



Quick Reference Guide

Graduate Research Management – Student Library Upload via PeopleSoft

Date Created: 29 May 2015

Last Update: 18 October 2018

Note All documents that need to be uploaded must be uploaded as part of one Service Request. Only PDF files can be uploaded, if other files must be uploaded contact your Faculty office (Masters Students) or the DDB (Doctoral Students). Thesis/Dissertation and Abstract documents must be named according to a standard convention. You must create a new Service Request if the original has been rejected.

Naming convention for Thesis/Dissertation file:

Thesis - upload your thesis/dissertation document in a single PDF file format.

Naming convention for Abstract files:

Abstract-Open - this must be attached to all Examination Service Requests. It can be sent to examiners prior to obtaining a confidentiality agreement (if one is necessary). All students must upload this type of abstract.

Abstract-Restricted - This must be attached to any Examination Service Requests where the abstract contains confidential information. It must not be sent to Examiners until they have entered into a confidentiality agreement.

Note All file naming conventions are case sensitive

Submitting your Thesis/Dissertation Library Upload:

Login to the PeopleSoft Student Administration Self Service:

UNIVERSITY OF CAPE TOWN
YUNIVESITHI YASEKAPA - UNIVERSITEIT VAN KAAPSTAD

i. Protect Your Password. Do not divulge your password to anyone. Do not leave a PC unattended if you are logged in. You and only you will bear the consequences if there is damage or loss arising from abuse of your User ID and Password.

ii. Special pricing on laptops. [Read more](#)

ATTENTION IOS DEVICE USERS:
Please do not view Academic Records on your IOS device. If your Academic Record is more than one page, you will only be able to view the first page of your Academic Record due to a PeopleSoft compatibility issue with Safari. [View your Academic Record on a PC](#)

Before your first login, manage your password: <http://password.ucl.ac.za>
Postgraduate enquiries: admissions-pg@uct.ac.za
Undergraduate enquiries: admissions-ug@uct.ac.za
Student support: sss-helpdesk@uct.ac.za

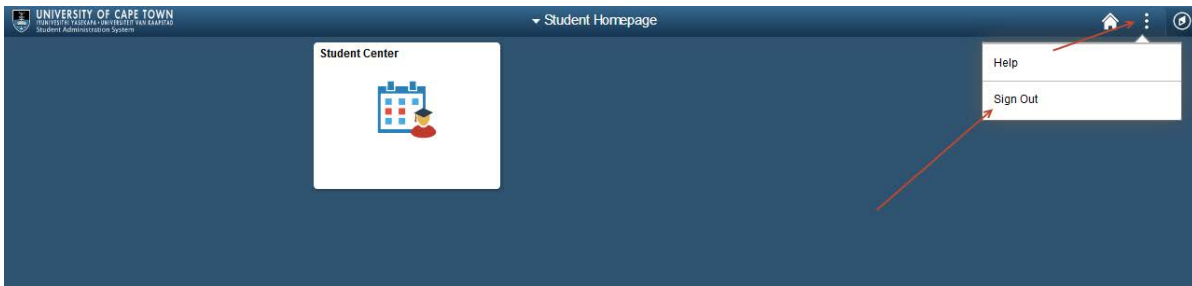
Enter User ID in UPPER CASE

Password

[Forgot Password?](#)

- Enter your **student number** in capitals in the **Enter User ID field**
- Enter your UCT password in the **Password field**
- Click on the **Sign In** button

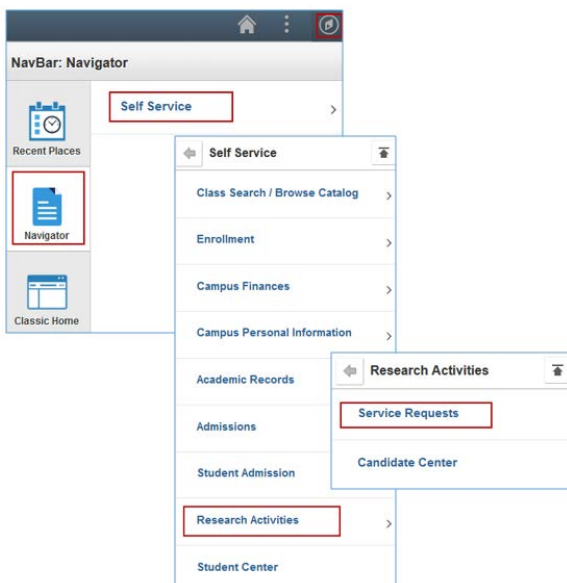
The **Student Homepage** appears



- To sign out, click on the **Actions List** icon  and select **Sign Out**

Submitting the Library Copy-Upload Service Request

Navigational path: **Self Service**> **Research Activities**> **Service Requests**



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Self-Service** category
- Click on the **Research Activities** category
- Click on **Service Requests**

My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
16659	Upload Thesis/Dissertation for Examination	Upload Science Master's dissertation	31/07/2018	Accepted	03/08/2018
16296	Intention to submit	Intention to submit Science Master's dissertation	27/06/2018	Accepted	28/06/2018

[Create New Request](#)

