# Registration 2022

## Training – Introduction (Activity Guide Step 1 – 11)
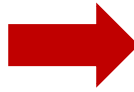
## All Students

- Go to the UCT Website: **www.uct.ac.za**
- Select the **Main tab**
- Scroll down and select I am a "Student" from the drop-down list
- Select AND I want "To Access PeopleSoft" from the drop-down list

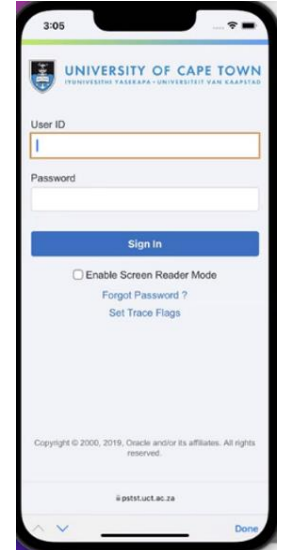You can also do these steps on your mobile

### 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.

I AM A [ student ]   AND I WANT [ to access PeopleSoft ]

- Enter your **student number** in the Enter User ID field in **UPPER CASE** e.g., XXXXYYY001
- Enter your UCT password in the Password field
- Click on the **Sign in button**

UNIVERSITY OF CAPE TOWN

i. Protect Your Password. Do not divulge your password to anyone. Do not leave a PC unattended if you are logged in. You and only you will bear the consequences if there is damage or loss arising from abuse of your User ID and Password.
ii. Special pricing on laptops. **Read more**

Before your first login, manage your password: http://password.uct.ac.za
Postgraduate enquiries: admissions-pg@uct.ac.za
Undergraduate enquiries: admissions-ug@uct.ac.za
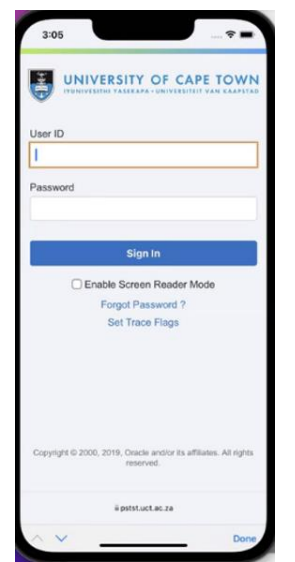Student support: sss-helpdesk@uct.ac.za

User ID

Password

Sign In

☐ Enable Screen Reader Mode

Forgot Password ?
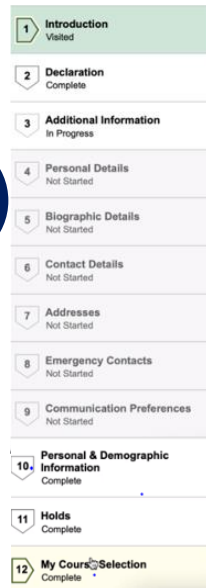
**03** Step 3: Access your Tasks

Click on Tasks

**To Do List**

Click on the University of Cape Town Registration task

| Task | Due Date | Status |
|------|----------|--------|
| University of Cape Town Registration | | In Progress |

UNIVERSITY OF CAPE TOWN

User ID

Password

Sign In

☐ Enable Screen Reader Mode

Forgot Password ?
Set Trace Flags

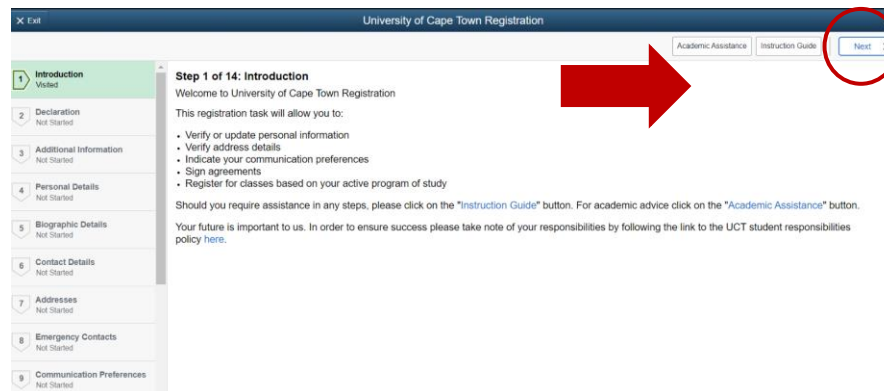Copyright © 2000, 2019, Oracle and/or its affiliates. All rights reserved.

