



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Alumni Benefits

Contents

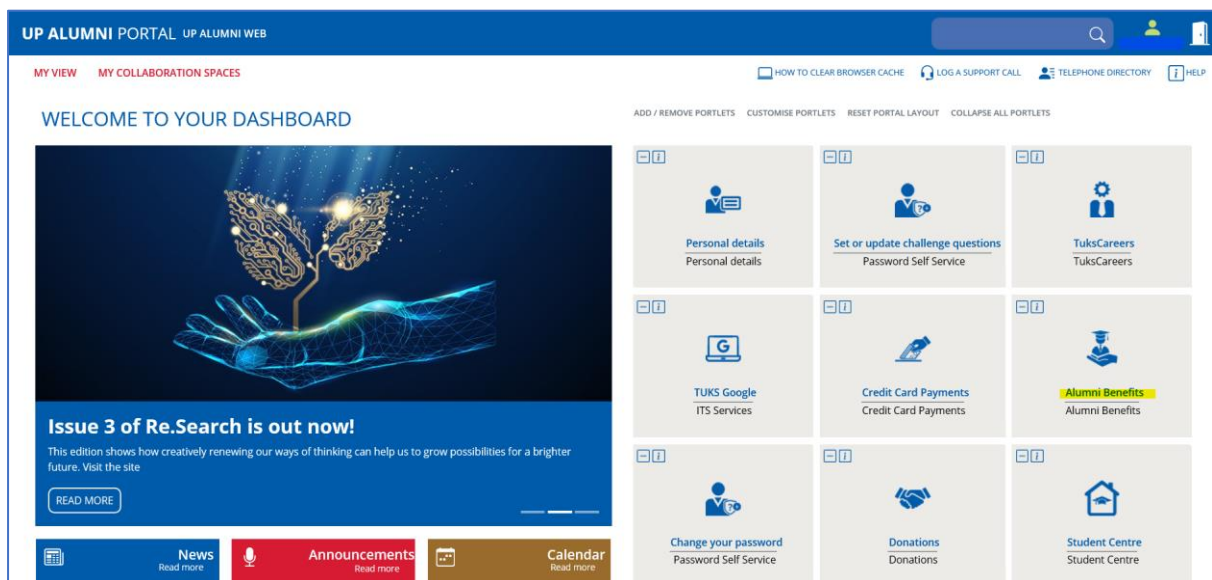
1. How to Login to the ALUMNI BENEFITS function	3
2. Create a new application	4
3. Search for an Existing Application.....	4
4. Application form	5

1. HOW TO LOGIN TO THE ALUMNI BENEFITS FUNCTION

Login to UP Portal (www.up.ac.za / MyTUKS Login)

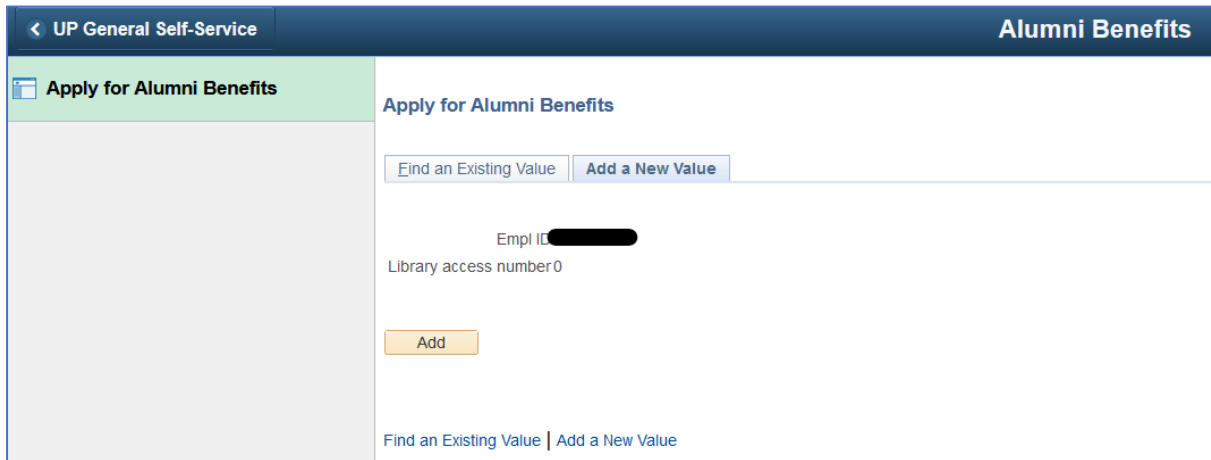
On the **UP Alumni Portal** click on the “Alumni Benefits” tile.

