

# 2024

## STEP-BY-STEP GUIDE

### HOW TO CAPTURE MID YEAR RESULTS



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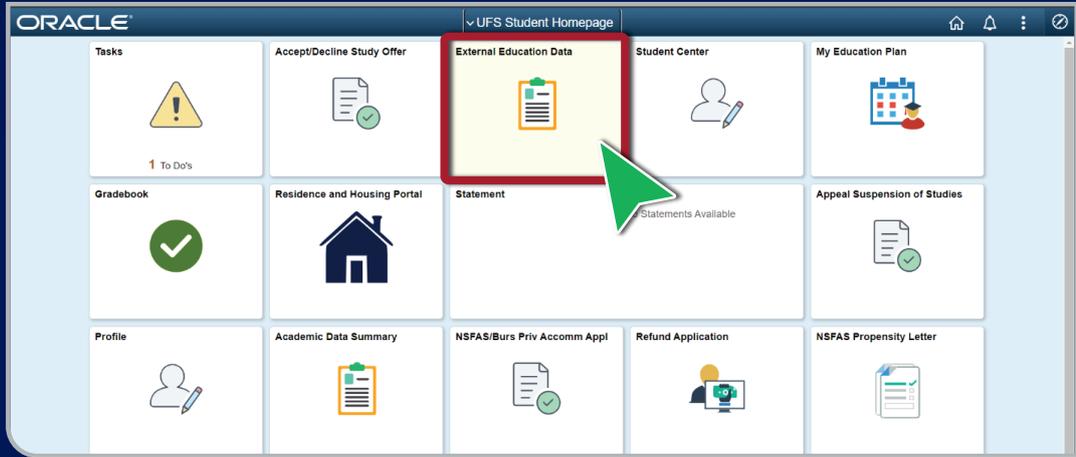
VISION **130**  
*Renew and Reimagine  
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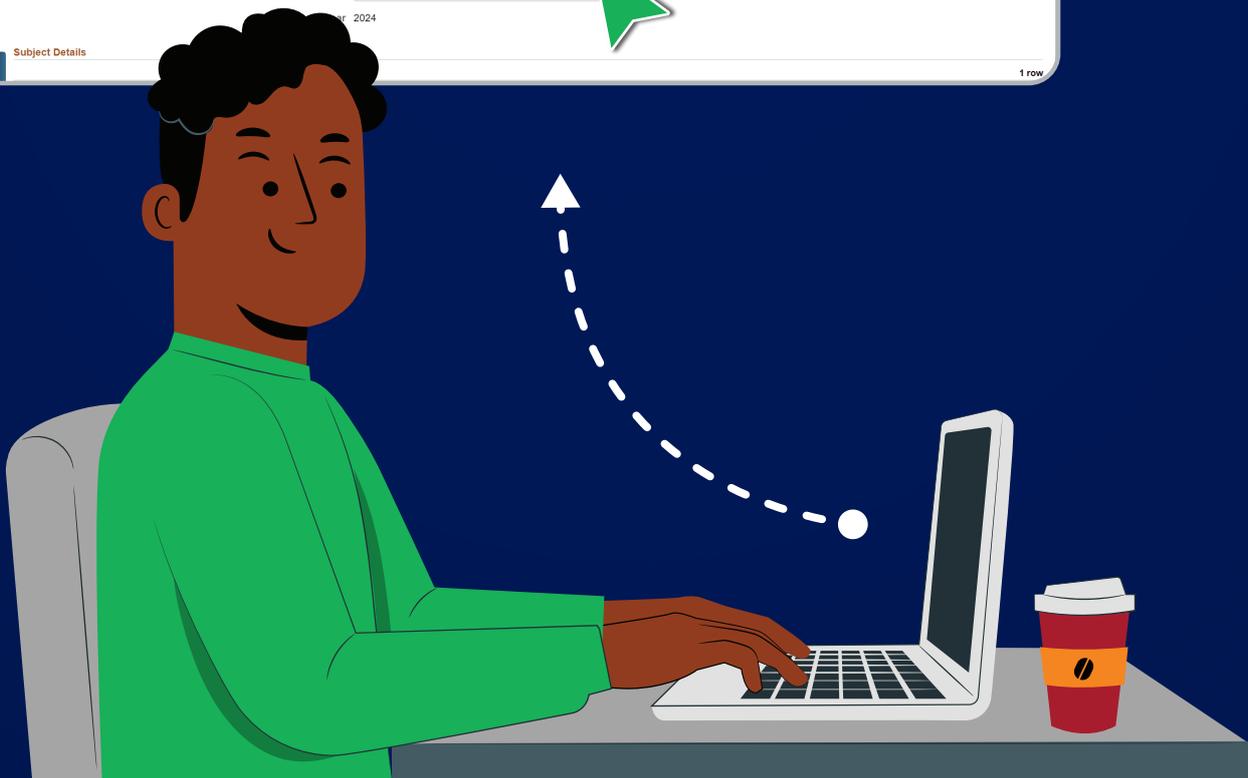
# STEP 1

