



SIS CAMPUS SOLUTIONS

HOW TO GUIDE

APPLYING ONLINE

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TRAINING CONTENT – IMPORTANT NOTIFICATION

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The training material has been developed within the planned timeframe of the implementation project and different environments (clients) were utilised to ensure that the material was completed within the timeframe.

Every endeavour has been made to keep the material generic in nature and have been prepared in a modular manner for easier plug-and-play for specific roles. Every effort has also been made to use dummy (mock) data to abide with all applicable legislation.

Users of the material are required to familiarise themselves with the latest DUT policies, processes, operating procedures, business rules and any regulations which might govern a specific process or function and have a responsibility to ensure that they are fully aware of the above that apply to them and their business.

Whilst every effort has been made to ensure that the learning material is accurate, DUT take no responsibility for any loss or damage suffered by any person as a result of the reliance upon the information contained herein.

1. INTRODUCTION TO THE HOW TO GUIDE

The how-to guide is a paper-based guide that provides basic and generic information per functional area.

The document will include basic information regarding a specific system transaction in PeopleSoft Campus Solutions.

This can include generic information about the system transaction, important information to guide the learner in understanding the purpose of the system transaction as well as screenshots and detailed steps where required.

2. EXPECTED OUTCOME(S)

On completion after reading this module, you will have acquired the following skills using PeopleSoft Campus Solutions.

- Submit an online application.

3. IMPORTANT INFORMATION – APPLYING ONLINE

3.1 INTRODUCTION

Online applications simplify the traditional application process by allowing individuals to submit application information through internet-based platforms. This modern approach eliminates the need for physical paperwork and enables a more convenient and efficient way for people to apply for programs, or various opportunities.

4. TRANSACTIONAL INFORMATION: APPLYING ONLINE

The below information provides the learner with generic information to the specific PeopleSoft Transaction which steps will be provided below.

4.1 POSSIBLE SCENARIOS

You are the Applicant. You are required to submit an application online.

4.2 ACTIVITY DESCRIPTION

This process begins when you are required to submit an application online.

4.3 TRIGGER AND TERMINATION EVENTS

Please note the following trigger and termination events, as well as the expected outcome:

TRIGGER EVENT

You are required to submit an application online.

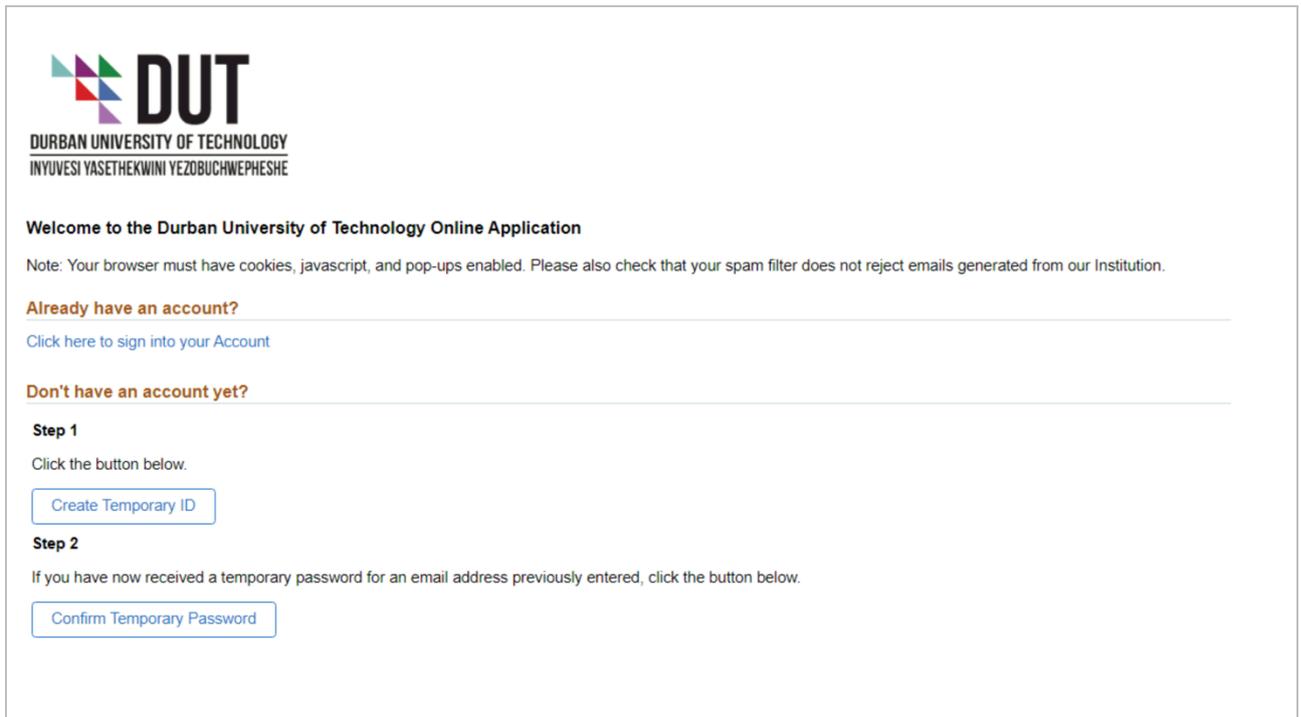
TERMINATION EVENT

The online application has been successfully created.

