

# All you need to know about accounts

There are two accounts with which you have to work during your stay at the Observatory:

- STRW account, personal account at the Observatory
- ULCN account, personal account for the central university facilities

## STRW account

This account is used for all your daily activity when using the STRW/Observatory computing facilities. So your Observatory mail and computer login are associated with this account. It is the account in which you save all your scientific data/software etc.

To your STRW account an email address and box is associated. You can access that mailbox in several ways, see [Getting started with your STRW email](#)

For most administrative purposes, such as recording days off, travel declaration and yearly Performance and Development Interview you have to use the ULCN account.

## ULCN account

The ULCN account is an account provided to you by the University to allow you to login to all centralized facilities, such as BAS Inside for all your centralized administrative duties. You will have received an email or paper copy with information about the ULCN account name and password.

Unfortunately the university will also create an email address/box associated to this account and publish this in their Microsoft Exchange Directory for other university personnel to 'find' you. ~~If you want mails to that account forwarded to your STRW mailbox (or any other mailbox), you will have to setup a forward on that ULCN mailbox. Read [Setup ULCN mailbox forwarding](#). If you do not setup forwarding you are bound to overlook important university administrative messages, so please do this asap.~~ Unfortunately, as of early 2026, forwarding from ULCN isn't working any more, not even within the university.

## Which account to user where

STRW WebMail	<a href="https://webmail.strw.leidenuniv.nl">https://webmail.strw.leidenuniv.nl</a>	STRW account	STRW 2FA
SSH	ssh <machine>.strw.leidenuniv.nl	STRW account	STRW 2FA or key
STRW Local web directory	e.g. <a href="https://intranet.strw.leidenuniv.nl">https://intranet.strw.leidenuniv.nl</a>	STRW account	STRW 2FA
STRW Helpdesk	<a href="https://helpdesk.strw.leidenuniv.nl">https://helpdesk.strw.leidenuniv.nl</a>	STRW account	
Microsoft Office 365	<a href="https://office.com">https://office.com</a>	ULCN account (1)	Microsoft authenticator
UMAIL	<a href="https://outlook.office.com">https://outlook.office.com</a>	ULCN account(1)	Microsoft authenticator

TopDesk Univ Helpdesk portal	<a href="https://helpdesk.universiteitleiden.nl">https://helpdesk.universiteitleiden.nl</a>	ULCN username	-
BAS Inside	<a href="https://98448.afasinsite.nl/">https://98448.afasinsite.nl/</a>	ULCN username	(non)NetIQ
Eduroam	wireless network	ULCN account(1)	
EduVPN	VPN	ULCN account(1)	
Surf	eg SurfDrive	ULCN account(1)	(non)NetIQ

(1) The ULCN VUW version of an account is Witjde@vuw.leidenuniv.nl for user J. de Wit (2) The ULCN account is Witjde@leidenuniv.nl for user J. de Wit (3) here, the ULCN account is given as the e-mail address: J.de.Wit@ulcn.leidenuniv.nl ; for student, the account takes the form of s??????@vuw.leidenuniv.nl

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