Staff members: Go to **My View**, and **Choose Alumni**, then select the Alumni Benefits link.



2. CREATE A NEW APPLICATION

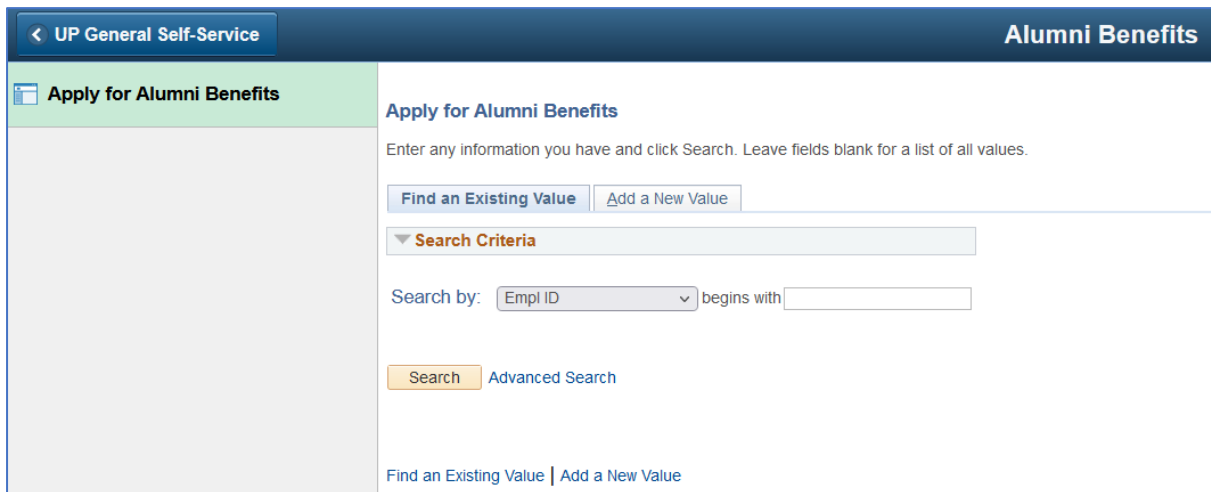
Your EMPLID / Student number will display, click on the “Add” button to create a new application for Alumni Benefits and complete the access form



The screenshot shows the 'UP General Self-Service' interface for 'Alumni Benefits'. The left sidebar contains a menu item 'Apply for Alumni Benefits'. The main content area is titled 'Apply for Alumni Benefits' and features two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, the form displays 'Empl ID' followed by a blacked-out field and 'Library access number 0'. An orange 'Add' button is positioned below these fields. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

3. SEARCH FOR AN EXISTING APPLICATION

Click on the “Find an Existing Value” tab and click on the “Search” button, to complete or view your application.



The screenshot shows the 'UP General Self-Service' interface for 'Alumni Benefits'. The left sidebar contains a menu item 'Apply for Alumni Benefits'. The main content area is titled 'Apply for Alumni Benefits' and features two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Find an Existing Value' tab is active. Below the tabs, there is a text prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' dropdown menu is expanded, showing 'Search by: Empl ID' in a dropdown menu followed by 'begins with' and an empty text input field. An orange 'Search' button and a blue 'Advanced Search' link are located below the search fields. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

4. APPLICATION FORM

Complete the form, indicate if any of your biographical information has changed, by clicking “No, some of the above information is not correct”. Choose the information type that changed and give the correct information in the field next to the type. Click on the (+) sign to add a new line, if more than one of your information has changed.

Empl ID	<i>Under Development</i>
Alumni Benefits from:	to:
Personal Detail	
<i>I confirm that my first contribution will be recognized as membership dues:</i>	
Formal Name	
National ID	
Postal Address	
Postal Code	Cell
Tel (h)	Tel (w)
E-mail	
<input type="radio"/> I confirm that above information is correct <input checked="" type="radio"/> No, some of above information is not correct	
Personalize Find	
First 1 of 1 Last	
Options	Change to
1 <input type="text"/>	<input type="text"/>
	<input type="button" value="+"/> <input type="button" value="-"/>

Choose the Library package.

