

## How to complete your online contract

### STEP 1 As a first-time user of the UP Portal:

1. Go to <http://www.up.ac.za>.
2. Click on MyTUKS Login.
3. Click on the “New user” link just below the login box.
4. Login with your username which is ‘u’ followed by your student number (EMPLID) on your student card or application letter, eg u12345678.
5. Click the “Proceed” button.
6. Follow the process to create and save a password.
7. Select three questions from the list of challenge questions.
8. Enter and save the answers to the challenge questions.
9. Click the “Save” button.

### STEP 2 You are now ready to access the UP Portal:

1. Go to <http://www.up.ac.za>.
2. Click on MyTUKS Login.
3. Log in with your username which is ‘u’ followed by your student number, eg u12345678.
4. Enter the password you have created as explained in STEP 1.
5. Click on “Login”.

The screenshot shows a web browser window displaying the UP Portal. The address bar shows the URL: [https://www1.up.ac.za/wcportal/faces/applicant.jsp?\\_afLoop=4423971577604119&\\_afWindowMode=0&\\_adf.ctrl-state=1b21414j\\_9](https://www1.up.ac.za/wcportal/faces/applicant.jsp?_afLoop=4423971577604119&_afWindowMode=0&_adf.ctrl-state=1b21414j_9). The page title is "UP Study Applicant System Portlets". The user is logged in as "Mr. D de Bruin" with EMPLID: 15216978 and Username: u15216978. The date and time are 17 Jan 11:36. The page content includes sections for "Credit Card Payments" and "Student Centre". A blue callout box with the text "Locate and select the Student Centre hyperlink to access your personal information." points to the "Student Centre" link in the right-hand menu. The bottom of the screenshot shows a Windows taskbar with various application icons and the system clock displaying 11:45 AM on 2015/01/17.

6.

The screenshot shows the University of Pretoria Student Portal interface. At the top, there is a navigation bar with the text 'Welcome [redacted] to Campus Production (PSC)'. Below this is a breadcrumb trail: 'Favorites | Main Menu > Self Service > UP Student Centre'. The main content area is divided into several sections:

- Academic Information:** Includes links for 'Student Academic Readiness Survey Report', 'View Current Enrollment', 'Print Current Term Enrollments', 'Print Academic Record', 'Druk Akademiese Rekord', 'Re-application for Exclusion', and 'Online Registration'.
- Finances:** Sub-sections include 'Account' (with 'Student Finances') and 'Financial Aid' (with 'View Financial Aid' and 'Apply for Financial Aid').
- Admission:** This section contains three links: 'Admission Status', 'Online Contract' (circled in red), and 'Internal Application'. A blue callout box with a white border and a white arrow points to the 'Online Contract' link, containing the text: 'Scroll down to the "Online Contract" link.'
- Residence:** Includes a link for 'Campus Residence'.
- Personal & Contact Information:** Includes links for 'Addresses', 'Names', 'Phones', 'Email Addresses', 'Emergency Contact', and 'Demographic Data'.

On the right side of the page, there are several sidebar panels:

- Documents:** Contains a link for 'Upload Supporting Documentation'.
- Holds:** Shows 'Financially unsuitable (Gibs)' with 'No Bill/Statement to be sent' and 'Ignore for Fin Suitability', and a 'details' link.
- Communications:** Lists multiple entries for '22/01/2014 A00' and a 'details' link.
- Comments:** An empty section for user comments.

### STEP 3 Complete your online contract:

A completed and signed contract between yourself and the University of Pretoria should be submitted to the university as soon as possible. The contract is available on the UP Student Portal. Please follow these important steps:

1. First click on the link on the top that says: Please read these instructions before completing the contract. Read the instructions and then check the box that states that you have read the instruction notes. Click on the Continue button.
2. Please provide all the information in the fields as required.
3. Once completed, click "Validate" to validate the data you have entered.
4. If all the required information is correct, click "Submit" and then "Print/View PDF" to generate a PDF file of the contract.
5. Print this file, sign it and obtain the signatures of all relevant parties.
6. Please note that once you have clicked "Submit", no further changes can be made.
7. If you are under the age of 18 years, details of your parent/guardian are required; the parent/guardian is required to co-sign the contract.
8. The signature of the parent/guardian serves as consent and assistance to the student to enter into this agreement.
9. If you are under the age of 25 years, an undertaking by a surety is required.

10. The surety may be the same person as the parent/guardian of the student.
11. If you are under the age of 25 years and you are financially independent, you must furnish proof of income sufficient to settle due and payable fees.
12. If a student under the age of 25 years is sponsored by a bursar, an undertaking by a surety, other than the bursar, is still required.
13. Once the printed contract has been signed and initialled by all parties, the **original** must be submitted by hand to the Client Service Centre or sent by post to Client Service Centre, University of Pretoria, Private Bag X20, Hatfield, 0028.
14. No emailed and faxed contracts are accepted.

**STEP 4 Contract Status:**

1. Contracts have to be processed by the University's Legal Department, and this may take some time.
2. The Contract Status on your Student Centre will only change once the contract has been processed.
3. If your contract has been processed and has been completed correctly and in full, you will not have any contract-related notifications under your "To Do List".
4. If your contract has been processed and has been completed incorrectly, the required information will appear under your "To Do List", eg Signature missing or No date supplied.