

CREATE PROFILE ON SLP MANAGEMENT SYSTEM:

Link: <https://kpha.ufs.ac.za/Account/Login>

Click on **Sign Up**

Information:

Please take special note of the password requirements as set out further down the signup page. Note that the password you create here, is the password you will use going forward for all systems.



Once you have created your profile, please be on the lookout for a system-generated email that will provide you with your participant number starting with a P. This will be your username for access to all related systems, including BlackBoard.

Complete all relevant information, select a Password, and click create account. The note that the password must meet the requirements set out in the bullet below. If the password does not meet these requirements you will not be granted access.

PASSWORD POLICY:

- Password is **case sensitive**.
- **Must be** at least **8 characters** long.
- Must be **no more than 32 characters** long.
- Must **include** at least **1 letter**.
- Can **not** include **more than 29 letters**.
- Must **include** at least **1 number**.
- Can **not** include **more than 29 numbers**.
- **Must have** at least **1 symbol** (non letter or number character).
- Can **not** include **more than 29 symbol** (non letter or number) characters.
- **Must have** at least **1 lowercase letter**.
- Can **not** include **more than 29 lowercase letters**.
- **Must have** at least **1 uppercase letter**.
- Can **not** include **more than 29 uppercase letters**.

- **MUST NOT INCLUDE** any of the following values: **password test**
 - Must not include **part of your name** or **user name**.
 - Must not include **a common word** or commonly used sequence of characters.
 - Must not include **symbols** (#, %, \, &, “)
- **MUST HAVE** at least **3 types of the following** characters:
 - **Uppercase** (A-Z)
 - **Lowercase** (a-z)
 - **Number** (0-9)
 - **Symbol** (!, \$, @, *)
 - **Other language characters** (; : - _ > < = + ())
- **New password may not have been used previously.**

EXAMPLE: **Word + Number + Character = Monday236***

FORGOT PASSWORD/PASSWORD RESET:

Click on <https://kpha.ufs.ac.za/Account/Login>

Select **“Forgot Password”**

Enter the email address that you used when the profile was created and click reset password.



PLEASE CHECK YOUR EMAIL TO RESET YOUR PASSWORD:

- Phahamisa Academy Password Reset
- no-reply@ufs.ac.za
- Follow the email prompts

Please note that the new password must also comply with the rules above regarding the format of a password.

If you have any issues with creating a profile, please email SLP@ufs.ac.za | www.ufs.ac.za/kpa