Select Membership Package	
<input type="radio"/> Gold Package	<input type="radio"/> Premium Package (Recommended)
<p>The UP Library</p> <ul style="list-style-type: none"> • Online access to Alumni Library Guide. • Study space on the different levels in the Merensky Library. (Post graduate rooms; Research Commons; Discussion rooms and Study centre are excluded). • Access to all resources inside the library. • Access to all library events 	<p>The UP Library</p> <p>Enjoy the Benefits of the Gold package as well as:</p> <ul style="list-style-type: none"> • Online access to Alumni Library Guide. • Study space on the different levels in the Merensky Library. (Post graduate rooms; Research Commons; Discussion rooms and Study centre are excluded). • Access to all resources inside the library. • Access to all library events. • Borrowing privileges: 2 books for 2 weeks (Prescribed books, Study Collection books, Standards and Inter library loan services are excluded). • Five reference interviews of an hour each per annum, on appointment 20 Articles per annum. • Access to Special Collections on appointment. <p>The JAVETT-UP Art Centre</p> <p>Enjoy exclusive access to the Javett Art Centre at the University of Pretoria, by being part and accessing the UP Alumni network, The Gold Standard UP Alumni offering, gives registered alumni access to the following benefits:</p> <ul style="list-style-type: none"> • Free and fast entry for valid UP Alumni members. • Alumni guests (max 2) receive 20% discounts on entrance fees • UP Alumni get exclusive access to member-only events and invitations to new exhibitions openings. • 10% off all literature available at the Javett-UP. • UP Alumni get exclusive access to two walkabouts at Javett-UP. • Invitations to exclusive curatorial dialogues, screenings and conversations, both online and in person hosted by the Javett-UP. • Special rates for venue hire. • Preferential rates for photoshoots at the Javett-UP. <p>The HPC Hotel</p> <ul style="list-style-type: none"> • Registered UP Alumni can now enjoy special rates at the HPC hotel. • 30% off rack rates bed and breakfast to Alumni and 6 family members. <p>The HPC Time Out Café</p> <ul style="list-style-type: none"> • Registered UP Alumni enjoy special rates at the HPC Time Out Café on all meals. • 25% discount on all meals to Alumni and 6 family members. <p>The HPC Sports Science Gym</p> <ul style="list-style-type: none"> • Registered UP Alumni get preferential rates at the HPC Sports Science gym. • 50% discount on membership fees to Alumni and 6 family members. • The gym membership includes a gym bag, water bottle and sweat towel.

	<p>Sci-Enza</p> <p>Registered UP Alumni get preferred rates at Sci-Enza. 25% discount on group bookings per person for the following programmes (minimum of 10 people per session):</p> <ul style="list-style-type: none"> • Science show; • Puppet show; • Workshop; and • Planetarium show. <p>The Camera Obscura is R10 per person for a minimum of 5 people per session.</p>
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Please indicate if the person has an existing debit order.

Current Active Debit Order

Do you have a current active Debit Order and want to Upgrade to the new Alumni Benefit Packages? Yes No

Please indicate if a once off payment will be made for the total amount, or if you will be using a debit order, arranged by UP, for the rest of the amount.

Debit order transactions

If you wish to make payments via debit order please take note of the below:

- The price for the Gold Benefits Package is R750 per annum, of which R150 must be paid upfront as well as your first debit order of R50, thus making a total upfront payment of R200.
- The price for the Premium Benefits Package is R850 per annum, of which R250 must be paid upfront as well as your first debit order of R50, thus making a total upfront payment of R300.

Tuks Alma Mater Fund

A portion of the price is an admin fee that will be donated to the Tuks Alma Mater Fund on your behalf and you will receive a section 18A tax certificate.

Debit Order (rest of payments) OR Once off payment (total amount)

If the Debit Order option was selected, please complete your banking details.

DEBIT ORDER AUTHORISATION

I hereby authorise my bank to transfer an amount of R 50.00 p/m by debit order to UP, in aid of the Alma Mater Fund.

Account Number Bank Name

Account Type Universal Codes

Date request

First of every month 15th of each month

Start Date End Date

Please pay the amount indicated in this block below, into the bank account indicated, this amount will change according to the options you've chosen in the screens above, and upload your proof of payment. **Please make sure to use the unique Reference number** when the amount is paid.

The system may ask to upload your national ID or passport, but this will only be necessary if we don't have an ID on our records.

Upload Proof of Payment

Please pay the amount of **R 300.00** into the following bank account and upload the proof of payment below:

Bank **ABSA**
Account **Cheque / Current account**
Branch code: **632005**
Account nr: **4069 390 298**
Please use Reference number: XXXXXXXXXX

		Personalize	Find	First	1 of 1	Last
Document Type	Attached File			Add		
1	<input type="text"/>			Add	<input type="button" value="+"/>	<input type="button" value="-"/>

Agree to the Terms and Conditions and press Submit

Terms and Conditions

I hereby understand and agree to the Terms and Conditions:

[View Terms and Conditions](#)

[Submit](#)