



# STEP-BY-STEP GUIDE

## COLLECTION OF QUALIFICATION CERTIFICATES

# 2024



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VISION **130**  
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# STEP 1

Click **HERE** to open the PeopleSoft Campus Solutions student portal.

[https://pssa.ufs.ac.za/psp/csprd/EMPLOYEE/HRMS/c/SA\\_LEARNER\\_SERVICES.SSS\\_STUDENT\\_CENTER.GBL?cmd=login&languageCd=ENG&](https://pssa.ufs.ac.za/psp/csprd/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL?cmd=login&languageCd=ENG&)

ORACLE® PeopleSoft

User ID

Password

Select a Language

English

Sign In

Enable Screen Reader Mode

# STEP 2

**Log in** using your student details: Student number and password.

# STEP 3

Once logged in, you will see a tile titled **'Tasks'** on the home page. Click on the tile to navigate to the task.

UFS Student Homepage

Tasks

Accept/Decline Study Offer

External Education Data

Student Center

2 To Do's

My Education Plan

Gradebook

Residence and Housing Portal

Statement

15 rows

26/07/2024 View Statement

27/06/2024 View Statement

27/06/2024 View Statement

Appeal Suspension of Studies

Profile

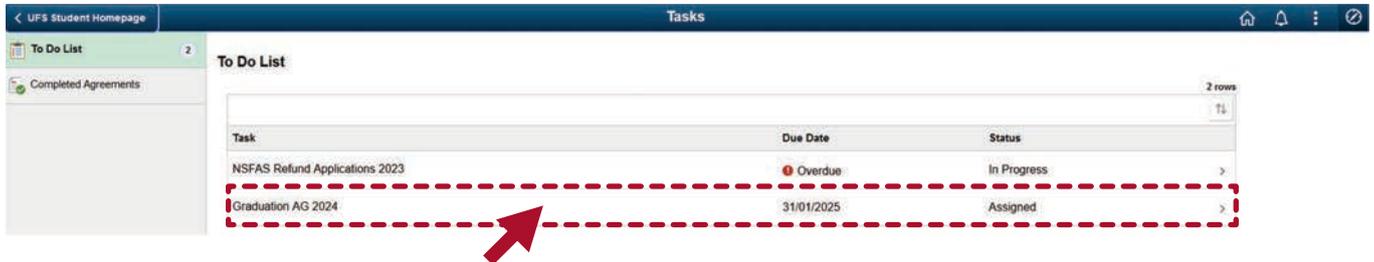
Academic Data Summary

NSFAS/Burs Priv Accompl Appl

Refund Application

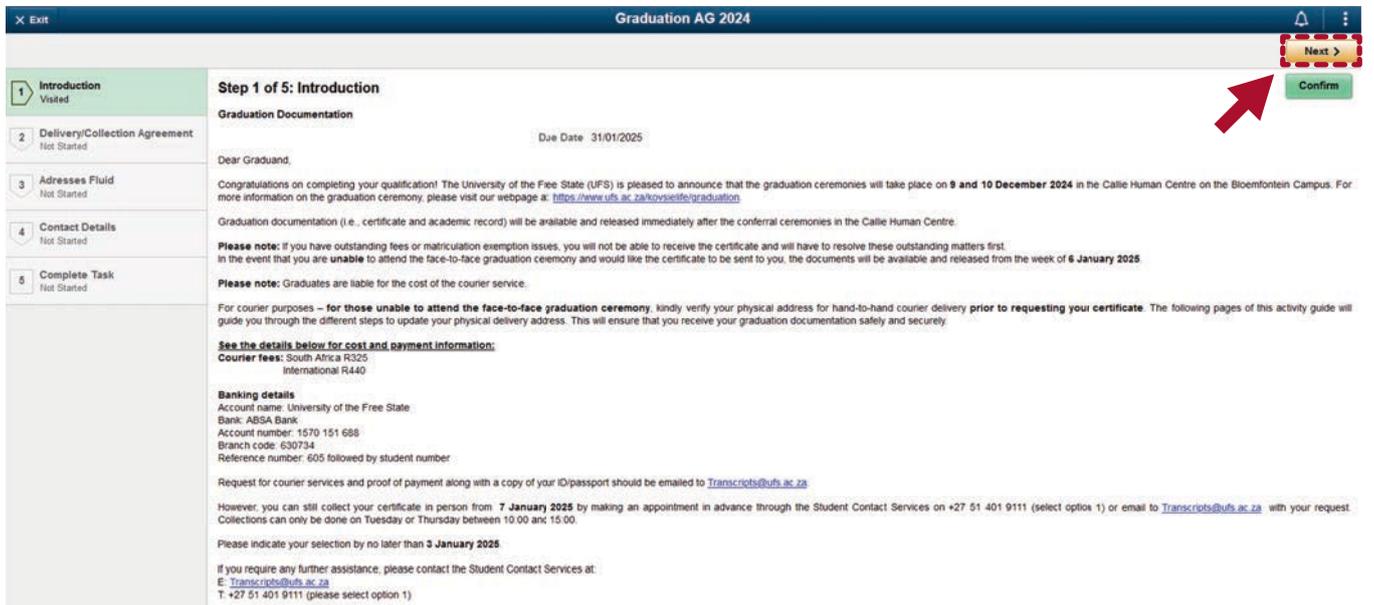
# STEP 4

Click on the task titled **'Graduation-AG-2024'**.



