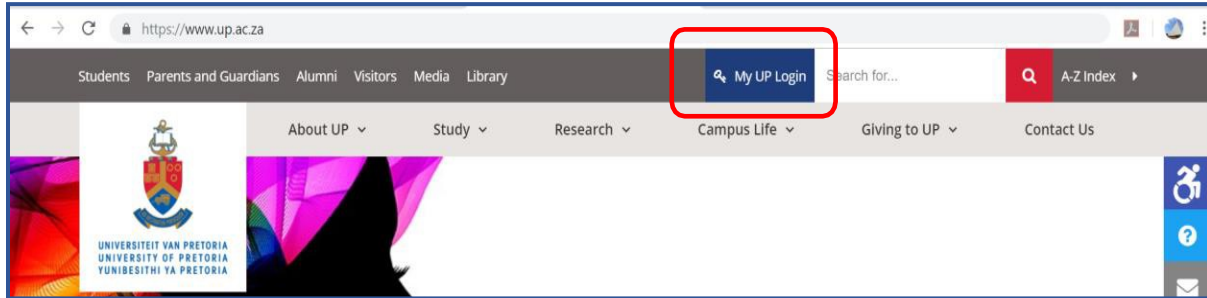


HOW TO VIEW YOUR APPLICATION STATUS

1 ACCESS YOUR UP STUDENT PORTAL

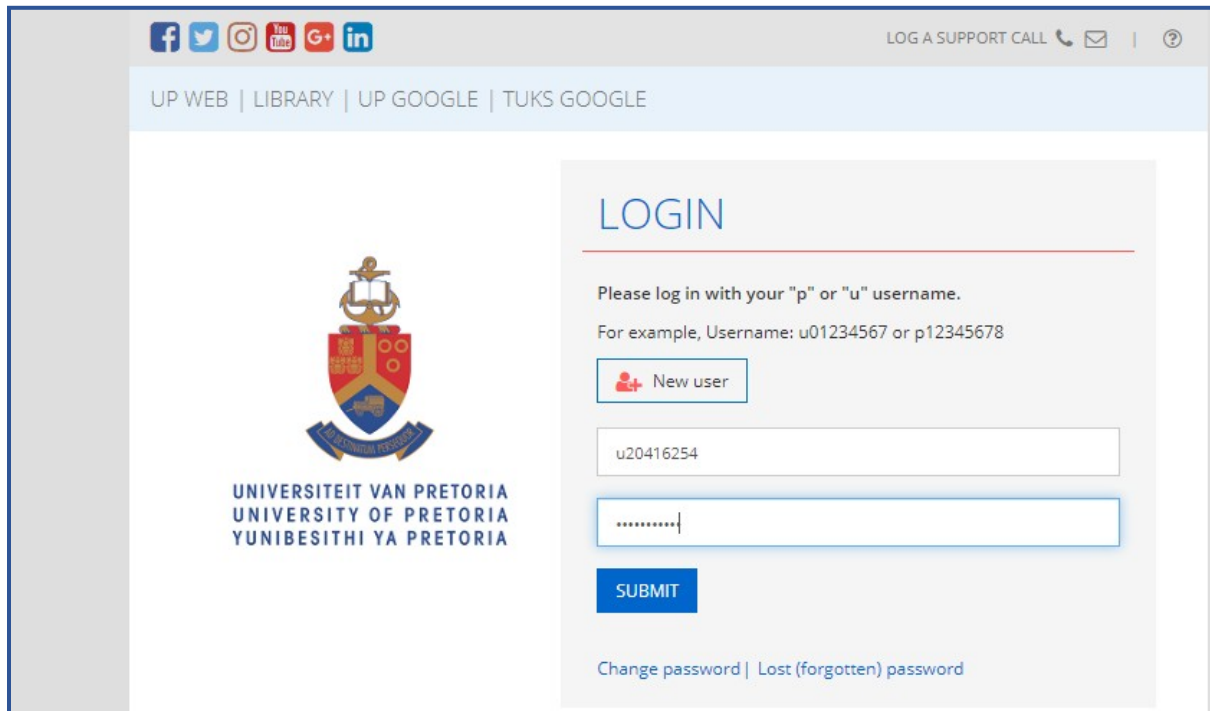
Please visit your Student Centre on the UP Portal to view your UPOne application status.