- Ensure your **Intention to Submit** and **Upload for Examination** has been **accepted**;
- Click on the **Create New Request** button



Select a Request Category

Select a Request Category Personalize | Find | View All | First 1-2 of 2 Last

Request Category
<input type="radio"/> Memorandum of Understanding related matters
<input checked="" type="radio"/> Thesis/Dissertation related matters

Cancel Next >

- Select the **Thesis/Dissertation** related matters option
- Click on the **Next** button

Select a Request Subtype

Select a Request Subtype Personalize | Find | View All | First 1 of 1 Last

Request Subtype

Upload Library copy Science Masters Dissertation

Message

Service Request Submission (21000,1788)

If you receive any error messages or cannot complete this process, please urgently email a screenshot and your student number to Student Systems Support via sss-helpdesk@uct.ac.za

OK

A service request message will appear to advise you of what process to follow if you experience any error.

- Click on the **Okay** button

Select a Request Subtype

Select a Request Subtype Personalize | Find | View All | First 1 of 1 Last

Request Subtype

Upload Library copy Science Masters Dissertation

Cancel < Previous Next >

- Select the request type **Library Copy-Upload**
- Click on the **Next** button

My Request Detail

Category Thesis/Dissertation related matters Type Library Copy-upload final Thesis/Dissertation Library

Subtype Upload Library copy Science Masters Dissertation Request Date 18/10/2018

Status Received

Comment

Please upload two documents with these file names, in a PDF format:

Document 1. Thesis

Document 2. Abstract-Open or Abstract-Restricted

File Attachments Personalize | Find | First 1 of 1 Last

Attachments Audit

Attached File	Description	View
Thesis.pdf	Thesis.pdf	View

+

- Click on the **Add Attachment** hyperlink and upload your thesis/dissertation **Thesis**
- Click on the Add a new row icon + and upload your **Abstract-Open/ Abstract-Restricted**
- Click the **View** hyperlink to view what you have uploaded to confirm that the correct files will be submitted



My Request Detail

Category Thesis/Dissertation related matters Type Library Copy-upload final Thesis/Dissertation Library

Subtype Upload Library copy Science Masters Dissertation Request Date 18/10/2018

Status Received

Comment

Please upload two documents with these file names, in a PDF format:
 Document 1. Thesis
 Document 2. Abstract-Open or Abstract-Restricted

File Attachments		Personalize	Find	First	1-2 of 2	Last
Attachments	Audit					
Attached File	Description	View				
Thesis.pdf	Thesis.pdf	View				
Abstract-Open.pdf	Abstract-Open.pdf	View				

- Enter a comment in the Comment box confirming that the uploaded files are the **correct versions for the library** (“I confirm that the uploaded files are the correct versions for the Library”)
- Click on the **Submit** button

My Service Requests

My Service Requests						Personalize	Find	View All	First	1-3 of 3	Last
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date						
16927	Library Copy-upload final Thesis/Dissertation for Library	Upload Library copy Science Masters Dissertation	18/10/2018	Received	18/10/2018						
16659	Upload Thesis/Dissertation for Examination	Upload Science Master's dissertation	31/07/2018	Accepted	03/08/2018						
16296	Intention to submit	Intention to submit Science Master's dissertation	27/06/2018	Accepted	28/06/2018						

- The **Status** column will indicate **Received**, which means that you have successfully created your Library Upload Service Request and a notification has been sent to the relevant Postgraduate Faculty or Doctoral Degrees Board (DDB) staff member.
- Once your thesis/dissertation has been processed, you will receive an email notification from your faculty or the DDB office once your submission has been processed.



Note

Your Intention to Submit Service Request and Upload Thesis/Dissertation for Examination Service Request must be accepted before you can submit your

Library Upload.



Adding additional documents to a library service request (eg: Corrections/Abstract-Restricted):

My Service Requests

My Service Requests					
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
16927	Library Copy-upload final Thesis/Dissertation for Library	Upload Library copy Science Masters Dissertation	18/10/2018	Received	18/10/2018
16659	Upload Thesis/Dissertation for Examination	Upload Science Master's dissertation	31/07/2018	Accepted	03/08/2018
16296	Intention to submit	Intention to submit Science Master's dissertation	27/06/2018	Accepted	28/06/2018

- Click on the **Library Copy-upload final Thesis/Dissertation for Library** hyperlink

My Request Detail

University of Cape Town

Category Thesis/Dissertation related matters Request Number 16927
 Type Library Copy-upload final Thesis/Dissertation for Library Request Date 18/10/2018
 Subtype Upload Library copy Science Masters Dissertation Status Received

Status Date	Comment	By
18/10/2018		Alexandra Connolly

Add Comment Update Last Comment

File Attachments			
Attached File	Description	View	
Thesis.pdf	Thesis.pdf	View	-
Abstract-Open.pdf	Abstract-Open.pdf	View	-
			+

Save Cancel

- Click on the **Add a new row** icon to upload additional documents
- Click on the **Save** button once completed

Note Should you have any technical issues with the PeopleSoft system, please contact Student Systems Support at sss-helpdesk@uct.ac.za