Read the introduction and click on the **'Next'** button.

# STEP 5



# OPTION A

# ACCEPTING THE DELIVERY

**STEP 6**

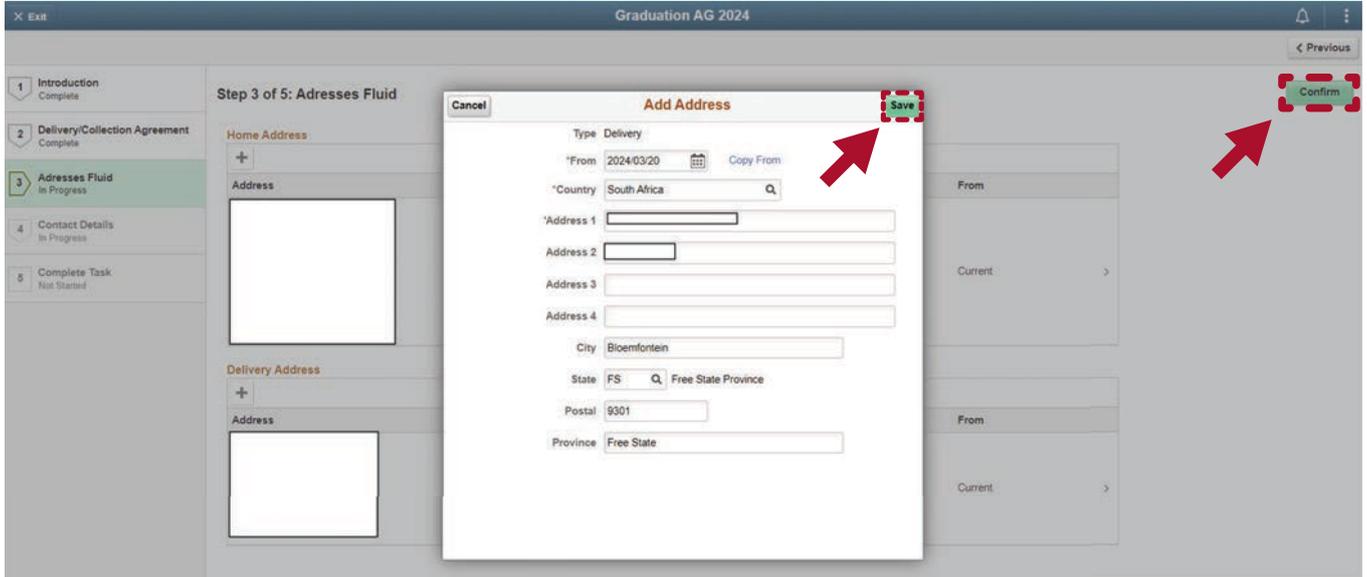
After reading the delivery agreement, **make a selection.**

Click **'Confirm'** if the address is correct, and then click **'Next'**.

**STEP 7**

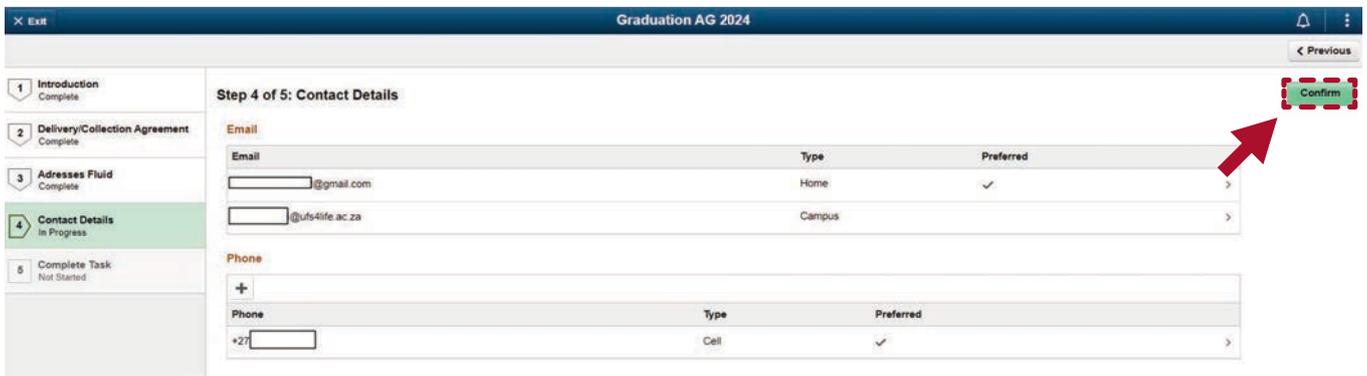
**STEP 8**

Add the delivery address manually and click the **'Confirm'** button to navigate to the next page.



