



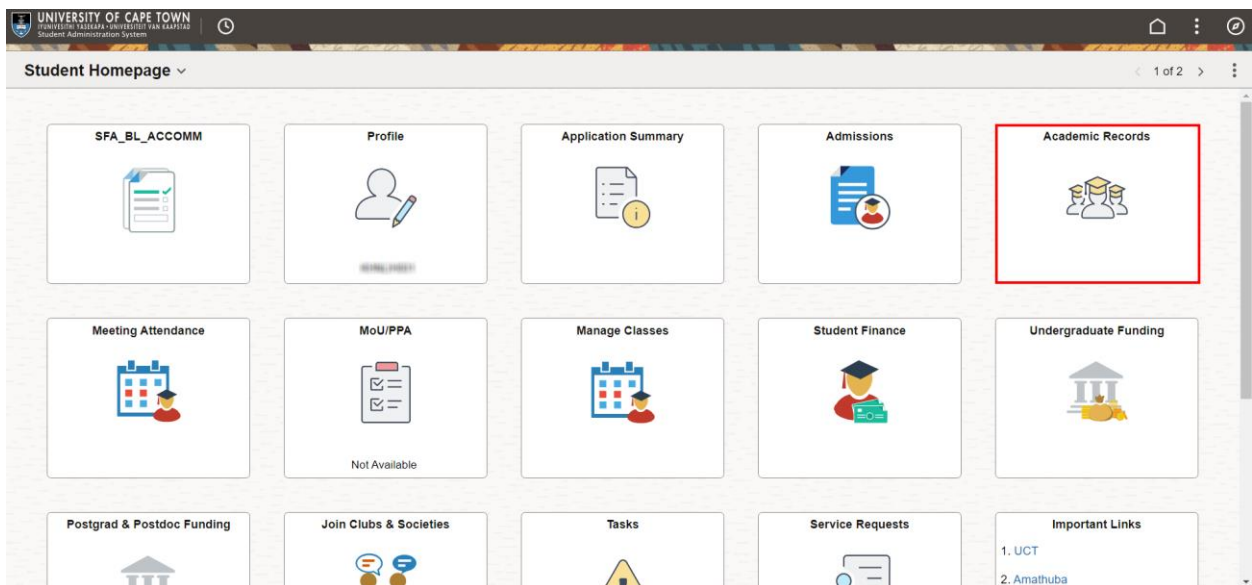
## Requesting a Proof of Registration

- Login to the [PeopleSoft Student Administration Self Service](#):

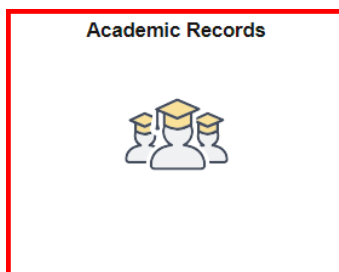
The login form contains the following elements:

- User ID input field
- Password input field
- Sign In button (highlighted with a red arrow)
- Enable Screen Reader Mode checkbox
- Forgot Password? link

- Enter your user ID/Student number in upper case in the **User ID** field. E.g., **XXXYYY001**
- Enter your UCT password into the **Password** field.
- Select the **Sign In** button



- Select the **Academic Records** tile on the Student Homepage





Course History
View Grades
View Academic Record
Communication List
Progress Report
Change of Curriculum
<b>Proof of Registration</b>
Request End of Year Results
Mid Term Course Grade Average

- Select the **Proof of Registration** tab from the menu on the left.

**Proof of Registration**

**Term Selection**

Select Term

**Academic Information**

Career Masters  
 Level Second Year  
 Program MM012 MPublic Health

Course <sup>TL</sup>	Description <sup>TL</sup>

**EMAIL**

- Select the academic year you wish to retrieve your Proof of Registration for by clicking the drop-down menu by **Select Term**.
- Click the **Email** button to retrieve your Proof of Registration.

**Note**

- Once you click on the Email button, the proof of registration letter will be emailed to your **UCT student email account** where it can be viewed and printed. Please allow 10 minutes for this to process.
- Please check your junk mail or trash folder if you have not received any email after 10 mins. The confirmation email is sent from a no-reply email address and may be considered spam.