

Online Registration User Manual

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UNIVERSITY OF THE
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1. How to Access Online Registration?

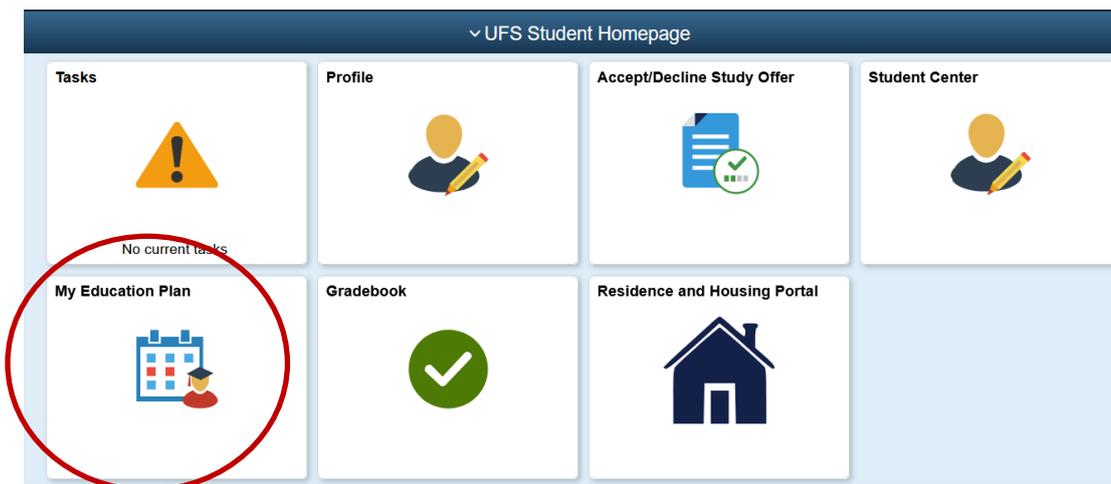
User must navigate to the login page using following link: <https://pssa.ufs.ac.za/psp/csprd/?cmd=login&languageCd=ENG&>

Enter username and password:



The image shows the Oracle PeopleSoft login interface. At the top, the Oracle and PeopleSoft logos are displayed. Below the logos, there are three input fields: 'User ID', 'Password', and 'Select a Language'. The 'Select a Language' dropdown menu is currently set to 'English'. A green 'Sign In' button is located below the input fields. At the bottom of the form, there are two checkboxes: 'Enable Screen Reader Mode' and 'Set Trace Flags'.

Once the user has successfully logged in, they must navigate to the 'My Education Plan' tile.



The image shows the UFS Student Homepage dashboard. The dashboard is titled 'UFS Student Homepage' and contains several tiles. The tiles are: 'Tasks' (with a warning icon and the text 'No current tasks'), 'Profile' (with a person icon), 'Accept/Decline Study Offer' (with a document icon and a green checkmark), 'Student Center' (with a person icon), 'My Education Plan' (with a calendar icon and a person icon, circled in red), 'Gradebook' (with a green checkmark icon), and 'Residence and Housing Portal' (with a house icon).

Please note:

Use the Education Plan to review program requirements and select optional courses. Use the enrollment button to add or remove courses. The Update Planner button saves your selections.

Overview: Use the Program Overview to your review your program requirements. Expand all or any requirement to see additional information about the program and its course requirements. Click the Plan icon to select optional courses. Click the Prepare icon to select, save and enroll in classes. Click the Enroll icon to view your class schedule.

Use My Classes to view your class schedule. Choose the Weekly Calendar option to view your schedule in a calendar format. Search for courses to enroll in using the Add Courses button. To finalize pending enrollment, click on the Schedule Builder link. A checkbox will be available next to classes that can be dropped. Click Drop Selected to submit.

Use the Schedule Builder to temporarily save classes until it is time to enroll for this term. Click choose main section to a select a class section, click change main section to select a different class section. Related sections can be changed using the change button when available. Click Add/Change Courses to add or changes courses. Click Enroll in Classes when ready to enroll.



2. How to Add a Module?

Courses that must be taken in BC635050 Year 3, Semester 1:

Select	Status	HTML Area	Descr2	Credits
	☆	EMAC2714: Managerial Accounting	Compulsory Modules	16.00
	☆	and EBUS2715: Strategic Management	Compulsory Modules	20.00
		and BC636050 Year 3, Year Modules	Year Course List	
■		EACC3708: Financial Accounting	Elective Modules	32.00
■		and EODT2708: Dynamic understanding of audit	Elective Modules	32.00
■		and EBEL2708: Taxation	Elective Modules	32.00

Build Schedule

The user must click on the 'Enrol' button. To add modules, the user must click on the 'Build Schedule' button.

