SIS CAMPUS SOLUTIONS

STUDENTS' HOW TO GUIDE

REGISTRATION AND PROOF OF REGISTRATION FOR NEW STUDENTS

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TRAINING CONTENT – IMPORTANT NOTIFICATION

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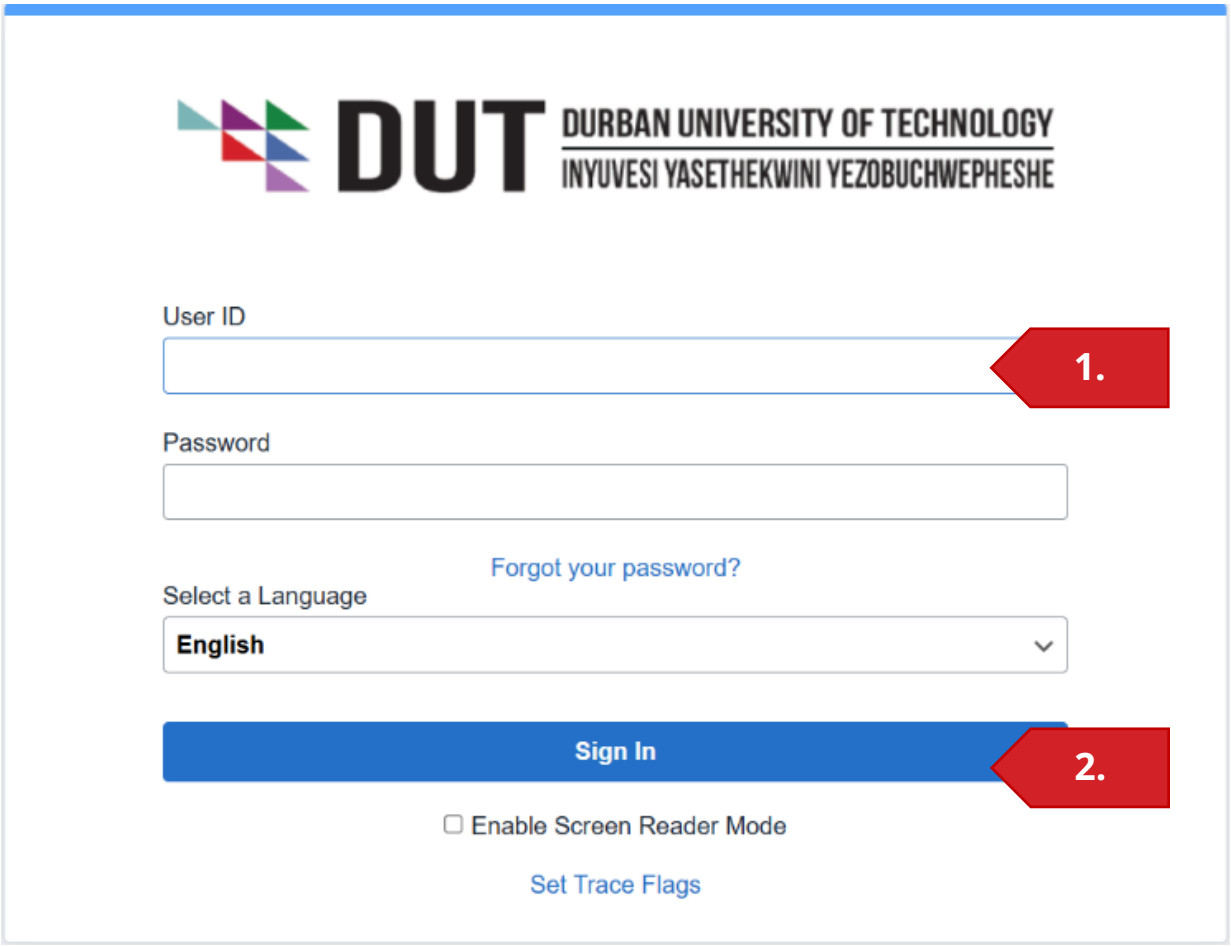
1. INTRODUCTION

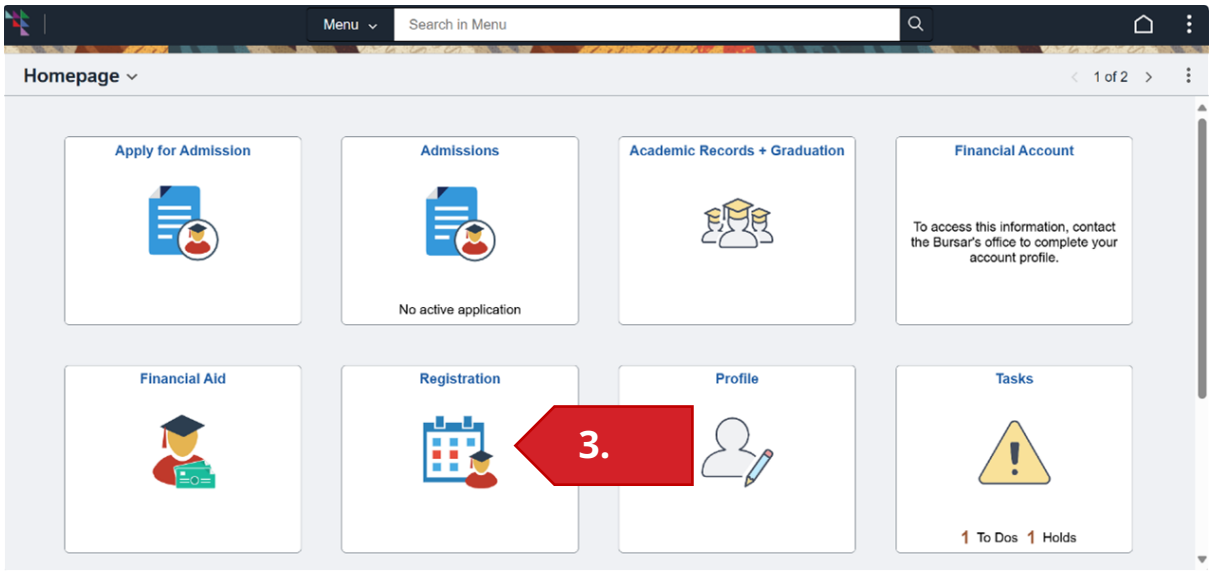
Welcome to your step-by-step guide for navigating key academic registration processes using the **Oracle PeopleSoft Campus Solutions** system. This guide will help you manage your registration, view your timetable, access important documents —all in one place. Each section includes clear steps and screenshots to support you through every scenario, making your registration experience smoother.

2. HOW TO REGISTER AS A NEW STUDENT

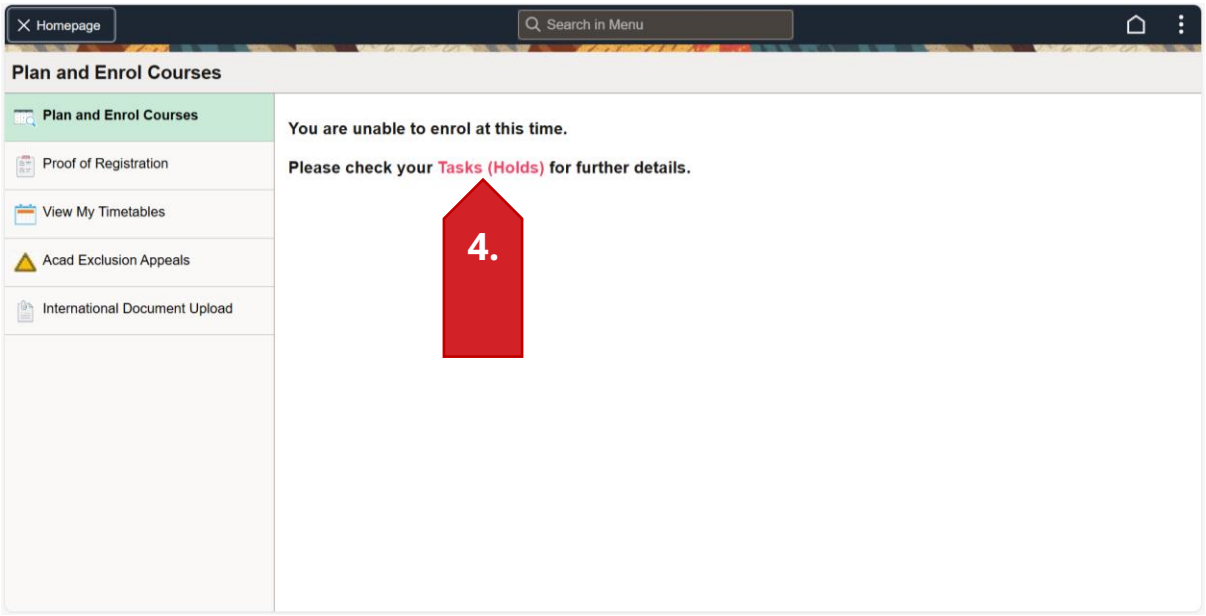
This section of the guide outlines the registration process for **new students** using Oracle PeopleSoft Campus Solutions, providing clear instructions to assist you in completing your enrolment. Click on the hyperlink to access the **Student Self Service Portal**.



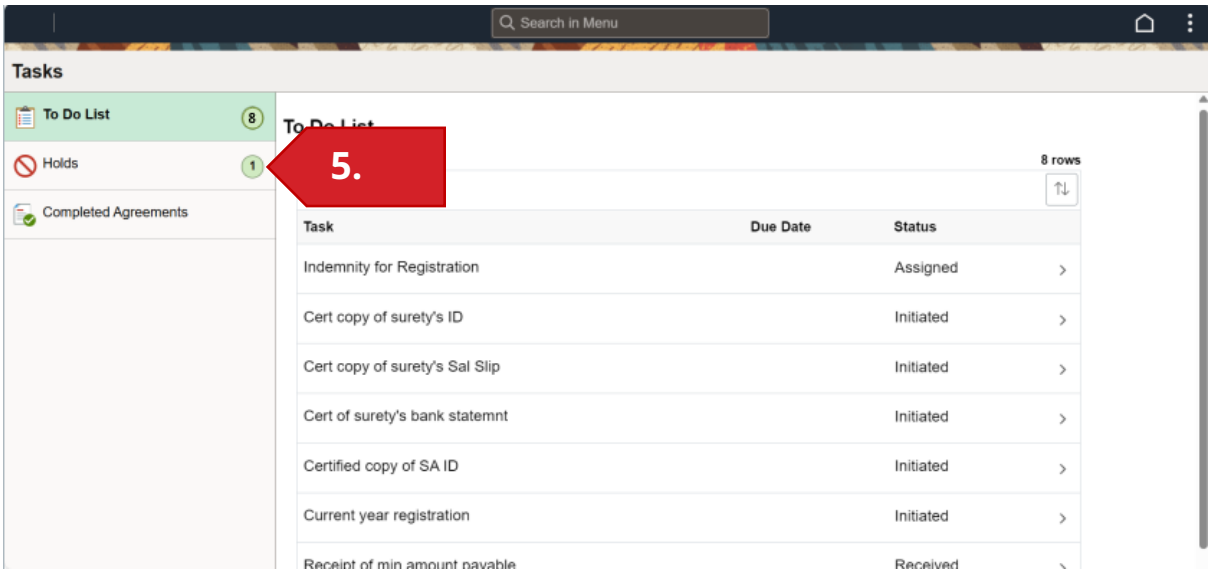
STEP NUMBER	ACTION
1.	**Enter** your **User ID** and **Password**. These are the credentials you received when completing your application.
2.	Click on the **Sign In** button.



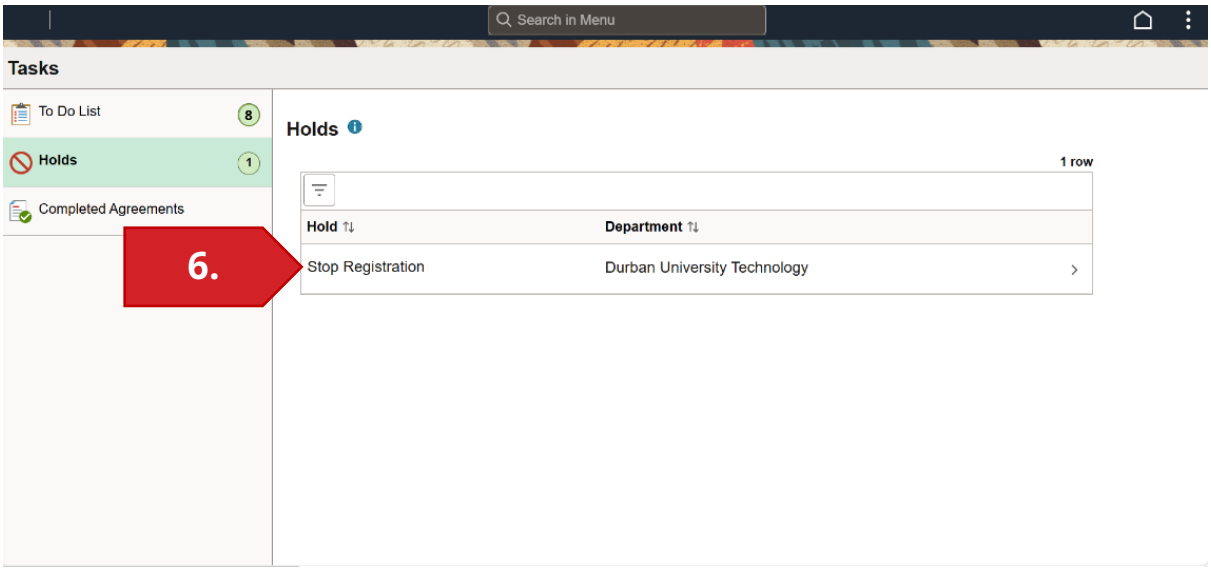
STEP NUMBER	ACTION
	Note: The **Homepage** screen is displayed.
3.	Click on the **Registration** tile to access the **Plan and Enrol Courses** page.



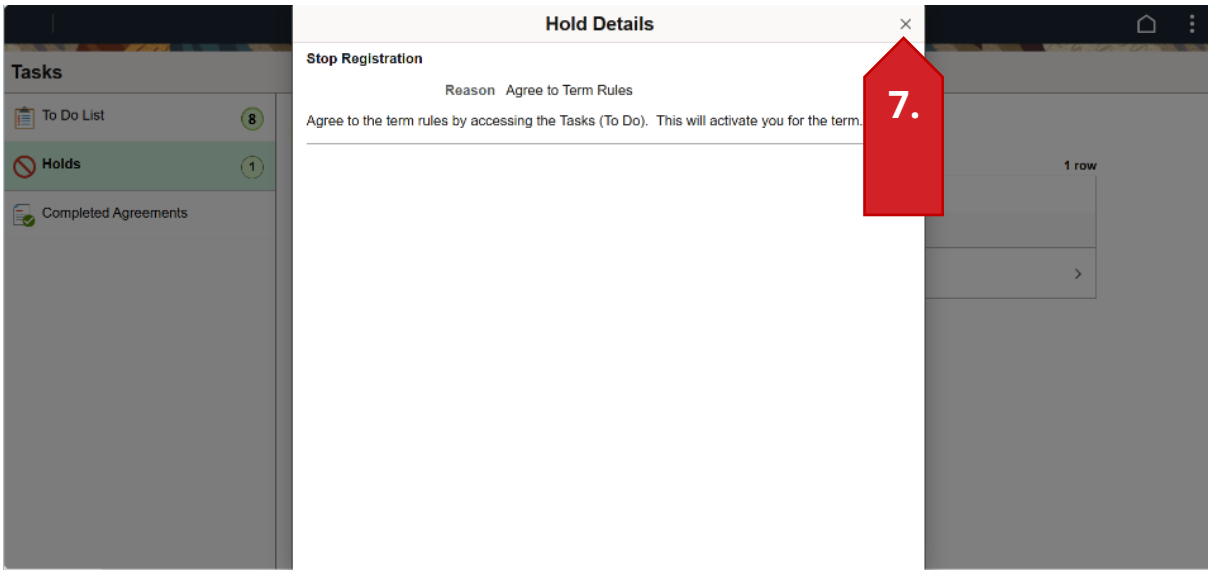
STEP NUMBER	ACTION
	Note: The **Plan and Enrol Courses** screen is displayed, this screen may notify you that enrolment is not currently possible. You will need to review and complete any pending tasks listed in your To Do List before proceeding with enrolment.
4.	Click on the **Task (Holds)** link to access the **Tasks** page.



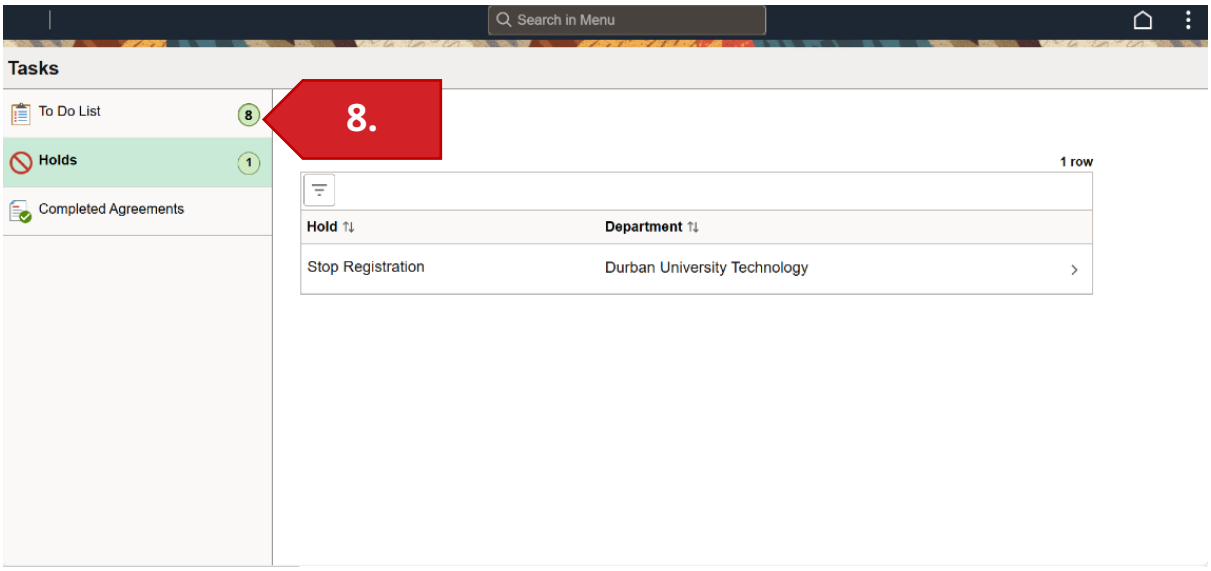
STEP NUMBER	ACTION
	Note: The **To Do List** screen is displayed.
5.	Click on the **Holds** tab to review or manage any restrictions placed on the account.



