

1. Logging In and Out PeopleSoft

Go to: http://studentsonline.uct.ac.za/

	IYUNIVESITHI YASEKAPA - UNIVERSITEIT VAN KAAPSTAD
Prote PC ur onseq nd Pa	ct Your Password. Do not divulge your password to anyone. Do not leav nattended if you are logged in. You and only you will bear the uences if there is damage or loss arising from abuse of your User ID ssword.
. Spec	ial pricing on laptops. <u>Read more</u>
VITENT Vease Lecord our Ac	ION IOS DEVICE USERS: do not view Academic Records on your IOS device. If your Academic is more than one page, you will only be able to view the first page of ademic Record due to a PeopleSoft compatibility issue with Safari. <u>View</u> <u>ademic Record on a PC</u>
lefore	your first login, manage your password: <u>http://password.uct.ac.za</u>
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Jefore Postgra Jinderg Studen	your first legin, manage your password: <u>http://password.uct.ac.za</u> iduate enquiries: <u>admissions-po@uct.ac.za</u> raduate enquiries: <u>admissions-uo@uct.ac.za</u> t support: <u>sss-helpdesk@uct.ac.za</u> Enter User ID in UPPER CASE
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lefore Postgra Jnderg ituden	your first legin, manage your password: <u>http://password.uct.ac.za</u> iduate enquiries: <u>admissions-po@uct.ac.za</u> raduate enquiries: <u>admissions-uo@uct.ac.za</u> t support: <u>sss-helpdesk@uct.ac.za</u> Enter User ID in UPPER CASE Password Sign In

- 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





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

UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVESITEIT YAN KAAPSTAD Student Administration System			^ . ∅		
	Student Center	Academic Progress	My Preferences	1.	
	iii l		Help		
				Sign Out	2.
		Report Type has not been setup for this page.			
	Grades	Financial Aid	Profile		
	e	2	♣		

- 2. Updating your Address Details
 - Click on the Student Center tile
 Student Center



Student Homepage	Student Center	r	Â	:	ø
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's Student Center					
Academics					
Search Enroll	Deadlines URL Gradebook	Search for Classes			
My Academics Change of Curriculum		▼ Holds			
Proof of Registration Progress Report	Weekly Schedule 🕨	No Holds.			
View my Communications	-	To Do List			
other academic 🗸 📎		No To Do's.			
		▼ Important Sites			
Personal Information	Contact Information	UCT Vula Exam TimeTable			
Contacts Names User Preferences	Home (Street)	Undergraduate Funding Assistance			
other personal V ()		As of 1 August 2016, first-time applications for financial aid will be handled centrally via NSFAS. For further information on the application process, please refer to <u>Undergraduate</u>			1
My Account	(j)	Student Funding.			

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



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• Click on the Address tab



Student Systems Support Documentation

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Personal Information Security	
Addresses <u>N</u> ames Phone Numbers <u>E</u> mail 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)	CERTIFICATION CONTRACTOR	Ø.	
Home(Pst)		L	

Click on the Edit § icon

Addresses	Addresses	â	:	Ø
Edit Address				
Country South Africa Postal Code	Change Country			
Address Line 1				
Address Line 2				
Address Line 3				
Address Line 4				
Suburb/Town/City	Postal			
State/Province	Code			
OK Cancel				



- Click on the Lookup icon ${}^{\bigcirc}$

< Addresses	Addresses	A : Ø
Edit Address		
Country South Africa Postal Code	Change Country	
Address Line 1 Address Line 2		
Address Line 3Address Line 4		
Suburb/Town/City State/Province	Q Postal Code	
OK Cancel		

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

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• Enter your Address Details

Edit Address

Country South Africa Postal Code 7701				Change Country
Address Line 1 PO Box				
Address Line 2				
Address Line 3				
Address Line 4				
Suburb/Town/City		Q	Postal 7701	
State/Province WCP	Western Cape		Code	
OK Cancel				



×

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

Postal Cod	e	7701	
Suburb/Town/Cit	ty begins wi	th 🔻	
Look Up	Clear	Cancel	Basic Lookup
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Search Result	S		
View 100 First	1 of 1	🕑 Last	
Suburb/Town/City			

• Confirm your Change of Address by clicking the **OK** button

Change Address

Save Confirmation

The Save was successful.



1



3. Updating your Contact Number/s

• Click on the Phone Numbers tab

Personal Information	Security				
<u>A</u> ddresses <u>N</u> ames P	hone Numbers	Email Addresses	Emergency Contacts	T	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) 🔻	0.2116771933680				Î
SA Cellular 🔻	01		0.27		Î
Home (Phone) 🔻	01111111111				Î
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