

REGISTRATION ACTIVITY GUIDE

USER MANUAL

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UNIVERSITY OF THE
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UNIVERSITEIT VAN DIE
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1. How to Access **Registration Activity Guide**?

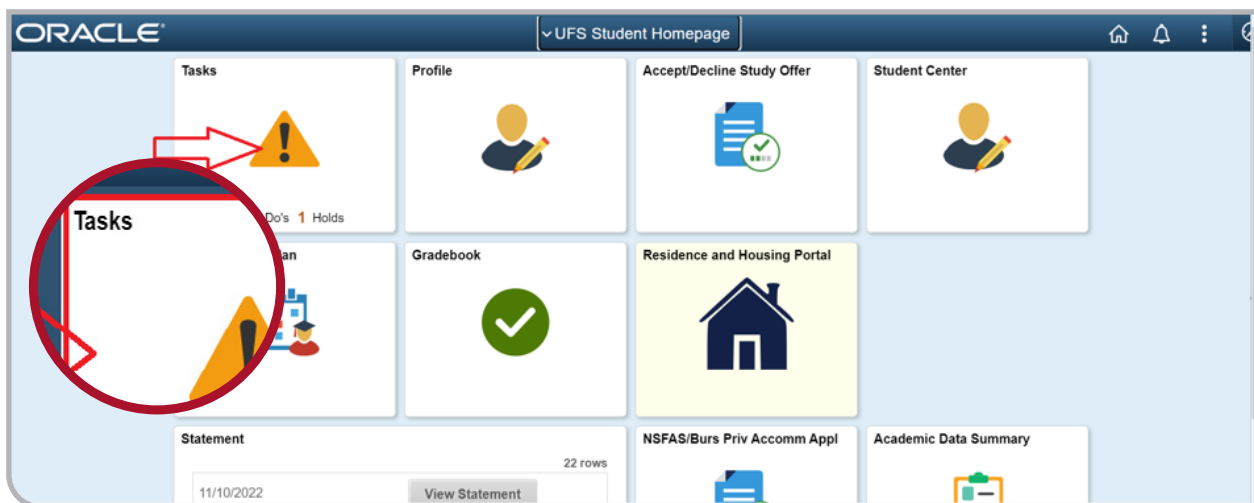
Navigate to the login page using the below link:

<https://pssa.ufs.ac.za/psp/csprd/?cmd=login&languageCd=ENG&>

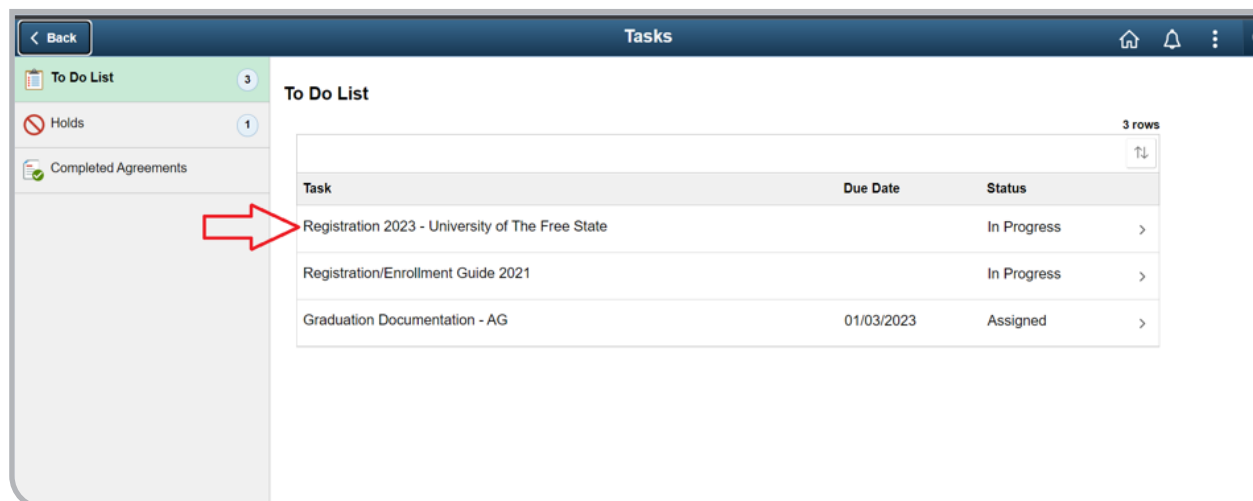


The image shows the Oracle PeopleSoft login page. At the top, the Oracle PeopleSoft logo is displayed. Below the logo, there are input fields for 'User ID' (containing '20175') and 'Password' (containing masked characters). A 'Select a Language' dropdown menu is set to 'English'. A green 'Sign In' button is located below the password field. To the right of the login fields, a red circular callout with a white border contains the text 'Enter Username and Password:'. Below the 'Sign In' button, there are links for 'Enable Screen Reader Mode' and 'Set Trace Flags'. At the bottom of the page, a small copyright notice reads: 'Copyright © 2000, 2017, Oracle and/or its affiliates. All rights reserved.'

Once you have successfully logged in, navigate to the '**Tasks**' tile.
Click on the '**Tasks**' tile, which will now allow you to navigate the tasks assigned.

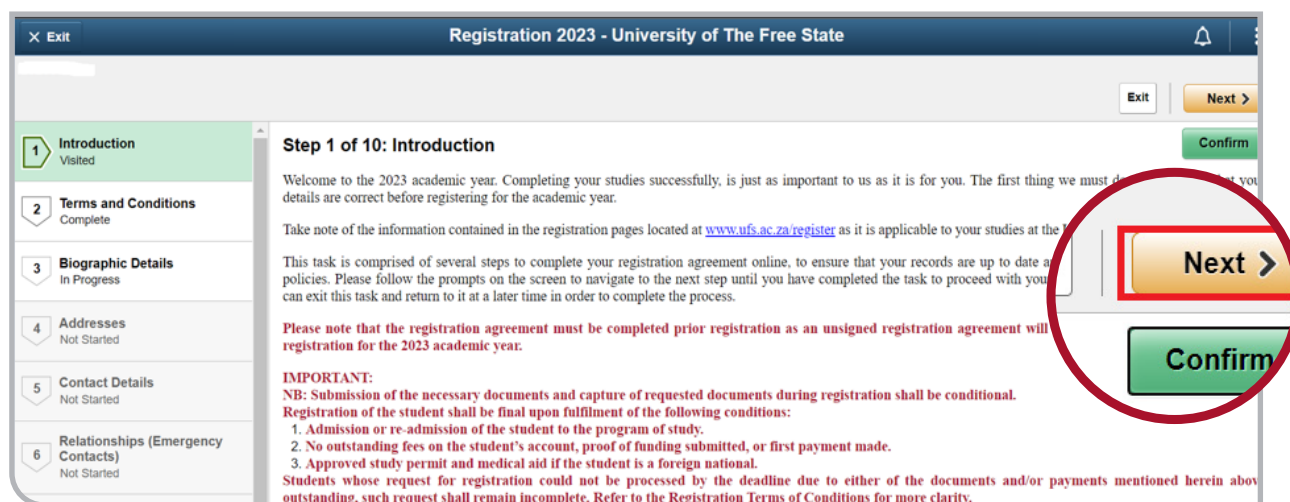


Click on the **Registration 2023 Activity Guide**; you are now ready to complete and submit the assigned Activity Guide.



Task	Due Date	Status
Registration 2023 - University of The Free State		In Progress
Registration/Enrollment Guide 2021		In Progress
Graduation Documentation - AG	01/03/2023	Assigned

The first step in completing the Activity Guide is the Introduction. In this step, you must read the introduction and click **'Next'** to proceed to the next step which will direct you to the **'Terms and Conditions'** page.



Step 1 of 10: Introduction

Welcome to the 2023 academic year. Completing your studies successfully, is just as important to us as it is for you. The first thing we must do is ensure that your details are correct before registering for the academic year.

Take note of the information contained in the registration pages located at www.ufs.ac.za/register as it is applicable to your studies at the University of the Free State.

This task is comprised of several steps to complete your registration agreement online, to ensure that your records are up to date and accurate. Please follow the prompts on the screen to navigate to the next step until you have completed the task to proceed with your registration. You can exit this task and return to it at a later time in order to complete the process.

Please note that the registration agreement must be completed prior registration as an unsigned registration agreement will not be accepted for registration for the 2023 academic year.

IMPORTANT:
NB: Submission of the necessary documents and capture of requested documents during registration shall be conditional. Registration of the student shall be final upon fulfilment of the following conditions:

1. Admission or re-admission of the student to the program of study.
2. No outstanding fees on the student's account, proof of funding submitted, or first payment made.
3. Approved study permit and medical aid if the student is a foreign national.