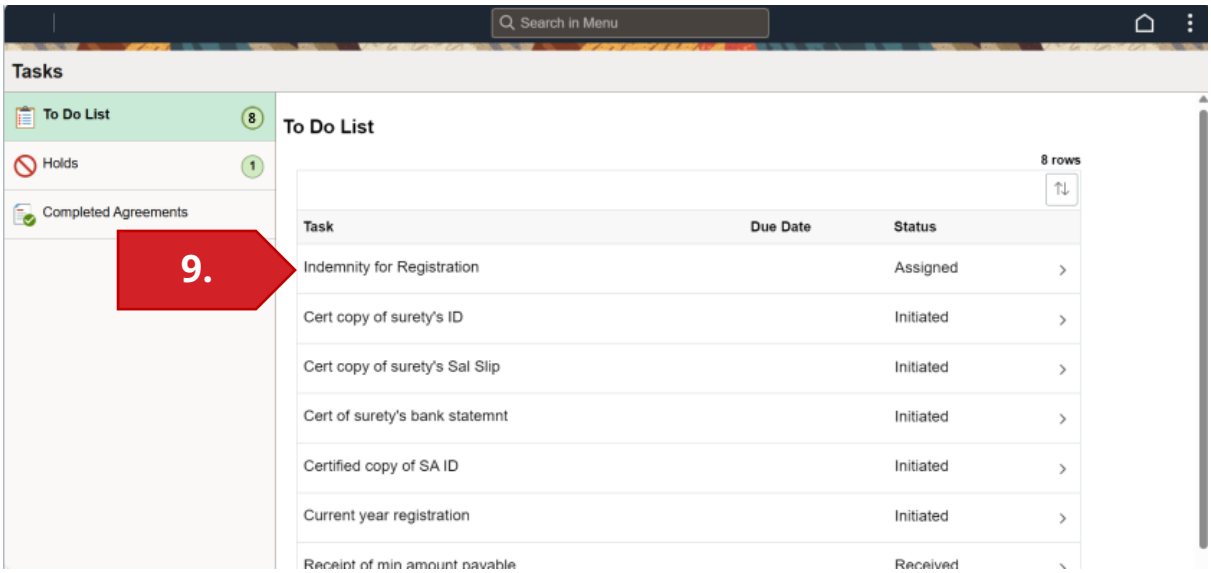
STEP NUMBER	ACTION
	Note: The **Holds** screen is displayed.
6.	Click on the **relevant Hold** in the **Item list** to select it.



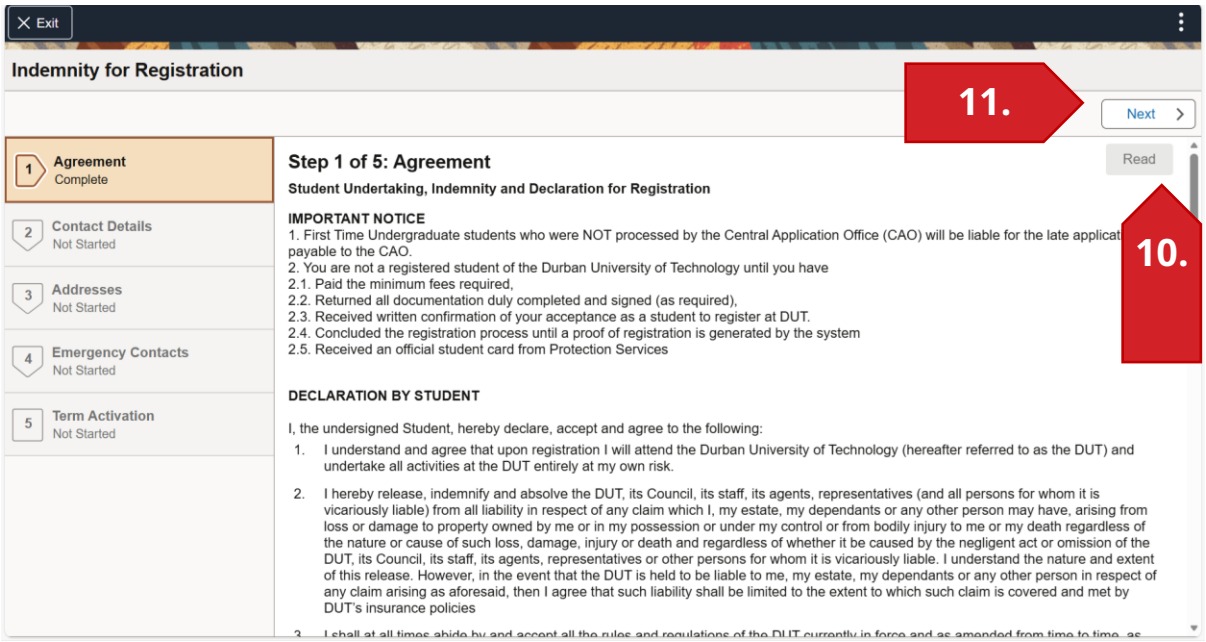
STEP NUMBER	ACTION
	Note: The **Hold Details** screen will pop-up, displaying the reason for the hold activation for the specified term.
7.	Click on the **Close** button to return to the previous screen.



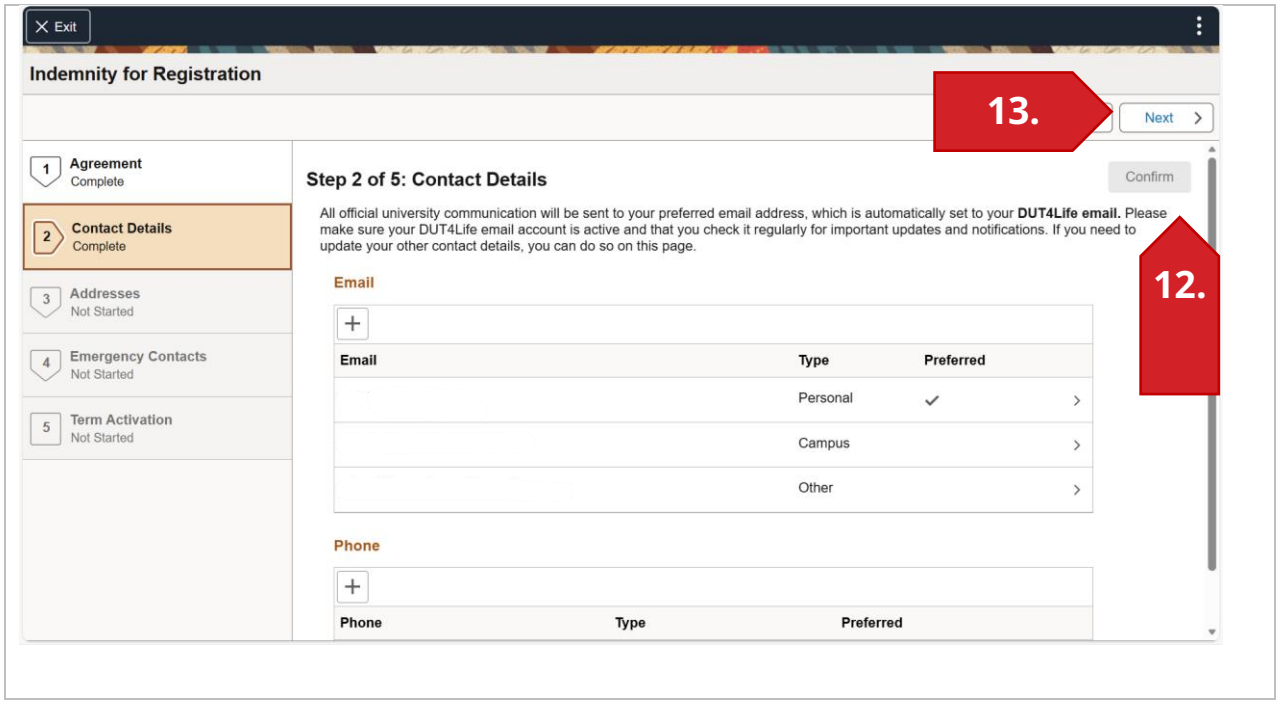
STEP NUMBER	ACTION
8.	Click on the **To Do List** tab to view any pending tasks or actions required.



STEP NUMBER	ACTION
	Note: The **To Do List** screen is displayed, showing all tasks along with their current status.
9.	Click on the **relevant Task** in the **Item list** to select it.

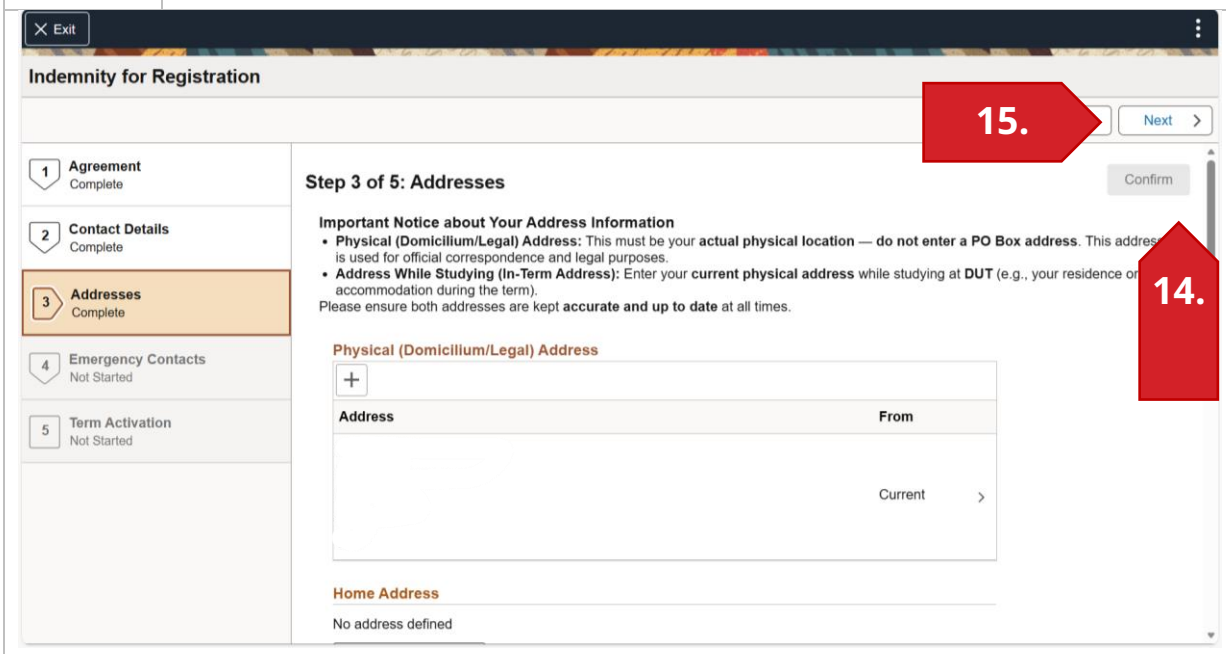


STEP NUMBER	ACTION
	Note: The **Agreement** screen is displayed. Use the **vertical scroll bar** to navigate down the page and review the details which must be carefully read and fully understood before proceeding.
10.	Click on the **Read** button.
	Note: Once you click the **Read** button, the **Next** button will appear, allowing you to proceed to the following step.
11.	Click on the **Next** button to proceed to the following step of the Agreement.



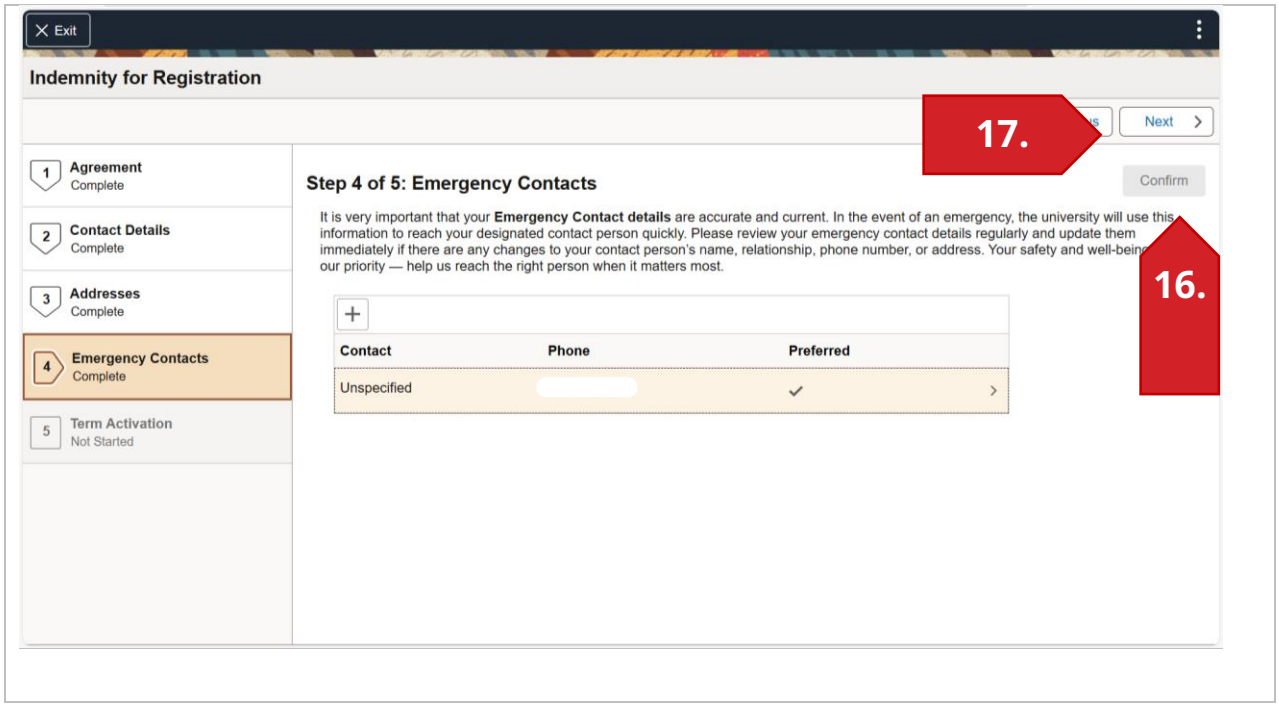
STEP NUMBER	ACTION
	Note: Use the vertical scroll bar to navigate down the page and review the details. All official university communication will be sent to your **preferred email address.** Once you have registered, an email will be sent to your preferred email confirming when your DUT4Life email address will be available. which is automatically set to your **DUT4Life email**. Please make sure that when your DUT4Life email account is active and that you check it regularly for important updates and notifications. **All official university communication will be sent to your DUT4life email address**. If you need to update your other contact details, you can do so on this page.
12.	Click on the **Confirm** button.

13.	Click on the **Next** button to proceed to the following step of the Agreement.

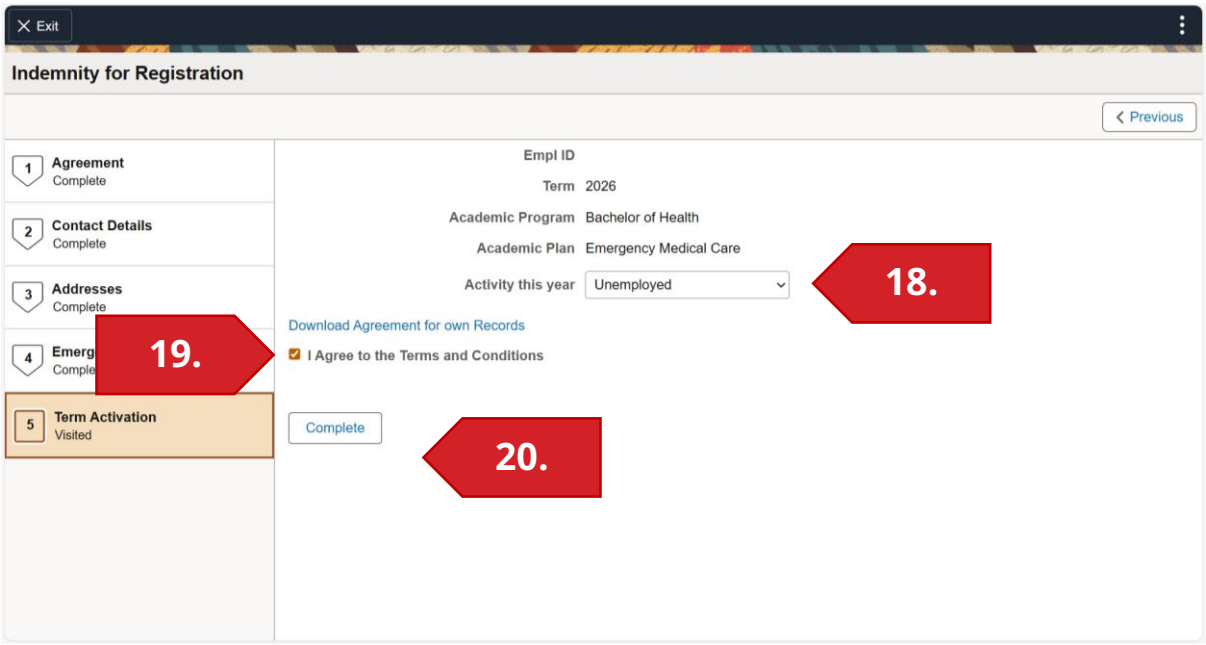


STEP NUMBER	ACTION
	Note: Use the vertical scroll bar to navigate down the page and review the details. Please ensure both addresses are kept accurate and up to date at all times. • **Physical (Domicilium/Legal) Address:** This must be your **actual physical location** — **do not enter a PO Box address**. This address is used for official correspondence and legal purposes. • **Address While Studying (In-Term Address):** Enter your **current physical address** while studying at **DUT** (e.g., your residence or accommodation during the term).
14.	Click on the **Confirm** button.