OUTCOME

Your information is accurately entered and submitted for consideration.

4.4 TRANSACTIONAL STEPS



DUT
DURBAN UNIVERSITY OF TECHNOLOGY
INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE

Welcome to the Durban University of Technology Online Application

Note: Your browser must have cookies, javascript, and pop-ups enabled. Please also check that your spam filter does not reject emails generated from our Institution.

Already have an account?
[Click here to sign into your Account](#)

Don't have an account yet?

Step 1
Click the button below.

Step 2
If you have now received a temporary password for an email address previously entered, click the button below.

STEP NUMBER	ACTION
	<p>Note:</p> <p>The DUT Online Application screen is displayed. Applicants need to create an Application ID by clicking on the Create Temporary ID button.</p> <p>Applicants with a Temporary Application ID can log in with their credentials by clicking on the Click here to sign into your Account link.</p>

User ID

1.

Password

[Forgot your password?](#)

Select a Language

English ▼

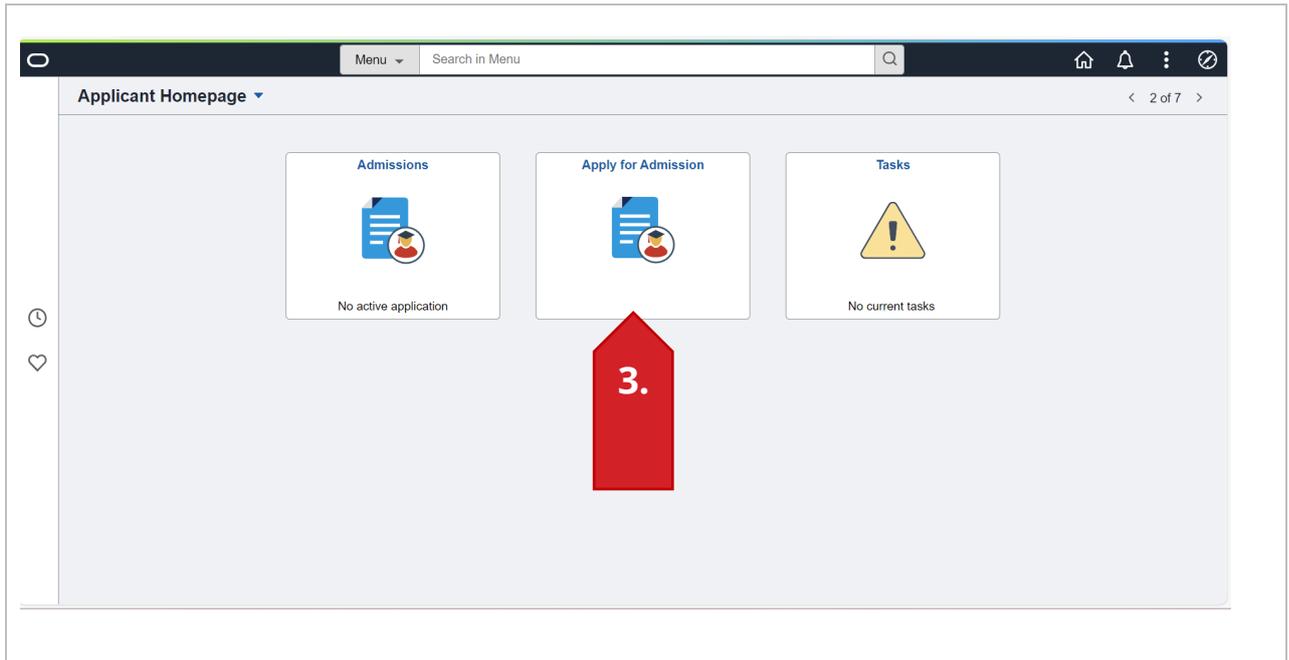
Sign In

2.

