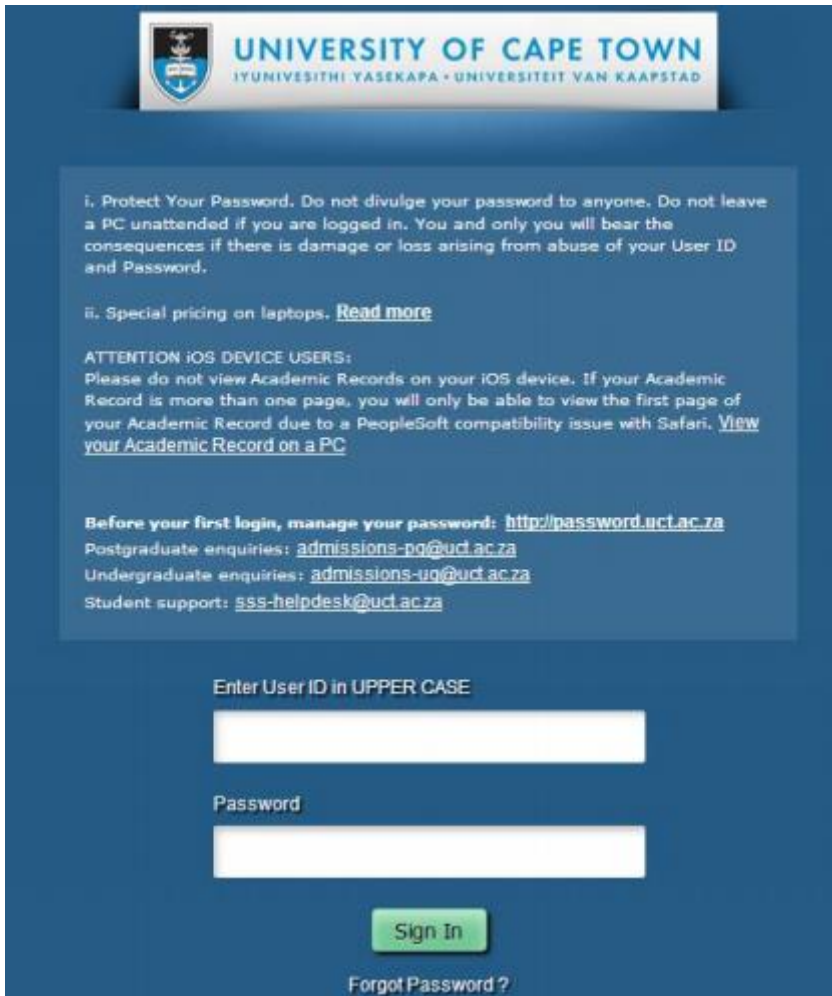


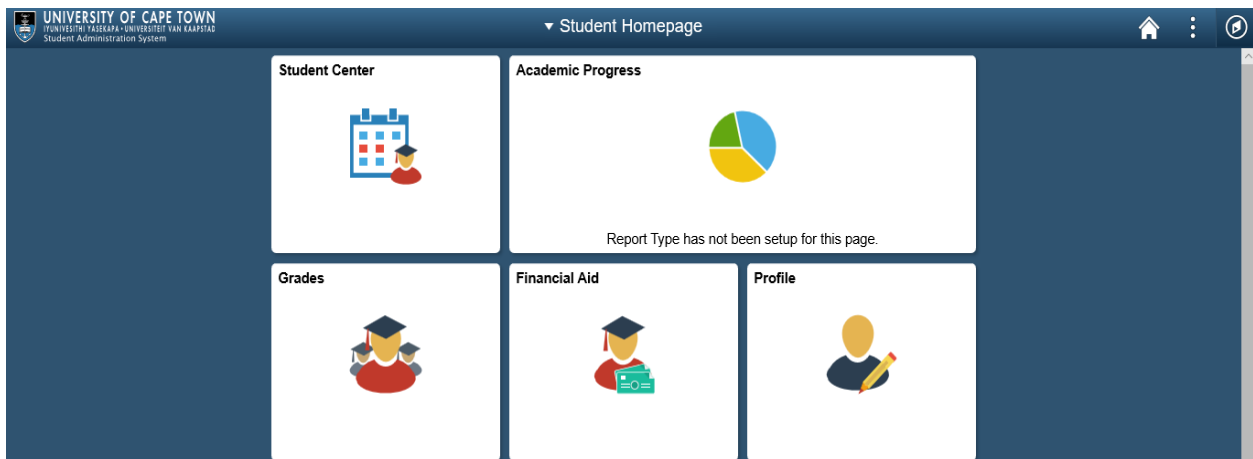
1. Logging In and Out PeopleSoft

Go to: <http://studentonline.uct.ac.za/>



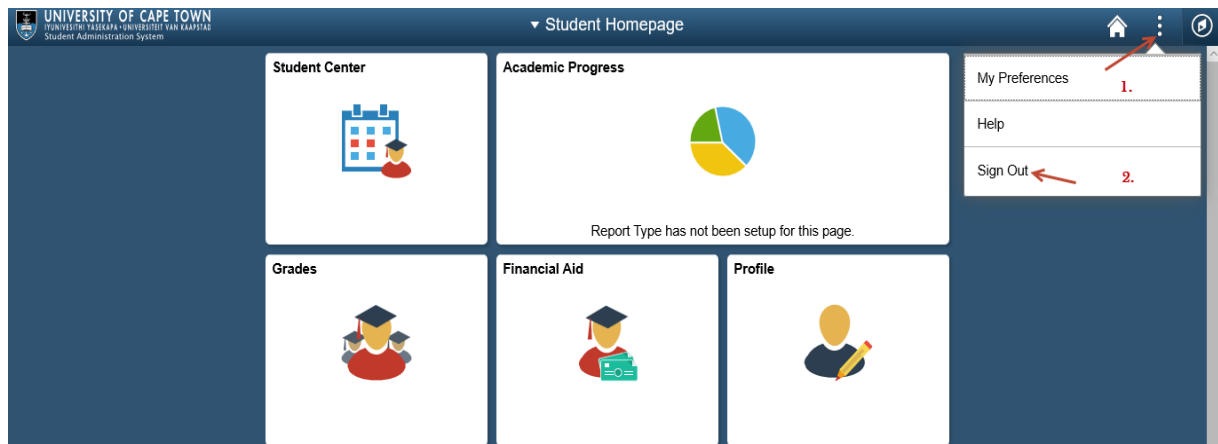
The image shows the login page for the University of Cape Town. At the top, there is the university's logo and name in English and Afrikaans. Below this, there are several informational paragraphs. The first paragraph discusses password security. The second paragraph mentions special pricing on laptops with a 'Read more' link. The third paragraph is an attention notice for iOS device users regarding academic records. Below the text, there are links for password management and contact information for postgraduate, undergraduate, and student support. The main login area consists of two input fields: 'Enter User ID in UPPER CASE' and 'Password'. A green 'Sign In' button is positioned below the password field. At the bottom of the login area, there is a link for 'Forgot Password?'.

- Enter your student number in capitals 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