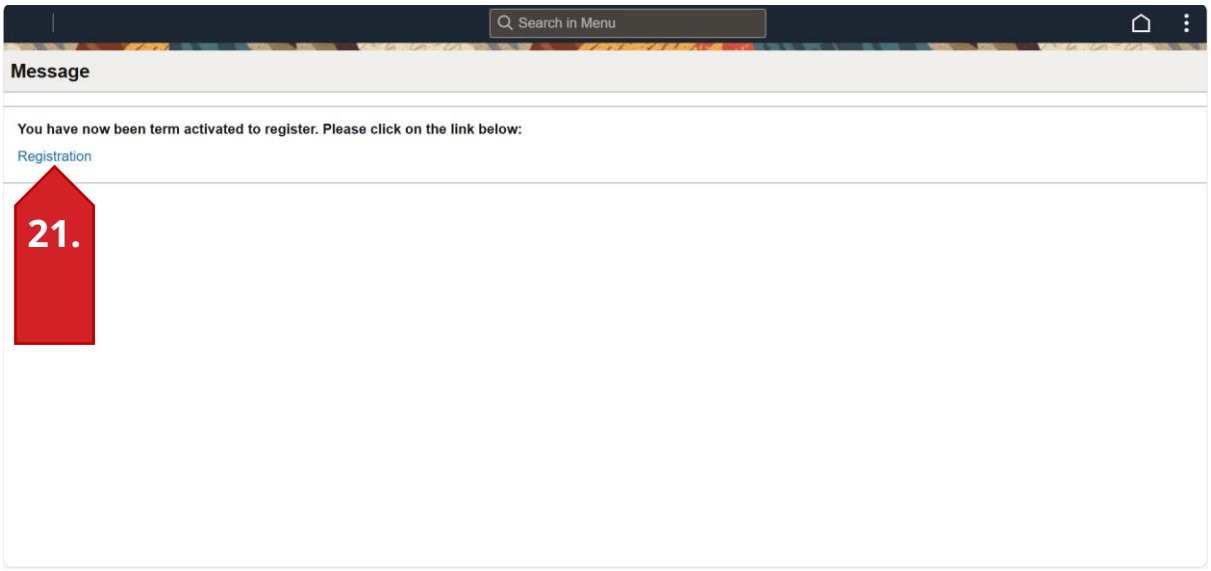
15.	Click on the **Next** button to proceed to the following step of the Agreement.



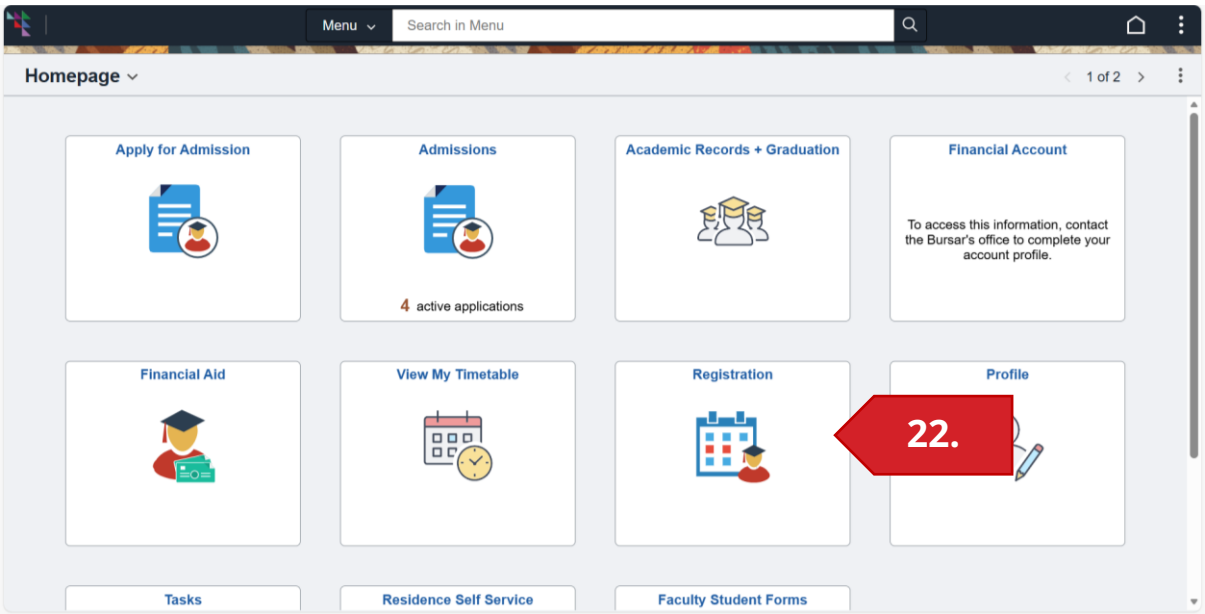
STEP NUMBER	ACTION
	Note: It is very important that your **Emergency Contact details** are accurate and current. In the event of an emergency, the university will use this information to reach your designated contact person quickly. Please review your emergency contact details regularly and update them immediately if there are any changes to your contact person's name, relationship, phone number, or address.
16.	Click on the **Confirm** button.
	Note: Once you click the **Confirm** button, the **Next** button will appear, allowing you to proceed to the following step.
17.	Click on the **Next** button to proceed to the following step of the Agreement.



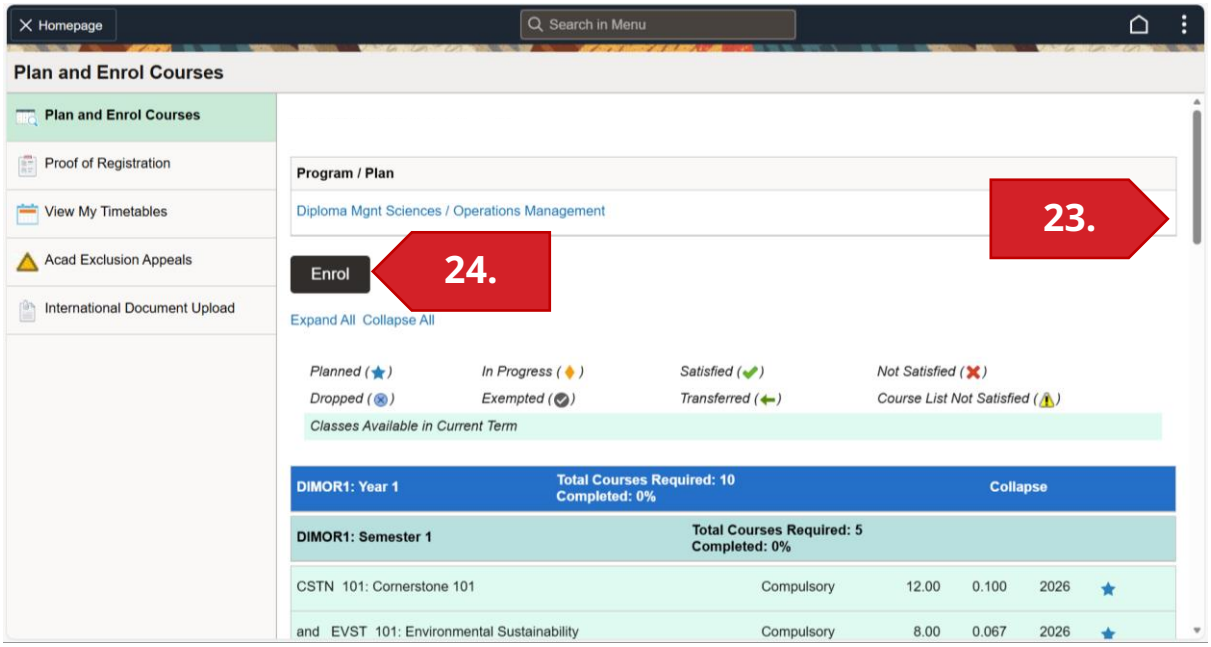
STEP NUMBER	ACTION
18.	Click on the **Activity this year** dropdown list and select the relevant option.
19.	Click on the **I Agree to the Terms and Conditions** check box.
	Note: Click on the **Download Agreement for Own Records** link to save a copy of the agreement for your records. This step will open a new window where you can download and save a copy of the agreement. Afterward, you can navigate back to the previous screen to proceed
20.	Click on the **Complete** button.



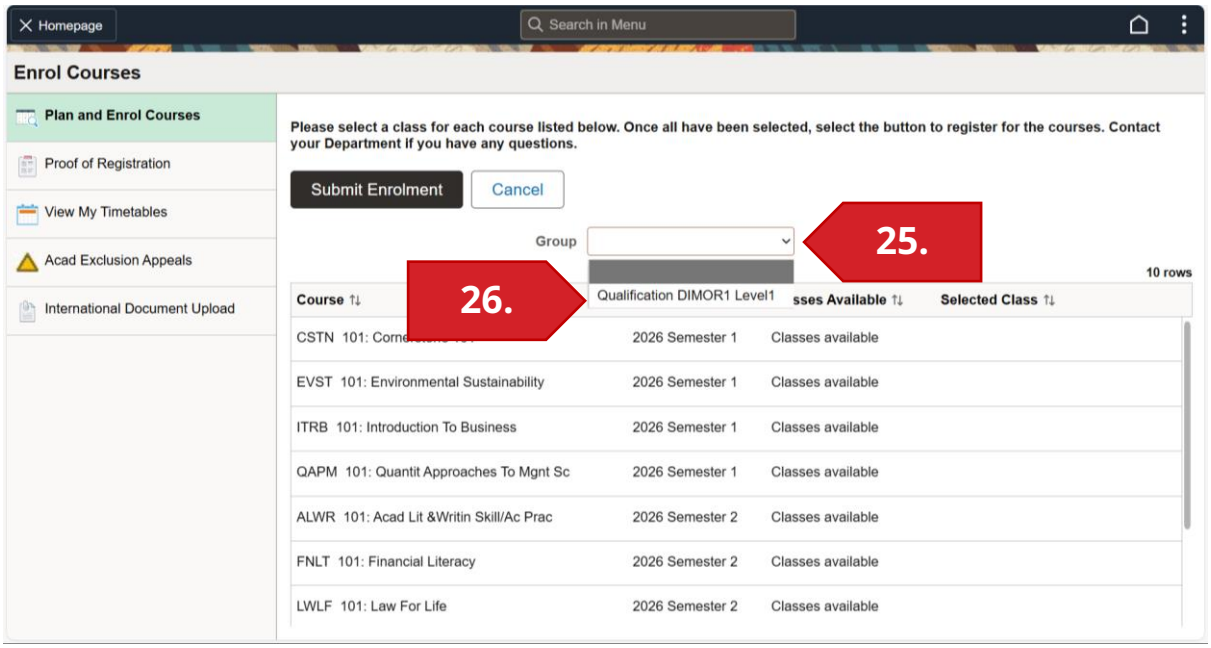
STEP NUMBER	ACTION
	Note: A **Message** screen is displayed, indicating that your term activation is complete, and you can now proceed with the registration process.
21.	Click on the **Registration** link.
	Note: This step will direct you back to the homepage, enabling you to proceed with the registration process.



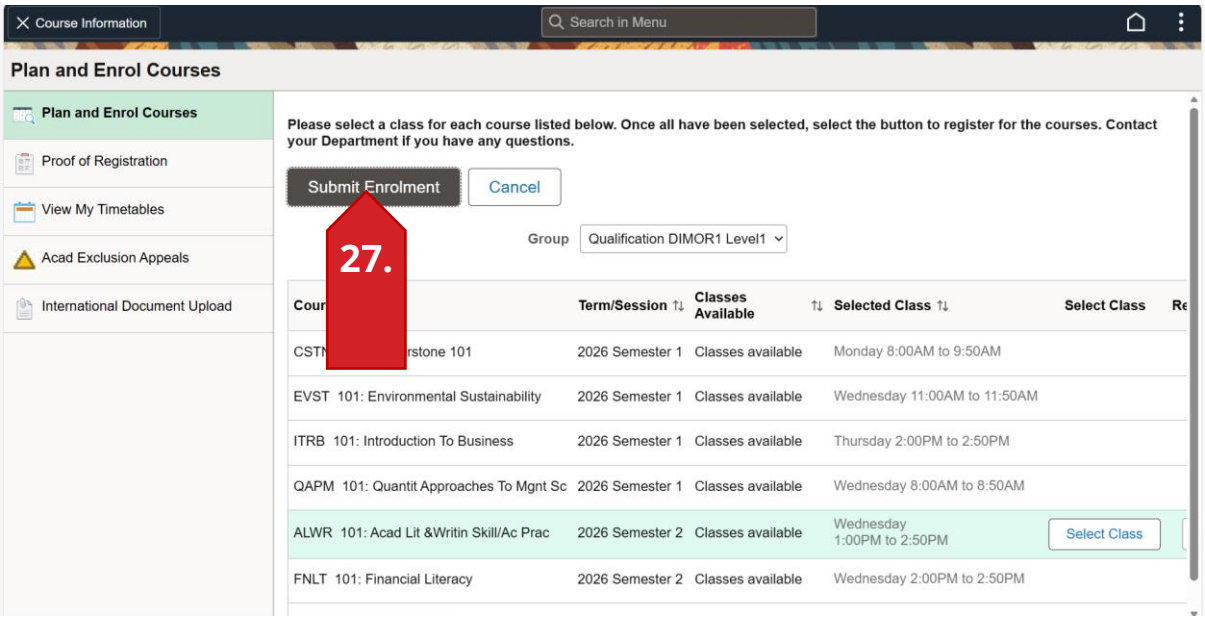
STEP NUMBER	ACTION
	Note: The **Homepage** screen is displayed.
22.	Click on the **Registration** tile to access the **Plan and Enrol Courses** page.



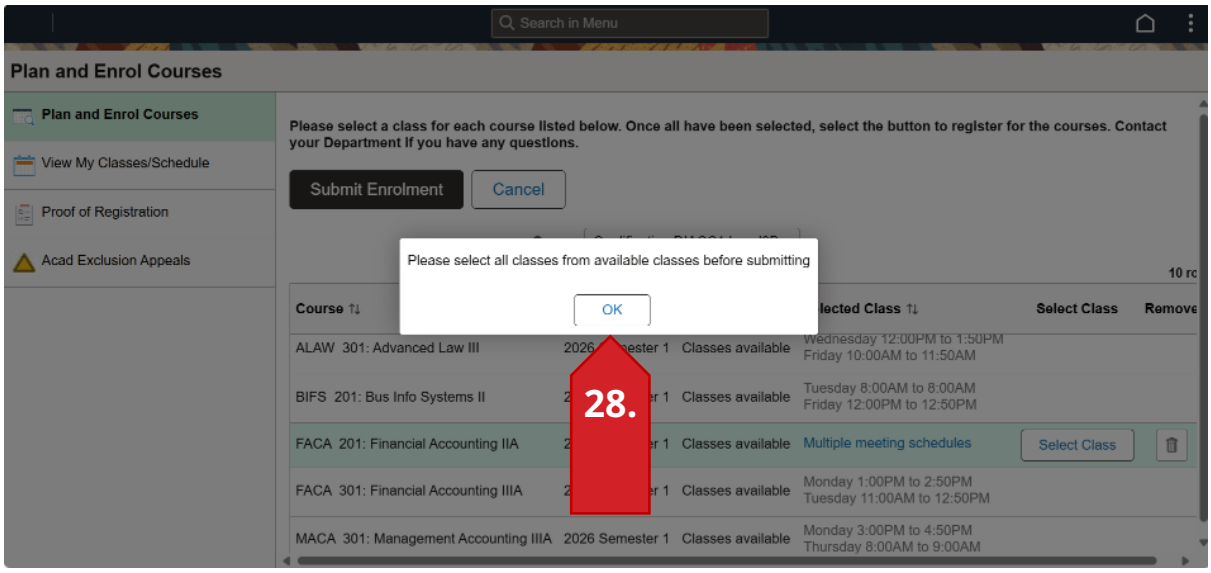
STEP NUMBER	ACTION
	Note: The **Plan and Enrol Courses** screen is displayed.
23.	Click and drag the **vertical scroll bar down** to navigate through the page.
24.	Click on the **Enrol** button.



