

# REGISTRATION ACTIVITY GUIDE

# USER MANUAL

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through quality, impact, and care.*

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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/pspr/?cmd=login&languageCd=ENG&>

ORACLE  
PEOPLESOFT

User ID  
20175

Password  
\*\*\*\*\*

Select a Language  
English

Sign In

Enter Username and Password:

Enable Screen Reader Mode  
Set Trace Flags

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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.

ORACLE

UFS Student Homepage

Tasks

Profile

Accept/Decline Study Offer

Student Center

Gradebook

Residence and Housing Portal

Statement

NSFAS/Burs Priv Accompl

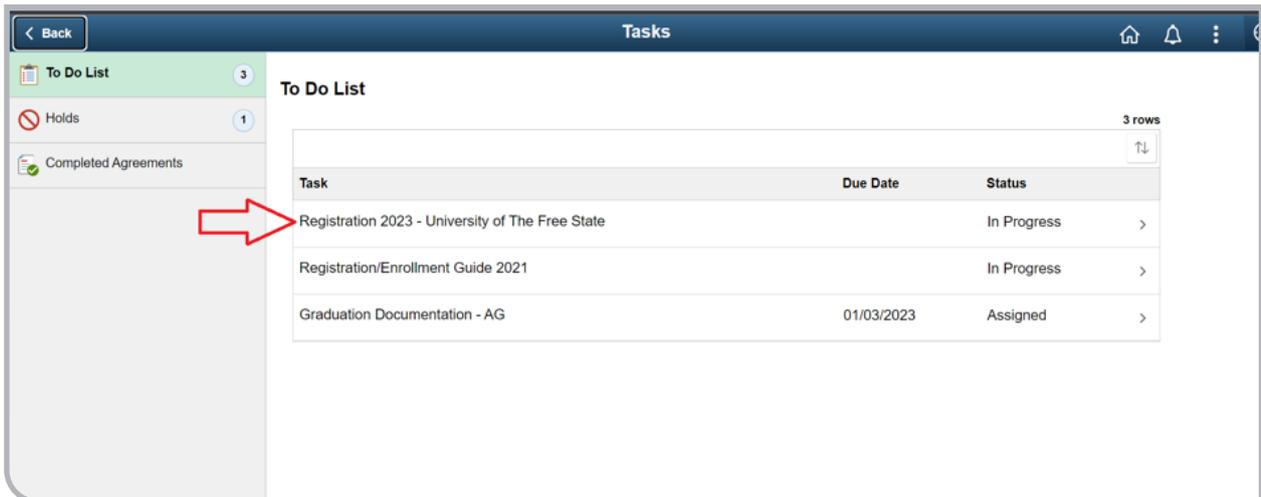
Academic Data Summary

Do's 1 Holds

