

## 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 this purposes.

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

#### 1. Logging In and Out PeopleSoft

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i. Protect Your Password. Do not divulge your password to anyone. Do not leave a PC unattended if you are logged in. You and only you will bear the consequences if there is damage or loss arising from abuse of your User ID and Password.

ii. Special pricing on laptops. [Read more](#)

ATTENTION iOS DEVICE USERS:  
Please do not view Academic Records on your iOS device. If your Academic Record is more than one page, you will only be able to view the first page of your Academic Record due to a PeopleSoft compatibility issue with Safari. [View your Academic Record on a PC](#)

Before your first login, manage your password: <http://password.uct.ac.za>  
Postgraduate enquiries: [admissions-pg@uct.ac.za](mailto:admissions-pg@uct.ac.za)  
Undergraduate enquiries: [admissions-ug@uct.ac.za](mailto:admissions-ug@uct.ac.za)  
Student support: [sss-helpdesk@uct.ac.za](mailto:sss-helpdesk@uct.ac.za)

Enter User ID in UPPER CASE

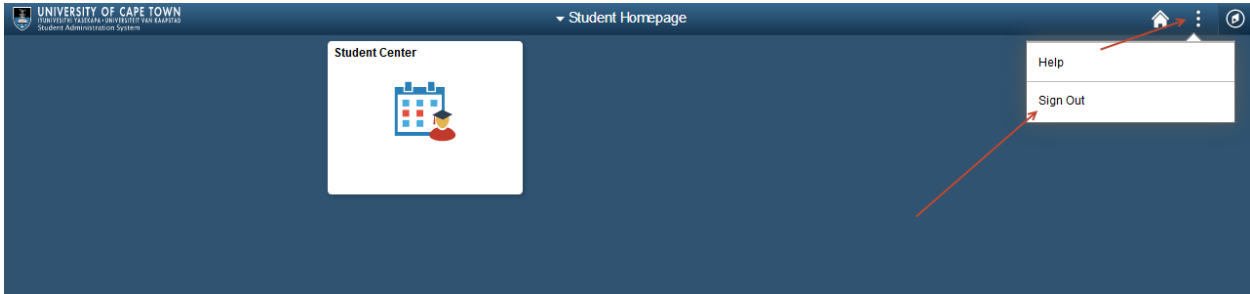
Password

[Sign In](#)

[Forgot Password ?](#)

- Enter your student number in capitals in the **Enter User ID in UPPER CASE** field e.g. **XXXYYY001**

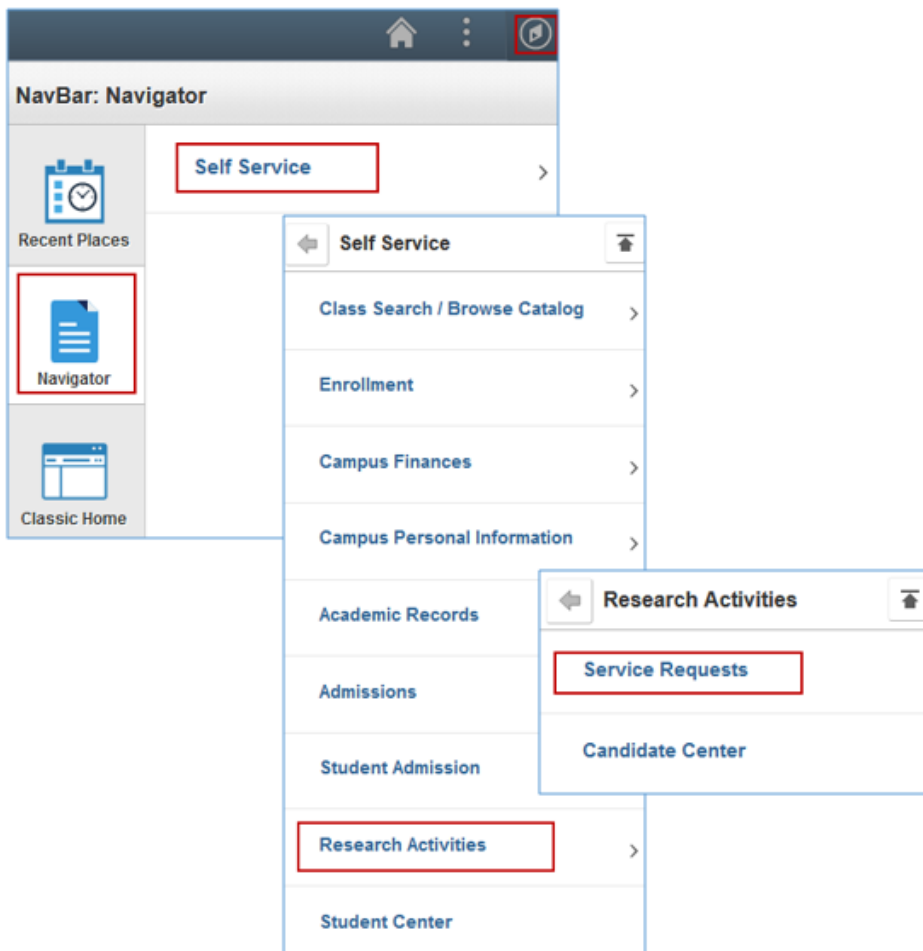
- Enter your UCT password in the **Password** field
- Click on the **Sign In** button
- The **Student Homepage** appears