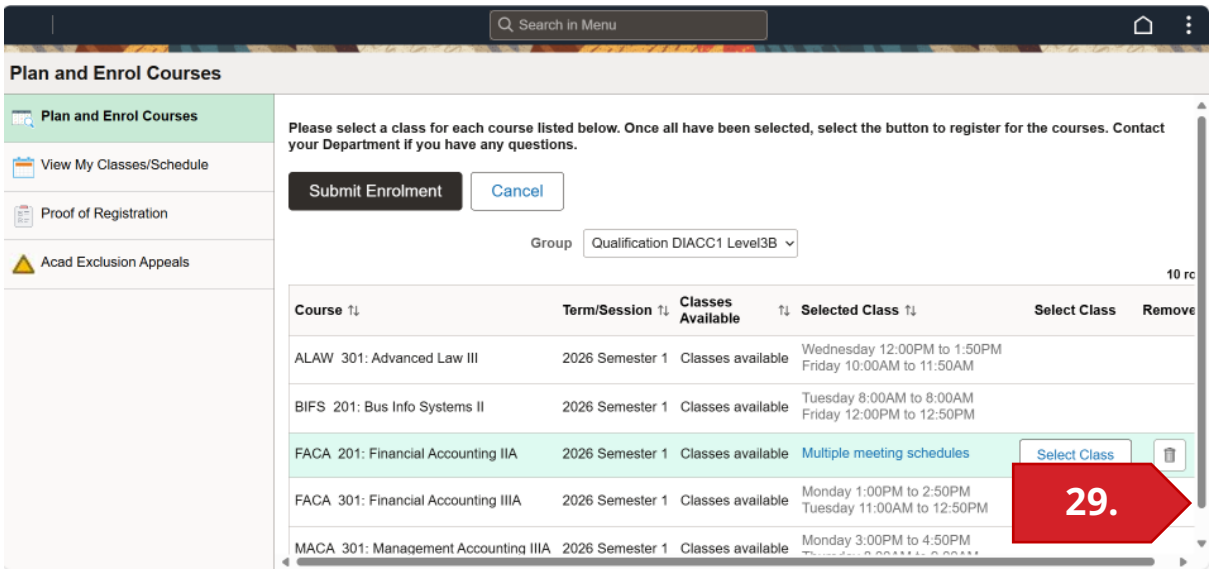
STEP NUMBER	ACTION
	Note: The **Enrol Courses** screen is displayed, listing all available courses from which you can select a class.
25.	Click on the **drop-down list** button in the **Group** field.
26.	Click on the **relevant Group** in the **Item list** to select it, in this guide we will be selecting **Qualification DIMOR1 Level1**.



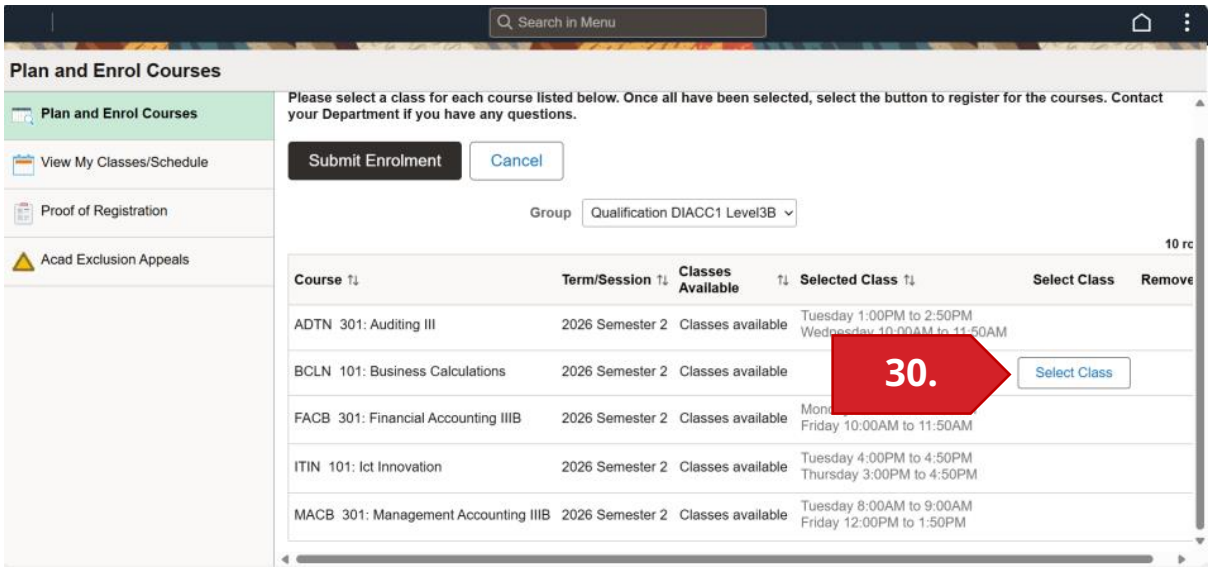
STEP NUMBER	ACTION
27.	Click on the **Submit Enrolment** button.



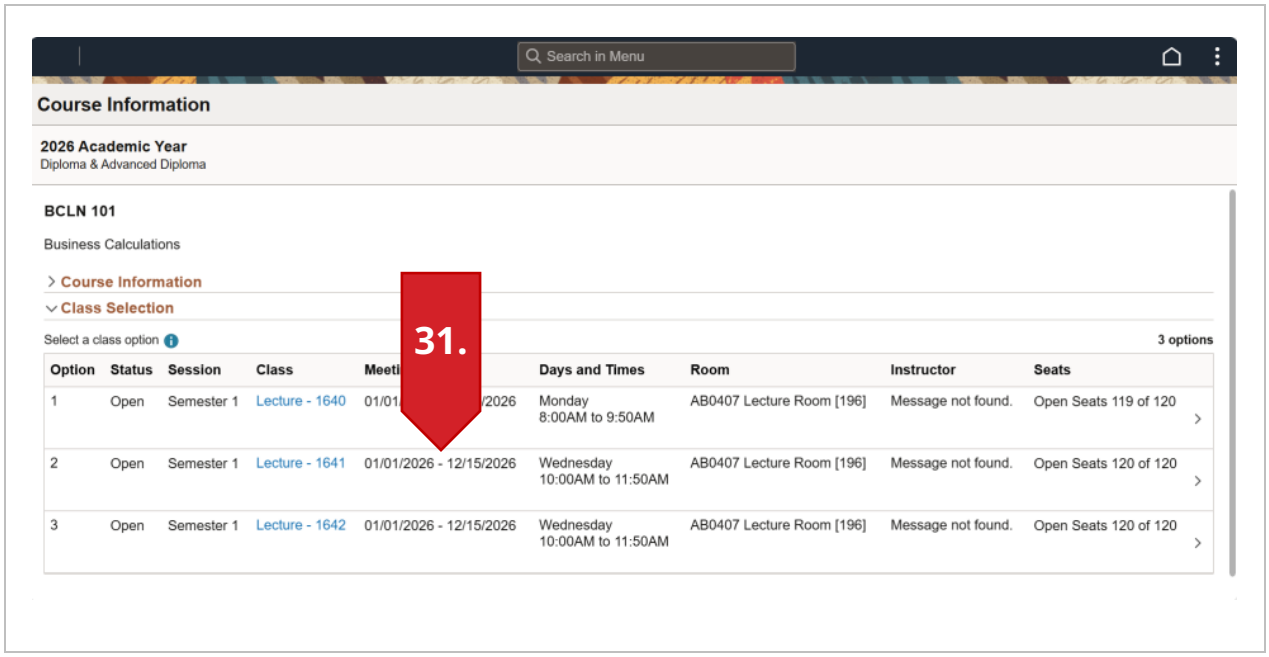
STEP NUMBER	ACTION
	Note: A pop-up message might be displayed, indicating that it is necessary to select all courses from the available class options prior to submission.
28.	Click the **OK** button to proceed.



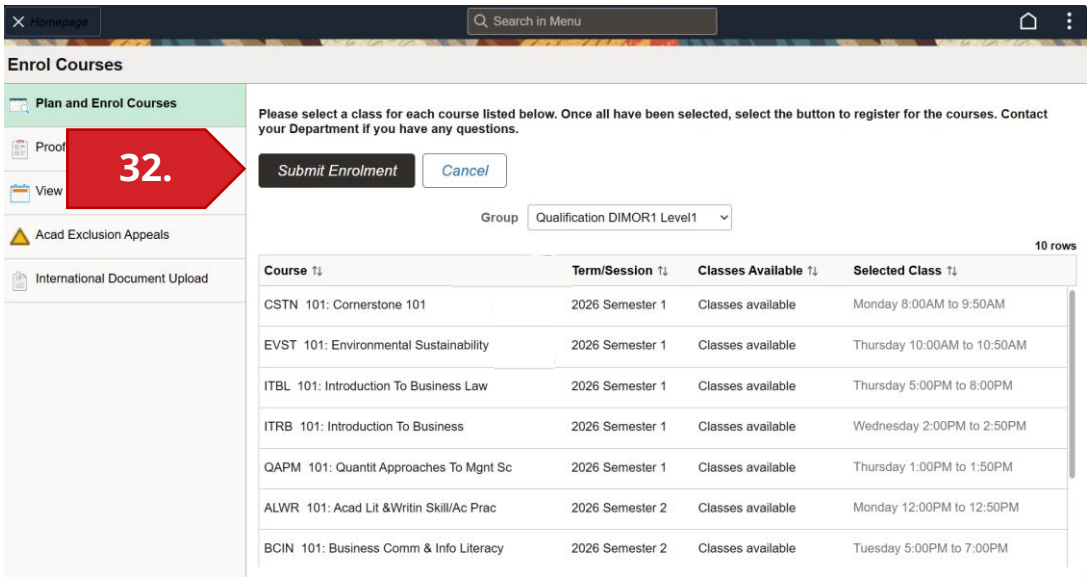
STEP NUMBER	ACTION
29.	Use the **vertical scroll bar** to view if there are any classes that have not been selected. If not all classes are selected, click on the **Select Class** button to view available options for selection.
	Note: **Scroll the mouse** within the **Table** to navigate and view the contents of the page.



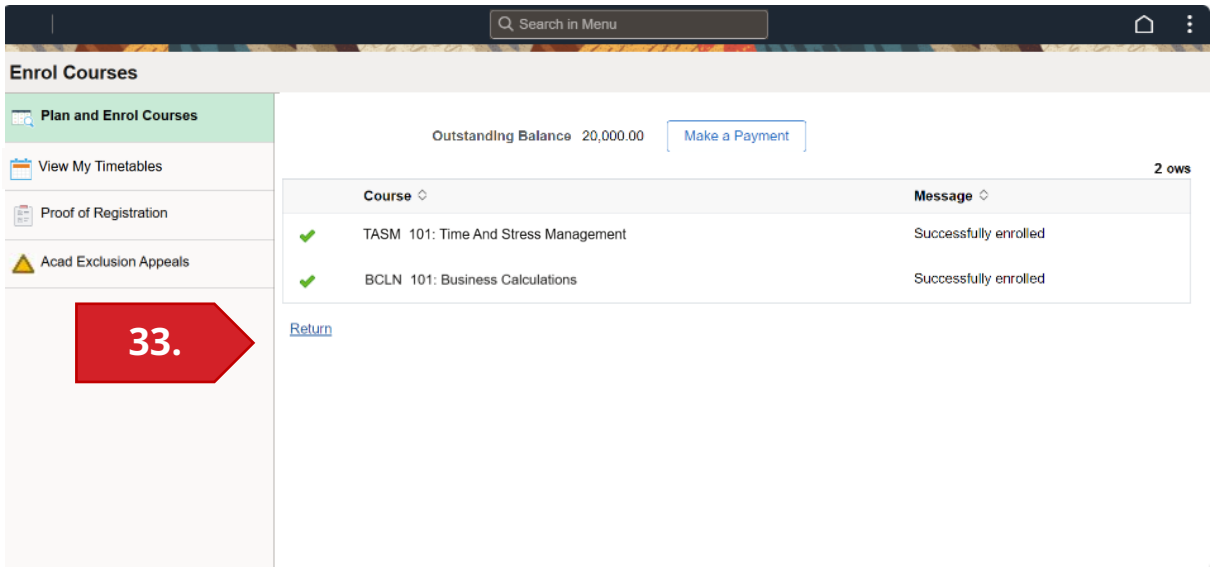
STEP NUMBER	ACTION
30.	Click on the **Select Class** to view available options for selection.



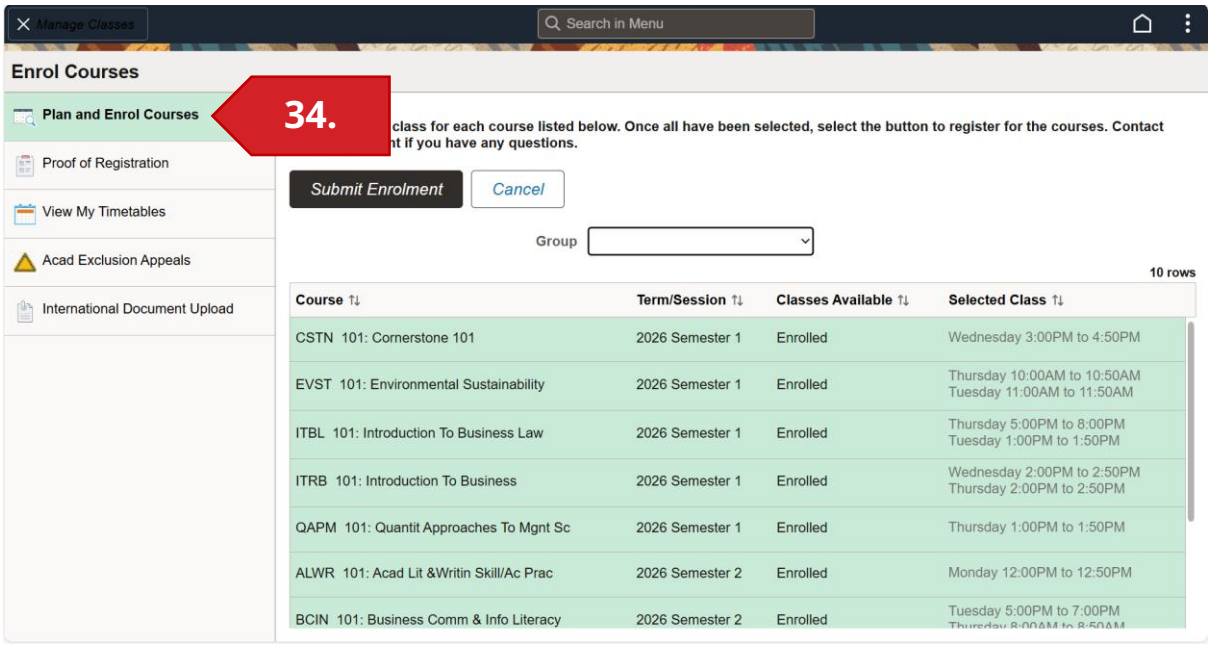
STEP NUMBER	ACTION
31.	Click on the **relevant Class** in the **Item list** to select it.



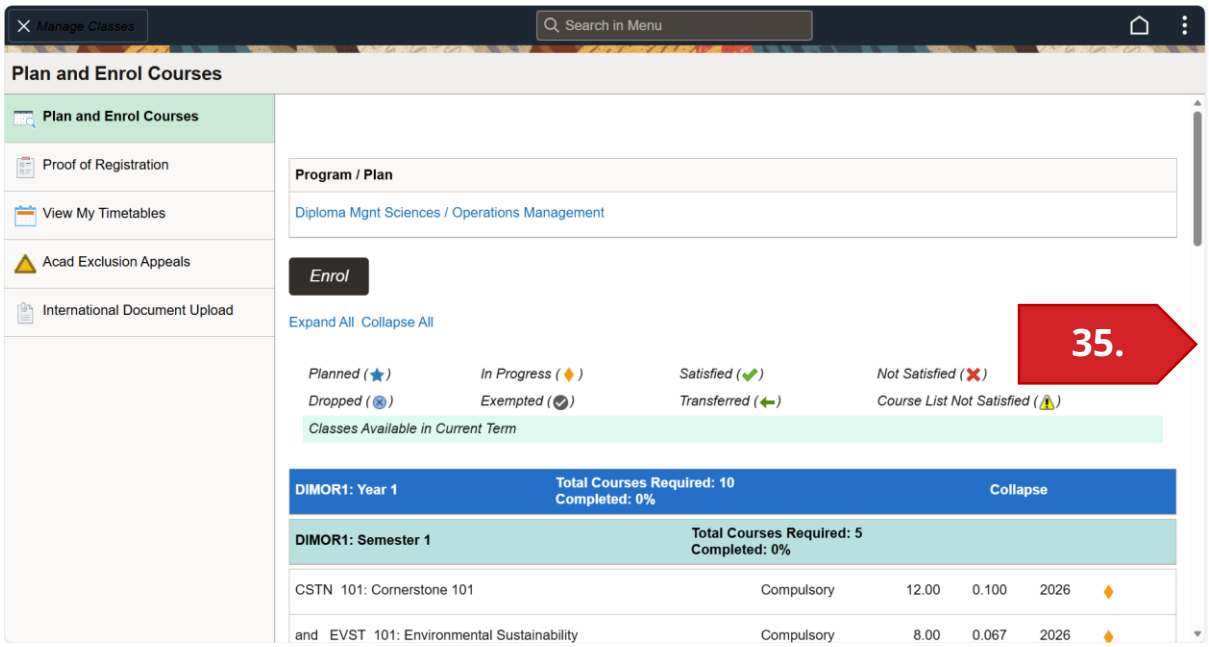
STEP NUMBER	ACTION
	Note: Click and drag the **horizontal scroll bar to the left** to view additional details.
32.	Click on the **Submit Enrolment** button.



STEP NUMBER	ACTION
	Note: The **Enrolment Confirmation** screen is displayed, showing the course details along with a message confirming successful enrolment and the outstanding balance.
33.	Click on the **Return** button to return to the previous screen.