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.

Enter your Username plus the Password that you have created and click “Submit”.



Step 3: As a Student, you should have landed on the “UP STUDENT PORTAL”.

The screenshot shows the UP Student Portal interface. At the top, there are social media icons (Facebook, Twitter, Instagram, YouTube, Google+, LinkedIn) and a search bar. The user is logged in as Ms. EH Dippenaar with EMPID: 25000056. The main content area is divided into several portlets:

- UP Agreements:** Manage agreements and contractual relationships that UP has with third parties.
- Financials (FSCM) and Enterprise Re:** The PeopleSoft Financials (FSCM) system facilitates the management of the University's financial affairs. It includes a host of modules such as General Ledger, Billing, Accounts Receivable, Assets, Procurement, and Accounts Payable.
- Apply for Parking:** This application provides the users the functionality to apply for or renew their campus parking discs.
- Student Centre:** This suite facilitates the management of student and academic processes - student recruitment, applications, student records, financial aid, student financials (fees), alumni, fund raising, residences, etc. However only a small subset of this functionality is currently available. It includes links for [Student Centre](#), [Important Registration Information](#), [Apply for Financial Aid](#), and [Self-help guides](#). Below these links is a table:

| Course | Term | Status |
|---------|-----------|----------|
| CHS 110 | 2020 - S1 | Enrolled |

- TuksSport:** This application offers the functionality to apply for TuksSport membership and allow a TuksSport member to view and update his/her sport club membership details. The application also offers TuksSport club administrators the functionality to administer their TuksSport clubs.
- Human Resources Management System:** The PeopleSoft Human Resources (HCM) system manages all HR data. It provides staff, students and guests with access to...

On the right side, there is a **CORONAVIRUS UPDATES** banner with a "Click here" link and a "Provision for staff to work from home" message. Below that is an **ANNOUNCEMENTS** section with a "VIEW ALL" link and three items:

- Gates and access control: Hatfield Campus (20/03/2020)
- Message to students regarding graduation ceremonies (20/03/2020)
- Passing of Mr ST Khangale of the Department of Security Services (17/03/2020)

On the “UP Student” Portal, you should see a number of smaller “portlets” (e.g. UP Agreements; Student Centre, etc.) that will each give access to specific functions.

Note that one of the portlets is titled “**Student Centre**” - and within that portlet are various hyperlinks, one of which is also labelled as “**Student Centre**”.

Step 4: Click on the hyperlink labelled “[Student Centre](#)”, or on the green “GO” button.

The screenshot shows the UP Student Portal interface. At the top, there are social media icons (Facebook, Twitter, Instagram, YouTube, Google+, LinkedIn) and utility links (LOG A SUPPORT CALL, HELP, LOGOUT). The main header includes the text "UP STUDENT PORTAL" and a search bar labeled "Search the UP Intranet". Below the header, there are navigation links for "HOME", "POLICIES", and "COMMUNICATIONS". A secondary navigation bar contains "ADD / REMOVE PORTLETS", "CUSTOMISE PORTLETS", "RESET PORTAL LAYOUT", and "COLLAPSE ALL PORTLETS".

The main content area features several portlets:

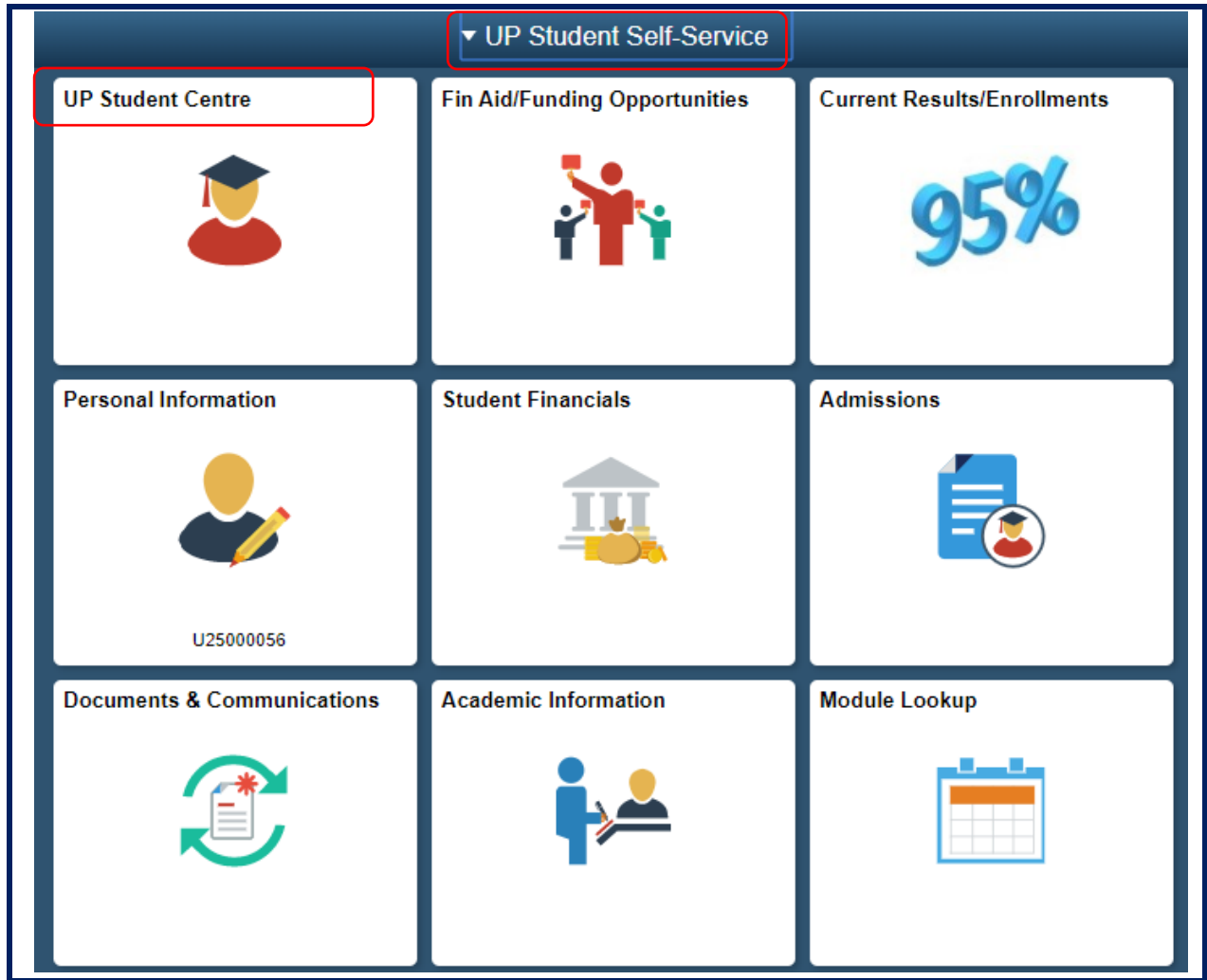
- UP Agreements:** Manage agreements and contractual relationships that UP has with third parties and allows the upload and/or retrieval of documents (drafts, signed contracts, communications, etc.) that pertain to these relationships. Includes a link to "UP Agreements".
- Financials (FSCM) and Enterprise Re:** The PeopleSoft Financials (FSCM) system facilitates the management of the University's financial affairs. It includes a host of modules such as General Ledger, Billing, Accounts Receivable, Assets, Procurement, and, Accounts Payable.
- Student Centre:** This suite facilitates the management of student and academic processes - student recruitment, applications, student records, financial aid, student financials (fees), alumni, fund raising, residences, etc. However only a small subset of this functionality is currently available. This tile includes a red box around the "Student Centre" link, a link to "Important Registration Information", a link to "Apply for Financial Aid", and a link to "Self-help guides". Below these links is a table:

| Course | Term | Status |
|---------|-----------|----------|
| CH5 110 | 2020 - 51 | Enrolled |

