REGISTRATION ACTIVITY GUIDE

USER MANUAL

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UNIVERSITY OF THE FREE STATE UNIVERSITEIT VAN DIE VRYSTAAT YUNIVESITHI YA FREISTATA



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| LOGIN AND TASKS PANEL | |
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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&

| PEOPLESOFT | |
|--|------------------------------------|
| User ID 20175 Password Select a Language English Sign In Enable Screen Reader Mod Set Trace Flags | Enter Username and Password: |
| Copyright & 2000, 2017, Oracle and/or its allfiteles. All | light norman allgin |

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 Stude | ent Homepage | | ŵ | ۵ | : | ¢ |
|--------|--------------|----------------|------------------------------|-----------------------|---|---|---|---|
| | Tasks | Profile | Accept/Decline Study Offer | Student Center | | | | |
| Tasks | Do's 1 Holds | | | | | | | |
| | an | Gradebook | Residence and Housing Portal | | | | | |
| K | | | n | | | | | |
| | Statement | | NSFAS/Burs Priv Accomm Appl | Academic Data Summary | | | | |
| | 11/10/2022 | View Statement | | (* -1 | | | | |

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

| < Back | | Tasks | | | ŵ | ۵ | : | ¢ |
|----------------------|---|--|------------|-------------|-----------------------|---|---|---|
| To Do List | 3 | To Do List | | | | | | |
| Note: Holds | 1 | | | | 3 row | s | | |
| Completed Agreements | | | | | $\uparrow \downarrow$ | | | |
| | | 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 | > | | | |
| | | | | | | | | |
| | | | | | | | | |
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| | | | | | | | | |

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.

| × Exit | Registration 2023 - University of The Free State | 1 1 |
|--|--|----------|
| | Exit | Next > |
| 1 Introduction Visited | Step 1 of 10: Introduction | onfirm |
| 2 Terms and Conditions Complete | 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 details are correct before registering for the academic year. Take note of the information contained in the registration pages located at <u>www.ufs.ac.za/register</u> as it is applicable to your studies at the key and the state of the information contained in the registration pages located at <u>www.ufs.ac.za/register</u> as it is applicable to your studies at the key and the state of the information contained in the registration pages located at <u>www.ufs.ac.za/register</u> as it is applicable to your studies at the key and the state of the information contained in the registration pages located at <u>www.ufs.ac.za/register</u> as it is applicable to your studies at the key and the state of the state of the information contained in the registration pages located at <u>www.ufs.ac.za/register</u> as it is applicable to your studies at the key and the state of the state of the information contained in the registration pages located at <u>www.ufs.ac.za/register</u> as it is applicable to your studies at the key and the state of the state of the information contained in the registration pages located at <u>www.ufs.ac.za/register</u> as it is applicable to your studies at the key and the state of the state o | et voi |
| 3 Biographic Details In Progress | This task is comprised of several steps to complete your registration agreement online, to ensure that your records are up to date a policies. Please follow the prompts on the screen to navigate to the next step until you have completed the task to proceed with you can exit this task and return to it at a later time in order to complete the process. | ext > |
| 4 Addresses Not Started | Please note that the registration agreement must be completed prior registration as an unsigned registration agreement will registration for the 2023 academic year. | nfirm |
| 5 Contact Details Not Started | 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: | |
| 6 Relationships (Emergency Contacts) Not Started | Admission or re-admission of the student to the program of study. No sufstanding frees on the student's account, proof of funding submitted, or first payment made. 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 here outstanding, such request shall remain incomplete. Refer to the Resistration Terms of Conditions for more clarity. | ein abov |

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.

| Exit | Registration 2023 - University of The Free State | <u> ۲</u> |
|---------------------------------------|--|-----------|
| 0054041 | Exit < Previo | us Next > |
| Introduction Visited | Step 2 of 10: Terms and Conditions TERMS AND CONDITIONS OF REGISTRATION | Accept |
| Terms and Conditions | Carefully read through these terms and conditions of registration and click "accept" to proceed with your registration at the University of | |
| Complete | Kindly take note that clicking "accept" constitutes your acceptance and consent to be bound by these terms and conditions of registration. | |
| Biographic Details In Progress | 1. Undertaking and declaration 1. 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') | Next > |
| Addresses Not Started | study together with all additional documents which I have submitted to the UFS during the application and admission process, preceding this registration "Registration Documents"), are binding and shall remain in force, notwithstanding the provisions hereoft, 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 prevent 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 | Accept |
| Contact Details Not Started | 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, while the personal, identifying, contact, residential, financial, biometric, correspondence, criminal, educational, employment and behavioural information, as well as 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 con- | e State. |
| Relationships (Emergency Contacts) | 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 failing and course related to this registration process and/or my studies at the UFS, including without limitation the following: | Da. |
| Not Started | 1.4.1 as part of this registration process and for the purpose of registering as a student at the UPS (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 ¹ and all related activities thereto. | |
| | 1.4.3 participatina in the study programme to which I have been admitted (hereinafter referred to as the 'Programme') and all related activities thereto: | |

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.

| × Exit | Registration 2023 - University of The Free State | | | |
|---|---|------------------|-----------------|---------|
| | | | Exit C Previous | Next > |
| Introduction Visited Terms and Conditions | Step 3 of 10: Biographic Details Preferred Personal Identity | | | Confirm |
| Complete | Field | Value | | |
| 3 Biographic Details Complete | Preferred Pronouns | No value defined | > | |
| 4 Addresses | Gender Identity | No value defined | > | |
| Complete | Ethnic Identity | No value defined | > | |
| 5 Contact Details Complete | - | | | |
| 6 Relationships (Emergency Contacts) Complete | | | | |

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.

