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COMMUNICATION AND MARKETING
KOMMUNIKASIE EN BEMARKING

ABOUT THE APP

- REAL-TIME URGENT and EMERGENCY COMMUNICATION
- Free to download
- Free when connected to the UFS Wi-Fi network
- Update your cellphone number – PeopleSoft HR
<https://intranet.ufs.ac.za/Pages/StaffIntranet.aspx>
- Activate notification settings
- Difficulties registering on the app, contact:
051 401 2000 | ufs@service-now.com

More information: www.ufs.ac.za/kovsieappstaff

DOWNLOAD THE APP



<http://bit.ly/KovsieAppAndroid>



<http://bit.ly/KovsieAppApple>

REGISTER ON THE APP

1. Tap on “Login Here”



3. Enter your staff username and password

A screenshot of the 'Register on App' screen. The title bar is dark blue with a white back arrow and the text 'Register on App'. Below the title bar, the text reads 'Please login with your UFS username and password details'. There are two input fields: 'Student Number or Username' with a person icon and the text 'smithjjs', and 'UFS Password' with a lock icon and a visibility toggle (an eye icon). A teal progress indicator is visible below the password field.

2. Accept the Terms and Conditions

A screenshot of a dialog box titled 'Terms and conditions'. The text inside reads 'Please indicate that you accept our [Terms and conditions](#) and [Privacy Policy](#).' At the bottom, there are two buttons: 'Accept' and 'Cancel'.

4. Choose and enter a secure six-digit PIN

A screenshot of the PIN entry screen. It features two input fields for a six-digit PIN. The first field contains the PIN '657982' and has a lock icon and a visibility toggle (an eye icon). The second field is labeled 'Confirm Pin' and also has a lock icon and a visibility toggle. A teal progress indicator is visible below the second field.

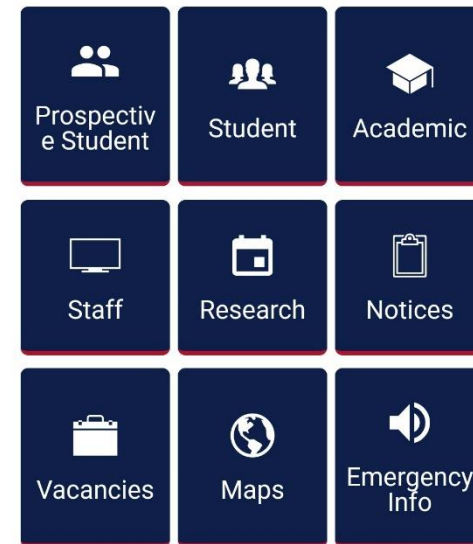
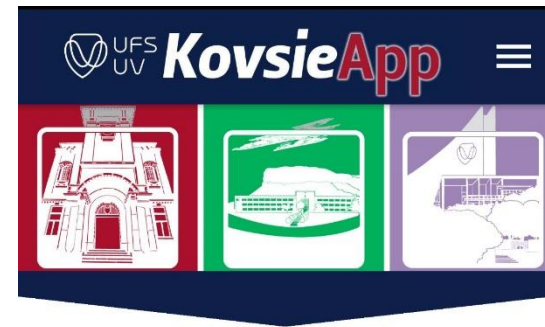
REGISTER ON THE APP

5. Wait for the validation code via SMS on your mobile device's number

An OTP will be sent to *****5555.
If this is not your cellphone number, contact the helpdesk to update it. If the cellphone number is correct, click 'Next'.

6. Enter the validation OTP in the app

7. Your name and registered telephone number will now appear in the red bar across the bottom of the KovsieApp home screen (see screenshot alongside)



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Thank you

www.ufs.ac.za/kovsieappstaff

