



DURBAN UNIVERSITY OF TECHNOLOGY
INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE

IT SERVICES

STUDENT GUIDE

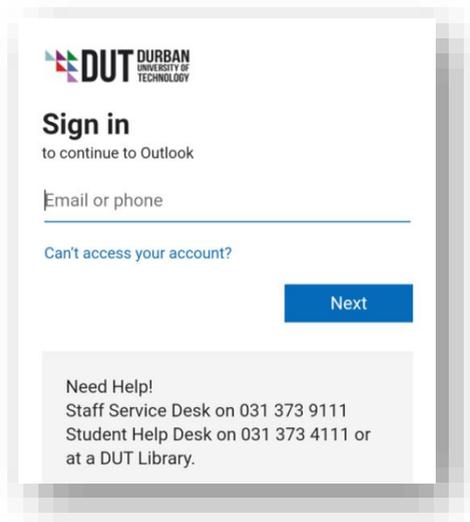
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I. Student IT Services

If you have registered as a student at DUT, an email account would have automatically been created for you upon enrolment and payment of fees. Log in using your student number that you have received via email or SMS and pin (pin must be entered starting with number 9, followed by your birth month and day), enter pin in this format: 9mmdd.

To gain access to your account on the e-mail system, you will need to know your DUT student number which is printed out on your identification card below the bar code.

You can access your DUT mailbox either on campus or from home by typing the following URL into your web browser: <https://outlook.com/dut4life.ac.za> you will be prompted for a user login and password as



The image shows a screenshot of the Outlook sign-in page for DUT. At the top left is the DUT logo with the text 'DUT DURBAN UNIVERSITY OF TECHNOLOGY'. Below the logo, the heading 'Sign in' is displayed in bold, followed by the subtext 'to continue to Outlook'. There is a text input field labeled 'Email or phone' with a blue underline. Below the input field is a link that says 'Can't access your account?'. To the right of the input field is a blue button labeled 'Next'. At the bottom of the page, there is a grey box containing the text 'Need Help!' followed by contact information: 'Staff Service Desk on 031 373 9111', 'Student Help Desk on 031 373 4111 or at a DUT Library.'

shown below:

You will need to type in your student number and password to login, for example

Username: 20612345@dut4life.ac.za

Password: ***** your password will be as follows:

First Time Entering Students

DUT (password for the first time is in the format \$\$DutYYMMDD where “YYMMDD” is the first 6 digits of your id number). An example of this is:

Username: 20612345@dut4life.ac.za

Password: \$\$Dut760504

Returning Students

They must use the password that you have been using to access your email and or student portal Note that this password is case sensitive.

International Students

The Faculty Office along with the International office will assist with any queries in this regard.

The official email address that **MUST** be used for all student correspondence will be via the dut4life email address.

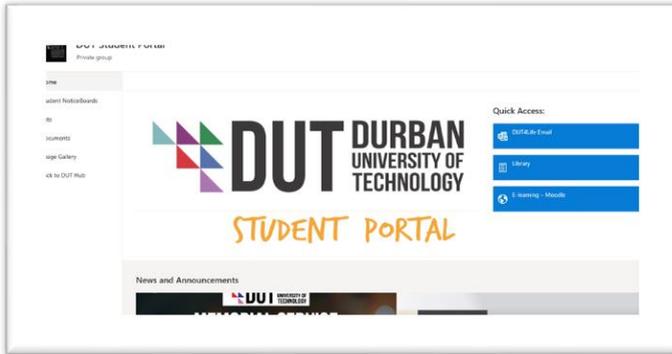
2. Student Portal

As a DUT student, you have access to the Student Portal which will consist of student related information and links to other systems.

To access the student use the following link:

<https://dut4lifeac.sharepoint.com/sites/dutstudentportal>

When the browser opens you will see the Student Portal which looks similar



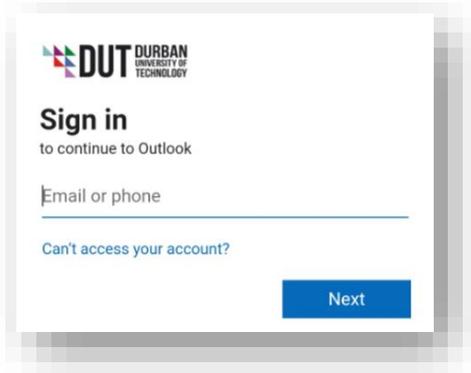
The Student Links on the Student Portal above are for the following applications:

- ITS (Student Information)
- DUT4LIFE
- DUT Internet Site
- Library
- Blackboard

Detail User Guide (OWA)

3. DUT4life - Office 365 Suite

DUT4life is
a branded



collaboration suite, which is part of Microsoft's Live Services. The suite consists of e-mail, One Drive (on-line storage) and on-line office applications (Word, Excel, PowerPoint & OneNote). To access the office 365 suite, browse the following URL: <https://office.com> login with your email address

Note: ALL official DUT communication will be sent to your DUT4life account.