| × Exit | Registration 2023 - University of The Free State | - | | ۵ |
|---|---|---------|----|---------|
| | | | Ex | it |
| 1 Introduction Visited | Step 4 of 10: Addresses | | | Confirm |
| 2 Terms and Conditions Complete | Home Address | | | |
| 3 Biographic Details Complete | Address | From | | |
| 4 Addresses Complete | Tielman Roos | | | |
| 5 Contact Details Complete | Douglas Valley Bloemfontein Free State Province | Current | > | |
| 6 Relationships (Emergency Contacts) Complete | 9301 Mailing Address | | | |
| Complete | Mailing Address | | | |

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.

| Exit | Registration 2023 - U | niversity of The Free State | | ۵ : |
|------------------------------------|--------------------------------------|-----------------------------|--------------------------|---|
| | | | Exit | <pre></pre> |
| Introduction Visited | Step 5 of 10: Contact Details | | | Confirm |
| Terms and Conditions | Email | | | |
| | Email | Туре | Preferred | |
| Biographic Details Complete | mai@gmail.com | Home | ~ | > |
| Addresses Complete | ←@ufs4life.ac.za | Campus | | |
| Contact Details | Phone | | | 100 / 100 - 10 - 10 - 10 - 10 - 10 - 10 |
| Complete | + | | lick on the ' Con | firm ' button, which |
| Relationships (Emergency Contacts) | Phone | Confirm | vill direct you to | the 'Relationships |
| Complete | +27 0785455577 | | Emergency Con | tact)' 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.

| | | | Exit | <pre></pre> | |
|---|---------------------|-------------------------------|--|--|-----|
| 1 Introduction | Step 6 of 10: Relat | ionships (Emergency Contacts) | | | |
| | Relationship | Guardian Relationship | Name | | |
| 2 Terms and Conditions Complete | Spouse | Emergency Contact | | > | |
| 3 Biographic Details Complete | Other | Emergency Contact | | > | |
| 4 Addresses Complete | Add Relationship | Confirm | | | 11/ |
| 5 Contact Details Complete | Other | Confirm | Once you have confirm information, click on t | ned your he ' Confirm ' button | |
| 6 Relationships (Emergency Contacts) Complete | Add Relationship | | to navigate to the next direct you to the ' Regi | screen which will stration Holds' page. | |
| 7 Registration Holds Complete | | | | | |

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.

| D | | Exit C Previous Next > |
|--|--|-----------------------------|
| 1 Introduction Visited 2 2 Terms and Conditions Complete 3 Biographic Details Complete 4 Addresses Complete 5 Contact Details Complete 5 Contact Details 6 Contacts) | Step 7 of 10: Registration Holds No current hold information found. | No current hold Continue |
| Complete Registration Holds Complete | | |

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

| | | | Exit |
|---|---|--|--------------------------|
| 1 Introduction Visited | Step 8 of 10: Current Yea Please indicate your employment st | ar Activity tatus for the current year: | |
| 2 Terms and Conditions Complete | Academic Year | *Employment Status | |
| 3 Biographic Details | 2023 | Student ~ | |
| Complete | Save | | |
| 4 Addresses Complete | | | 1 |
| 5 Contact Details Complete | | | |
| 6 Relationships (Emergency Contacts) Complete | | | |
| 7 Registration Holds Complete | | | |
| | | | |
| | | | - HIII SAA BAS |
| | | | Mar 2 2 2 - Frank Barris |

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

| × Exit | Reg | istration 2023 - University of The Free State | e ــــــــــــــــــــــــــــــــــــ |
|---|--|--|---|
| | | | Previou: |
| 2 Terms and Conditions Complete | Step 8 of 10: Current Yes Please indicate your employment s | ar Activity tatus for the current year: | Noyment Status |
| 3 Biographic Details | Academic Year | *Employment Status | ~ |
| Addresses Complete | 2023 Save | Employed another organisation Employed by the UFS | Employed another organisation Employed by the UFS Student |
| 5 Contact Details Complete | | Student | |
| 6 Relationships (Emergency Contacts) Complete | | | |
| 7 Registration Holds Complete | | | |

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

| × Exit | | Registration 2023 - Univer | sity of The Free State | | 4 |
|---|---------------------------|------------------------------------|--|---|--------------|
| | | | | Exit < Previous | Next > |
| 2 Terms and Conditions Complete | Step 9 of 10: P | rogram Confirmation | | IFO Rusiana Oshari at humariatatian | O .4 |
| 3 Biographic Details Complete | to resolve the problem | n. | e correct. If this is incorrect you must contact the U | IFS Dusiness School at businegistration | is@uis.ac.za |
| 4 Addresses Complete | Academic Plan BC618084 | Description ate in Management D | camp evelopment Bloem | n us Indic Infontein Campus | ation |
| 5 Contact Details Complete | Confirm | Confirm | | | |
| 6 Relationships (Emergency Contacts) Complete | | | | | |
| 7 Registration Holds Complete | | \smile | | | |
| | | | | | |

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

| × Exit | Registration 2023 - University of The Free State | ۵ |
|---|--|------|
| | Exit < Previous | Subn |
| 3 Biographic Details Complete | Step 10 of 10: Complete These representation arreament | |
| 4 Addresses Complete | 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 cancellation of first semester and year modules (with financial credit) is 31 March 2023. | |
| Contact Details Complete | You can now proceed to register for the programme/plan and module codes for the 2023 academic year. Please refer to the relevant facult JS detailed information on the mode of registration, and when and where you can obtain curriculum advice. | Subr |
| Relationships (Emergency Contacts) Complete | If you require assistance, please contact the Student Service Centre at <u>+27 51 401 9111</u> (select option 1) Click Submit to complete this task. | |
| Registration Holds Complete | | |
| B Current Year Activity Complete | | |
| | 2 | |
| | | |