Susisiwe Buthelezi

Overview | Banning | **Enrollment** | Results

My Schedule Builder | My Classes | My Activities | My Exams | Best Exam Selection

My Schedule Builder

Use the Schedule Builder to temporarily save classes until it is time to enroll for this term. Click choose main section to select a class section, click change main section to select a different class section. Related sections can be changed using the change button when available. Click Add/Change Courses to add or changes courses. Click Enroll in Classes when ready to enroll.

University of the Free State | BCom (Accounting) Change Program

University of the Free State | Undergraduate | 2021 Semester 1 BC635050 Year 3, Semester 1

University of the Free State | Undergraduate | 2020 Semester 1
 University of the Free State | Undergraduate | 2020 Semester 2
 University of the Free State | Undergraduate | 2020 Semester 1
 University of the Free State | Undergraduate | 2020 Semester 2
 University of the Free State | Undergraduate | 2021 Semester 1
 University of the Free State | Undergraduate | 2021 Semester 2

Weekly Calendar View

By clicking on the 'Build Schedule' button, the user will be directed to the next page. On this page, the user must select the correct YEAR and SEMESTER from the dropdown options.

Once the correct YEAR and SEMESTER have been selected, the available modules will be displayed in the 'Pending Enrolment' grid.

University of the Free State | Undergraduate | 2021 Semester 1 BC635050 Year 3, Semester 1

Select Display Option List View Weekly Calendar View

Pending Enrolment

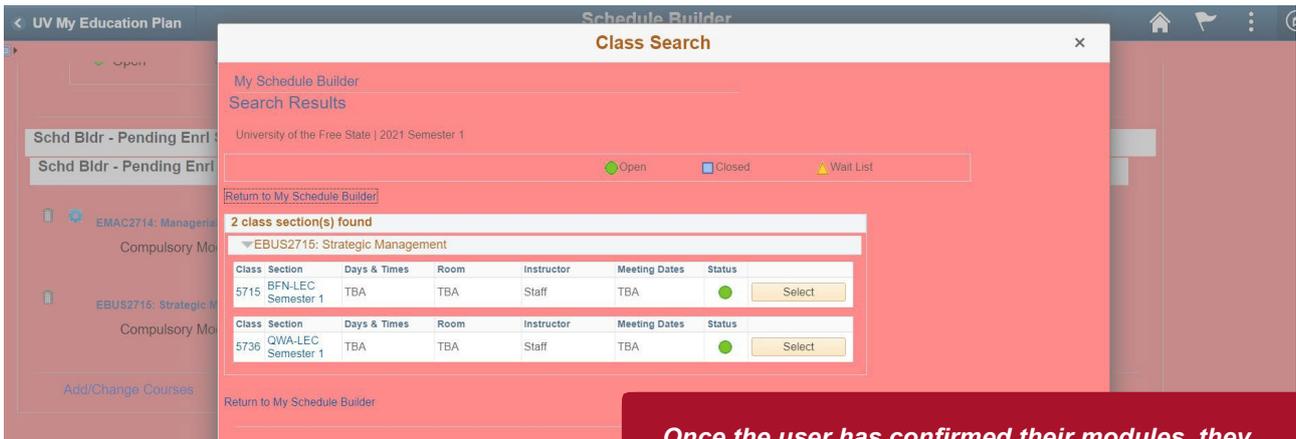
Open Closed Wait List None Selected

EMAC2714: Managerial Accounting Compulsory Modules 16.00 Credits	BFN - Lecture TBA
EBUS2715: Strategic Management Compulsory Modules	None Selected Choose Main Section

[Add/Change Courses](#) [Audit](#) [Enroll In Classes](#)

On the 'Pending Enrolment' grid, the user has the following options:

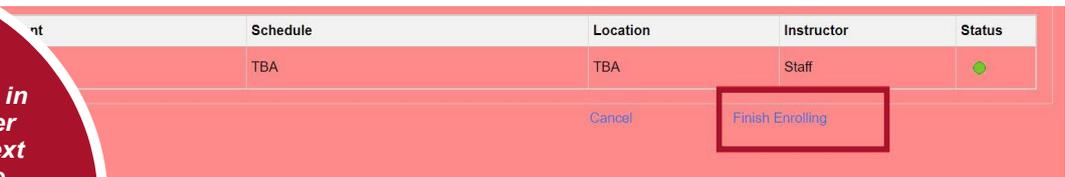
- A** Choose the correct campus to attend classes by clicking on the 'Choose Main Section' link.
- B** The user can also remove modules they don't want to register by clicking on the 'Delete' icon.



Once the user has confirmed their modules, they must click the 'Enrol in Classes' button to continue with registration.



By clicking on the 'Enrol in Classes' button, the user will be directed to the next page. On this page, the user must click the 'Finish Enrolment' button to complete registration.