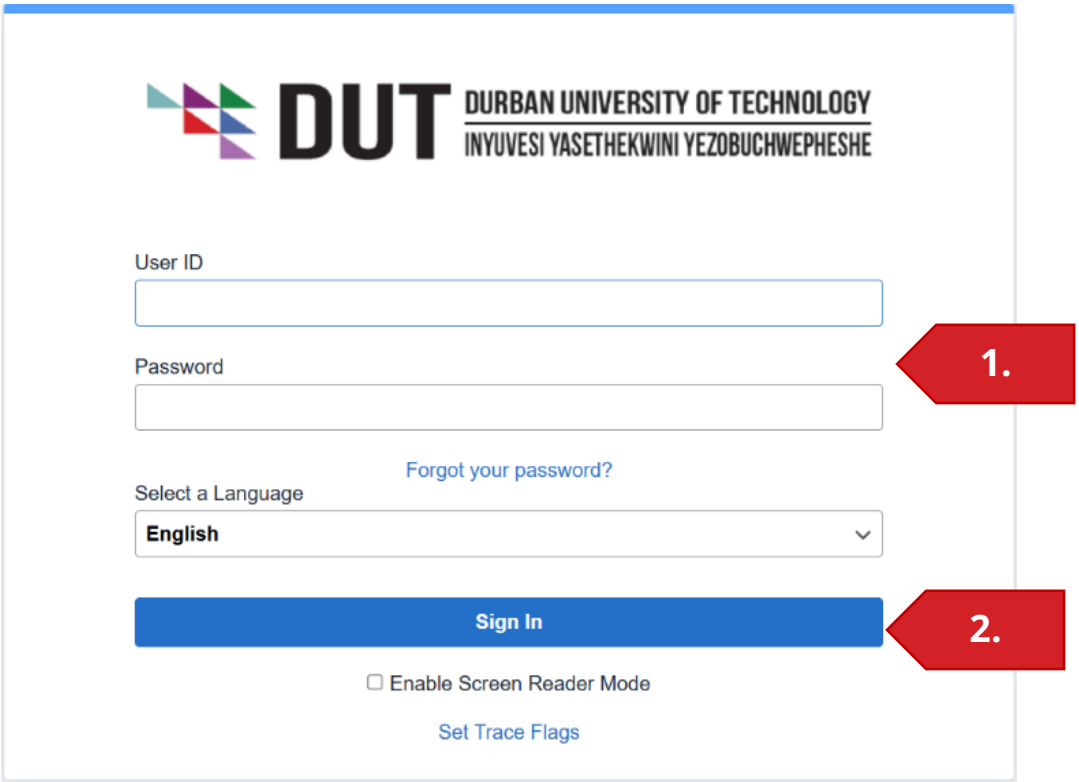
STEP NUMBER	ACTION
	Note: The status of the classes has been updated from **Classes Available** to **Enrolled.**
34.	Click on the **Plan and Enrol Courses** tab.



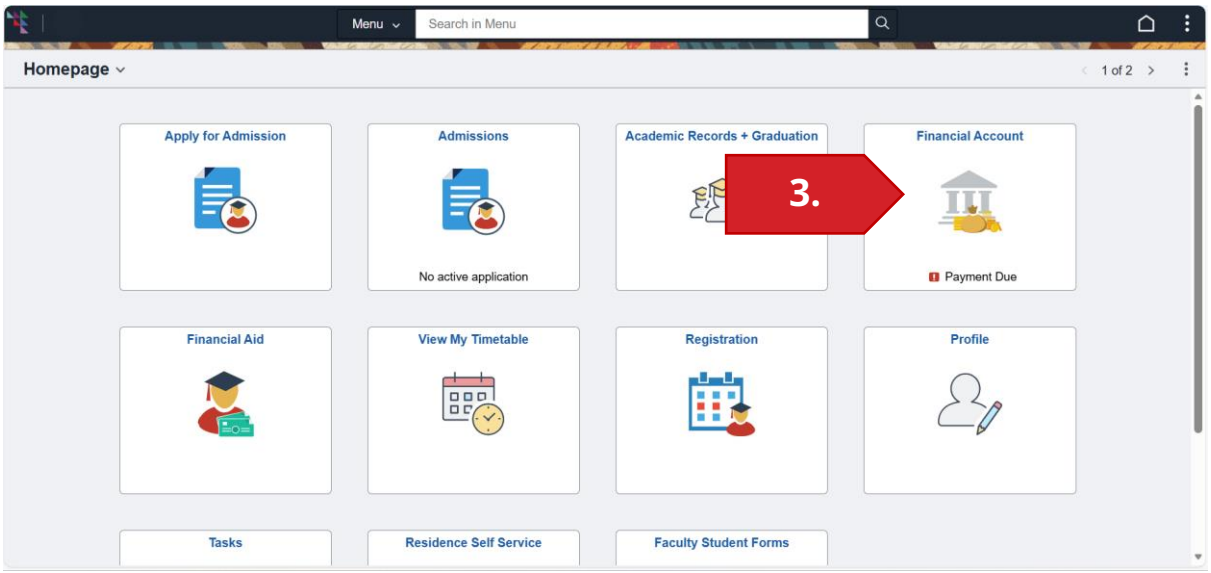
STEP NUMBER	ACTION
35.	Click and drag the **vertical scroll bar down** to navigate through the page.

3. CHECKING YOUR ACCOUNT BALANCE AND MAKING A PAYMENT

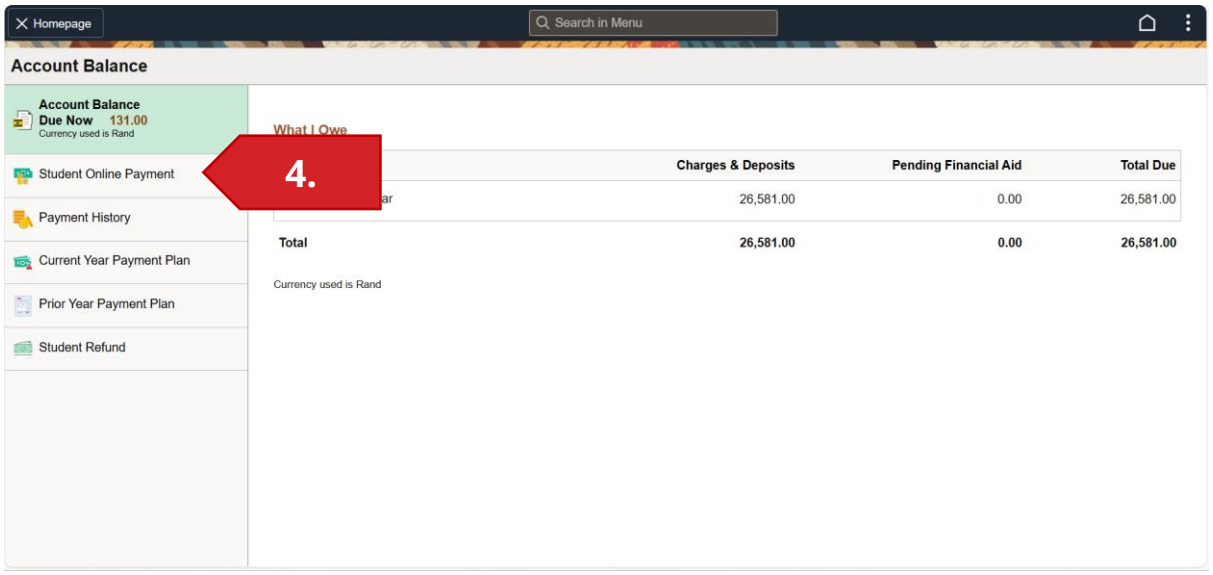
Managing your account is simple and secure. This section guides you through the steps to view your current balance and complete a payment quickly, ensuring your account stays up to date without any hassle.



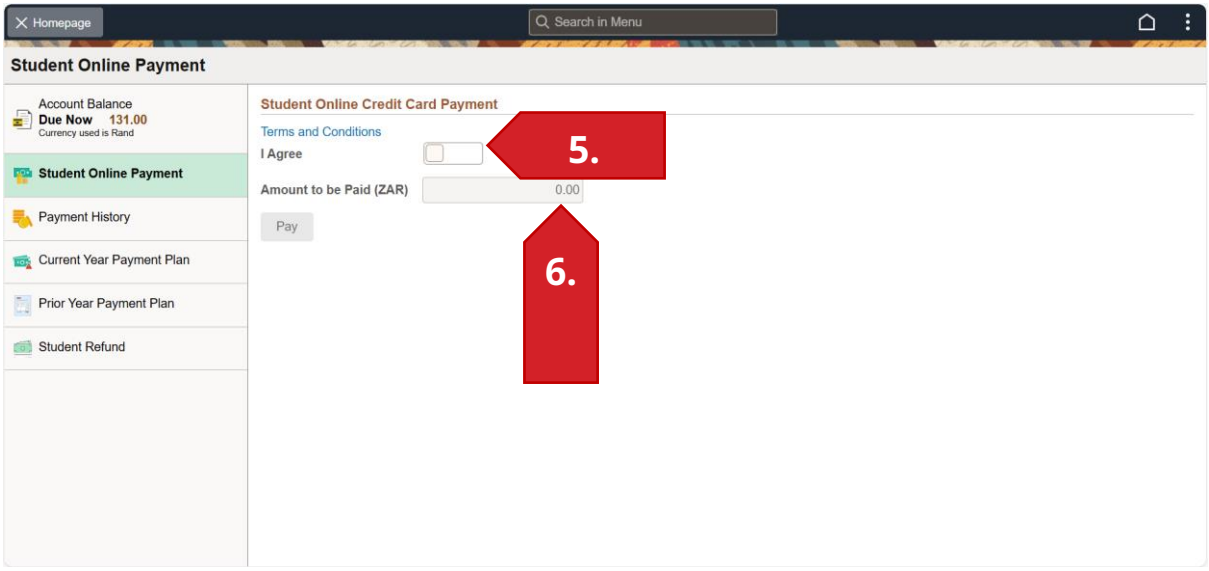
STEP NUMBER	ACTION
1.	**Enter** your **User ID** and **Password**.
2.	Click on the **Sign In** button.



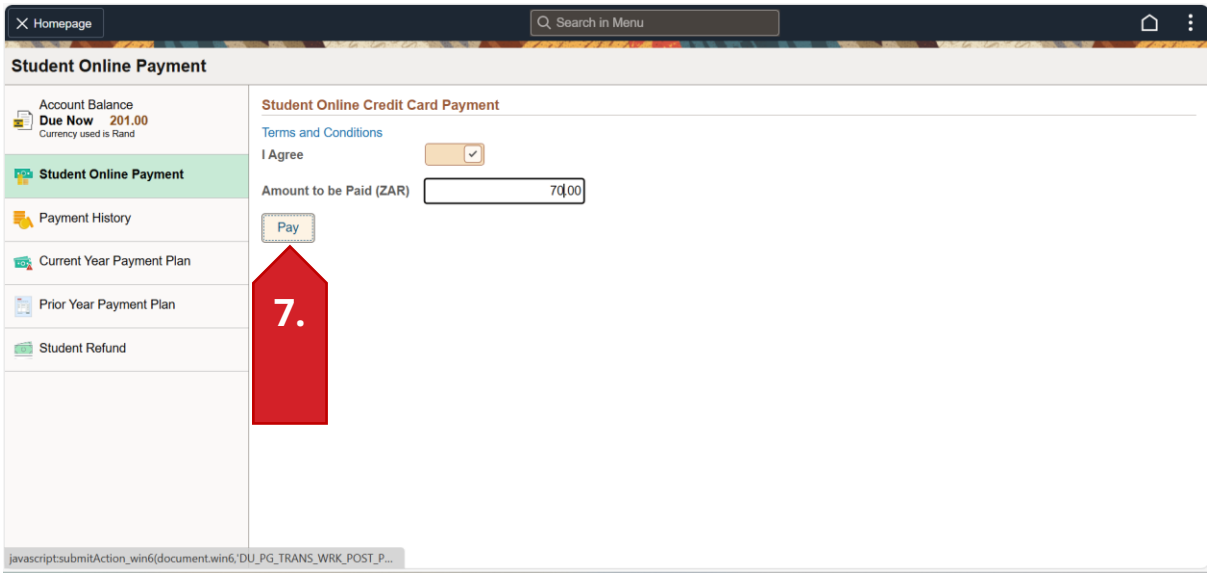
STEP NUMBER	ACTION
	Note: The **Homepage** screen is displayed.
3.	Click on the **Financial Account** tile to access the **Account Balance** page.



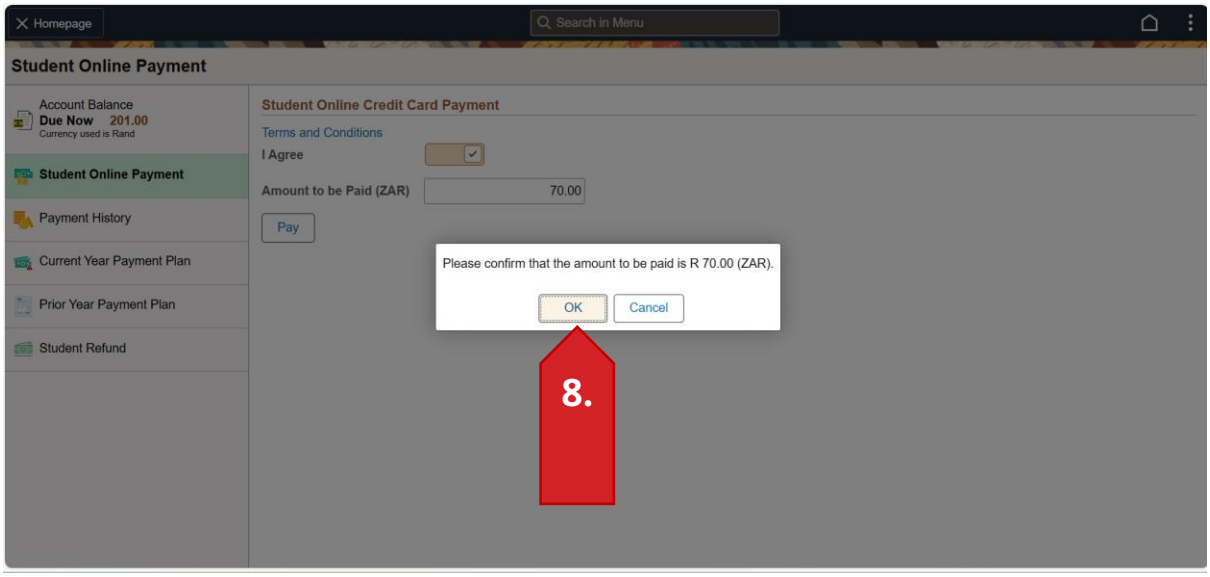
STEP NUMBER	ACTION
	Note: The **Account Balance** screen is displayed.
4.	Click on the **Student Online Payment** tab to access the DUT Student Online Credit Card Payment page.



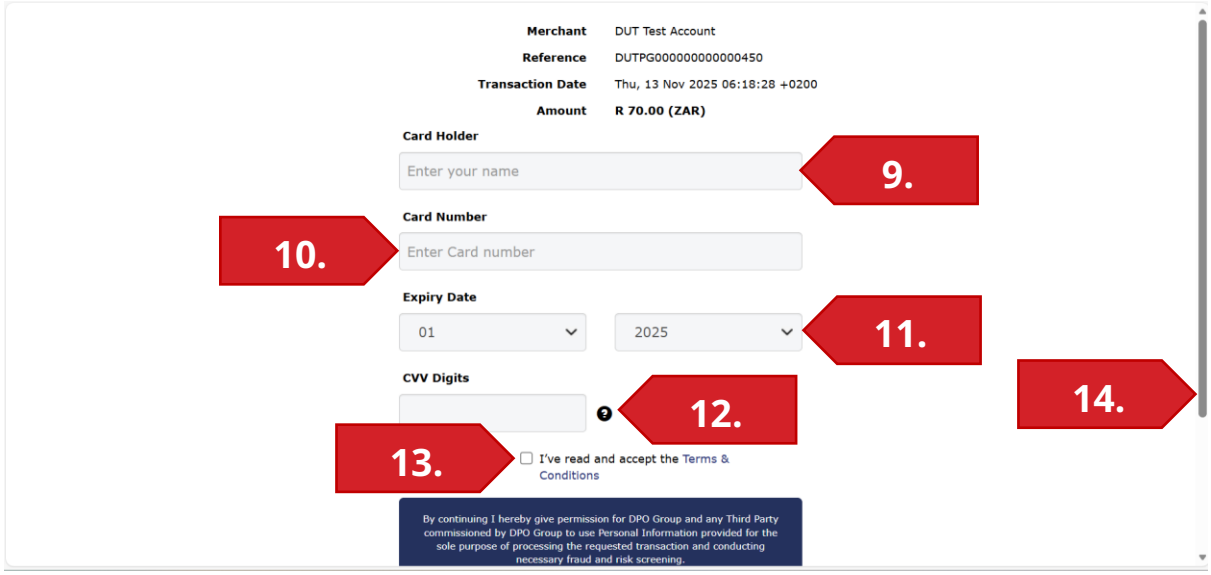
STEP NUMBER	ACTION
	Note: You may click the **Terms and Conditions** link first to carefully read and understand the information provided before continuing with the process. This ensures that you are fully aware of the terms you are agreeing to.
5.	Click on the **I agree** checkbox to enabled.
	Note: Click and drag the **0.00** value in the **Amount to be Paid (ZAR)** field to highlight.
6.	Enter the relevant **Amount** in the Amount to be Paid (ZAR) field.



STEP NUMBER	ACTION
	Note: The **Pay** button, which was previously inactive (greyed out), will now become active and ready for selection.
7.	Click on the **Pay** button to proceed with the payment process.