**04** Your Activity Guide

**Step 1**
Introduction

• **Read the instructions displayed on each step of the activity guide and when you are done click the Next button**

**HELP!**

**What if you get stuck?**

• **The "Help" button will take you to a guide and video**

• **You can also phone the SSS Contact Centre for support on (021) 650 5227**

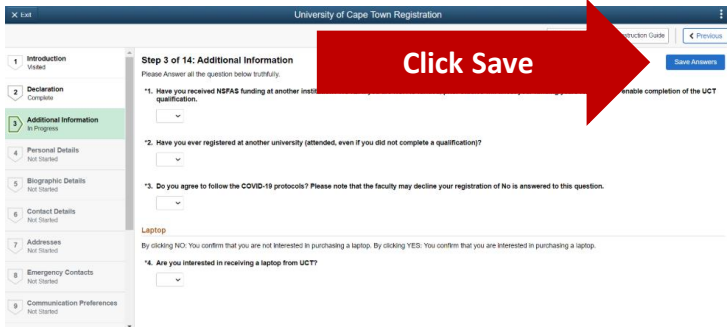• **By clicking on the Academic Assistance button, you will be directed to your faculty for assistance**

**Step 2: Declaration**

• **Read the declaration and accept the terms and conditions**

**Step 3: Additional Information**

The student answers the questions **(yes / no)**

**Click Save**

The student cannot make any changes to the questionnaire when the Save and below OK buttons are clicked

Answers cannot be changed once the page is saved. Select Ok to save or Cancel to review the answers again.

OK    Cancel

Next button will now appear

• The student answers yes to the question and receives an email message pointing them to the UCT Laptop Collection activity guide / task available in the Self-Service Tasks To Do list tile

**Click on Laptop Collection**

Activity Guide steps:
1. Introduction — Visited
2. Declaration — Complete
3. Additional Information — In Progress
4. Personal Details — Not Started
5. Biographic Details — Not Started
6. Contact Details — Not Started
7. Addresses — Not Started
8. Emergency Contacts — Not Started
9. Communication Preferences — Not Started
10. Personal & Demographic Information — Complete
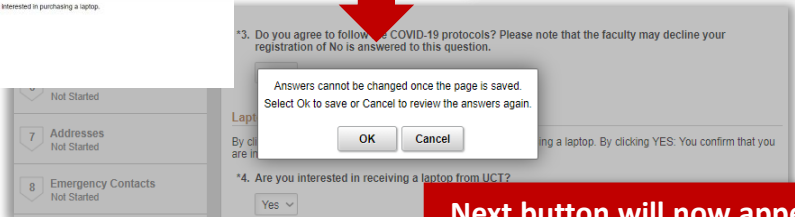11. Holds — Complete
12. My Course Selection — Complete

**To Do List**

| Task | Due Date | Status |
|------|----------|--------|
| UCT Laptop Collection | | Assigned |
| University of Cape Town Registration | | In Progress |
| Application Fee | | Initiated |

**Your Activity Guide**

1. Introduction — Visited
2. Declaration — Complete
3. Additional Information — In Progress
4. Personal Details — Not Started
5. Biographic Details — Not Started
6. Contact Details — Not Started
7. Addresses — Not Started
8. Emergency Contacts — Not Started
9. Communication Preferences — Not Started
10. Personal & Demographic Information — Complete
11. Holds — Complete
12. My Course Selection — Complete

