Quick Reference Guide

Graduate Research Management – Service Requests and Candidate Center

21 August 2018

The upgraded PeopleSoft allows for fluidity which enables the platform to be used on various form factors. This means that the look and feel of the upgraded PeopleSoft will adapt to the size of various screens e.g. a computer screen / a mobile device screen. As a result, the navigation has been adapted for these purposes.

Please see below on how to navigate to your Service Requests and Candidate Center.

1. Logging In and Out PeopleSoft

- Enter your student number in capitals in the Enter User ID in UPPER CASE field e.g. XXXYYYY001
• Enter your UCT password in the Password field
• Click on the Sign In button
• The Student Homepage appears

• To sign out, click on the Actions List icon and select Sign Out

2. Navigating to Service Requests

Navigational path: Self Service > Research Activities > Service Requests

• Click on the NavBar icon
• Click on the Navigator tile
• Click on the Self Service category
- Click on the **Research Activities** category
- Click on **Service Requests**

### My Service Requests

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Request Type</th>
<th>Request Subtype</th>
<th>Request Date</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>571</td>
<td>Library Copy upload limited</td>
<td>Upload Library copy Doctoral Thesis(all faculties)</td>
<td>03/06/2015</td>
<td>Accepted</td>
<td>04/06/2015</td>
</tr>
</tbody>
</table>

**Note** Please see the quick reference guides associated with **Service Requests** on how to create various service requests.

### Navigating to Candidate Center

**Navigational path:** **Self Service>Research Activities>Candidate Center**

- Click on the **NavBar** icon
- Click on the **Navigator** tile
If you click on **Thesis Title**, you will be able to view your thesis title as recorded by your faculty.