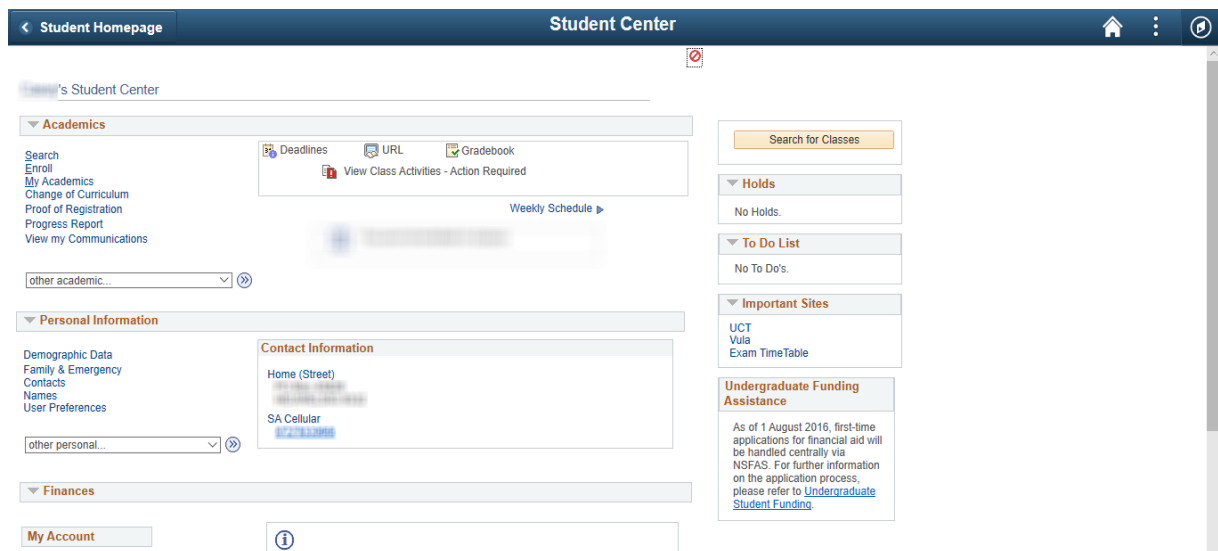
The image shows the Student Homepage dashboard. At the top, there is a navigation bar with the university's logo and name, the text 'Student Administration System', and a dropdown menu for 'Student Homepage'. The dashboard is divided into several sections: 'Student Center' with a calendar icon, 'Academic Progress' with a pie chart icon and a message 'Report Type has not been setup for this page.', 'Grades' with a graduation cap icon, 'Financial Aid' with a graduation cap and document icon, and 'Profile' with a person icon. The background is a dark blue color.

- To sign out, click on the **Actions List** icon  and select **Sign Out**



2. Updating your Address Details

- Click on the **Student Center** tile



- Scroll down until you get to **Personal Information**
- Click on the **Demographic Data** hyperlink



▼ **Personal Information**

Demographic Data ←
 Family & Emergency
 Contacts
 Names
 User Preferences

other personal... ▼ ⏏

Contact Information

Home (Street)
 SA Cellular

← Student Center Demographic Information

Personal Information Security

Addresses | Names | Phone Numbers | Email Addresses | Emergency Contacts | Demographic Information

Demographic Information

ID	
Gender	Male
Date of Birth	
Birth Country	
Birth State	
Marital Status	Not Applicable
Military Status	Not indicated

National Identification Number

Country	National ID Type	National ID
South Africa	ID Num	

Ethnicity

Ethnic Group	Description	Primary

Citizenship Information

Citizenship Status	Country
SA Citizen	South Africa

Driver's License

License #	Country	State

Visa or Permit Data

Type	Visa/Permit	Country

To correct any of the above information, please contact the relevant administrative office.

Go to top

- Click on the **Address** tab

Personal Information Security

Addresses | Names | Phone Numbers | Email Addresses | Emergency Contacts | Demographic Information

< Addresses

Home / My Profile / **Addresses** 

- Personal Information
- Security
- Addresses
- Names
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Demographic Information

Addresses

Below is a list of your current addresses. Each address has one or more types associated with it that are indicative of its usage. Please follow the instructions below on how to use the address types:

Home(Street)* and Home(Postal)*:

Home(Str) is used for your physical/street home address. You only add a Home(Pst) address type if it differs from your Home(Str) address. So if you have a PO Box number you will add this address under the Home(Pst) address type.

DO NOT ENTER LOCAL TERM ADDRESS DATA HERE UNLESS YOU LIVE AT HOME DURING TERM TIME. See Term and UCT Residence Addresses below.

*Note: For foreigners this will be your address in your home country. Once the above address types have been created it cannot be deleted. For example, if you had different Home(Str) and Home(Pst) addresses and for some reason no longer have a postal address, you will need to link the two address types to your physical address.

Term(Street) and Term(Postal):



Add a Term(Str) address if your term address is different from your home address and if you are not in a UCT residence. You only add a Term(Pst) address if it differs from your Term(Str).