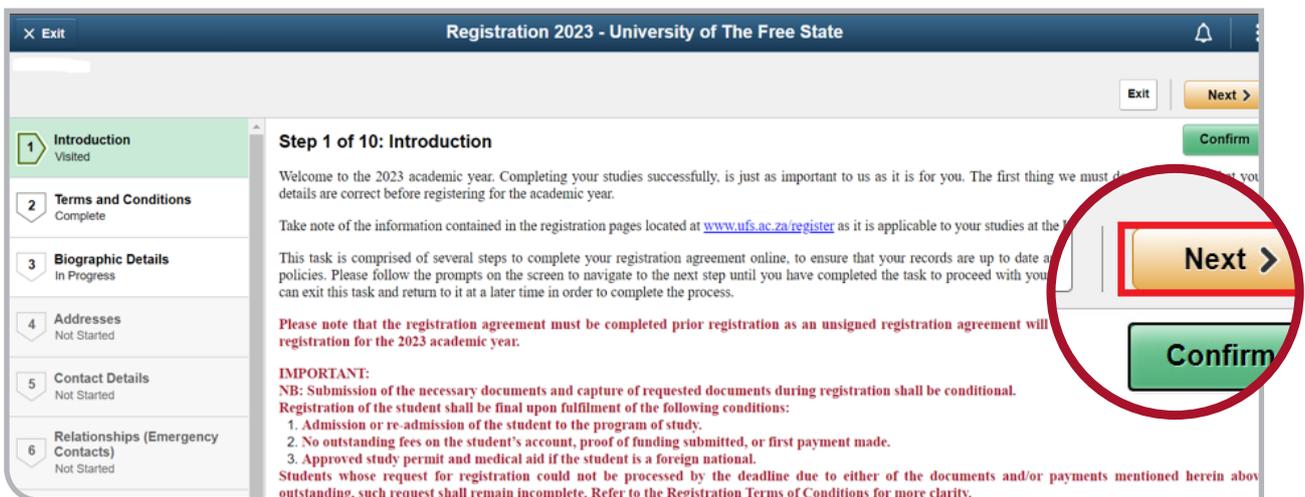
View Statement

22 rows

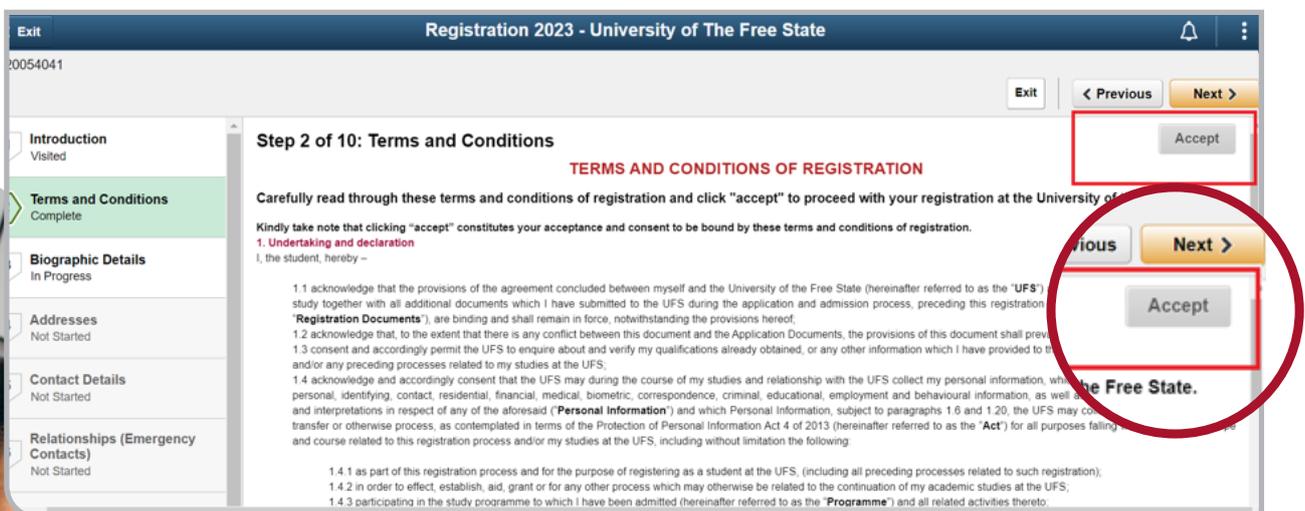
Click on the **Registration 2023 Activity Guide**; you are now ready to complete and submit the assigned Activity Guide.



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.



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.



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 'Step 3 of 10: Biographic Details' page. The left sidebar lists steps 1 through 6, with 'Biographic Details' (step 3) highlighted in green. The main content area is titled 'Step 3 of 10: Biographic Details' and contains a section for 'Preferred Personal Identity'. This section includes a table with the following data:

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 top right of the main content area.

