

## Uploading Supporting Documents via PeopleSoft Self-Service

 Login to the **PeopleSoft Student Administration Self Service** portal: studentsonline.uct.ac.za

Password		
	Sign In	
	Sign In	K

- Enter your student number in UPPER CASE in the User ID field e.g., XXXYYY001
- Enter your UCT password in the **Password** field
- Click on the Sign In button
- The **Student Homepage** appears

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• Click on the Admissions tile



• Select the Upload Documents tab from the menu on the left



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he only documents you are able to upload here are listed wher ermitted File Types: .doc, .docx, .htm, .jpeg, .jpg, .odt, .pdf, .rtf,	i you add the attachment. Should you wish to submit a document that is not listed here, please submit to us via email. , tif, .xls, .xlsx.
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Document	File

• Click the **Plus Symbol ( + )** button to upload your supporting documents.



• Select the Document Type from the drop-down list.



• Click the Add Attachment button to upload your supporting documents.



• Click on the My Device button



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• Select the supporting document you wish to upload.



• Click on the **Confirm** button.

File Attachment	×
Choose From	
My Device	
Upload	
File Size: 11880KB	

• Click the **Upload** button.

Upload your documents	
Document	File
Transcript 1	Transcript_1.pdf
	Submit

• Click the **Submit** button

