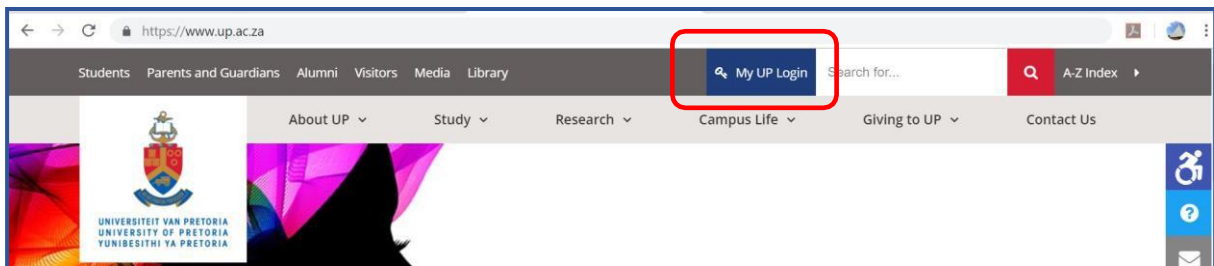


HOW TO ACCESS THE UP PORTAL LOGIN SCREEN

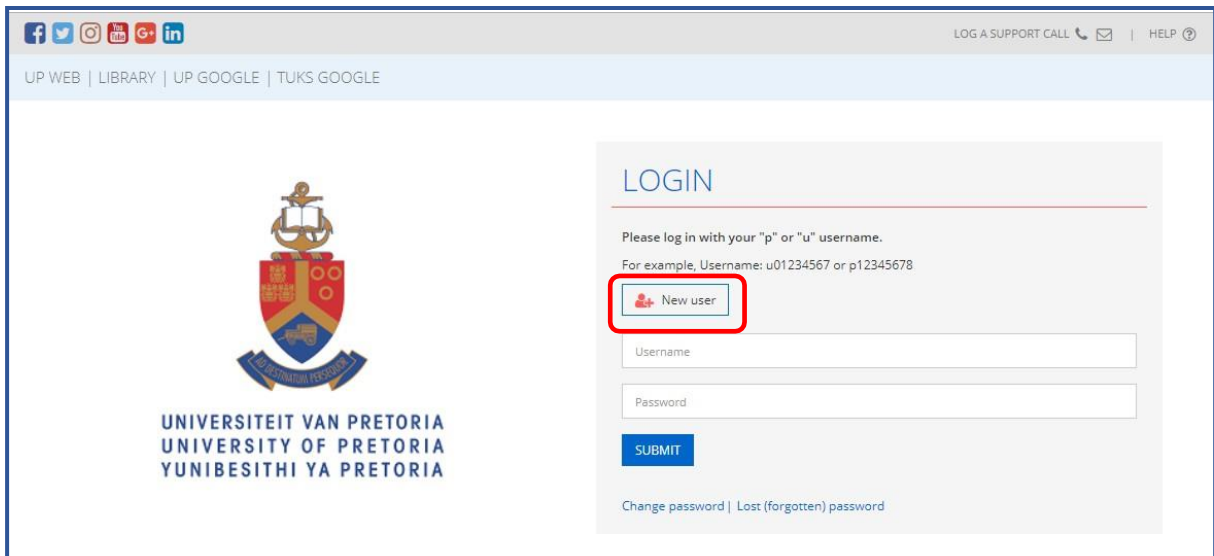
Background

In order for persons who are Study Applicants, Students, Staff, Alumni or authorised Guests to access UP systems, they will (at some stage) need to **first** complete the process described below to activate their UP Portal and create their UP Portal **password**. The Student Portal link can be found on the main website of the University of Pretoria