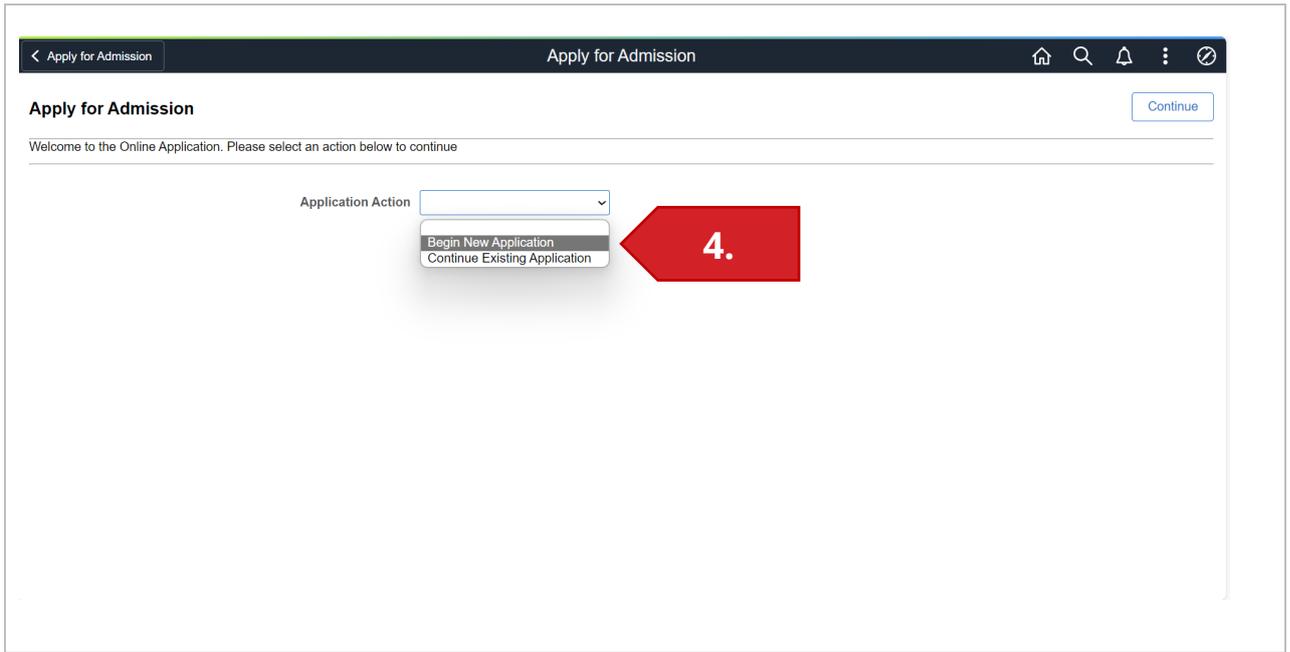
Enable Screen Reader Mode

[Set Trace Flags](#)

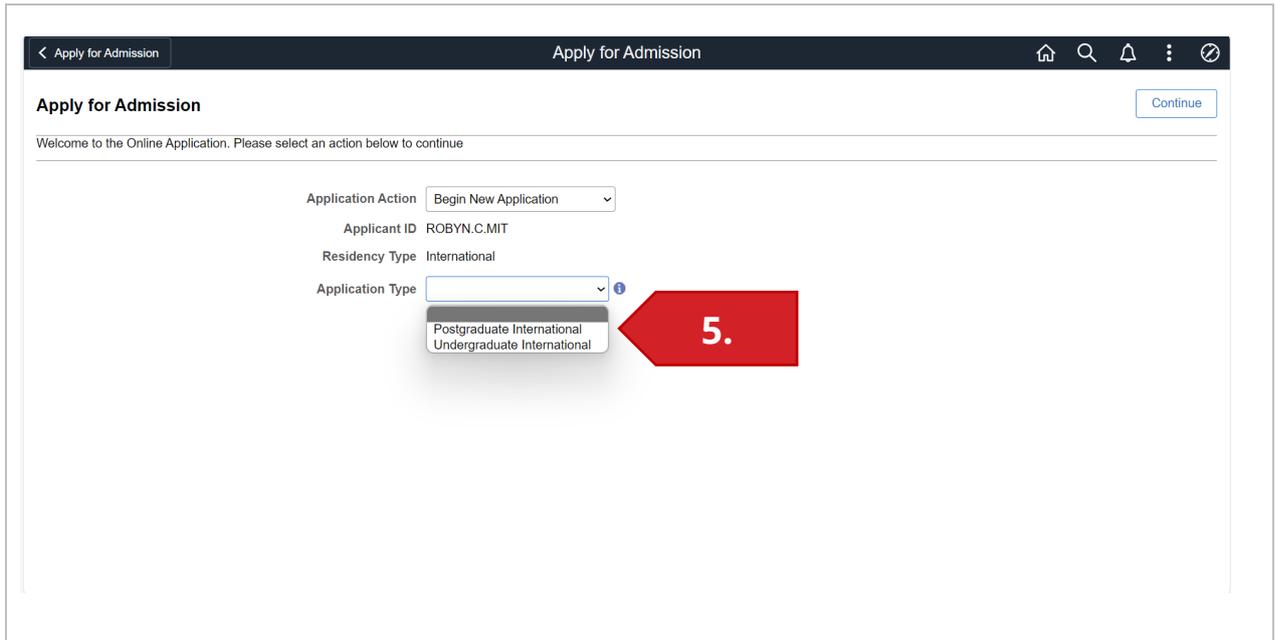
STEP NUMBER	ACTION
1.	Enter your User ID and Password .
2.	Click on the Sign In button.