By clicking on the 'Finish Enrolment' button, the user will be directed to the next page. On this page, the user will view the status of the modules.

Busisiwe Buthelezi

Overview | Planning | **Enrollment** | Results

My Schedule Builder | My Classes | My Activities | My Exams | Resit Exam Selection

My Schedule Builder

University of the Free State | Undergraduate | 2021 Semester 1 | BC635050 Year 3, Semester 1

Success: enrolled
 Error: unable to add class

	Message	Status
1 EMAC2714: Managerial Accounting	Success: This class has been added to your schedule.	<input checked="" type="checkbox"/>
2 EBUS2715: Strategic Management	Success: This class has been added to your schedule.	<input checked="" type="checkbox"/>

[Return to Schedule Builder](#)
[My Activity Details](#)
[My Classes](#)

If the user wants to add failed modules from the previous year:

The user needs to click on the module to add it by clicking on the check box. Once the user has selected their modules, they must click the **'Update Planner'** button to continue with registration.

Courses that must be taken in BC635050 Year 1, Semester 1:

Select	Status	HTML Area	Descr2	Credits
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EBUS1614: Fundamental Business Functions	Compulsory Modules	16.00
	<input checked="" type="checkbox"/>	EACC1614: Accounting	Compulsory Modules	16.00
	<input checked="" type="checkbox"/>	and EECF1614: Economic systems and basic mic	Compulsory Modules	16.00
	<input checked="" type="checkbox"/>	and EBUS1514: Business Functions	Compulsory Modules	16.00
	<input checked="" type="checkbox"/>	and LMER1514: Commercial Law	Compulsory Modules	16.00
	<input checked="" type="checkbox"/>	and EQMB 1514: Quantitative Methods for Busin	Compulsory Modules	16.00
	<input checked="" type="checkbox"/>	and UFSS1504: Undergraduate Core Curriculum	Compulsory Development	16.00
	<input checked="" type="checkbox"/>	and EALE1508 Extended Curriculums	Compulsory Development	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	EALE1508: English Academic Literacy in E	Year Course List	32.00

3. How to Drop Modules?

Navigate to the 'My Classes' tab: Select classes to drop by ticking the select box:

The screenshot shows the 'My Classes' interface. At the top, there are tabs for 'Overview', 'Planning', 'Enrollment', and 'Results'. Below these are sub-tabs: 'My Schedule Builder', 'My Classes' (circled in red), 'My Activities', 'My Exams', and 'Resit Exam Selection'. The main heading is 'My Classes'. Below this is a paragraph of instructions: 'Use My Classes to view your class schedule. Choose the Weekly Calendar option to view your schedule in a calendar format. Search for courses to enroll in using the Add Courses button. To finalize pending enrollment, click on the Schedule Builder link. A checkbox will be available next to classes that can be dropped. Click Drop Selected to submit.' Below the instructions, it says 'University of the Free State | BCom (Accounting)' with a 'Change Program' button. There are dropdown menus for 'University of the Free State | Undergraduate | 2021 Semester 1' and 'BC635050 Year 3, Semester 1'. There are radio buttons for 'List View' (selected) and 'Weekly Calendar View'. Below that are buttons for 'Drop Selected' and 'Add Courses', and a message 'You have 1 class in the Schedule Builder'. At the bottom, there are status indicators: 'Enrolled' (green check), 'Dropped' (blue X), and 'Wait Listed' (yellow triangle). A class 'EBUS2715: Strategic Management' is listed with a select box circled in red.

This is a close-up of the class details for 'EBUS2715: Strategic Management'. It shows a table with columns: Status, Enrollment Category, Waitlist Position, Units, Grading, Grade Requirement Designation, Program, and Deadlines. The row shows 'Compulsory Modules' with a green checkmark, '0' units, and '20.00 Graded'. Below this is another table with columns: Section, Component, Days & Times, Room, Instructor, and Start/End Date. The row shows 'BFN Lecture', 'TBA', 'TBA', 'Staff', and '03/01/2021 - 06/11/2021'. At the bottom right, there are 'Cancel' and 'Finish Dropping' buttons, with 'Finish Dropping' circled in red.

To continue, select the 'Finish Dropping' link.

Once the user has clicked 'Finish Dropping', they will be directed to the next screen. On this screen, the user can confirm the dropped class and click on 'Done'.

The screenshot shows the 'My Classes' interface after a successful drop. It displays a message box with a green checkmark and the text 'Success: dropped' and a red X with the text 'Error: unable to drop class'. Below this is a table with columns: Message and Status. The row shows '1 EBUS2715: Strategic Management' with the message 'Success: This class has been removed from your schedule.' and a green checkmark. At the bottom right, there is a 'Done' button circled in red.