Students whose request for registration could not be processed by the deadline due to either of the documents and/or payments mentioned herein above outstanding, such request shall remain incomplete. Refer to the Registration Terms of Conditions for more clarity.

Next >

On this page, you must read the terms and conditions (Contract) then accept by clicking the **'Accept'** button which will direct you to the **'Biographic Details'** page.



Step 2 of 10: Terms and Conditions

TERMS AND CONDITIONS OF REGISTRATION

Carefully read through these terms and conditions of registration and click "accept" to proceed with your registration at the University of the Free State.

Kindly take note that clicking "accept" constitutes your acceptance and consent to be bound by these terms and conditions of registration.

1. Undertaking and declaration
I, the student, hereby --

1.1 acknowledge that the provisions of the agreement concluded between myself and the University of the Free State (hereinafter referred to as the "UFS") study together with all additional documents which I have submitted to the UFS during the application and admission process, preceding this registration process, are binding and shall remain in force, notwithstanding the provisions hereof.

1.2 acknowledge that, to the extent that there is any conflict between this document and the Application Documents, the provisions of this document shall prevail.

1.3 consent and accordingly permit the UFS to enquire about and verify my qualifications already obtained, or any other information which I have provided to the UFS and/or any preceding processes related to my studies at the UFS.

1.4 acknowledge and accordingly consent that the UFS may during the course of my studies and relationship with the UFS collect my personal information, which includes, but is not limited to, personal, identifying, contact, residential, financial, medical, biometric, correspondence, criminal, educational, employment and behavioural information, as well as any other information which may be required for the purposes of the UFS and its related activities and interpretations in respect of any of the aforesaid ("Personal Information") and which Personal Information, subject to paragraphs 1.6 and 1.20, the UFS may collect, store, process, transfer or otherwise process, as contemplated in terms of the Protection of Personal Information Act 4 of 2013 (hereinafter referred to as the "Act") for all purposes falling within the scope of the UFS and its related activities and course related to this registration process and/or my studies at the UFS, including without limitation the following:

1.4.1 as part of this registration process and for the purpose of registering as a student at the UFS, (including all preceding processes related to such registration);

1.4.2 in order to effect, establish, aid, grant or for any other process which may otherwise be related to the continuation of my academic studies at the UFS;

1.4.3 participating in the study programme to which I have been admitted (hereinafter referred to as the "Programme") and all related activities thereto.

Accept

On this page, you can add, edit, and save your biographic details. Click on the **'Next'** button, which will direct you to the **'Addresses'** page.

The screenshot shows the 'Registration 2023 - University of The Free State' interface. On the left, a sidebar lists steps 1 through 6: Introduction (Visited), Terms and Conditions (Complete), Biographic Details (Complete), Addresses (Complete), Contact Details (Complete), and Relationships (Emergency Contacts) (Complete). The main area is titled 'Step 3 of 10: Biographic Details'. It features a section for 'Preferred Personal Identity' with a table of fields and values.

Field	Value
Preferred Pronouns	No value defined
Gender Identity	No value defined
Ethnic Identity	No value defined

Navigation buttons at the top right include 'Exit', '< Previous', and 'Next >'. A 'Confirm' button is located at the bottom right.

On this page, you can add, edit, and save your address details. Once you have confirmed your information, click on the **'Confirm'** button to navigate to the next screen then click **'Next'** button, which will direct you to the **'Contact Details'** page.

The screenshot shows the 'Registration 2023 - University of The Free State' interface. The sidebar on the left shows steps 1 through 6, with 'Addresses' highlighted as the current step. The main area is titled 'Step 4 of 10: Addresses'. It contains a section for 'Home Address' with a form to add a new address. The form has fields for 'Address' and 'From'. Below the form, there is a list of addresses, including 'Tielman Roos Douglas Valley Bloemfontein Free State Province 9301' marked as 'Current'. A 'Mailing Address' section is also visible at the bottom. Navigation buttons at the top right include 'Exit', '< Previous', and 'Next >'. A 'Confirm' button is located at the bottom right.

On this page, you can add, edit, and save your contact details. Once you have confirmed your information, click on the **'Confirm'** button to navigate to the next screen.

