

How to set up your UP Portal password

The screenshot shows the University of Pretoria website in a browser window. The address bar displays www.up.ac.za. The navigation menu includes links for MyTUKS Login, JuniorTukkie, Careers @ UP, Tenders @ UP, and A-Z Site Index. A blue callout box with a white border and a blue arrow pointing to the MyTUKS Login link contains the text: "Go to www.up.ac.za and click on MyTUKS Login". Below the navigation menu is a large banner image of students with the headline "2015 student intake applications exceed expectations" and a sub-headline stating that the university received more than 42,000 applications. Below the banner is a "News" section with four article thumbnails: "GIBS partners with MTN in the Spirit", "Appointment of Council Members on", "Textbooks of the future", and "How to make a hobby and science". The browser's taskbar at the bottom shows various application icons and the system clock indicating 08:19 AM on 2015/01/16.

UP Portal - Self Service - Windows Internet Explorer

https://www.up.ac.za/passwords/faces/firsttimeuserid_afrLoop=379975012078000&_afWindowMode=0&_adf.ctrl-state=157gdw11dg_4

File Edit View Favorites Tools Help

Convert Select

Favorites Suggested Sites Web Slice Gallery

UP Portal - Self Service

UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

UP Portal - Self Service

Welkom by UP Portaal
Welcome to UP Portal

New user

Username
Please enter your username for example
u12345678 or p12345678

National ID / Passport
Please enter your ZAR ID number for
example 9010105006082 or Passsport
number for example AE12345678

Proceed Cancel

Type in your Username (u followed by your student number) and your National ID / Passport number. Click the "Proceed" button.



UP Portal - Self Service



Welkom by UP Portaal
Welcome to UP Portal

Password Policy

The minimum number of numeric characters in the password must be: **1**
 The minimum number of alphabetic characters (upper or lower case) in the password must be: **2**
 The maximum age of the password (in days) is: **90**
 The minimum number of upper case alphabetic characters in the password must be: **1**
 The maximum total number of characters in the password must not exceed: **25**
 The age of the password (in days) is: **1**
 The minimum total number of characters in the password must be: **8**
 You will be warned after (days) has passed: **1**
 The minimum number of lower case alphabetic characters in the password must be: **1**

New user create password

Userid	u13024427
EMPLID	13024427
New password	<input type="password" value="....."/>
Confirm new password	<input type="password" value="....."/>

The password policy is explained at the top.

Set up your new password and confirm the password in the second block.

Click the "Proceed" button.

The screenshot shows a web browser window titled "UP Portal - Self Service - Windows Internet Explorer". The address bar contains the URL: http://www.up.ac.za/passwords/faces/firsttimeuserenterpassword?_adf.ctrl-state=jm1ffrjc5_19. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and utility. The page content features the University of Pretoria logo and the text "UNIVERSITEIT VAN PRETORIA UNIVERSITY OF PRETORIA YUNIBESITHI YA PRETORIA". The main heading is "UP Portal - Self Service". Below this, there is a blue banner with the text "Welkom by UP Portaal" and "Welcome to UP Portal". A message box displays the following information:

Information

Messages for this page are listed below.

- Your password was set successfully.
- Please continue and select your secret questions.

An "OK" button is visible at the bottom of the message box. Below the message box, a form titled "Select 3 questions (please)" is visible, with a label "EMPLID" and a partially visible number "4427". The form contains a list of challenge questions, each with a checkbox:

- What is your mother's maiden name?
- What is your oldest sibling's middle name?
- In what city or town did your mother and father meet?
- What was the name of your first stuffed animal?
- What was the last name of your third grade teacher?
- What was the name of your first pet?
- What is the middle name of your youngest child?
- What is the name of your favourite childhood friend?
- What was your favourite place to visit as a child?
- What is your maternal grandmother's maiden name?

At the bottom of the form are "Submit" and "Cancel" buttons. A blue callout box on the left side of the page contains the following text:

A message is displayed to inform the user that the password was set successfully.

Click the "OK" button.

A list of challenge questions appears and you may select to answer any 3 of these.

Copyright © University of Pretoria 2010. All rights reserved.

UP Portal - Self Service - Windows Internet Explorer

http://www.up.ac.za/passwords/faces/firsttimeuserenterpassword?_adf.ctrl-state=jm1ffrjc5_19

File Edit View Favorites Tools Help

UP Portal - Self Service

UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

UP Portal - Self Service

Welkom by UP Portaal
Welcome to UP Portal

Select challenge questions (please select at least 3 questions)