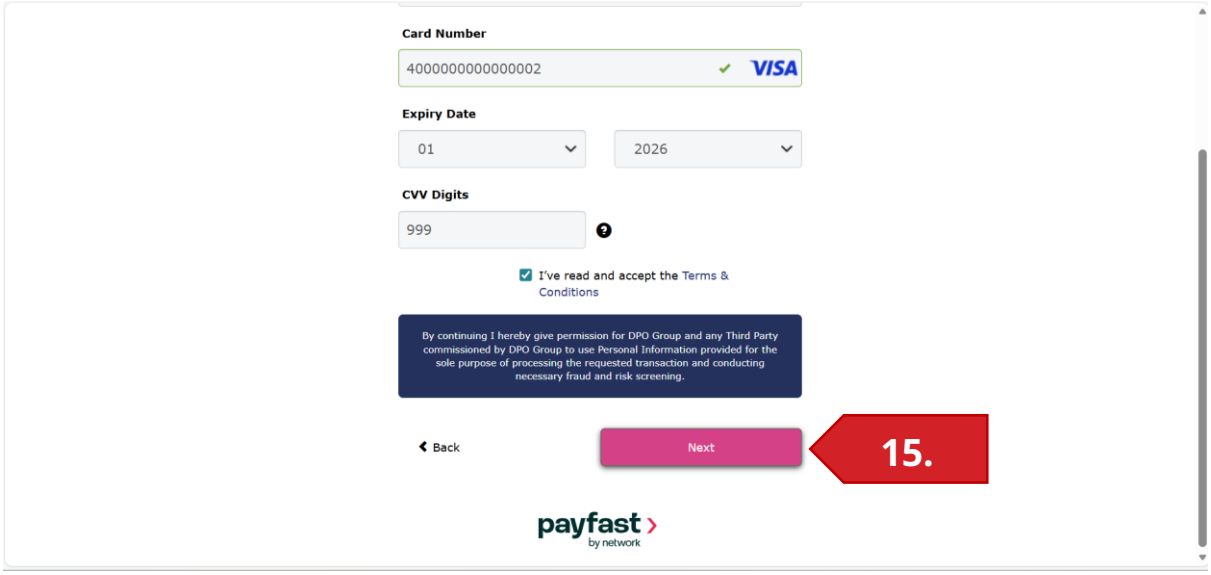


STEP NUMBER	ACTION
	Note: A confirmation message will display the amount to be paid, allowing users to verify the details and ensure accuracy before completing the payment.
8.	Click on the **OK** button to confirm the amount.

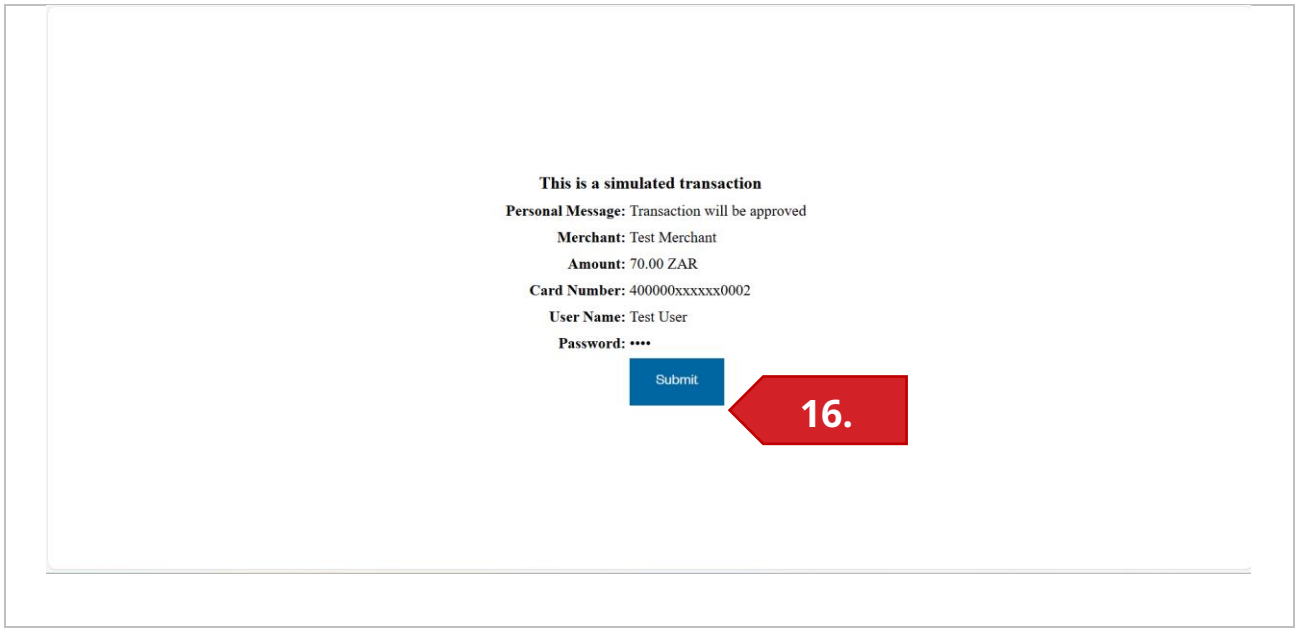


STEP NUMBER	ACTION
	Note: The **Card Payment details** will be displayed for you to enter your bank account details.
9.	Enter the relevant **Card Holder's Name** in the Card Holder field.
10.	Enter the relevant **Card Number** in the Card Number field.
11.	Click on the relevant **Expiry Date (Month and Year)** field.
12.	Enter the relevant **CVV Digits** in the CVV Digits field.
	Note: Ensure that all card payment details are thoroughly reviewed and verified for accuracy before proceeding with the transaction.

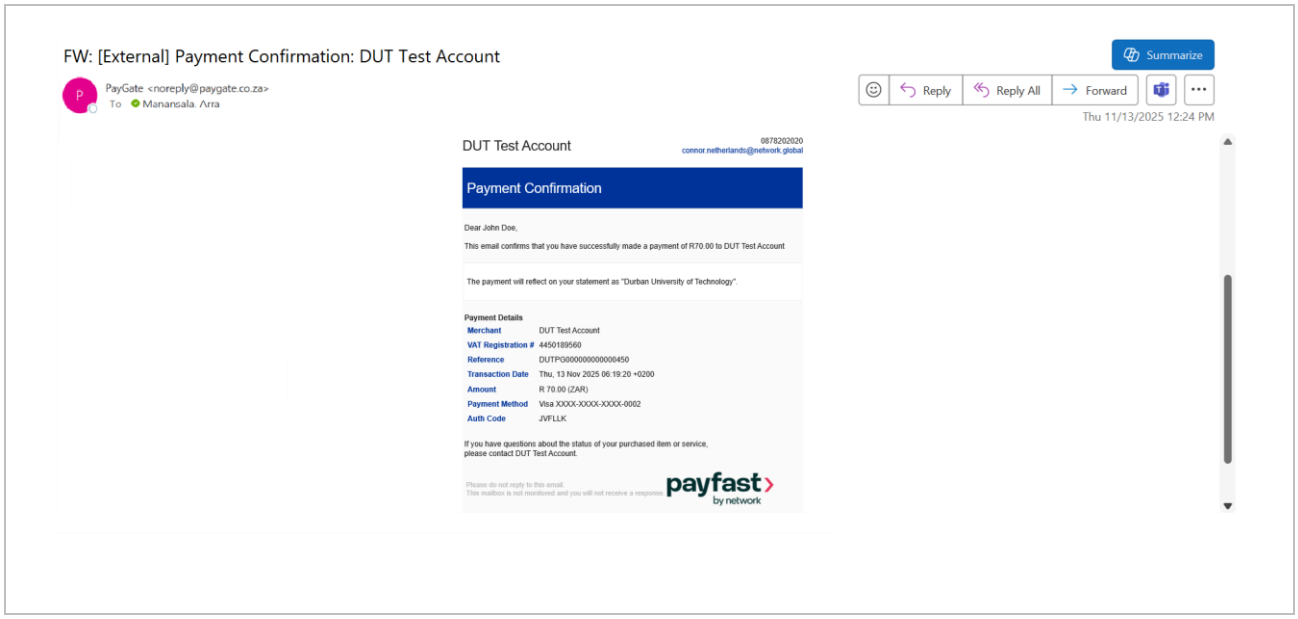
	It is recommended to click the Terms and Conditions link to review the details and ensure you understand the terms before continuing.
13.	Click on the **I've read and accept the Terms and Conditions** checkbox to proceed.
14.	Click and drag the **vertical scroll bar down** to view the details of your confirmed payment transaction.



STEP NUMBER	ACTION
15.	Click on the **Next** button.



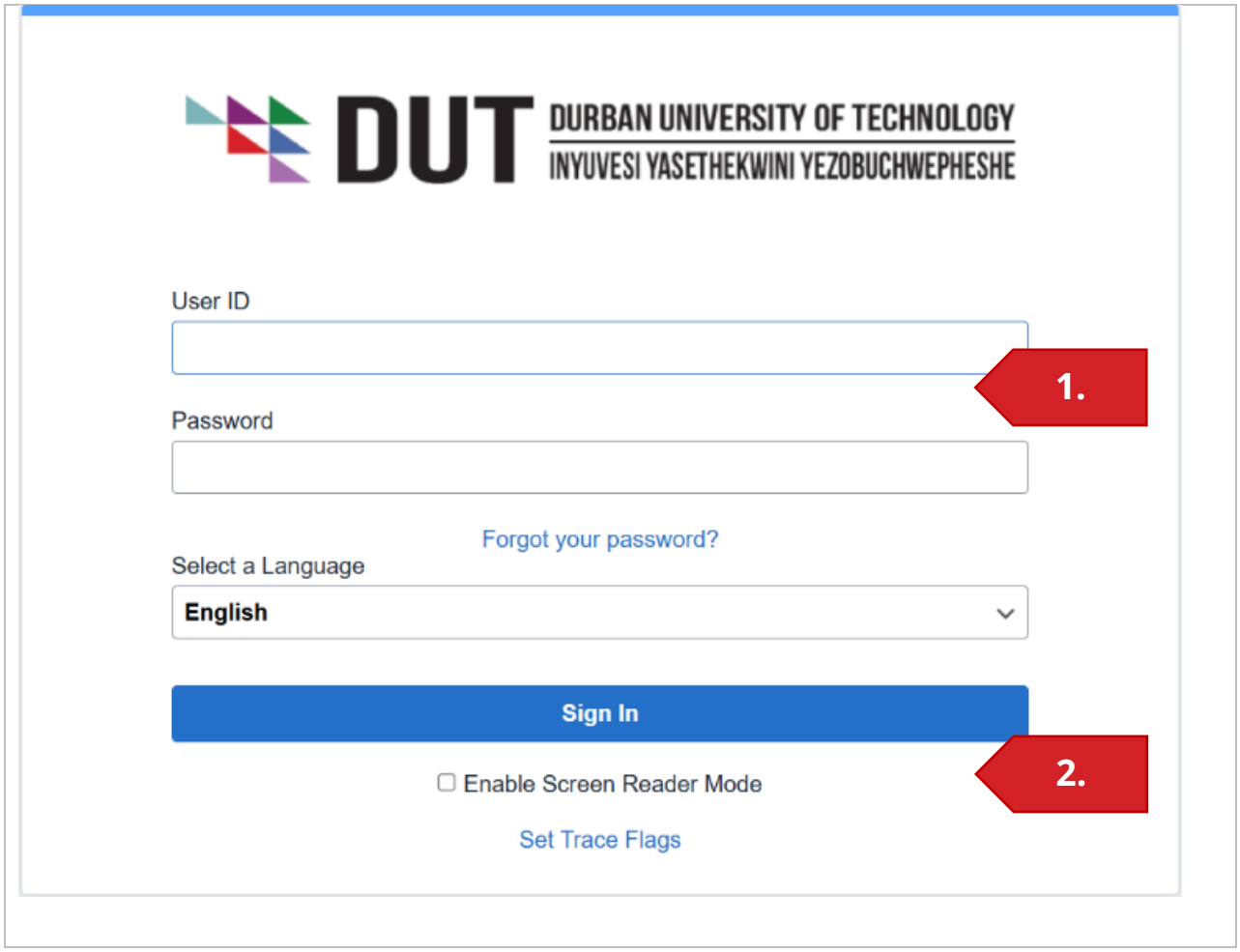
STEP NUMBER	ACTION
	Note: The **transaction** is presented and ready for you to submit.
16.	Click on the **Submit** button.



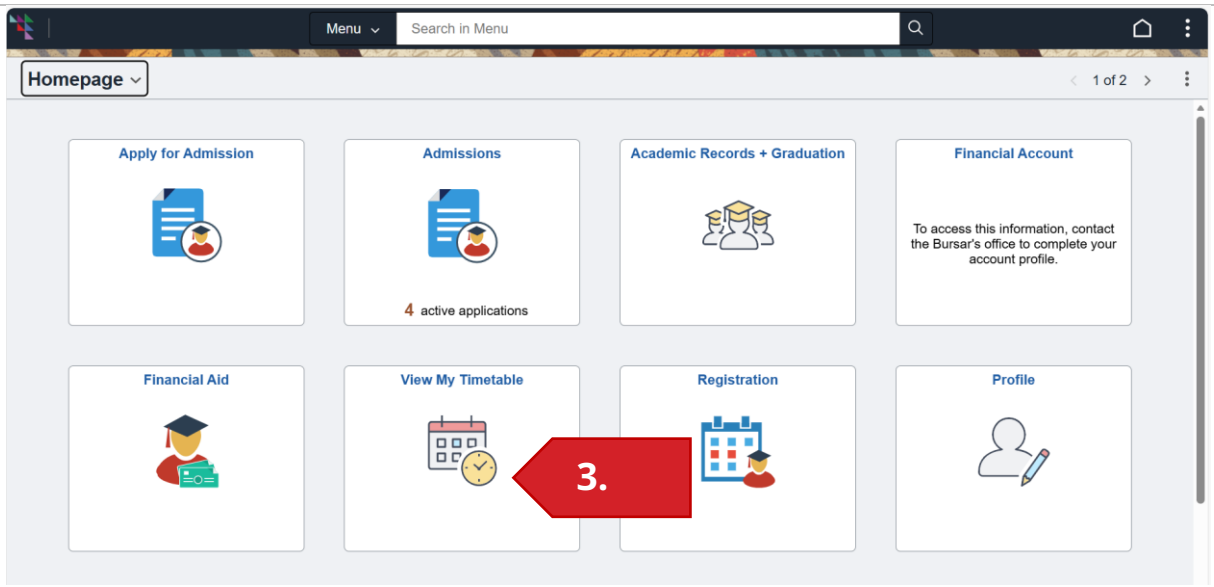
STEP NUMBER	ACTION
	Note: You will receive an email displaying the details of the confirmed payment transaction. The steps outlined above detail the proper and complete procedure for making a payment. Please ensure each step is followed carefully to ensure a successful transaction.

4. HOW TO VIEW YOUR TIMETABLE – NEW STUDENTS

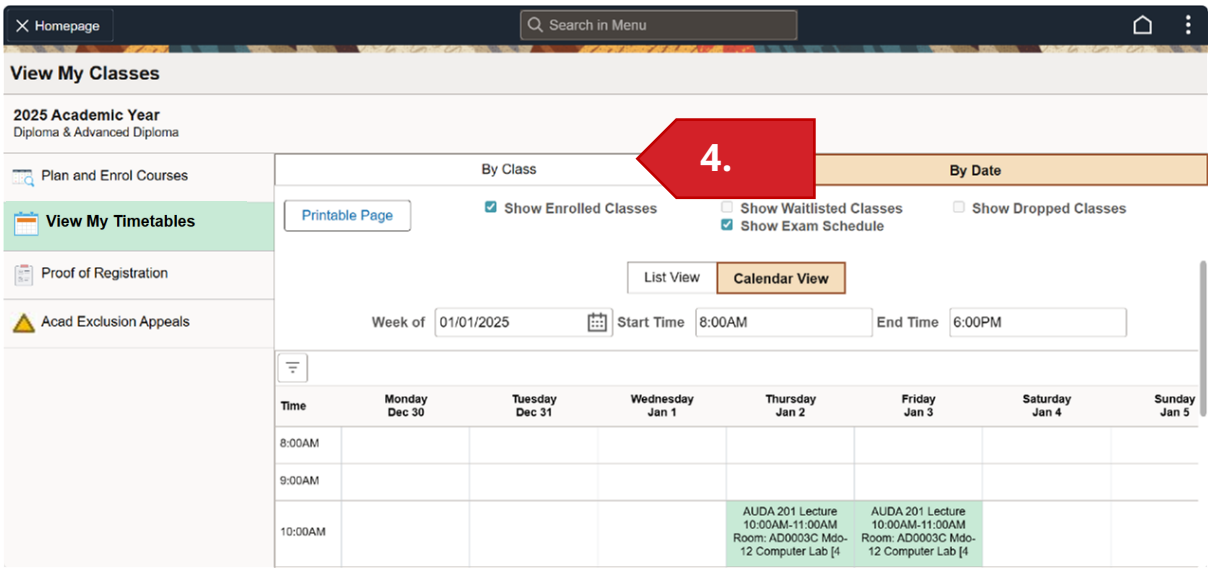
Once registered, it's important to know when and where your classes take place. This section shows you how to view your timetable in Oracle PeopleSoft Campus Solutions.



STEP NUMBER	ACTION
1.	**Enter** your **User ID** and **Password**.
2.	Click on the **Sign In** button.