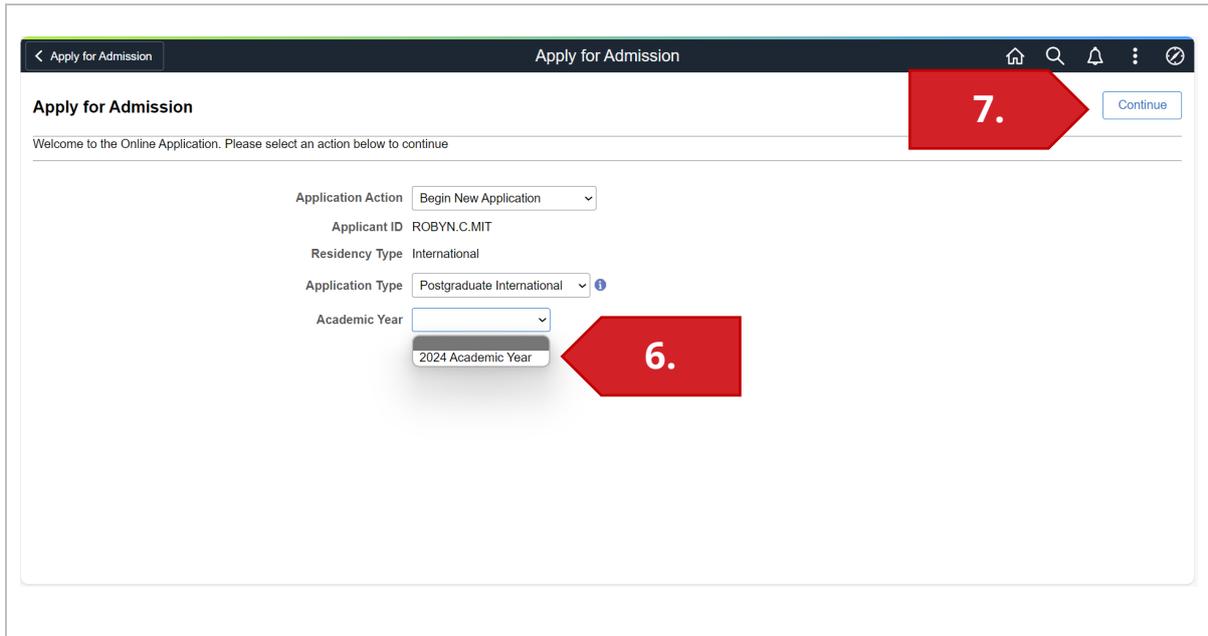
STEP NUMBER	ACTION
	<p>Note: The Applicant Homepage screen is displayed.</p>
<p>3.</p>	<p>Click on the Apply for Admission tile to access the Apply for Admission page.</p>



STEP NUMBER	ACTION
	<p>Note:</p> <p>The Apply for Admission screen is displayed.</p>
<p>4.</p>	<p>Click on the Application Action dropdown and select the Begin New Application.</p>



STEP NUMBER	ACTION
5.	Click on the Application Type dropdown and select the relevant application type, in this guide we will be selecting Postgraduate International .



STEP NUMBER	ACTION
6.	Click on the Academic Year dropdown and select the relevant application type, in this guide we will be selecting 2024 Academic Year .
7.	Click on the Continue button.

STEP NUMBER	ACTION
	<p>Note:</p> <p>The Welcome screen is displayed.</p>
<p>8.</p>	<p>Click on the Next button to navigate to the Personal Details step.</p>

Postgraduate International | 2024 Academic Year

Personal Information

*Title

*First Name

Middle Name

*Last Name

*Date of Birth

Gender

National ID

Country of Citizenship

Are you a Permanent Resident of South Africa? No

Passport Number

First Generation Student No ?

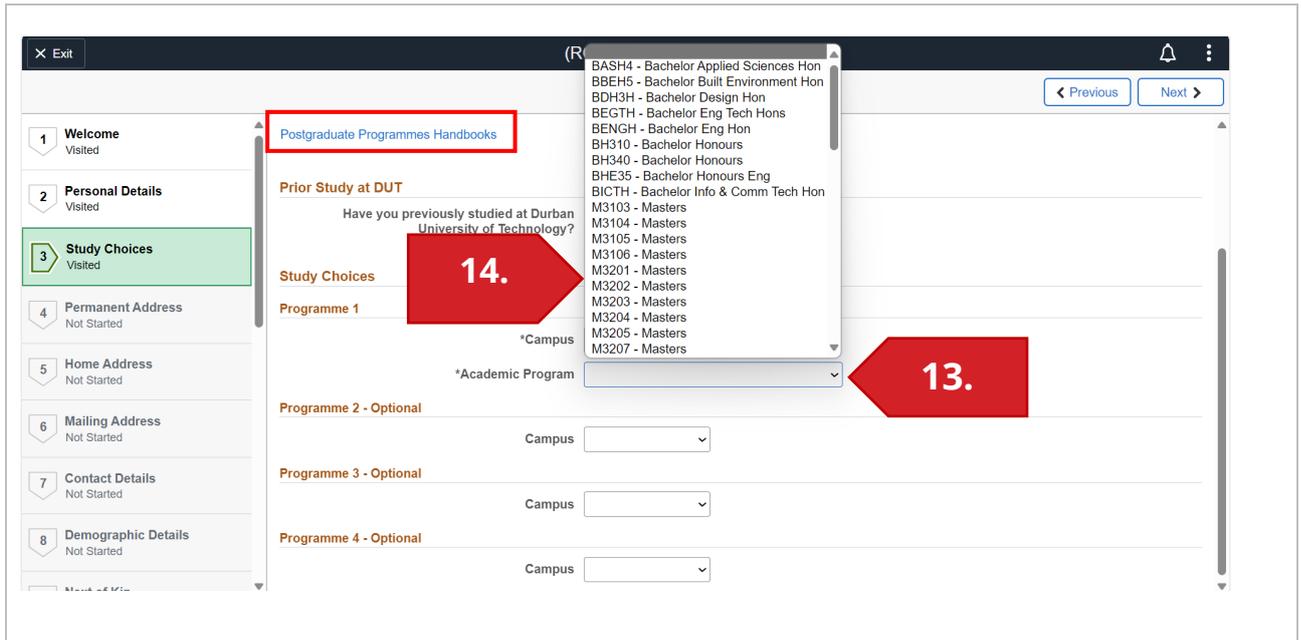
Save Validate Application

9.