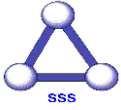
- To sign out, click on the **Actions List** icon  and select **Sign Out**

## 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

My Service Requests						Personalize	Find	View All	First	1 of 1	Last
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date						
571	Library Copy-upload final Thesis/Dissertation for Library	Upload Library copy Doctoral Thesis(all faculties)	03/06/2015	Accepted	04/06/2015						

Create New Request

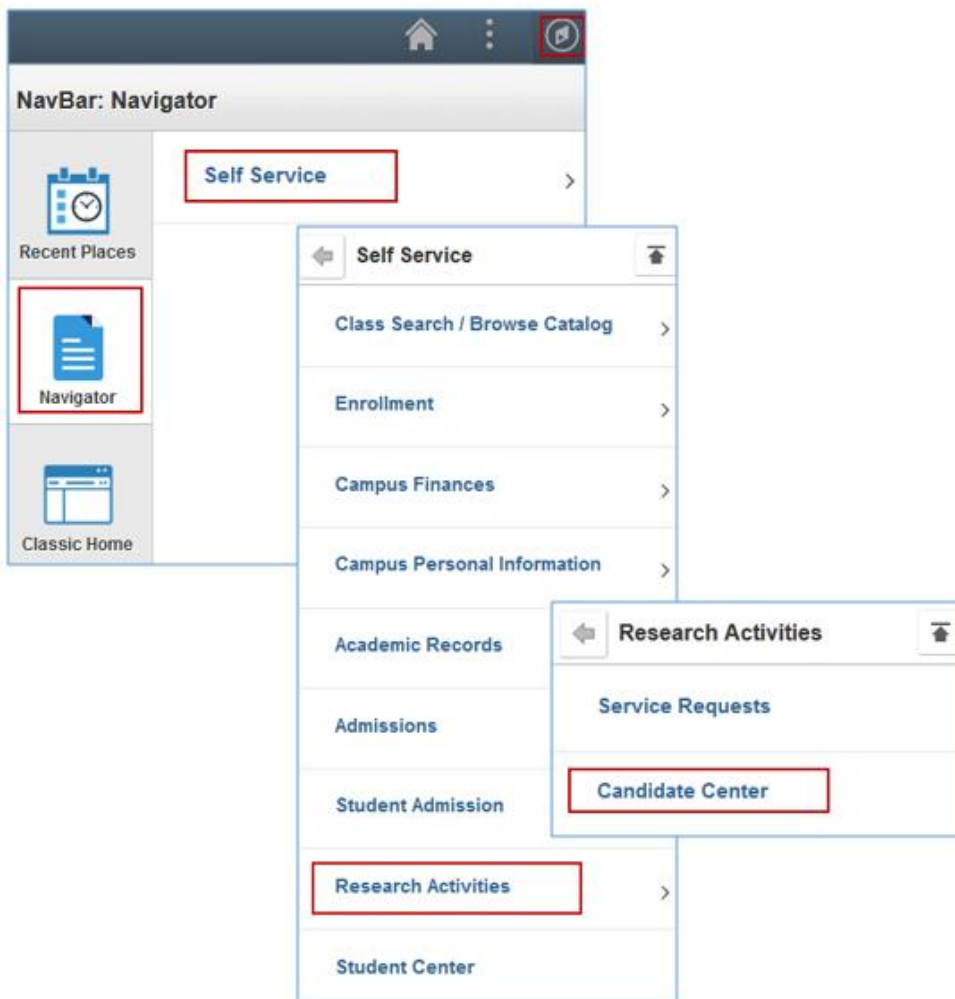


Note

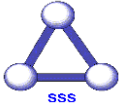
Please see the quick reference guides associated with **Service Requests** on how to create various service requests.

### 3. Navigating to Candidate Center

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



- Click on the **NavBar** icon
- Click on the **Navigator** tile



- Click on the **Self Service** category
- Click on the **Research Activities** category
- Click on **Candidate Center**

My Research	My Service Items
<p>▼ PhD:Criminology</p> <p><a href="#">Thesis Title</a></p> <p>▼ Supervisors</p> <p>1.Clifford Shearing</p> <p><a href="#">Return to Student Center</a></p>	<p>Add Thesis Abstract</p>



### Note

If you click on **Thesis Title**, you will be able to view your thesis title as recorded by your faculty.