Step 1: Go to UP's website at www.up.ac.za

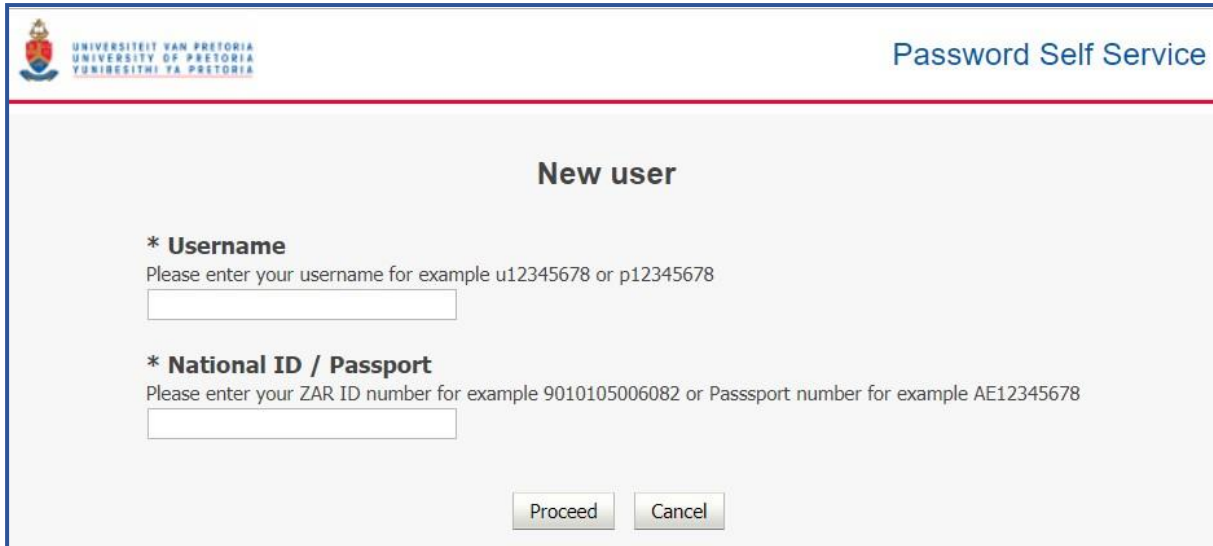


Step 2: Click on the link titled “My UP Login”. You will be taken to the UP Login page. If you are a new / first user on the UP Portal, click on the “New user” button.



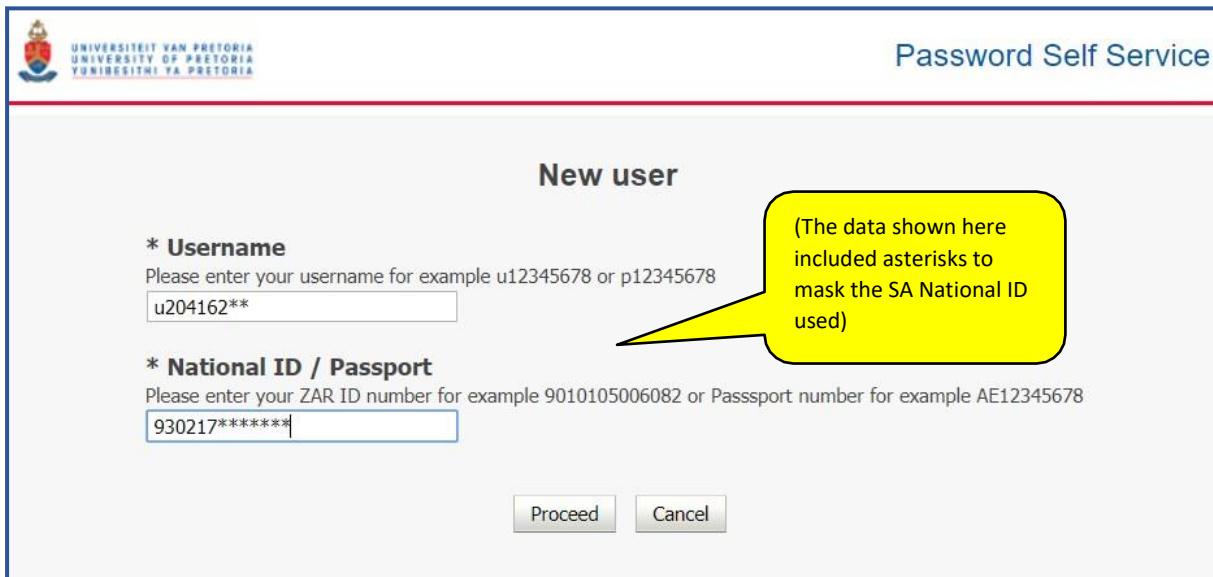
HOW TO ACCESS THE UP PORTAL LOGIN SCREEN

Step 3: (As a first-time user of the UP Portal) The button labelled “New user” which will take you to this function



The screenshot shows the 'Password Self Service' interface for a 'New user'. At the top left is the University of Pretoria logo and name in three languages: 'UNIVERSITEIT VAN PRETORIA', 'UNIVERSITY OF PRETORIA', and 'YUNIBESITHI YA PRETORIA'. At the top right is the text 'Password Self Service'. The main heading is 'New user'. There are two required fields: '* Username' with a placeholder 'Please enter your username for example u12345678 or p12345678' and an empty input box; and '* National ID / Passport' with a placeholder 'Please enter your ZAR ID number for example 9010105006082 or Passsport number for example AE12345678' and an empty input box. At the bottom are 'Proceed' and 'Cancel' buttons.

Step 4: Enter your Username which would have been communicated to you and SA National ID (or passport). To continue to create your profile and password, please go to the relevant guidelines at <https://www.up.ac.za/students/article/2745903/self-help-guides>



This screenshot shows the same 'New user' form as above, but with data entered. The Username field contains 'u204162**' and the National ID / Passport field contains '930217*****'. A yellow callout bubble points to the asterisks in both fields, containing the text: '(The data shown here included asterisks to mask the SA National ID used)'. The 'Proceed' and 'Cancel' buttons are still visible at the bottom.