Step 4: Personal Details

Step 5: Biographic Details

Step 6: Contact Details

Step 7: Addresses

Step 8: Emergency Contacts

Step 9: Communication Preference

Step 10: Personal & Demographic Information

**Step 11: Holds**

If you have no holds you can continue to Step 12. If there is a hold you will have to resolve this before you can continue

| | |
|---|---|
| 1 | Introduction — Visited |
| 2 | Declaration — Complete |
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| 4 | Personal Details — Not Started |
| 5 | Biographic Details — Not Started |
| 6 | Contact Details — Not Started |
| 7 | Addresses — Not Started |
| 8 | Emergency Contacts — Not Started |
| 9 | Communication Preferences — Not Started |
| 10 | Personal & Demographic Information — Complete |
| 11 | Holds — Complete |
| 12 | My Course Selection — Complete |

Examples:

- MoU / PPA

- International Students

**Hold Details**                                    ✕

**No Enrollment Activities**

Reason   International Student

If you are issued a study offer, you are required to produce a proof of payment of your fees to the International Academic Programmes Office (IAPO) before you can enroll in your degree programme

Complete

**Hold Details**                                    ✕

**No Enrollment Activities**

Reason   Immigration document required

If you are issued a study offer, you are required to produce a valid study visa endorsed for UCT and medical aid certificate from a South African medical aid scheme before you can enroll in your degree programme

Complete

**Your Activity Guide**

| | |
|---|---|
| 1 | **Introduction** Visited |
| 2 | **Declaration** Complete |
| 3 | **Additional Information** In Progress |
| 4 | **Personal Details** Not Started |
| 5 | **Biographic Details** Not Started |
| 6 | **Contact Details** Not Started |
| 7 | **Addresses** Not Started |
| 8 | **Emergency Contacts** Not Started |
| 9 | **Communication Preferences** Not Started |
| 10 | **Personal & Demographic Information** Complete |
| 11 | **Holds** Complete |
| 12 | **My Course Selection** Complete |

Self Service Registration



Blank Shopping Cart

Pre-populated shopping cart

Rule Based Programme enrolment

**Step 12: My Course Selection**

**Based on your Term activation the relevant registration method will open**

*Programme Enrolment (PE)*
*Students register using approved curriculum and rules configured in system. Any deviation requires approval from faculty (student deviating from rules, class clashes, added/deleted course etc).*

*Pre-populated shopping cart:*
*Shopping Carts have been configured for some postgraduate and one-year undergraduate programmes. This allows for all first-year students of those programmes to register themselves. In cases of full research Master's and Doctoral programmes, it allows all historical students to also register themselves.*

*Blank shopping cart:*
*Programmes that are not on Programme Enrolment yet or have no pre-configured Shopping Cart will register with a Blank Shopping Cart. Students select their courses in the system and submit their selection for approval.*

**1 Introduction** Visited

**2 Declaration** Complete

**3 Additional Information** In Progress

**4 Personal Details** Not Started

**5 Biographic Details** Not Started

**6 Contact Details** Not Started

**7 Addresses** Not Started

**8 Emergency Contacts** Not Started

**9 Communication Preferences** Not Started

**10 Personal & Demographic Information** Complete

**11 Holds** Complete

**12 My Course Selection** Complete

*You are active in the following Programme / Plan <Description (Code)>*

Shopping Cart

You are active and ready to enrol for the following programme/plan: Bachelor of Business Science (CB004)/ Finance with Accounting (CB004FTX04)

To start selecting your courses, please click on the "Add My Courses" button

OK

**Step 12: My Course Selection**

*Warning message will display if your courses are not ready yet and ask you to return and log back in about an hour*

*Add my Courses*

*Pre-populated shopping cart opens*

*Add Additional Courses*

- **What if you get stuck?**
- **You can phone the SSS Contact Centre for support on (021) 650 5227**