

Registration 2022

Training – Introduction (Activity Guide Step 1 – 11)

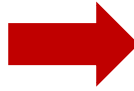
All Students



01

Step 1: Log into PeopleSoft

- 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



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 AND I WANT

You can also do these steps on your mobile



02

Step 2: Enter your login details

- Enter your **student number** in the Enter User ID field in **UPPER CASE** e.g., XXXXYYYY001
- Enter your UCT password in the Password field
- Click on the **Sign in button**



UNIVERSITY OF CAPE TOWN
UNIVERSITHI YASEKAPA - UNIVERSITEIT VAN KAAPSTAD

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

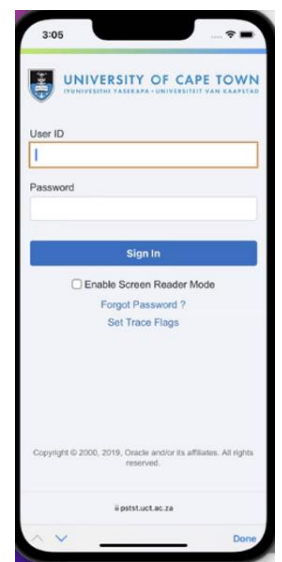
Enable Screen Reader Mode
[Forgot Password ?](#)

03

Step 3: Access your Tasks

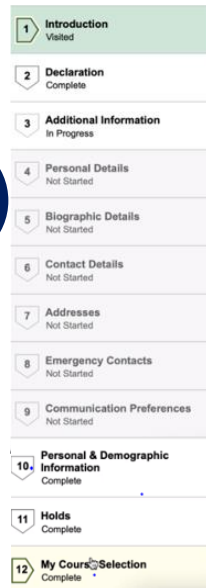


You can also do these steps on your mobile



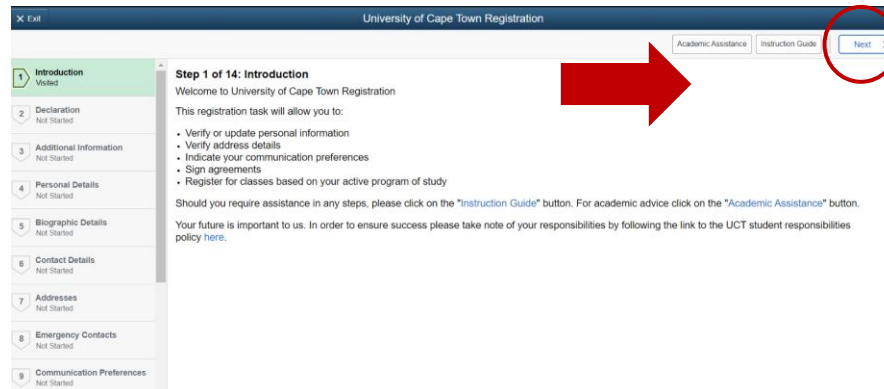
04

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



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

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

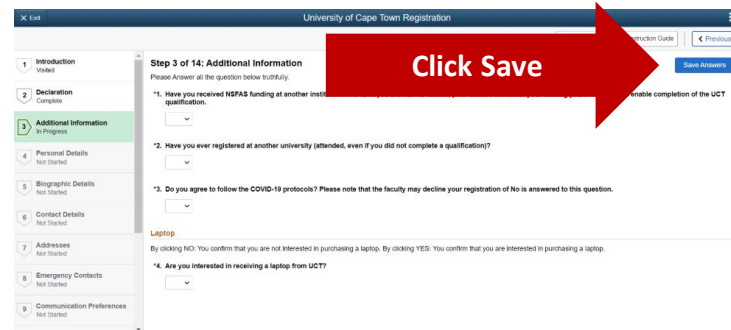
Step 2: Declaration

- Read the declaration and accept the terms and conditions

Step 3: Additional Information

The student answers the questions (yes / no)

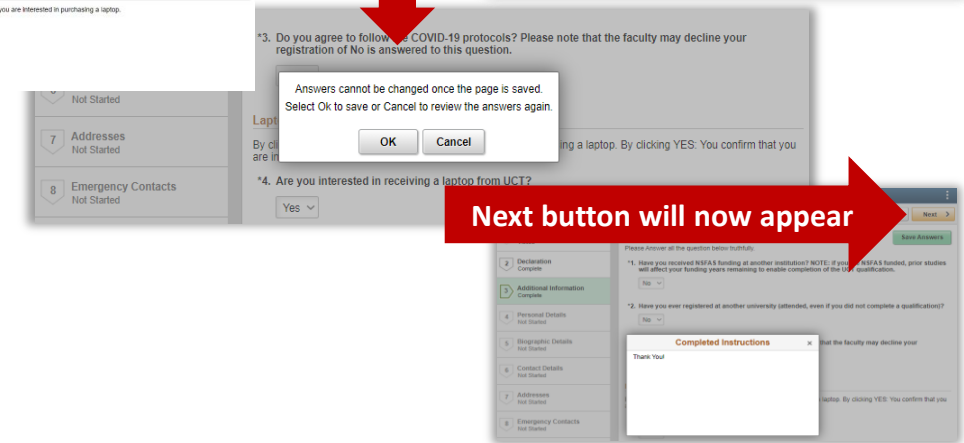
- The student answers yes to the question and receives an email message pointing them to the UCT Laptop Collection activity guide / task available in the Self-Service Tasks To Do list tile



Click Save



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



Next button will now appear



Click on Laptop Collection

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

Your Activity Guide

1	Introduction	Visited
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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

4

Name	Type	
	Primary	>
	Preferred	>
	Familiar	>

5

6

Email	Type	Preferred
	Fee	<input checked="" type="checkbox"/>
	Personal	<input type="checkbox"/>

Phone	Type	Preferred
	Non-SA Cellular	<input checked="" type="checkbox"/>
	Home (Fax)	<input type="checkbox"/>
	Home (Phone)	<input type="checkbox"/>

7

Address	From
	Current >

8

9

10

1. I have checked and updated my personal information and confirm that it is correct. Where I could not update a field with outdated personal information, I undertake to report this to the Faculty Office to be updated. I accept that if I do not do this I am in breach of rule 09.

2. I have checked the fee payer address on system and confirm that it is correct. Where it was not correct, I have updated it.

Agreement Date: 28/11/2021

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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

Examples:

- MoU / PPA
- International Students

Hold Details [x]

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 [x]

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](#)

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Self Service
Registration



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.

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- 11 Holds Complete
- 12 My Courses 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

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



University of Cape Town Registration

Program Enrollment

Add my Courses

University of Cape Town Registration

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Lecture - 2431	BUS 4027W Actuarial Science II: Assets	Full Year					54.00	
		Tutorial - 2432								
<input type="checkbox"/>	Open	Lecture - 2433	BUS 4028F Act Sci II: Fin Economics	Semester One					21.00	
		Tutorial - 1943								
<input type="checkbox"/>	Open	Lecture - 1942	BUS 4034S Professional Communication	Semester Two					27.00	
		Tutorial - 1943								
<input type="checkbox"/>	Open	Thesis - 2019	BUS 4128H Honours Research Project	Full Year					36.00	

Pre-populated shopping cart opens

University of Cape Town Registration

Blank Shopping Cart

Add Additional Courses



- What if you get stuck?
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