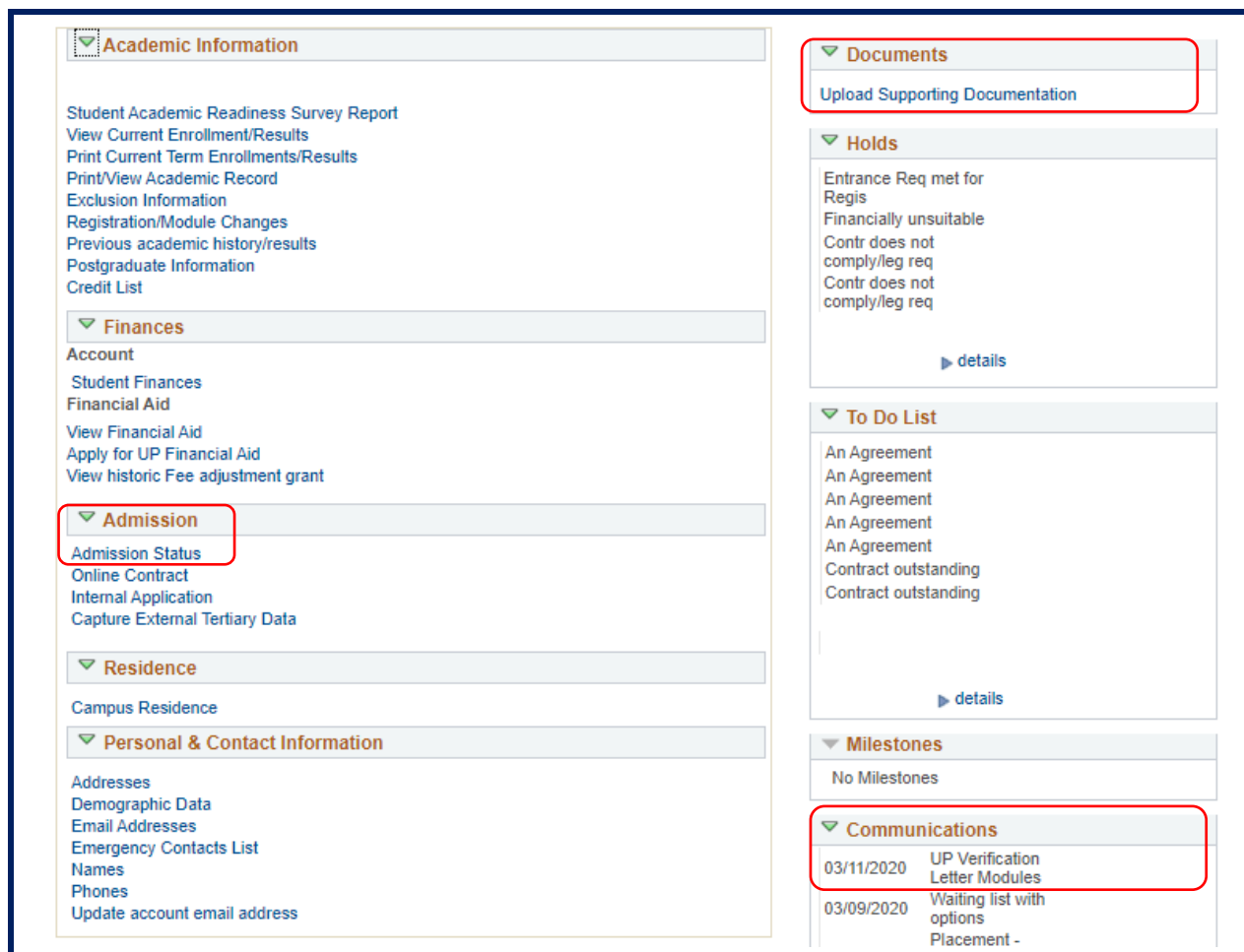
On the right side of the portal, there is a "CORONAVIRUS UPDATES" banner with a "Click here" link and a sub-header "Provision for staff to work from home".

This should open a screen with a collection of “tiles” – that all relate to a workspace collection titled “**UP Student Self-Service**”.

Step 5: Note the tile labelled “UP Student Centre”, click on this tile.



Step 6: Clicking on this “UP Student Centre” tile, will take you to a collection of hyperlinks.



Not all of these links will (initially) function for you, but take note that:

- The “**Admission Status**” link will allow you to track the status of your Study Application.
- The “**Upload Support Documents**” link will allow any document you ever wish to upload, or are requested to upload, to be processed.
- The “**Communications**” link shows all system generated communications previously sent to you.

NOTES:

- To return to the previous collection of tiles click the “Home” icon (top right).



- To log out, you can simply click on the “X” of the browser tab in which this information is being shown to close that Tab.