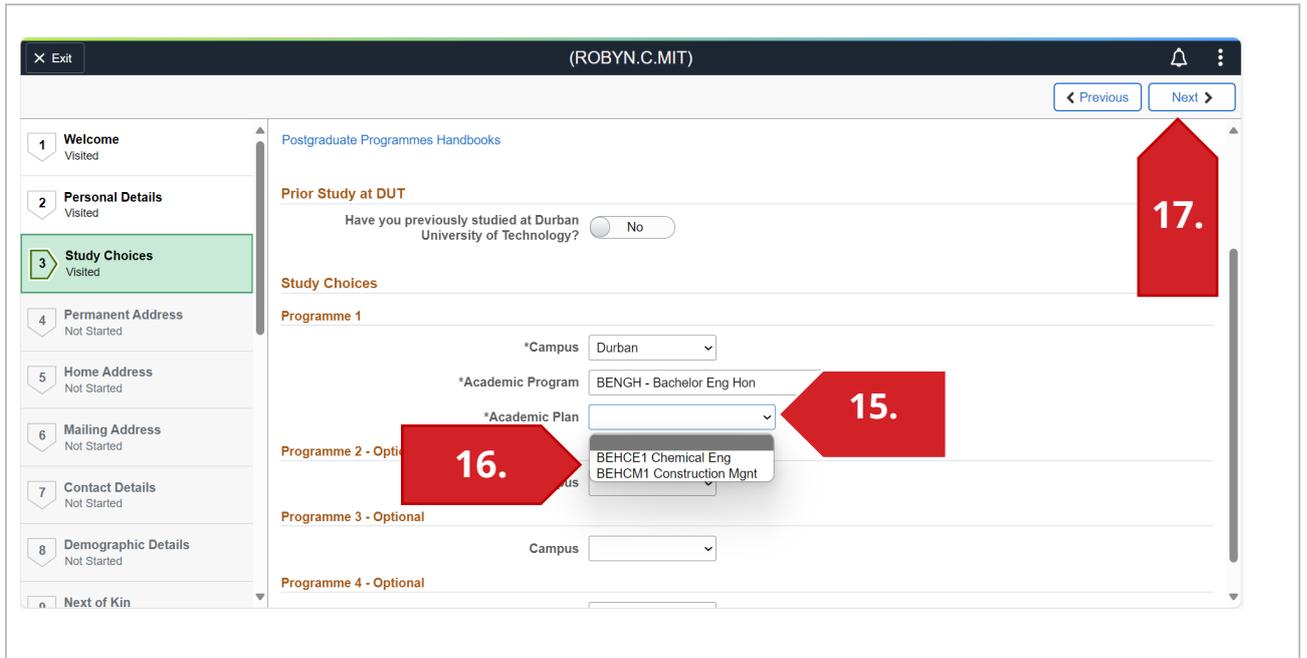
STEP NUMBER	ACTION
	<p>Note:</p> <p>Your Personal Information and National ID will be shown, these fields are display only meaning that they cannot be edited. The only item that is editable is the First Generation Student toggle. If selected Yes, it means that you are the first generation to complete tertiary education in your family.</p> <p>You can save the application at any point in the process by clicking the Save button. You can validate your information at any point in the process by clicking the Validate Application button. At the end of the application, you will be required to validate the application.</p>
<p>9.</p>	<p>Click on the Next button to navigate to the Study Choices step.</p>

The screenshot shows a web form titled '(ROBYN.C.MIT)'. On the left is a navigation sidebar with steps 1-8. Step 3, 'Study Choices', is highlighted. The main form area contains sections for 'Prior Study at DUT', 'Study Choices', and four optional programmes. Red callout boxes are placed over specific elements: '10.' over the 'No' radio button, '11.' over the '*Campus' dropdown menu, and '12.' over the 'Programme 2 - Optional' dropdown menu.

STEP NUMBER	ACTION
10.	Click on the Have you previously studied at Durban University of Technology? Button to select if you have studied at DUT before.
	Note: You can add up to four different study choices.
11.	Click on the drop-down list button in the Campus field.
12.	Click on the Relevant Campus in the Item list to select it.



STEP NUMBER	ACTION
13.	Click on the drop-down list button in the Academic Program field.
14.	Click on the Relevant Academic Program in the Item list to select it.
	<p>Note:</p> <p>You can view the catalogue of Postgraduate Programmes by clicking on the Postgraduate Programme Handbooks link.</p>



STEP NUMBER	ACTION
15.	Click on the drop-down list button in the Academic Plan field.
16.	Click on the Relevant Academic Program in the Item list to select it.
17.	Click on the Next button to navigate to the Permanent Address step.

The screenshot shows a web browser window with the URL (ROBYN.C.MIT). The page title is "Postgraduate International | 2024 Academic Year". On the left, a navigation menu lists steps 1 through 8, with "Permanent Address" (step 4) highlighted in green. The main content area is titled "Permanent Address" and contains the following fields:

- *Country: South Africa (dropdown menu)
- *Address Line 1: [text input]
- Address Line 2: [text input]
- Address Line 3: [text input]
- Address Line 4: [text input]
- *City: [text input]
- *Postal Code: [text input]
- *Province: [dropdown menu]

At the top right, there are "Previous" and "Next" buttons. Below the form, there are "Save" and "Validate App" buttons. A red arrow points to the "Next" button with the number "18." written inside it.