Log in on Self-Service.  
Click on 'External Education Data'.



The next page will appear.  
The name of your school will appear as well; however, if the school's name is 'unknown', don't worry about it.

# STEP 2



# STEP 3

Choose your certificate type, i.e. National Senior Certificate or Cambridge, etc. Then click on 'Add Subject'.

The screenshot shows the 'Grade 12 Mid-Year Results' form. The 'Certificate Type' dropdown is set to 'National Senior Certificate'. The 'Add Subject' button at the bottom right is highlighted with a red box and a green arrow. A dashed red arrow points from the 'Add Subject' button to the 'Certificate Type' dropdown.

# STEP 4

A pop-up will then appear.

The screenshot shows the 'Add Subject' pop-up form. It has fields for 'External Organization' (UNKNOWN), 'Grading Basis', 'Term Year' (2024), '\*School Subject', and '\*Grade'. There are search icons (magnifying glasses) next to the '\*School Subject' and '\*Grade' fields. A green arrow points to the 'Done' button at the top right of the pop-up.

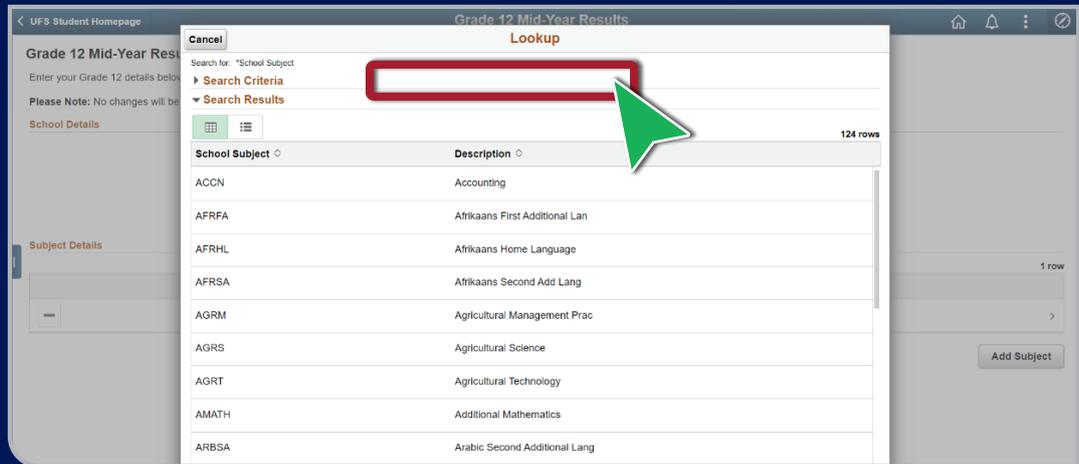
- Use the highlighted 'Search' icon to add the subject and grade.
- Click on the 'Subject' icon – a list of subjects will appear.
- Choose your subject by clicking on it, then choose the grade by clicking on the 'Grade' icon; select the grade number by clicking on it.

Once you are done, click the green 'Done' icon.



## STEP 5

To add another subject, click on 'Add Subject', which will appear after you add your first subject. Continue until you have added all the subjects.



- A list of your added subjects will accumulate as you add a subject.
- Please check and make sure that all the subjects have been added correctly and then click on 'Submit'.

**You will then have added you subject.**