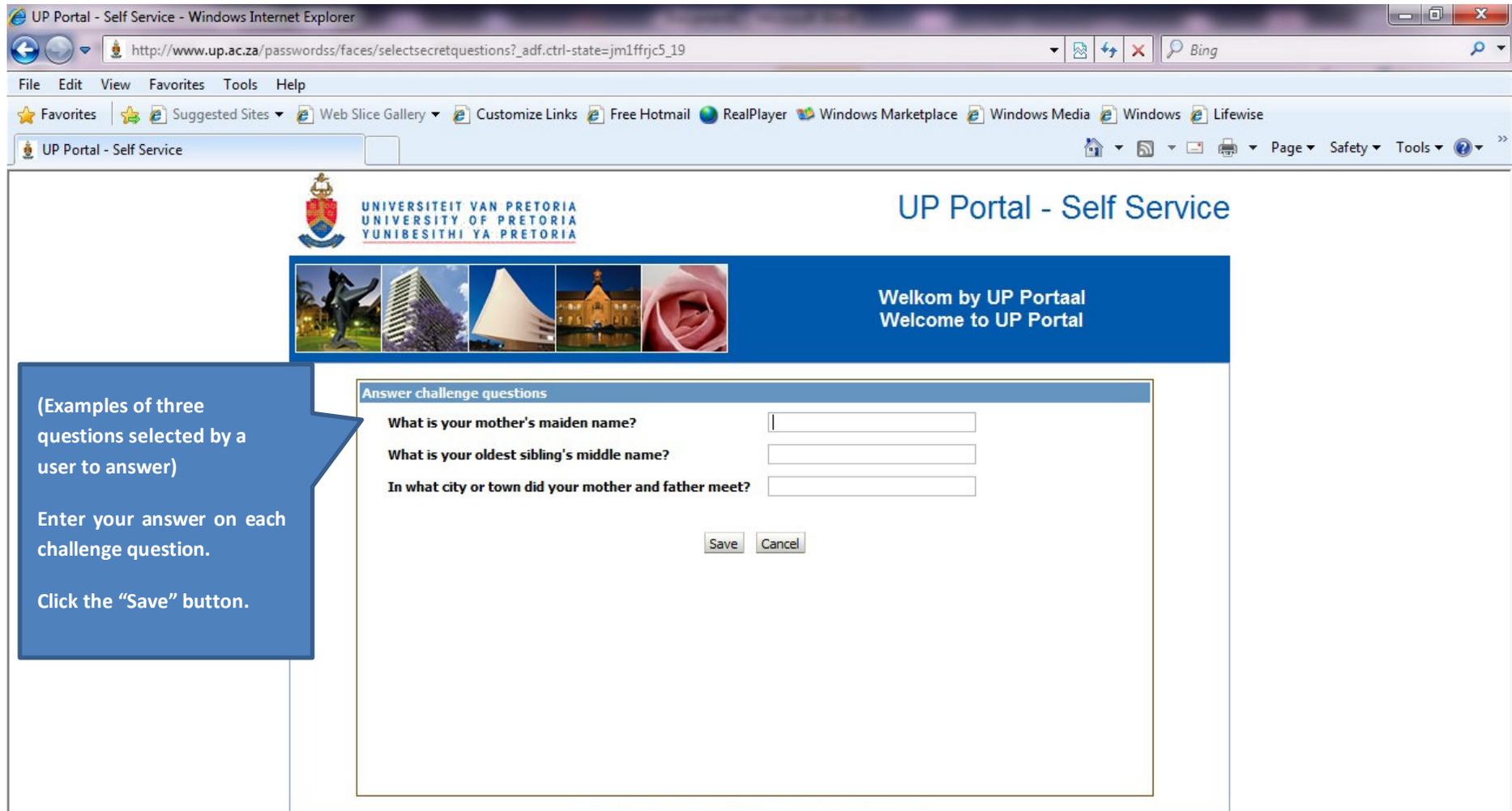
EMPLID 13024427

- What is your mother's maiden name?
- What is your oldest sibling's middle name?
- In what city or town did your mother and father meet?
- What was the name of your first stuffed animal?
- What was the last name of your third grade teacher?
- What was the name of your first pet?
- What is the middle name of your youngest child?
- What is the name of your favourite childhood friend?
- What was your favourite place to visit as a child?
- What is your maternal grandmother's maiden name?

Submit Cancel

Select any three challenge questions and then click on the "Submit" button.

Copyright © University of Pretoria 2010. All rights reserved.



UP Portal - Self Service

UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

UP Portal - Self Service

Welkom by UP Portaal
Welcome to UP Portal

Answer challenge questions

What is your mother's maiden name?

What is your oldest sibling's middle name?

In what city or town did your mother and father meet?

Save Cancel

(Examples of three questions selected by a user to answer)
Enter your answer on each challenge question.
Click the "Save" button.

Copyright © University of Pretoria 2010. All rights reserved.

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL: http://www.up.ac.za/passwords/faces/answersecretquestions?_adf.ctrl-state=jm1ffrjc5_19. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and utility. The main content area displays the University of Pretoria logo and the text "UNIVERSITEIT VAN PRETORIA UNIVERSITY OF PRETORIA YUNIBESITHI YA PRETORIA". To the right, it says "UP Portal - Self Service". Below this is a blue banner with the text "Welkom by UP Portaal Welcome to UP Portal" and a row of five small images. In the center, there is a "Logon to UP Portal" section. An "Information" dialog box is open, displaying the message: "Challenge questions set successfully. Click OK to return to the UP Portal login page." with an "OK" button at the bottom right. A blue callout box on the left points to the dialog box and contains the text: "A message will be displayed to inform you that your challenge questions have been set up. Click the 'OK' button." At the bottom of the page, the copyright notice reads: "Copyright © University of Pretoria 2010. All rights reserved."

