



Manual

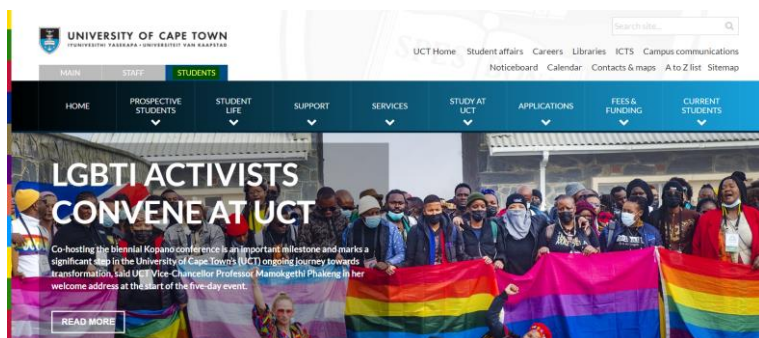
Creating PGFO Service Requests – Student Guide

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Logging into PeopleSoft and Creating a Postgraduate Funding Office (PGFO) Service Request



- Go to the **UCT Website:** www.uct.ac.za
- Select the **Student** tab

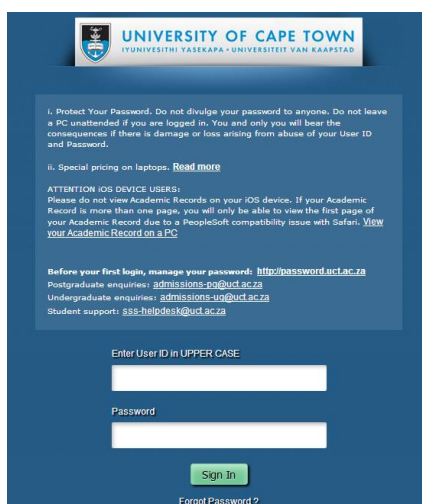
WELCOME TO THE UNIVERSITY OF CAPE TOWN

UCT is an inclusive and engaged research-intensive African university that inspires creativity through outstanding achievements in learning, discovery and citizenship; enhancing the lives of its students and staff, advancing a more equitable and sustainable social order and influencing the global higher education landscape.

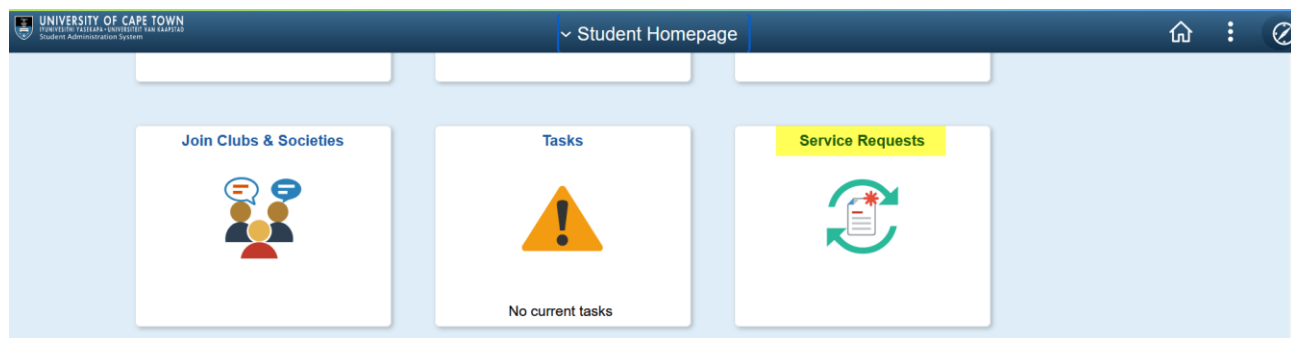


- Scroll down and select **I am a “Student”** in the drop-down list
- Select **And I want “To Access PeopleSoft”** in the drop-down list

The **PeopleSoft** log in page will open



- 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** will open



- Click on the **Service Request** tile

My Service Requests

My Service Requests

1-1 of 1 | View All

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date

Create New Request

- Click on **Create New Request**

Select a Request Category

Select a Request Category

1-7 of 7

Request Category
<input type="radio"/> Registration Curriculum Approvals
<input type="radio"/> Change of Curriculum Applications
<input type="radio"/> Deferred Examination Applications
<input type="radio"/> Leave of Absence (LOA) Applications
<input checked="" type="radio"/> PGFO Funding Service requests
<input type="radio"/> Thesis/Dissertation related matters
<input type="radio"/> International Student Pre-registration Applications

Cancel

Next >

- Select **PGFO Funding Service Requests** listed in the Request Category
- Click **Next**

Select a Request Type

Select a Request Type

1-3 of 5 | View All

Request Type
<input type="radio"/> UCT Sourced Funding
<input checked="" type="radio"/> National Research Foundation
<input type="radio"/> Pgfo Fellowships

Cancel

< Previous

Next >

- A list of **Request Types** will display
- Click on **View All** to view all request types
- Select the **Request Type** that is applicable for the service you are requesting
- Click **Next**



Select a Request Subtype



Select a Request Subtype

Request Subtype

- Application For Funding
- Application Outcome
- Award Acceptance/ Decline
- Fee Balance

Cancel < Previous

Note Please note that each **Request Type** has various **Request Subtypes** available for selection. You can scroll through the list by clicking on the arrow in the left corner to select the applicable request subtype or click on **View All** to display all options.

- Click on **Previous** to go back to the previous screen.
- Click on **Next** once the request subtype is selected

My Request Detail

Category PGFO Funding Service requests Type National Research Foundation

Subtype Application For Funding Request Date

Status Received

Comment

File Attachments

Attachments Audit IP

Attached File	View	Add Attachment
	View	Add Attachment

Submit Cancel

- **My Request Detail** screen will display
- Comments can be added in the **Comment** box
- Add attachments to the service request by clicking on the **Add Attachment** hyperlink eg: application forms or supporting documentation
- Click on the **-** button if you need to remove attachments
- Click on the **Submit** button to submit the service request

My Service Requests

My Service Requests

1-2 of 2 View All

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
145056	National Research Foundation	Application For Funding	12/07/2022	Received	12/07/2022

- Once the service requested is submitted it will be received by the **Postgraduate Funding Office** for processing.
- The status of the service request can be tracked under **My Service Requests** by clicking on the **Service Request** tile
- The **status** and the **status date** will display.



My Service Requests

My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
145056	National Research Foundation	Application For Funding	12/07/2022	Received	12/07/2022

- If you need to make updates to the service request, click on the **Request Type** hyperlink

My Request Detail

University of Cape Town

Category Postgraduate Funding Student Enquiries

Request Number 253827

Type Application Funding Enquiries

Request Date 11/03/2024

Subtype NRF Honours Applications Enquiries

Status Submission received

Status Date	Comment	By
11/03/2024	PLEASE ASSIST WITH MY REQUEST	

Add Comment

Update Last Comment

File Attachments

Attached File	Description	View
		View

Save

Cancel

- My Request Detail will display
- This screen will allow you to **Add Comment, Update Last Comment, View attachments and Add attachment** to the service request.
- Click on **Save** once the service request is updated.