# QUALIFICATION CERTIFICATION COLLECTION GUIDE



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Inspiring excellence, transforming lives through quality, impact, and care.







#### 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&

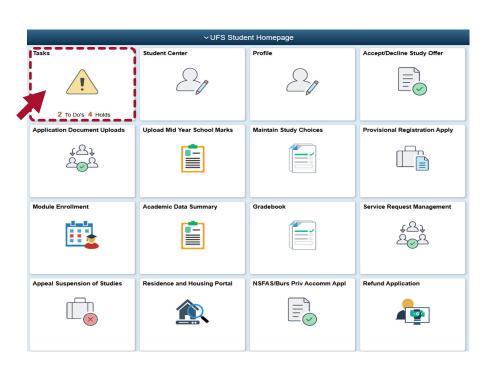




**Log in** using your student details: Student number and password.



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



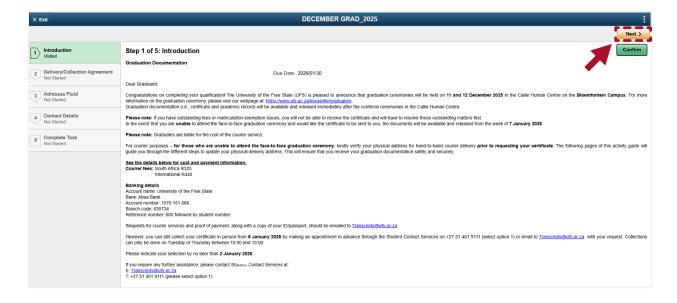


#### Click on the task titled 'December Grad\_2025'



Read the introduction, confirm that you have read the introduction, and click on the 'Next' button.







ACCEPTING THE DELIVERY

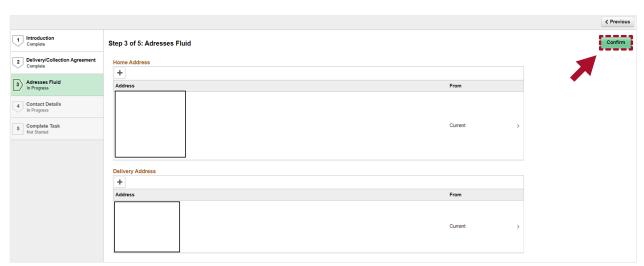


## After reading through the delivery agreement, make a selection, and click 'Next'.



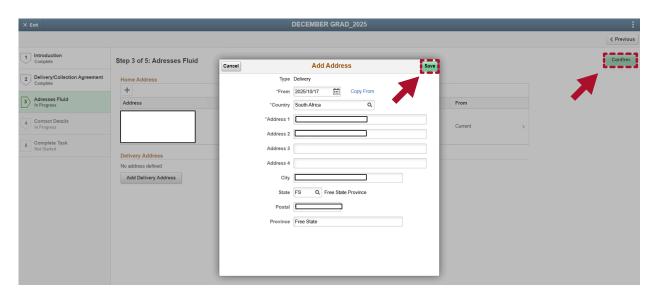
### Click **'Confirm'** if the delivery address is correct and click **'Next'**.







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



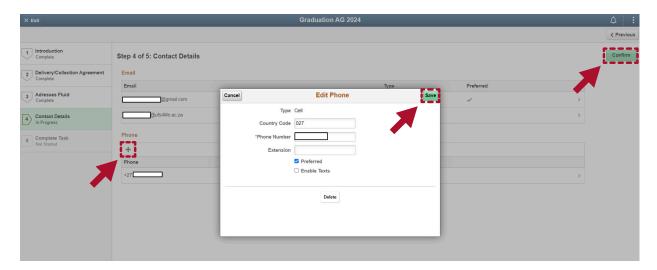
**Confirm** contact details.







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.







**DECLINING THE DELIVERY** 



Please choose this option only if you will be attending the **graduations** or **collecting** the certificate yourself on campus.



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





#### **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