Uploading Supporting Documents via PeopleSoft Self-Service

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

- 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
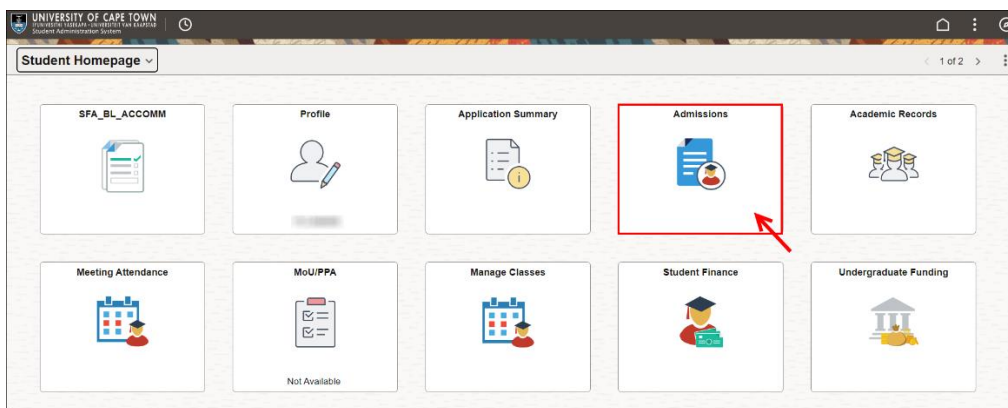
- Click on the **Admissions** tile
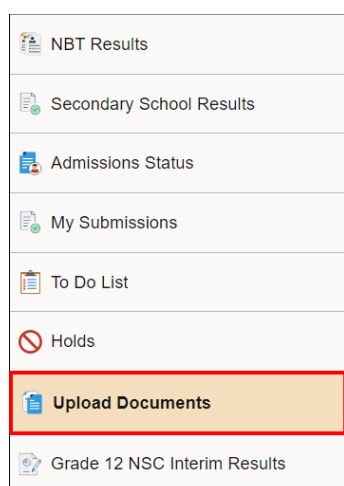
- Select the **Upload Documents** tab from the menu on the left

- 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.
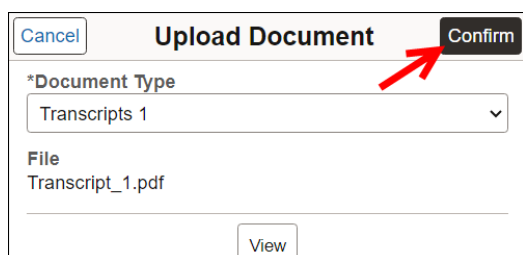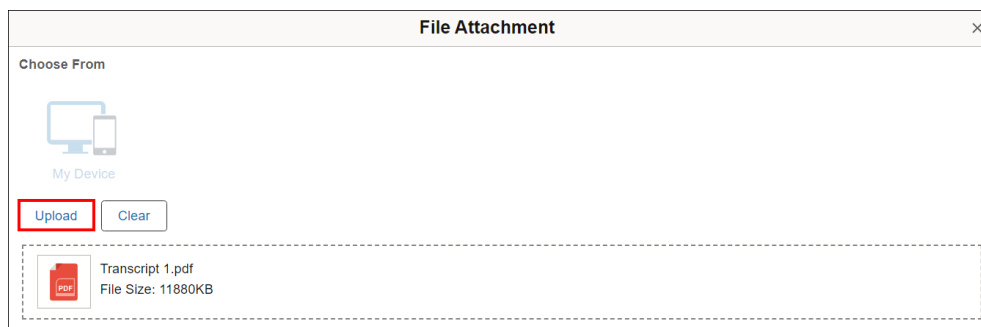
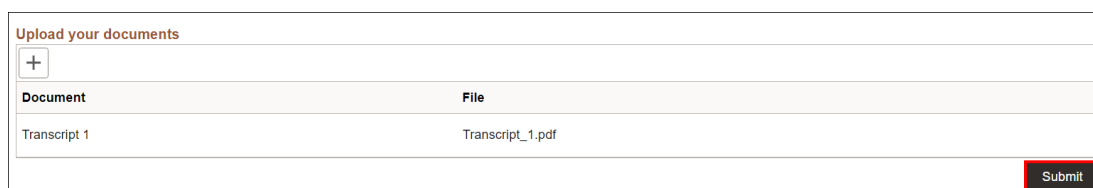

- Click on the **My Device** button
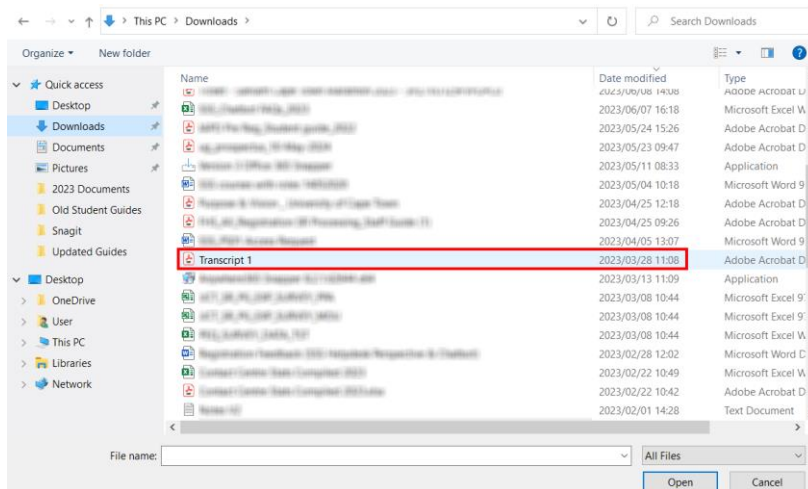
- Select the supporting document you wish to upload.

- Click on the **Confirm** button.

- Click the **Upload** button.

- Click the **Submit** button

 A popup message will appear informing you that your documents were successfully uploaded.