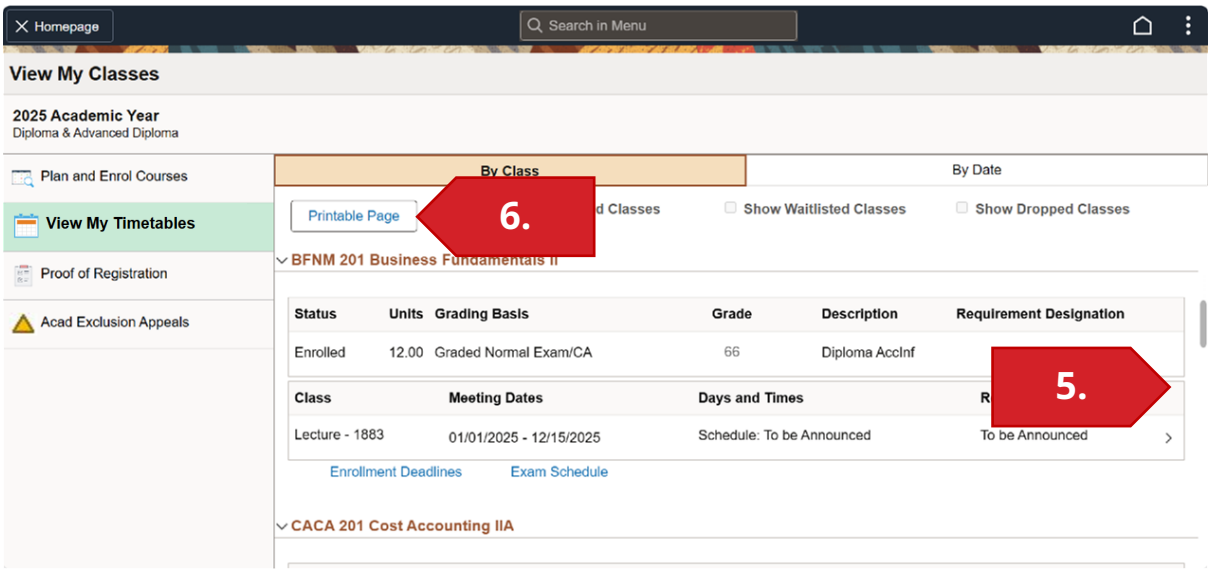


STEP NUMBER	ACTION
	Note: The **Homepage** screen is displayed.
3.	Click on the **View My Timetable** tile to access the **View My Timetable** page.



STEP NUMBER	ACTION
	Note: You have two options for viewing your classes: • **List View** - shows your classes in a simple list format with details like course name, time and location. • **Calendar View** - displays your classes on a calendar, making it easier to see your timetable by day or week. By default, your classes will be displayed in Calendar View. The **Week of** field allows you to select the relevant week, for example if classes only start next week, then set the week of to next week, to see the schedule.
4.	Click on the **By Class** tab.
	Note: You have two options for viewing your classes:

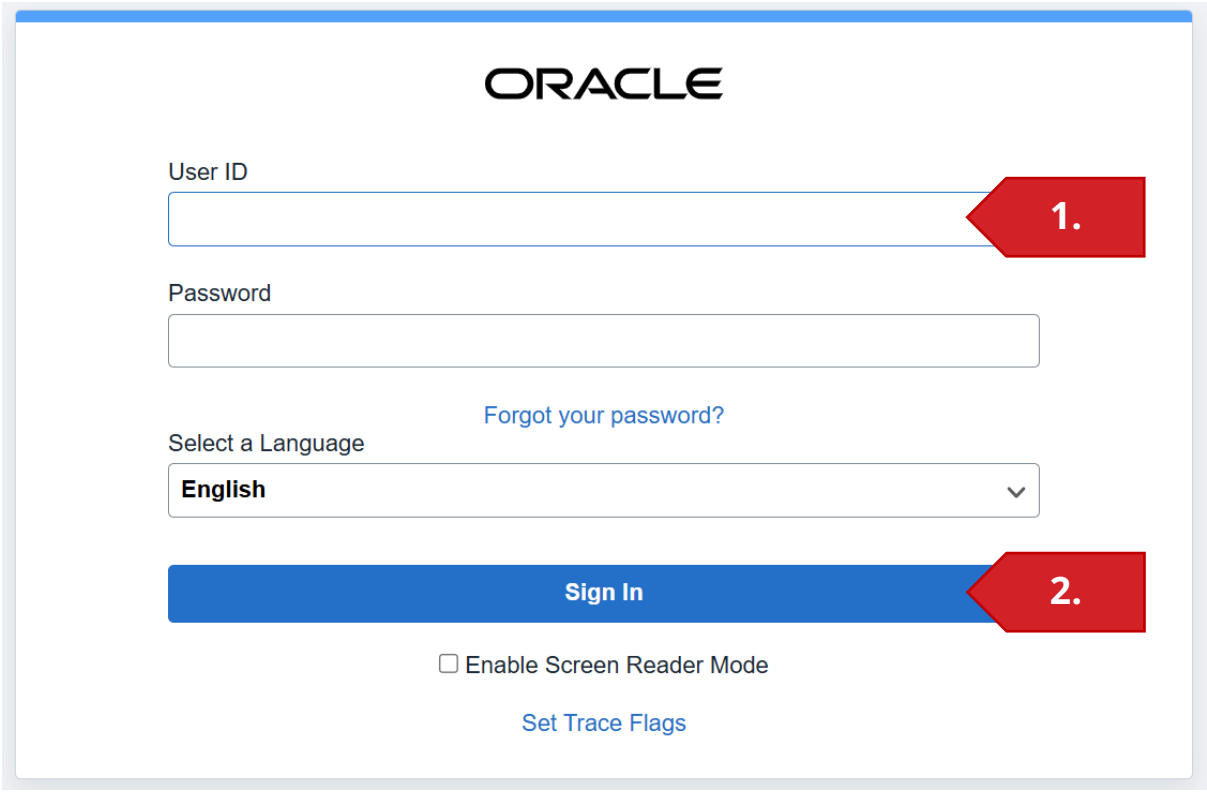
	• **By Class:** Organises your classes into categories based on their respective courses, providing a clear overview of your academic schedule. • **By Date:** Displays your timetable in either a calendar or list format, helping you manage your time and prioritise tasks efficiently.



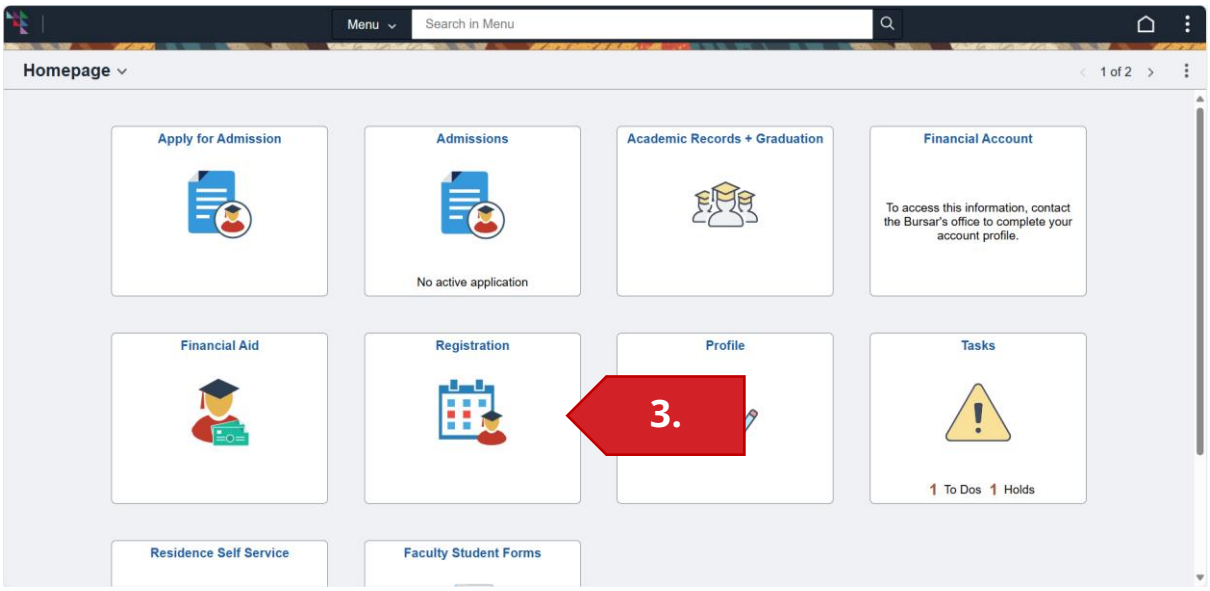
STEP NUMBER	ACTION
5.	Click and drag the **vertical scroll bar down** to navigate through the page and review the classes.
6.	Click on the **Printable Page** to generate a printable version of the page.
	Note: Your timetable is now ready for review, helping you prepare for the upcoming term.

5. HOW TO OBTAIN YOUR PROOF OF REGISTRATION

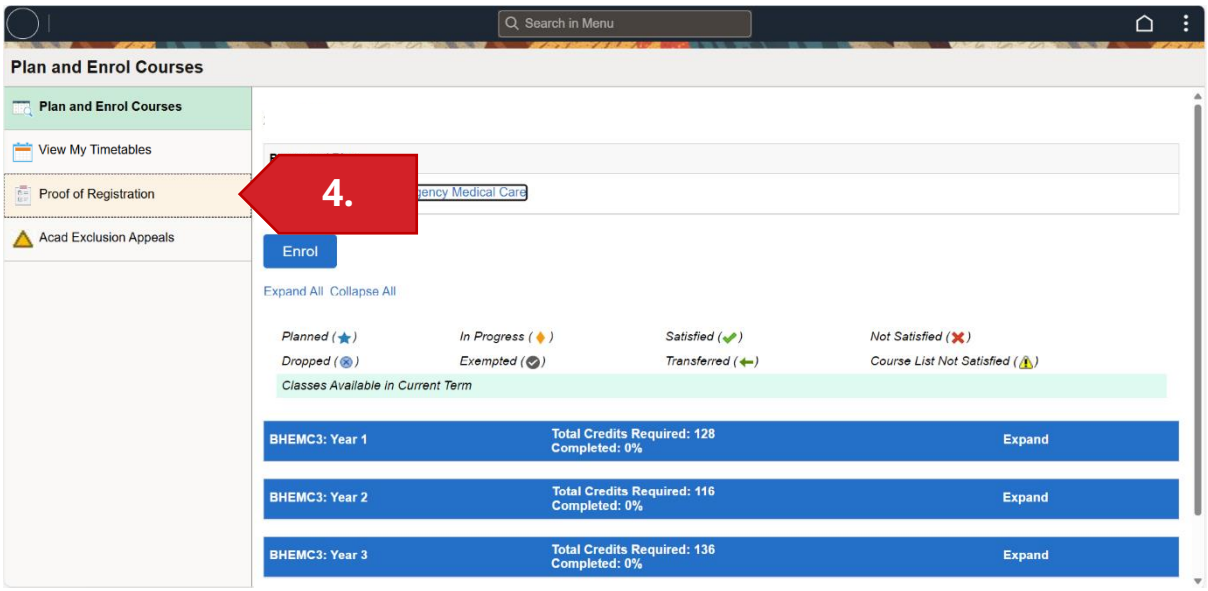
Need official confirmation of your registration? This section explains how to download your proof of registration directly from Oracle PeopleSoft Campus Solutions. Whether for bursaries, visa applications, or personal records, you'll learn how to access and save this important document.



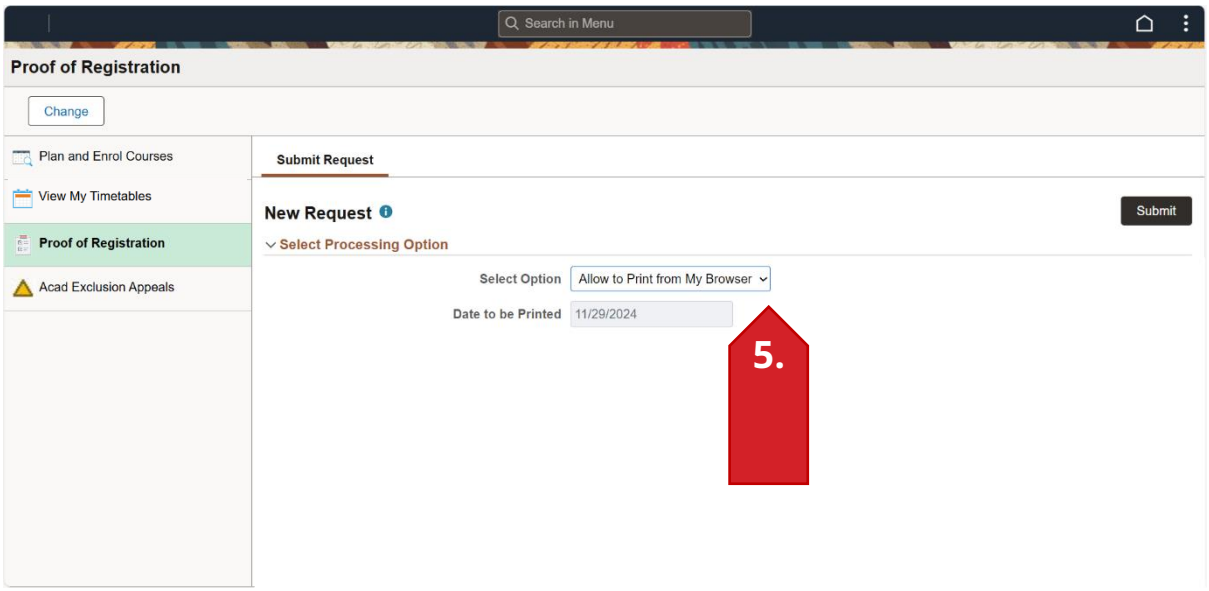
STEP NUMBER	ACTION
1.	**Enter** your **User ID** and **Password**.
2.	Click on the **Sign In** button.



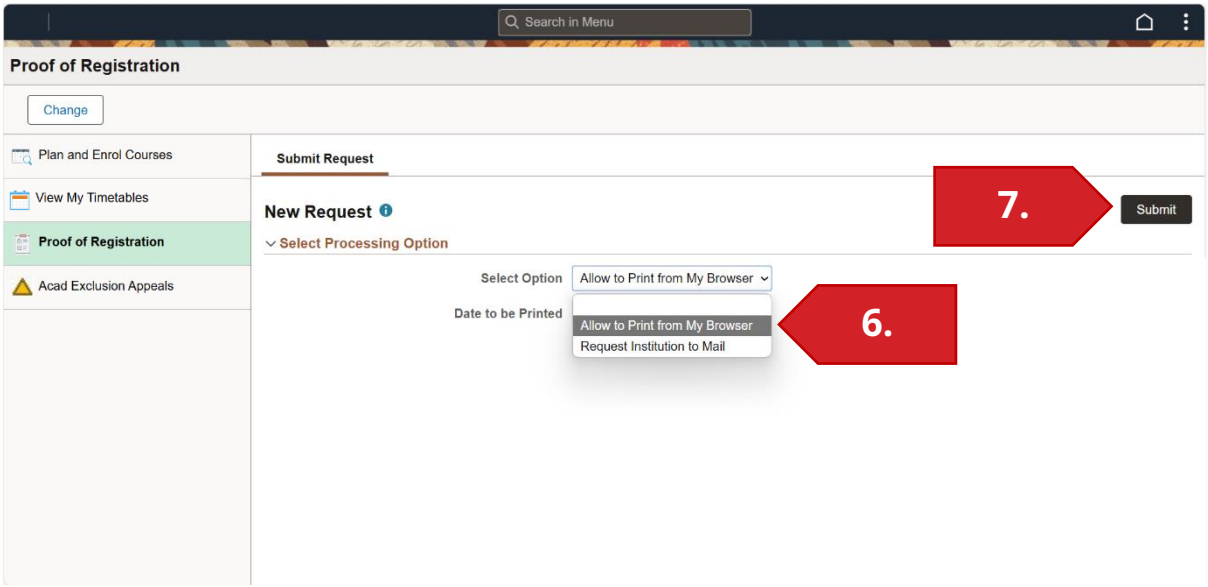
STEP NUMBER	ACTION
	Note: The **Homepage** screen is displayed.
3.	Click on the **Registration** tile to access the **Registration** page.



STEP NUMBER	ACTION
	Note: The **Plan and Enrol Courses** screen is displayed.
4.	Click on the **Proof of Registration** tab.



STEP NUMBER	ACTION
	Note: The **Proof of Registration** screen is displayed.
5.	Click on the **drop-down list** button in the **Select Option** field.

