

Quick Reference Guide

Leave of Absence Service Request Upload

Date Created: 11 July 2019

Lesson 1: Submitting your Leave of Absence Service Request

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

	UNIVERSITY OF CAPE TOWN
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ii. Special prici	ng on laptops, <u>Read more</u>
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Before your fi	rst login, manage your password: <u>http://password.uct.ac.za</u> enquiries: admissions-pg@uct.ac.za
Undergraduate Student suppo	enquiries: <u>admissions-uq@uct.ac.za</u> rt: <u>sss-helpdesk@uct.ac.za</u>
	Enter User ID in UPPER CASE
	Password
	Sign In
	Forgot Password ?

- Enter your student number in the Enter User ID in UPPER CASE 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 **Navigator** category
- Click on the **Self-Service** category
- Click on the Academic Records category
- Click on the **Service Requests** category

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- Select the Upload Leave of Absence Application button
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- A service request message will appear to advise you of what process to follow if you experience any system error.
- Click on the **OK** button

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- Select the Upload Leave of Absence Application button for your respective faculty
- Click on the Next button

My Request Detail

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Submit Cancel

Click on the Add Attachment hyperlink to upload your Leave of Absence application

► Note

Save the appropriate **Leave of Absence form**, followed by any supporting documents as a single PDF, and submit on PeopleSoft self-service using a service request. You

will be required to upload these forms in a single PDF attachment.



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- Select your Leave of Absence Application Form (i.e. the single PDF containing the Leave of Absence form and any supporting documentation)
- Click on the **Open** button

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- To review your document, click on the **View** button
- Click on the **Submit** button

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Cr	eate New Request				

• The **Status** column will indicate **Received**, which means that you have successfully created your **Upload Leave of Absence Application** service request and a notification has been sent to the relevant administrator to process the request.

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24980	Upload Leave of Absence Application	Upload Humanities LOA Application	11/07/2019	Pending	11/07/2019		

- Check your service request **Status** column timeously, as the application status may change to either **Pending or Incomplete**
 - A Pending status indicates that your application has been sent to your Faculty Manager for review.

An Incomplete LOA application Status

My Service Requests

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24980	Upload Leave of Absence Application	Upload Humanities LOA Application	11/07/2019	Incomplete	11/07/2019	

- An **Incomplete** status indicates that your application has outstanding documentation which is required before your application can be assessed.

My Service Requests

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24980	Upload Leave of Absence Application	Upload Humanities LOA Application	11/07/2019	Incomplete	11/07/2019

Click on the **Upload Leave of Absence Appeal Application** hyperlink to view the administrator's comments and upload the corrected appeal documentation.

My Request Detail

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• The comment/s will be displayed in the comment field



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• Click on the Add Comment button to update a note advising that you have uploaded the corrected document/s. Browse and Upload the correct document/s

My Request Detail					
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 Add a New Row icon to add the correct documentation



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Once your Leave of Absence appeal application has been saved with the updated documentation and comment, the status will be updated to Acknowledged.



Lesson 2: Creating a Single PDF

Save all files in a PDF format

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Download Adobe Acrobat Pro



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• Select your Leave of Absence Application Form as your first set of documents and click on the Open button

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documents and scan them to your email using a scanner. Scanners are available on campus in the Chancellor Oppenheimer Library.



Should you have any technical issues with the PeopleSoft system, please email Student Systems Support at sss-helpdesk@uct.ac.za or contact us: 021 650 5227|4720.