STEP NUMBER	ACTION
 <p data-bbox="363 1144 451 1178">Note:</p> <p data-bbox="363 1238 1233 1272">You can add/update your Permanent Address here, if required.</p>	
<p data-bbox="252 1361 296 1395">18.</p>	<p data-bbox="363 1361 1249 1395">Click on the Next button to navigate to the Home Address step.</p>

The screenshot shows a web browser window with the URL (ROBYN.C.MIT). The page title is "Postgraduate International | 2024 Academic Year". On the left, a navigation menu lists steps 1 through 8: Welcome (Visited), Personal Details (Visited), Study Choices (Visited), Permanent Address (Visited), Home Address (Visited), Mailing Address (Not Started), Contact Details (Not Started), and Demographic Details (Not Started). The "Home Address" step is currently active. The form fields include: "Same as" (a drop-down list), "*Country" (set to South Africa), "*Address Line 1" through "Address Line 4" (text input fields), "*City" (text input field), "*Postal Code" (text input field), and "*Province" (drop-down list). At the top right, there are "Previous" and "Next" buttons. A red arrow points to the "Next" button with the number 19.

STEP NUMBER	ACTION
 <p>Note: You can add/update your Home Address here. If your Home Address is the same as your Permanent Address, click on the drop-down list button in the Same as field and select Permanent.</p>	
19.	Click on the Next button to navigate to the Mailing Address step.

The screenshot shows a web browser window with the URL (ROBYN.C.MIT). The page title is "Postgraduate International | 2024 Academic Year". On the left, a navigation menu lists steps 1 through 8: Welcome (Visited), Personal Details (Visited), Study Choices (Visited), Permanent Address (Visited), Home Address (Visited), Mailing Address (Not Started), Contact Details (Not Started), and Demographic Details (Not Started). The "Mailing Address" step is highlighted in green. The main content area is titled "Mailing Address" and contains the following fields: "Same as" (a dropdown menu), "*Country" (a dropdown menu set to "South Africa"), "*Address Line 1" through "*Address Line 4" (text input fields), "*City" (text input field), "*Postal Code" (text input field), and "*Province" (a dropdown menu). At the top right, there are "Previous" and "Next" buttons. At the bottom right, there are "Save" and "Validate Address" buttons. A red arrow points to the "Next" button with the number "20." written on it.

STEP NUMBER	ACTION
	<p>Note:</p> <p>You can add/update your Mailing Address here. If your Mailing Address is the same as your Permanent Address or Home Address, click on the drop-down list button in the Same as field and select the relevant option.</p>
<p>20.</p>	<p>Click on the Next button to navigate to the Contact Details step.</p>

STEP NUMBER	ACTION
	<p>Note:</p> <p>You can add/update your Contact details here, if required.</p>
<p>21.</p>	<p>Click on the Next button to navigate to the Demographic Details step.</p>

STEP NUMBER	ACTION
	<p>Note:</p> <p>You can add/update your Demographic details here, these include:</p> <ul style="list-style-type: none"> - Marital Status - Race - Home Language - Religious Affiliation <p>You should also answer the following questions:</p> <ul style="list-style-type: none"> - Do you require residence? - Do you require financial aid? - Have you applied for NSFAS to study at Durban University of Technology? - Do you have a disability?

	If you do have a disability, you are required to provide more information on the nature of the disability.
22.	Click on the Next button to navigate to the Next of Kin step.

The screenshot shows a web application interface for 'Postgraduate Local | 2024 Academic Year'. On the left, there is a vertical progress bar with steps 1 through 9. Step 9, 'Next of Kin', is highlighted in green. The main content area is titled 'Postgraduate Local | 2024 Academic Year' and contains 'Page Instructions' and a 'Next of Kin' form. The form includes fields for Name Title, First Name, Last Name, Country Code / Mobile Phone, Country Code / Home Phone, Relationship to Applicant, Email Address, and Next of Kin Address. A red arrow labeled '23.' points to the 'Next' button in the top right corner of the page.

STEP NUMBER	ACTION
	Note: You can add/update your Next of Kin's details here, if required.
23.	Click on the Next button to navigate to the Emergency Contact step.

The screenshot shows a web application interface for 'Postgraduate International | 2024 Academic Year'. On the left, a sidebar lists steps 2 through 10, with 'Emergency Contact' (step 10) highlighted in green and marked 'Not Started'. The main content area is titled 'Emergency Contact' and contains the following fields:

- 'Use same details as Next of Kin' with a radio button set to 'No'.
- '*Relationship to Applicant' with a dropdown menu.
- '*Contact Name' with a text input field.
- '*Country Code / Mobile Phone' with a dropdown set to '+27' and a text input field.
- 'Additional Emergency Contact Phone' with a dropdown set to '+27' and a text input field.

Navigation buttons include '< Previous', 'Next >', 'Save', and 'Validate Application'. A red arrow points to the 'Next >' button with the number '24.'.