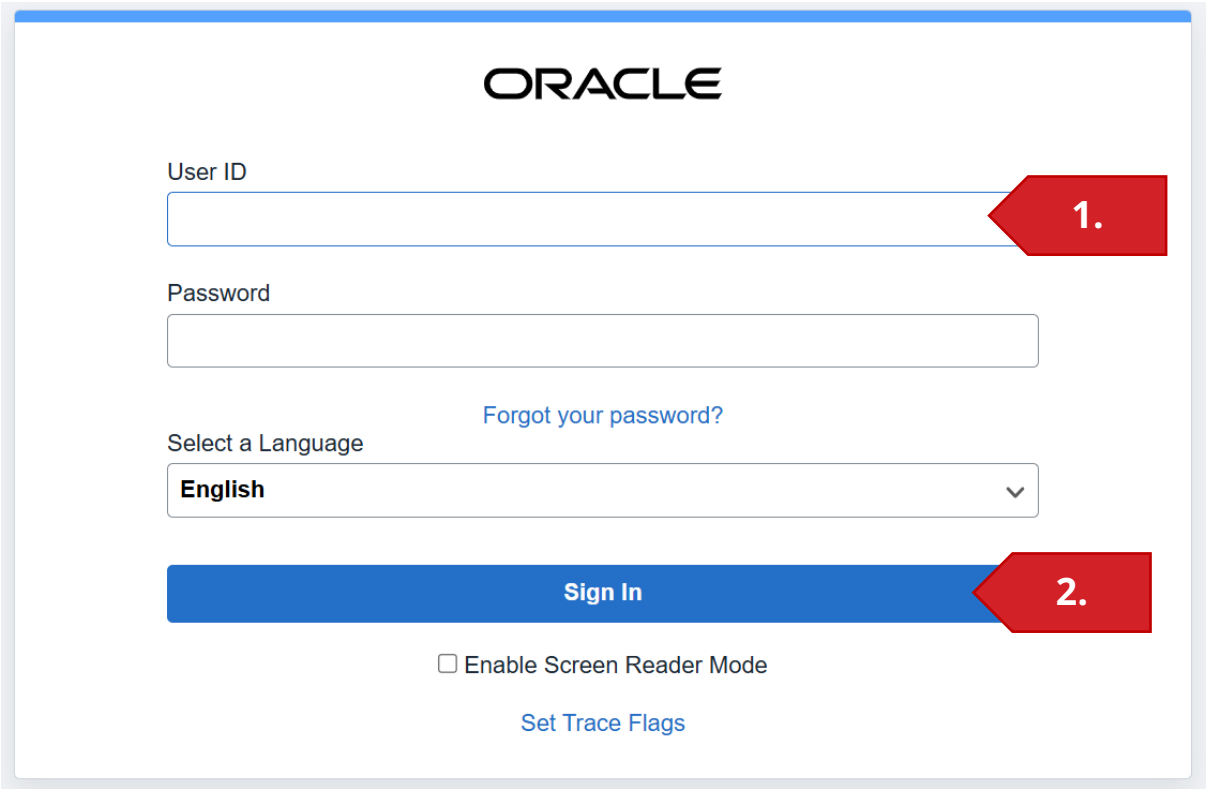


STEP NUMBER	ACTION
	Note: The Select Options feature provides two available choices: • **Allow to Print from My Browser:** This option enables printing the document directly from the current browser window. Access to this option may be closed by the institution during peak periods. • **Request Institution to Mail:** This option submits a request for the institution to send the document by mail to the specified address.
6.	Click on the **relevant Select Option** in the **Item list** to select it, in this guide we will be selecting **Request Institution to Mail**.
7.	Click on the **Submit** button.

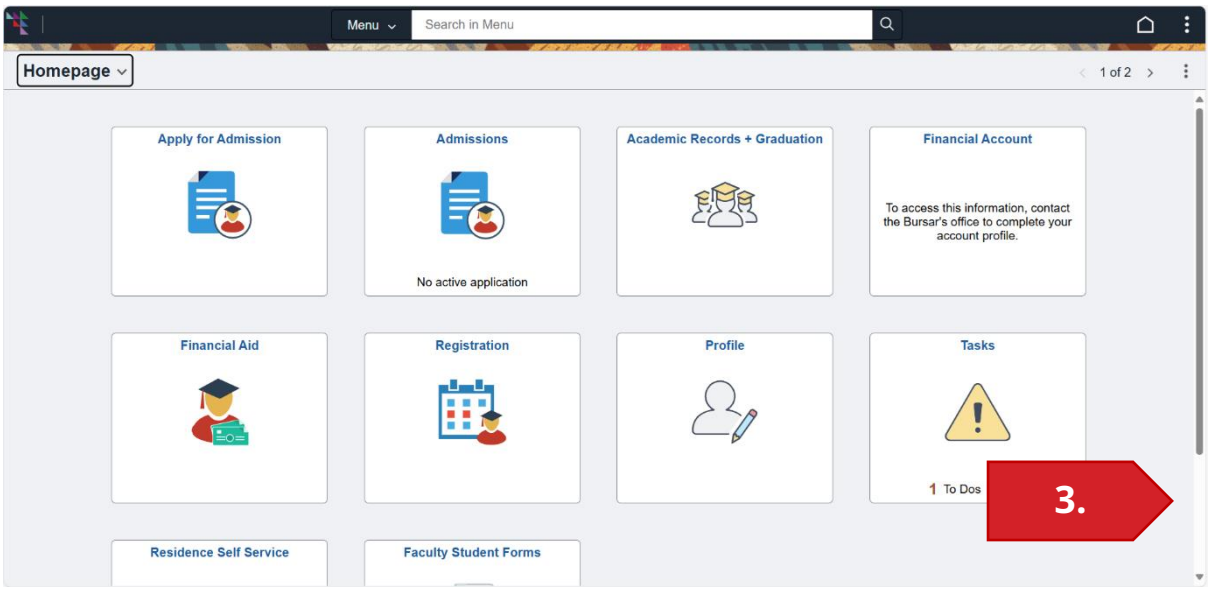
	Note: If you select the option that reads **Allow to Print from My Browser** , a new window will open displaying the proof of registration, which includes key details such as enrolled modules, session schedules, class group assignments, exam dates, and applicable fees. The document can be printed directly from this window if needed.

6. HOW TO REQUEST FORMS

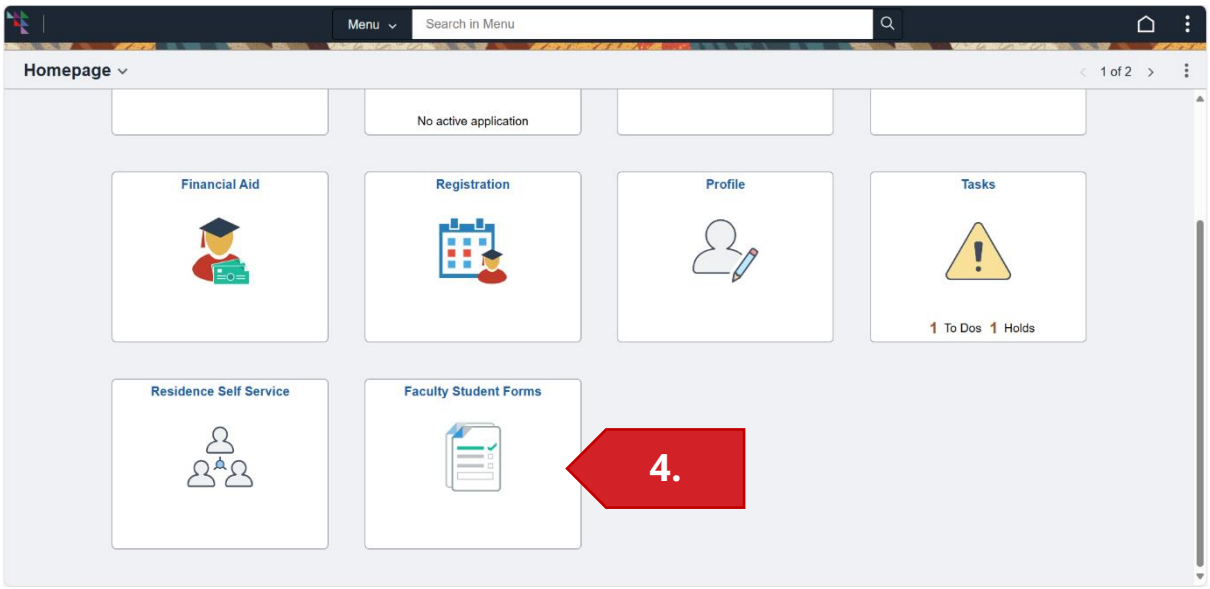
Throughout your studies, you may need to request various academic or administrative forms. This section shows you how to find and submit form requests through Oracle PeopleSoft Campus Solutions. With step-by-step guidance, you'll be able to complete requests efficiently and accurately.



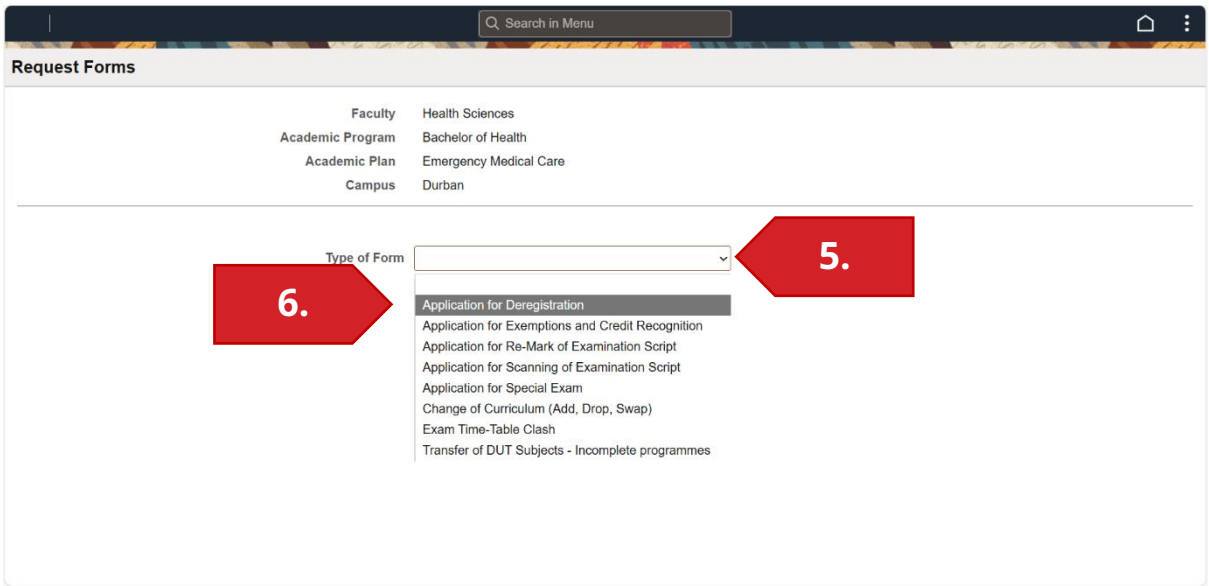
STEP NUMBER	ACTION
1.	**Enter** your **User ID** and **Password**.
2.	Click on the **Sign In** button.



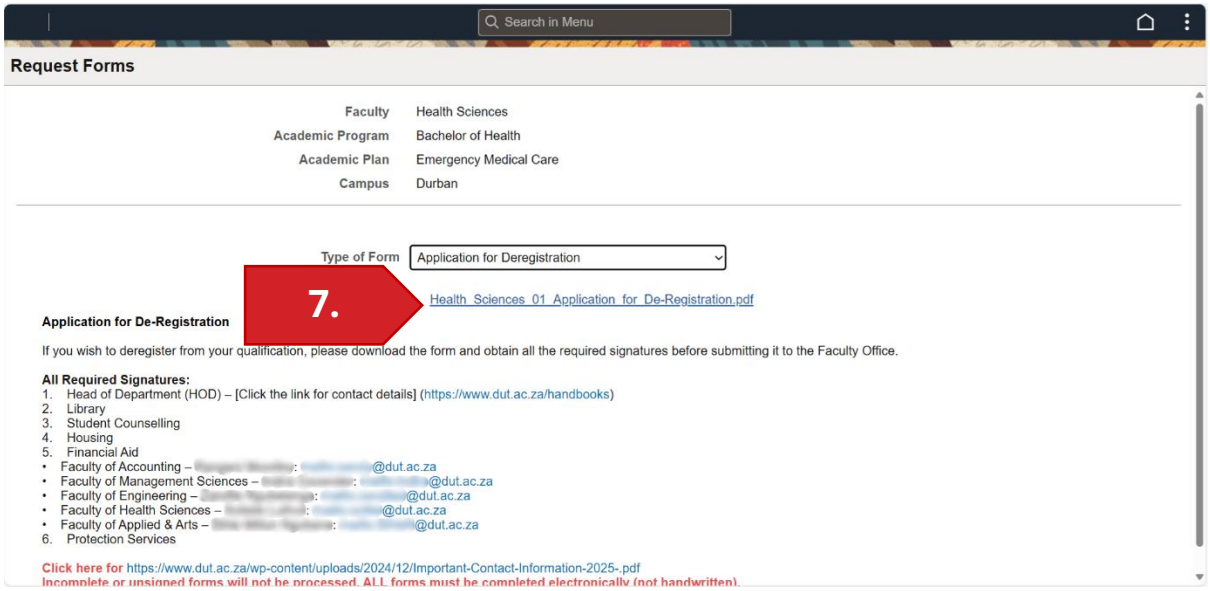
STEP NUMBER	ACTION
	Note: The **Homepage** screen is displayed.
3.	Click and drag the **vertical scroll bar down** to navigate through the page.



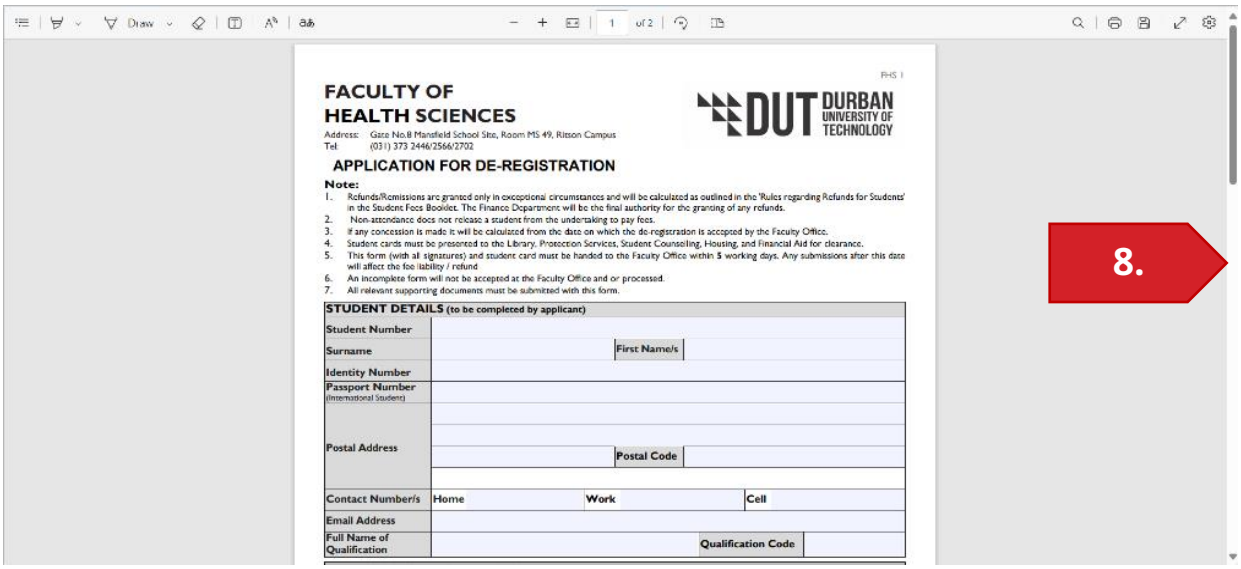
STEP NUMBER	ACTION
4.	Click on the **Faculty Student Forms** tile to access the **Request Forms** page.



STEP NUMBER	ACTION
	Note: The **Request Forms** screen is displayed.
5.	Click on the **drop-down list** button in the **Type of Form** field.
6.	Click on the **relevant Type of Form** in the **Item list** to select it, in this guide we will be selecting **Application for Deregistration.** **Other options include but are not limited to:** • Application for Exemptions and Credit Recognition • Application for Re-Mark of Examination Script • Application for Scanning of Examination Script • Application for Special Exam • Change of Curriculum (Add, Drop, Swap) • Exam Time-Table Clash • Transfer of DUT Subjects – Incomplete programmes



STEP NUMBER	ACTION
	Note: Selecting the relevant form type will display the requested form, which you can then review and download. The instructions that should be followed for submitting the form are also included.
7.	Click on the **relevant PDF file** link to access and review the **Request Form PDF file**.



FACULTY OF HEALTH SCIENCES

Address: Gate No.8 Mansfield School Site, Room MS 49, Ritson Campus
Tel (031) 373 2446/2566/2702

DUT DURBAN UNIVERSITY OF TECHNOLOGY

APPLICATION FOR DE-REGISTRATION

Note:
1. Refunds/Remissions are granted only in exceptional circumstances and will be calculated as outlined in the 'Rules regarding Refunds for Students' in the Student Fees Booklet. The Finance Department will be the final authority for the granting of any refunds.
2. Non-attendance does not release a student from the undertaking to pay fees.
3. If any concession is made it will be calculated from the date on which the de-registration is accepted by the Faculty Office.
4. Student cards must be presented to the Library, Protection Services, Student Counselling, Housing, and Financial Aid for clearance.
5. This form (with all signatures) and student card must be handed to the Faculty Office within 5 working days. Any submissions after this date will affect the fee liability / refund
6. An incomplete form will not be accepted at the Faculty Office and or processed.
7. All relevant supporting documents must be submitted with this form.

STUDENT DETAILS (to be completed by applicant)			
Student Number			
Surname		First Name/s	
Identity Number			
Passport Number (International Student)			
Postal Address		Postal Code	
Contact Number/s	Home	Work	Cell
Email Address			
Full Name of Qualification		Qualification Code	

8.

STEP NUMBER	ACTION
	Note: This step opens a new window showing the application for de-registration form. In this form, the applicant is required to enter their personal and academic information.
8.	Click and drag the **vertical scroll bar down** to navigate through the page.
	Note: You have the option to download and save a copy of the application for de-registration form. Afterward, you can return to the homepage to proceed with any other tasks or actions that may be required.

7. CONCLUSION

Navigating university systems is an essential part of your academic journey, and with the **Oracle PeopleSoft Campus Solutions** platform, you're equipped to manage key tasks with ease. From registration and class schedules to accessing official documents and submitting form requests, this guide has provided step-by-step support to help you stay organised and informed.