The screenshot shows the 'Registration 2023 - University of The Free State' interface. The sidebar on the left shows steps 1 through 6, with 'Contact Details' highlighted as the current step. The main area is titled 'Step 5 of 10: Contact Details'. It contains a section for 'Email' with a table of email addresses and types. Below the table, there is a section for 'Phone' with a form to add a new phone number. The form has fields for 'Phone' and 'Type'. A 'Confirm' button is highlighted with a red box at the bottom right. A red circle highlights the 'Confirm' button in the bottom right corner of the page.

Email	Type	Preferred
mai@gmail.com	Home	✓
...@ufs4life.ac.za	Campus	

Navigation buttons at the top right include 'Exit', '< Previous', and 'Next >'. A 'Confirm' button is located at the bottom right.

On this page, you can add, edit, and save your relationships (emergency contact). To add relationships (emergency contact), click on the **Add Relationship** button.

This screenshot shows the 'Step 6 of 10: Relationships (Emergency Contacts)' page. On the left, a sidebar lists steps 1 through 7, with step 6 highlighted. The main area contains a table with columns for 'Relationship', 'Guardian Relationship', and 'Name'. Two rows are visible: 'Spouse' with 'Emergency Contact' as the guardian relationship, and 'Other' with 'Emergency Contact' as the guardian relationship. Below the table are 'Add Relationship' and 'Confirm' buttons. A red circle highlights the 'Add Relationship' button. A blue banner on the right contains the text: 'Once you have confirmed your information, click on the **Confirm** button to navigate to the next screen which will direct you to the **Registration Holds** page.'

Relationship	Guardian Relationship	Name
Spouse	Emergency Contact	
Other	Emergency Contact	

Add Relationship **Confirm**

On this page, you can view your registration holds. Once you have viewed the registration holds, click on the **Continue** button to navigate to the next screen which will direct you to the **Employment Current Year** page.

This screenshot shows the 'Step 7 of 10: Registration Holds' page. The sidebar on the left highlights step 7. The main area displays the text 'No current hold information found.' and a green 'Continue' button. A red circle highlights the 'Continue' button.

Continue

On this page, you can select the employment status from the drop-down options. Once you have selected the employment status,

This screenshot shows the 'Step 8 of 10: Current Year Activity' page. The sidebar on the left highlights step 8. The main area contains the text 'Please indicate your employment status for the current year:' followed by a table with columns for 'Academic Year' and '*Employment Status'. The 'Academic Year' is set to '2023' and the '*Employment Status' is a dropdown menu currently showing 'Student'. Below the table is a green 'Save' button.

Academic Year	*Employment Status
2023	Student

Save

click on the '**Save**' and '**Next**' buttons to navigate to the next screen which will direct you to the 'Programme Confirmation' page.

The screenshot shows the 'Registration 2023 - University of The Free State' interface. On the left, a sidebar lists steps 2 through 7, all marked as 'Complete'. The main content area is titled 'Step 8 of 10: Current Year Activity' and asks the user to indicate their employment status for the current year. The 'Academic Year' is set to 2023. The 'Employment Status' dropdown menu is open, showing options: 'Employed another organisation', 'Employed by the UFS', and 'Student'. The 'Student' option is highlighted. A red circle highlights the 'Save' button and the dropdown menu. A red circle also highlights the 'Employment Status' dropdown menu options.

On this page, you can view and confirm your study programme. Click on the '**Confirm**' button, which will direct you to the '**Complete**' page.

The screenshot shows the 'Registration 2023 - University of The Free State' interface. On the left, a sidebar lists steps 2 through 7, all marked as 'Complete'. The main content area is titled 'Step 9 of 10: Program Confirmation' and asks the user to confirm the program(s) they are active for. A table displays the following information:

Academic Plan	Description	Campus	Indication
BC618084	... in Management Development	Bloemfontein Campus	

Below the table, there is a 'Confirm' button. A red circle highlights the 'Confirm' button.

On this page, you will submit the Activity Guide by clicking on the '**Submit**' button.

The screenshot shows the 'Registration 2023 - University of The Free State' interface. On the left, a sidebar lists steps 3 through 8, all marked as 'Complete'. The main content area is titled 'Step 10 of 10: Complete' and thanks the user for completing the registration agreement. It provides information about the last date for cancellation of first semester and year modules (with financial credit) as 31 March 2023, and the last date for cancellation of modules (with financial credit) as 15 August 2023. It also states that the user can now proceed to register for the programme/plan and module codes for the 2023 academic year. A red circle highlights the 'Submit' button.