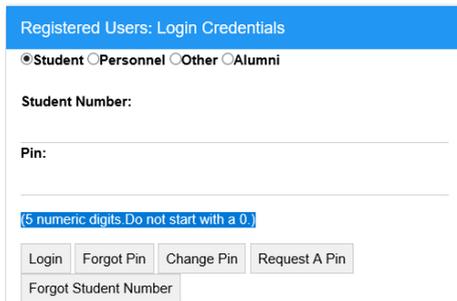
Upon successful logon, if prompted, enter the time zone or search for Pretoria/Harare. Thereafter your mailbox will open.

- Send an e-mail, select New, and enter the recipient in the To: field, type in the subject, the body of the e-mail and select Send.
- change the default password, Select Options, Select See all Options and Select Change your Password from the list of shortcuts.
- For more details go to www.outlook.com/dutlife.ac.za

4. Student Information

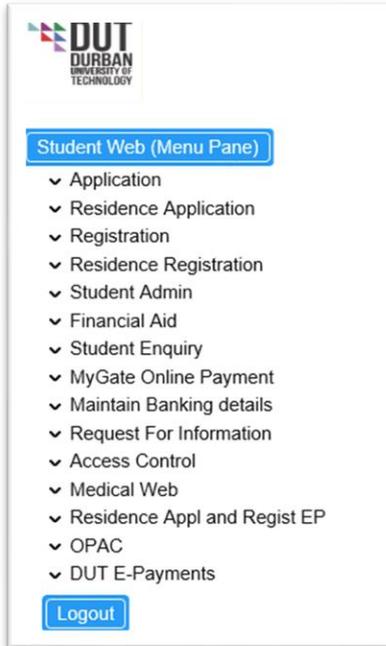
From the student portal click on 'Internal access to ITS student information system...' If you do not have a pin, first REQUEST A PIN by entering your student number and clicking on the [Request A Pin] tab in the screen that appears below.

A PIN will be emailed to your dut4life email account. Access your email from the student portal to retrieve your pin. Use your student number and the PIN provided to access the ITS system.



The screenshot shows a web form titled "Registered Users: Login Credentials". At the top, there are radio buttons for user types: "Student" (selected), "Personnel", "Other", and "Alumni". Below this, there are two input fields: "Student Number:" and "Pin:". A blue tooltip is visible over the "Pin:" field, stating "(5 numeric digits. Do not start with a 0.)". At the bottom of the form, there are five buttons: "Login", "Forgot Pin", "Change Pin", "Request A Pin", and "Forgot Student Number".

The ITS iEnabler system allows you access to the following:



5. Student Kiosk

Some campuses have student kiosks that can also be used to access student information.

Requirements to use Kiosk

Students must have a PIN which is obtainable as mentioned previously in this document (see number 4 on the previous section regarding Request a Pin) or contact your faculty office or open access labs for assistance.

Steps to use Kiosk after obtaining pin code

Click on Student using the mouse or the touch screen

Swipe your student card, mag-strip facing you and swipe from left to right or

- Type in your student number manually
- Click on pin using the mouse and enter your pin code
- If pin code does not work, click on help to obtain assistance
- Click on login or touch on login button with your finger
- You can now use the mouse to touch screen to explore using the student enquiry option Do not forget to logout.

NB: If the Kiosk is not working please report it to the nearest Faculty Office or Open Access Lab

6. Student SMS Services

Do you want your Financial Balance OR

Examination Results SMS the following to 34763

For Financial balance:

DUT space STUDENT NUMBER space B For Exam results:

DUT space STUDENT NUMBER space R

7. ITS Mobi App

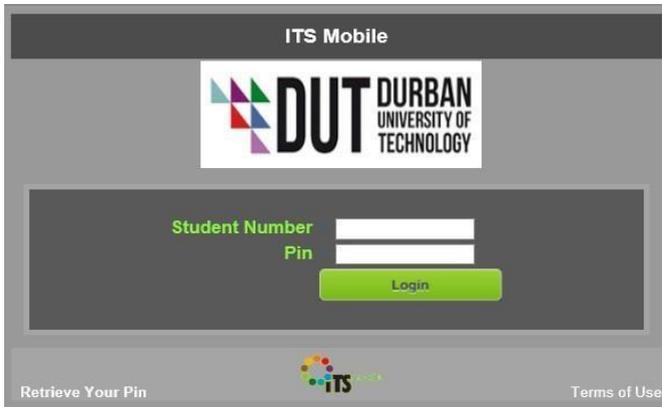
You can get use the ITS Mobi App to obtain your financial balance and examination results and much more?

Link is available on the Student

Portal and DUT Website. Use

your iEnabler Student Number &

Pin to log on.



8. Student My Site

Student My Site is a personal site that gives you a central location to manage and store your documents, content, links, and contacts. My Site serves as a point of contact for other users in your organization to find information about you and your skills and interests.

How to Create your MySite

As a DUT student, you have access to the Student Portal. When you login to the student portal, you see a link to MySite on the top right-hand corner. When you click on it for the first time it will request you for a user id and password. Once you entered a valid user id and password, the system will create a mysite for you. Or if you already created your Mysite you would be able to login to your mysite.

See below for sample of a Student Mysite



If you have further enquiries about IT Services, please ask the LAB Technicians in your faculty.

**If you are locked out of your account self service option is available online to reset password.*