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 'Step 4 of 10: Addresses' page. The left sidebar lists steps 1 through 6, with 'Addresses' (step 4) highlighted in green. The main content area is titled 'Step 4 of 10: Addresses' and contains a section for 'Home Address'. This section includes a table with the following data:

Address	From	
Tielman Roos Douglas Valley Bloemfontein Free State Province 9301	Current	>

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

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 'Step 5 of 10: Contact Details' page. The left sidebar lists steps 1 through 6, with 'Contact Details' (step 5) highlighted in green. The main content area is titled 'Step 5 of 10: Contact Details' and contains a section for 'Email'. This section includes a table with the following data:

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 top right of the main content area. A red circle highlights the 'Confirm' button in the bottom right corner of the page.

Click on the **'Confirm'** button, which will direct you to the **'Relationships (Emergency Contact)'** page.

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

Step 6 of 10: Relationships (Emergency Contacts)

Relationship	Guardian Relationship	Name
Spouse	Emergency Contact	>
Other	Emergency Contact	>

**Add Relationship** **Confirm**

Other

**Add Relationship**

**Confirm**

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.

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.

Step 7 of 10: Registration Holds

No current hold information found.

**Continue**

No current hold information found.

**Continue**

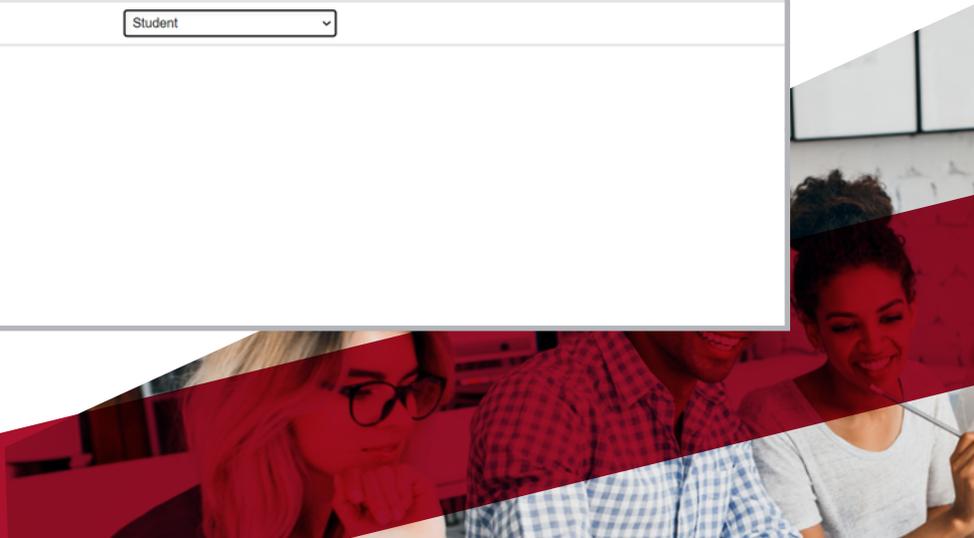
On this page, you can select the employment status from the drop-down options. Once you have selected the employment status,

Step 8 of 10: Current Year Activity

Please indicate your employment status for the current year:

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.

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Step 8 of 10: Current Year Activity

Please indicate your employment status for the current year:

Academic Year	*Employment Status
2023	<input type="text" value="Student"/>

Save

Employment Status

- Employed another organisation
- Employed by the UFS
- Student

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

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Step 9 of 10: Program Confirmation

Please confirm that the program(s) that you are active for below, are correct. If this is incorrect you must contact the UFS Business School at busregistrations@ufs.ac.za to resolve the problem.

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

Confirm

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

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Step 10 of 10: Complete

Thank you for completing the registration agreement.

Take note that the last date for cancellation of first semester and year modules (with financial credit) is 31 March 2023. The last date for cancellation of second semester and year modules (with financial credit) is 15 August 2023.

You can now proceed to register for the programme/plan and module codes for the 2023 academic year. Please refer to the relevant faculty website for detailed information on the mode of registration, and when and where you can obtain curriculum advice.

If you require assistance, please contact the Student Service Centre at [+27 51 401 9111](tel:+27514019111) (select option 1)

Click Submit to complete this task.

Submit