STEP NUMBER	ACTION
	<p>Note:</p> <p>You can add/update your Emergency Contact's details here, if required. If your Emergency Contact is the same as the Next of Kin, you can indicate so here.</p>
<p>24.</p>	<p>Click on the Next button to the Current Activities step.</p>

× Exit (ROBYN.C.MIT) 🔔 ⋮

< Previous Next >

Visited

- 5 Home Address Visited
- 6 Mailing Address Visited
- 7 Contact Details Visited
- 8 Demographic Details Visited
- 9 Next of Kin Visited
- 10 Emergency Contact Visited
- 11 Current Activities Visited
- 12 Tertiary Education Not Started

Postgraduate International | 2024 Academic Year Save Validate App

Current Activities

*Main Activity

*Employment

Sport

[Add Sport](#)

25.

STEP NUMBER	ACTION
	<p>Note:</p> <p>You can add/update your Current Activities here, if required.</p>
25.	<p>Click on the Next button to the Tertiary Education step.</p>

Exit (ROBYN.C.MIT)

Permanent Address Visited

Home Address Visited

Mailing Address Visited

Contact Details Visited

Demographic Details Visited

Next of Kin Visited

Emergency Contact Visited

Current Activities Visited

12 Tertiary Education Visited

Postgraduate International | 2024 Academic Year

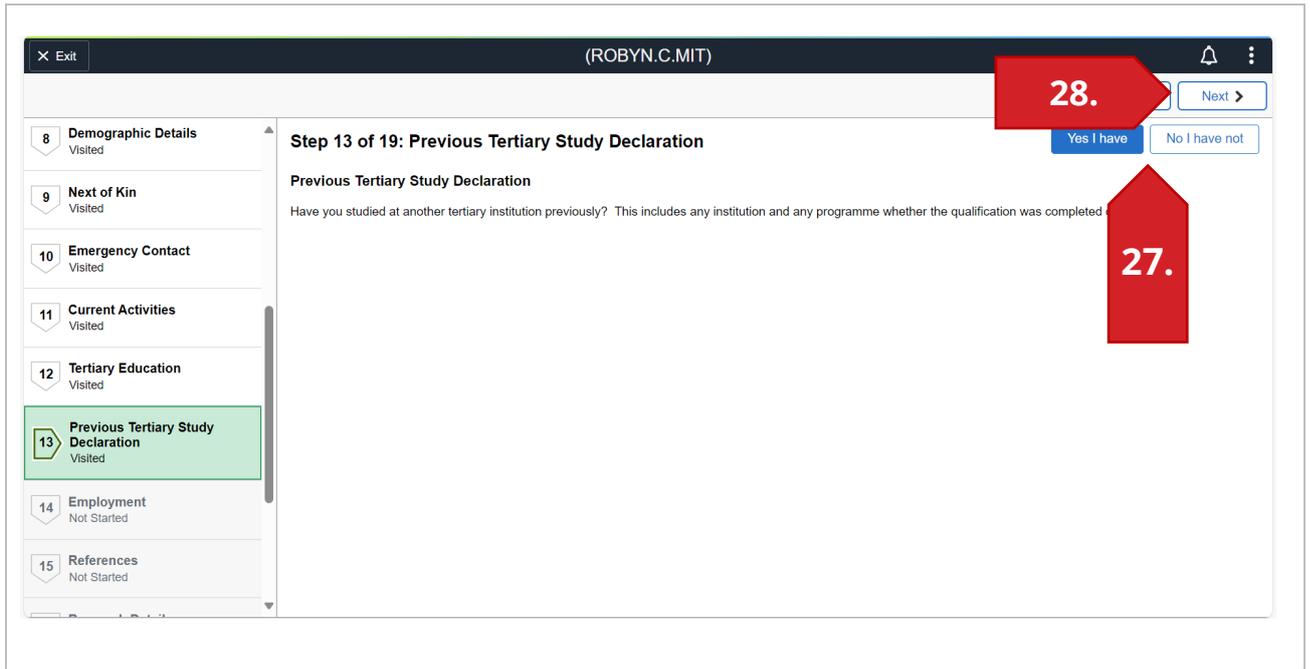
Tertiary Education

Do you have any previous or current tertiary education, including at this institution/university? No

