PeopleSoft

Basic things that 1ˢᵗ year students at UCT need to know about PeopleSoft:

To access the Student Administration Self Service – PeopleSoft, follow this path from the UCT Website:

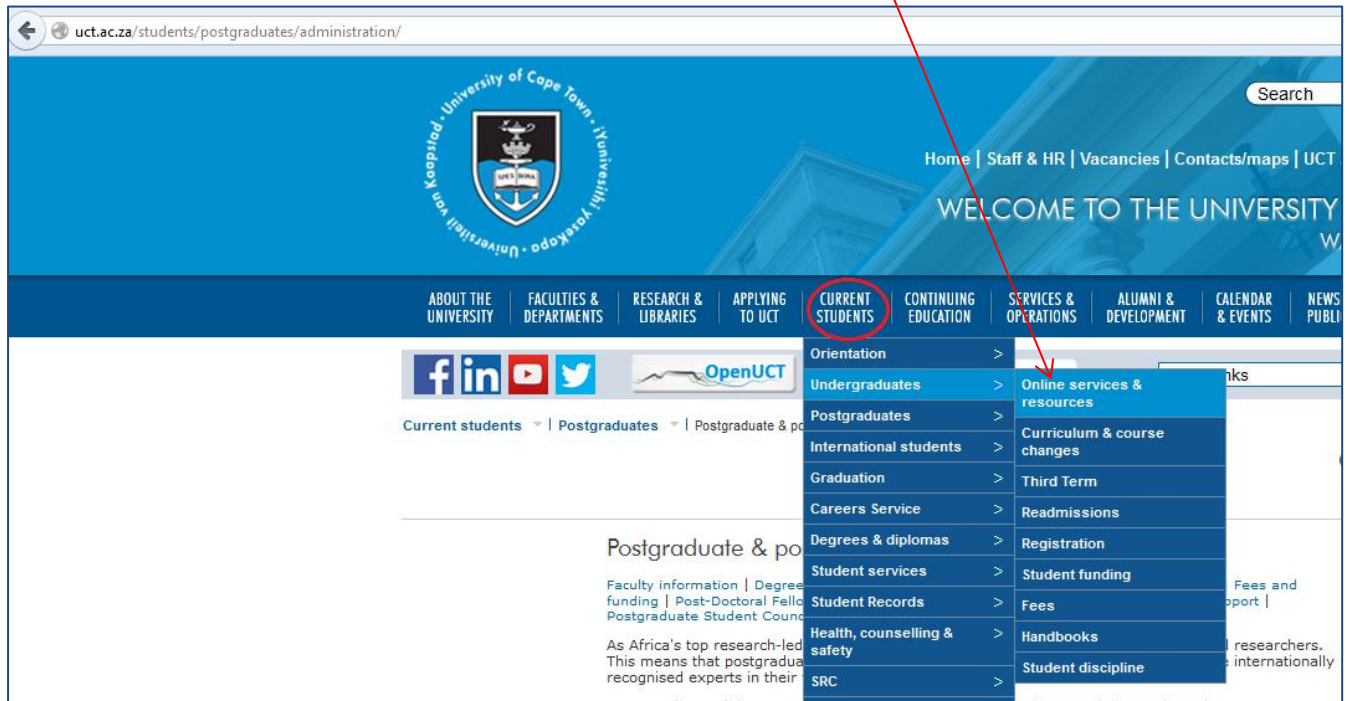- Current Students>Undergraduates>Online Services and Resources

Figure 1: Path to PeopleSoft

- Click on '**Student Administration Self Service'** (PeopleSoft)
- On the next screen, login with your User ID (your student number in Upper case) and your network password

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?

- If you are using a computer in the computer labs,
  - 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 login to the password self service:

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

- If you are using other devices or you are off-campus

  – Go to the password self service webpage at: **http://password.uct.ac.za**

  – Click on "**Forgot password?**" button

  – Username: your student number

  – Insert your mobile number and alternative address, as prompted

  ***** *A one-time password (OTP) token will be sent to you*

  ***** *You can now reset your password*

What can I do in the PeopleSoft Self Service page?

- Once you have successfully logged in, you will arrive at this screen (see Figure 2)
- Click on Self Service

Figure 2: Self Service screen

PeopleSoft features:

*There are a number of available features but this guide highlights a few of the '**Student Center**' options:*

1. **Contact Information: Addresses, Telephone Numbers and Emergency Contacts**
   This information must be up to date to ensure that post reaches 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 are not allowed after published deadlines.

4. **Fee Account**

   Check this regularly. Statements are posted out during the year. 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.

For more information and student help documentation, visit: http://www.sss.uct.ac.za/sss/students

PeopleSoft Helpdesk Email: sss-helpdesk@uct.ac.za

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