

# PEOPLESOFT

studentsonline.uct.ac.za

Basic things 1<sup>st</sup> year students at UCT need to know about PeopleSoft:

- **What is my password?**

It was sent to you in your "Application for Admission" letter from UCT's Admissions Office.

- **What happens if I can't login?**

Unfortunately we cannot assist you in resetting your password but you can try this:

- Log into the password self-service: **<http://password.uct.ac.za>**

*\*\*\* if you can log in here, you will be able to login to Peoplesoft.*

or

- If you can't log in to the password self-service:

*\*\*\* ask your faculty computer lab administrator to check your account and/or reset your password for you.*

## **1. Contact Information: Addresses, Telephone Numbers and Emergency Contacts**

This information must be up-to-date to ensure that communications reach you, and that you are contactable by University staff.

## **2. Bank Account Information**

No cash payments are made to students. Any financial aid allowances, bursary advances and other refunds will go to the bank account that you specify.

## **3. Course Registrations**

Make sure that your course registrations are correctly reflected, as late changes will incur fee penalties. Changes and refunds are not allowed after published deadlines.

## **4. Fee Account**

Check this regularly. Statements are posted out during the year to the address you provide. Note that course changes will affect fees.

## **5. Obtaining end-of-year results**

Your end-of-year results will be released in a downloadable verifiable format using self service at the end of the year. If you want a print version mailed to you, you must request this from the Student Records Office (Middle Campus) in advance.

## **6. Exam Timetable – locate it**

## **7. Collapsible Menu – locate it**

## **8. Proof of Registration – locate it**

**More info on :** <http://www.sss.uct.ac.za/students/>