

All new users (e.g. prospective students) go to <https://www.up.ac.za/portal> where you will be prompted for a Username and a Password.

STEP 1: Click on New users link


UP Portal - Self Service - Windows Internet Explorer

http://www.up.ac.za/passwords/faces/firsttimeuseruserid?_afrc_loop=70818796549136&_afrc_windowMode=0&_afrc_ctrl-state=jm1ffjc5_19


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UP Portal - Self Service Page Safety Tools

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UP Portal - Self Service

 Welkom by UP Portaal
Welcome to UP Portal

New user

Userid
Please enter your userid for example
u12345678, s12345678 or p12345678

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

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Step 2: Type in your Userid (Example: u12345678 student number) and your SA ID number.

Click Proceed.


http://www.up.ac.za/passwords/faces/firsttimeuserid?_adf.ctrl-state=jm1ffjc5_19 - Windows Internet Explorer

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http://www.up.ac.za/passwords/faces/firsttime...

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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"/>
Confirm new password	<input type="password"/>
	<input type="button" value="Proceed"/>

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Waiting for http://www.up.ac.za/passwords/faces/firsttimeuserenterpassword?_adf.ctrl-state=jm1ffjc5_19...

Internet | Protected Mode: On 100%

Password policy is explained.

Set up your new password and confirm the password in 2nd block

Click Proceed

The screenshot shows a Windows Internet Explorer browser window displaying the UP Portal - Self Service website. The address bar shows the URL: http://www.up.ac.za/passwords/faces/firsttimeuserenterpassword?_adf.ctrl-state=jm1ffrc5_19. The page header includes 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 the heading, there is a blue banner with the text "Welkom by UP Portaal Welcome to UP Portal". The main content area displays a form titled "Select challenge questions (please)" with a sub-heading "EMPLID: 4427". The form contains a list of ten challenge questions, each with a checkbox. An "Information" dialog box is overlaid on the form, displaying the message: "Messages for this page are listed below. Your password was set successfully. Please continue and select your secret questions." The dialog box has an "OK" button. A text box in the bottom left corner explains the message and the challenge questions.

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Information

Messages for this page are listed below.

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

Select challenge questions (please)

EMPLID: 4427

- 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

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

A list of challenge questions appears and you can choose to answer any three questions.

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

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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

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Select three challenge questions and then click Submit.


UP Portal - Self Service - Windows Internet Explorer

http://www.up.ac.za/passwords/faces/selectsecretquestions?_adf.ctrl-state=jm1ffjcs_19


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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?

(Example of three questions chosen by a user to answer.)

Enter your answers to each challenge question that you selected and Save.

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UP Portal - Self Service - Windows Internet Explorer

http://www.up.ac.za/passwords/faces/answersecretquestions?_afdf.ctrl-state:jm1ffjc5_19

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Login to UP Portal

Information

Challenge questions set successfully. Click OK to return to the UP Portal login page.

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Done Internet | Protected Mode: On 100% 08:43 AM

A message will be displayed to inform you you're your challenge questions have been set up.

Click OK.

UP Portal - Windows Internet Explorer

https://www.up.ac.za/wcportal/faces/login.jspx?_afLoop=1268308146896517&_afWindowMode=0&_adf.ctrl-state=vm2gpr0sz_4

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UP Portal

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Login

Username

Password

[New users](#) | [Change password](#) | [Lost password](#)

Supported browsers:
These sites function with Internet Explorer (IE) ver 7.x or IE ver 8.x - both of which are supported by ITS & the UP IT HelpDesk.
(Note that IE ver 6.x and earlier versions are not suitable as they do not function correctly with all of the referenced applications. If you are on an IE 6.x or an earlier IE version you will need to upgrade.)

Unsupported browsers:
Firefox 3.0 - 3.5 and Safari 4.x will display the UP Portal but are not supported by ITS.

You are now ready to access the UP Portal.

Local intranet | Protected Mode: Off 100%

01:01 PM 2012/08/14