** and **password**, then click **Sign in**
5. If this is your first time logging into Boomportaal, click on **Request a new password?**
6. Enter your **email**, then click **Submit**

The screenshot shows the Boomuitgevers login form. It includes a 'Log in for Boom Portaal' header, an 'Inloggen via SURFconext' button, and input fields for 'Email' and 'Password'. A 'Request a new password?' link is highlighted with a red box. Below the password field is a 'Sign In' button, also highlighted with a red box. At the bottom, there is a 'New user? Register' link.

The screenshot shows the Boomuitgevers 'Request a new password' form. It includes a 'Request a new password?' header, an 'Email' input field, and a 'Submit' button highlighted with a red box. Below the 'Submit' button is a '« Back to Login' link. At the bottom, there are links for 'About the Boom uitgevers account' and 'Help with logging in'.

7. Within a few minutes, you will receive an email with further instructions



8. In the email, click on **Set new password**
9. You must then change your password. Enter a new password, confirm it, and click **Submit**

The image shows the 'Wachtwoord updaten' (Update password) form on the Boom uitgevers website. At the top is the logo and tagline. The title 'Wachtwoord updaten' is centered. Below it is a warning message in an orange box: '⚠ U moet uw wachtwoord wijzigen.' The form contains two password input fields: 'Nieuw wachtwoord' and 'Wachtwoord bevestigen', both with masked characters and visibility toggles. A checkbox 'Sign out from other devices' is checked. At the bottom is a blue 'Verzenden' (Send) button, which is highlighted with a red box.

10. Your account has been updated, and **you can now log in with your email and new password**