Fee(Billing):




From 2015 all fee accounts will be sent electronically to the Fee Payer E-Mail address or, if this information is not available, your preferred E-Mail Address. You are ultimately responsible for updating this information and ensuring that your fee account is paid promptly.

Only add a Fee(Billing) address if it differs from any of the above address types. If you are receiving an external bursary DO NOT enter the sponsors' details here. A copy of your sponsorship letter must be sent to the Fees Office on an annual basis and a copy of your account will be sent directly to your sponsor. You are ultimately responsible for your fee account being paid promptly.

To add, change, or delete an address or the types associated with an address, click the appropriate link.

Address Type	Address		
Home(Str)	[Redacted Address]		
Home(Pst)	[Redacted Address]		

- Click on the **Edit**  icon

< Addresses Addresses   

Edit Address

Country: South Africa Change Country

Postal Code:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Suburb/Town/City: Postal Code:

State/Province:

- Click on the **Lookup** icon

Country South Africa Change Country

Postal Code

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Suburb/Town/City Postal Code

State/Province View State

- Enter your **Suburb/Town/City**
- Click on the **Look Up** button
- Select your **Suburb/Town/City** from the list

Look Up Postal Code ✕

Postal Code begins with

State begins with

Suburb/Town/City begins with **Rondebosch**

[Basic Lookup](#)

Search Results **2.**

View 100 First 1-4 of 4 Last

Postal Code	State	Suburb/Town/City	Post Office Box
7700	WCP	RONDEBOSCH	N
7701	WCP	RONDEBOSCH	Y
7780	WCP	RONDEBOSCH EAST	N
7780	WCP	RONDEBOSCH-OOS	N

3.

- Enter your **Address Details**

Edit Address

Country South Africa Change Country

Postal Code

Address Line 1

Address Line 2


Address Line 3

Address Line 4

Suburb/Town/City Postal Code

State/Province Western Cape



- Click on the **Lookup** icon  next to **Suburb/Town/City**
- Enter your **Suburb/Town/City**
- Click on the **Look Up** button
- Select your **Suburb/Town/City** from the list



Look Up Suburb/Town/City ✕

Postal Code

Suburb/Town/City

[Basic Lookup](#)

Search Results


View 100 First  1 of 1  Last

Suburb/Town/City
RONDEBOSCH

- Click on the **OK** button
- Click on the **Save** button
- Confirm your Change of Address by clicking the **OK** button

Change Address

Save Confirmation

 The Save was successful.

3. Updating your Contact Number/s

- Click on the **Phone Numbers** tab

Personal Information | **Security**




[Addresses](#) | [Names](#) | **[Phone Numbers](#)** | [Email Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#)

Phone Numbers

Below is a list of your phone numbers. To add a phone number, click Add a Phone Number. Each phone number must have a unique type. You may indicate your primary contact phone number by selecting the Primary Phone checkbox. If you select more than one checkbox, the last checkbox you selected will be saved as the Primary Phone Number.

You are allowed to add phone and fax numbers for Home, Term and Fee. You only add Term phone or fax numbers if it differs from your Home phone or fax numbers. Likewise you only add Fee phone or fax numbers if it differs from any of the above.


Please enter the phone number into the Telephone field starting with the dialling code followed by the number, for example 0215551234 or 0829993456. The system will automatically reformat the number. You are therefore not required to enter any spaces, slashes or brackets. Please do not use the Ext field.

*Phone Type	*Telephone	Ext	Country	Preferred	
Term (Phone) ▼	0215551234			<input type="checkbox"/>	
SA Cellular ▼	0829993456		SA	<input checked="" type="checkbox"/>	
Home (Phone) ▼	0215551234			<input type="checkbox"/>	

Add a Phone Number

Save

* Required Field

 [Go to top](#)

- **Edit** the Contact Number you wish to amend
- Click the **Save** button
- **Confirm** your Change by clicking the OK button

Phone Numbers

Save Confirmation



The Save was successful.

OK