How to:

Get Started in Vula

Vula 11.x (Last updated: Feb 2023)

Centre for Innovation in Learning and Teaching, UCT

For more information, visit www.cilt.uct.ac.za/cilt/vulahelp

Welcome to Vula!

Vula is the University of Cape Town's official online learning management system. It houses websites for academic courses, student societies, study and research groups, faculty and departmental groups, as well as assorted projects and initiatives.

If you are a UCT staff member or registered student, you can access your sites by logging into the system using your network username and password. You may also create new sites that can be used, among other things, to store data, communicate with Vula users, simplify administration, collaborate with your peers, and present online content.

Getting started is easy. Simply follow the login instructions below and then begin exploring your Home page and your other sites. There are further 'How To' documents in Help to orientate you, as well as detailed, indexed content to guide you through the system. If you need further assistance or would like to talk to a member of the CILT Help team about setting up new sites on Vula, email cilt-helpdesk@uct.ac.za.

Logging in

1. Open an Internet browser and type http://vula.uct.ac.za into the address bar. Alternatively, go to the UCT homepage at http://www.uct.ac.za and use the Vula quick link.
2. If you are a UCT staff member or registered student, login by entering your network username and password in the top right hand corner.
3. If you are a guest user in Vula, use the login information that was sent to you via email. **Note:** Your username is your email address. If you don't remember your password, click the 'Reset Password' link in the left menu to have a new one sent to you.
4. Click 'Login'.

If you can't login

- Staff and students: Reset your password using the ICTS Password Self Service facility at https://password.uct.ac.za. For further support, contact the ICTS Helpdesk on 021-650-4500, see http://www.icts.uct.ac.za/managing_password#help or email icts-helpdesk@uct.ac.za.
- Guests: Reset your password at https://vula.uct.ac.za/password or contact the CILT Help team at cilt-helpdesk@uct.ac.za.

Arriving inside Vula

When you log in to Vula, you will find yourself in your own individual worksite, called **Home.** This is your own private site in Vula where you can manage your profile and preferences, store data, view consolidated calendar and announcement information and create new sites.

When you first arrive in Vula, click on 'Profile' in the left-side menu to **update your details**. You can also use the 'Preferences' tool ('Sites' tab) to **edit your favourite tabs** and **adjust your notification options.** (If you'd like step-by-step instructions on how to use these tools, separate 'How To' documents are available in Help.)

See also online videos at http://tinyurl.com/vula-video-tutorials. For further assistance, please contact cilt-helpdesk@uct.ac.za.