**Confirm** contact details.

**STEP 9**



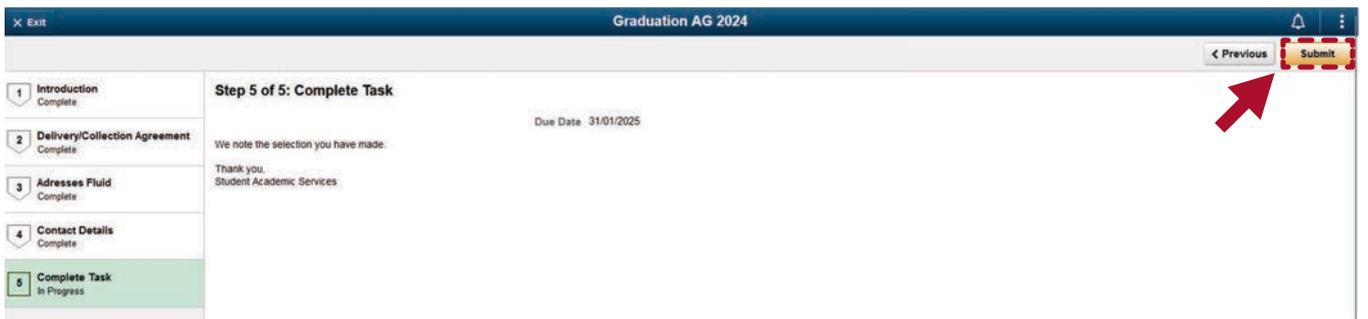
**STEP 10**

If any information has changed, edit the details by selecting the item. The system will open the window to allow the change. Once the information is verified, select the **'Confirm'** button and navigate to the next page, which is the 'Complete Task' page.



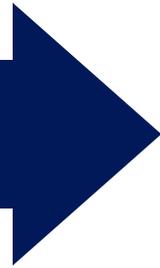
Complete the task. When you have provided all the information, you can complete the task. Read through the information on this page and select the **'Submit'** button. Once the task is completed, it will enter a **'Completed'** status on the system.

**STEP 11**  
OPTION A



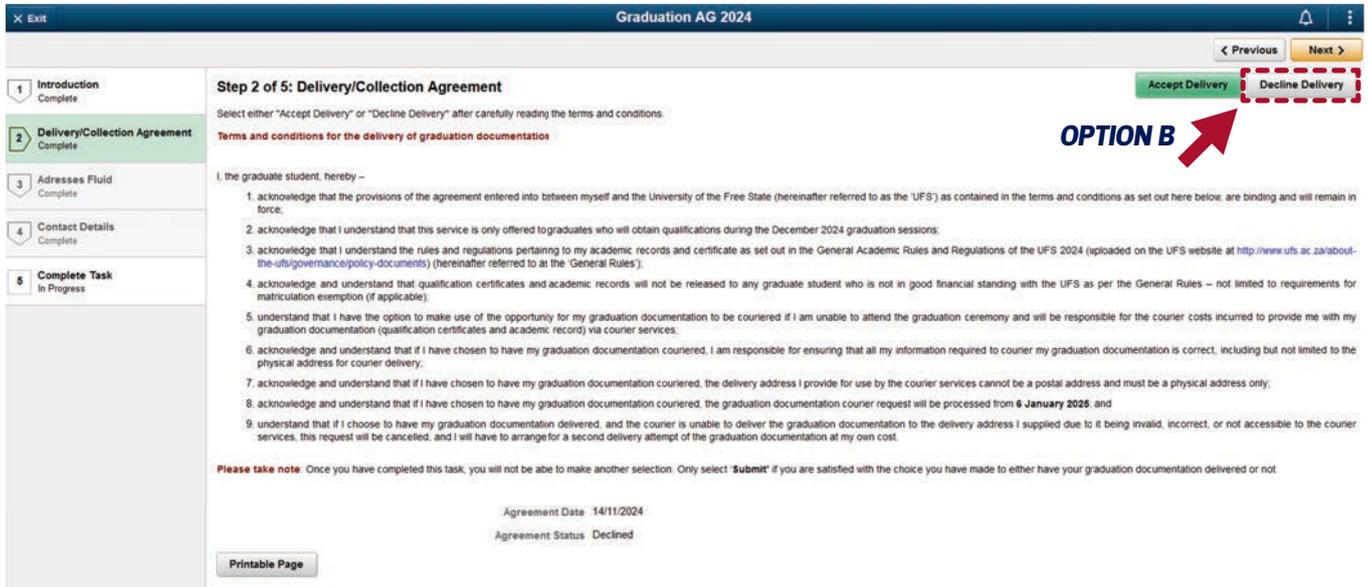
**OPTION B**

**DECLINING THE DELIVERY**



**STEP 12**

Please choose this option only if you are going to attend the graduations or **collect the certificate** yourself on campus.



If you decline delivery, the system will provide the following warning and navigate to the **'Complete Task'** page.

**STEP 13**



**ADDITIONAL ASSISTANCE**

If you encounter problems using this facility, please contact the Student Service Centre for assistance:

**Email:** studentadmin@ufs.ac.za || **Tel:** +27 51 401 9111