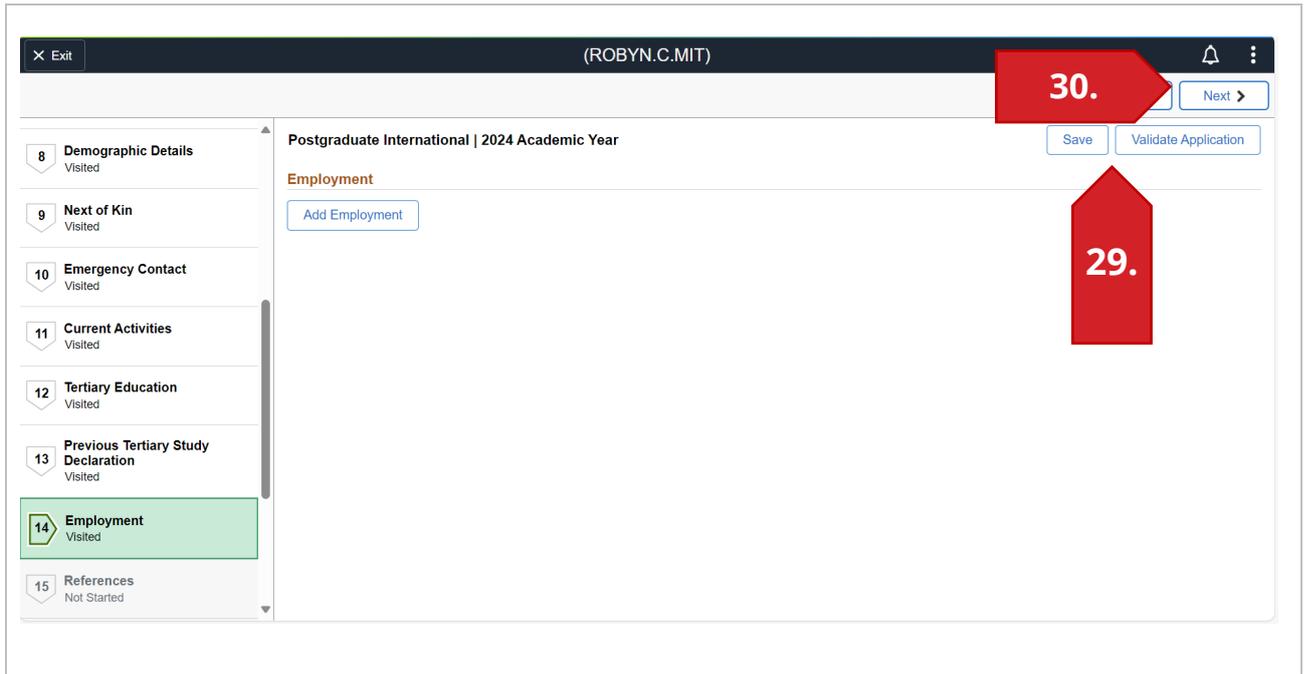
26.

STEP NUMBER	ACTION
	<p>Note:</p> <p>You will only view additional details if the answer to the Do you have any previous or current tertiary education, including at this institution/university? question is Yes.</p> <p>If you want to change the details of the tertiary education, click on the Change button. The following details are editable:</p> <ul style="list-style-type: none"> - Institution - Country - Degree Description - Start Date - End Date - Degree Status - Cumulative GPA

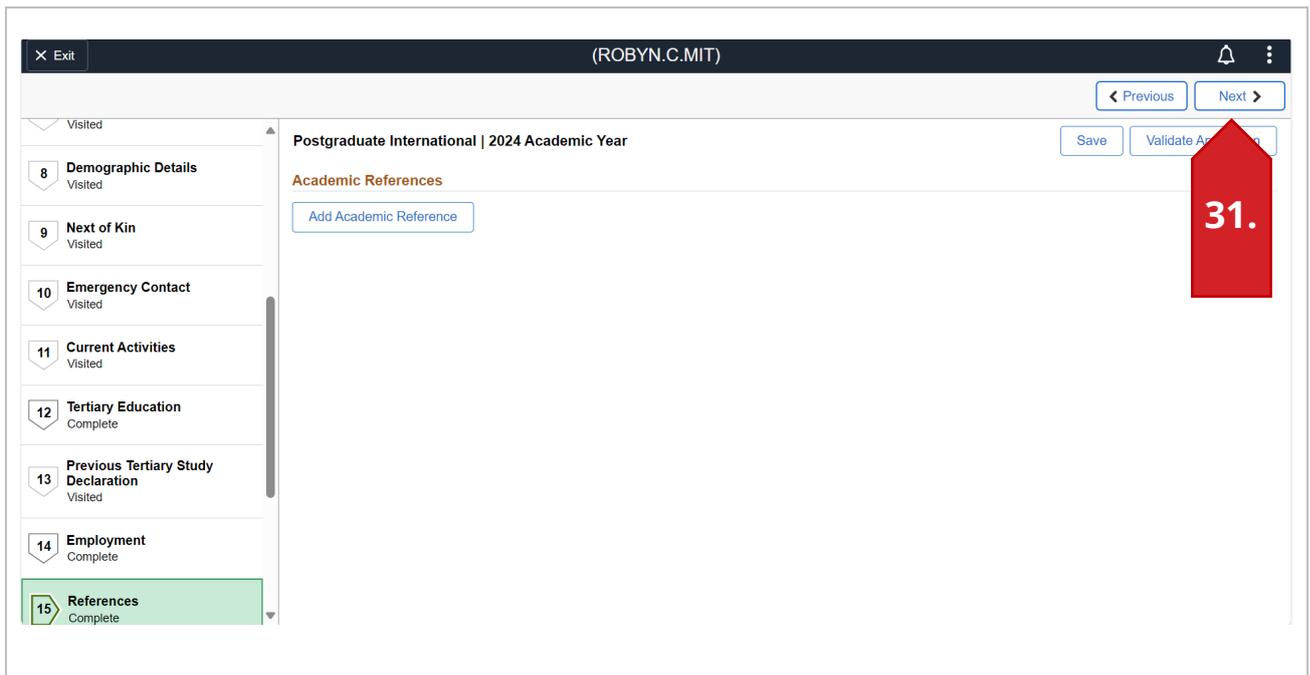
	<p>If any of the above details are changed click on the OK button if no changes are made click on the Cancel button.</p> <p>You can capture additional information pertaining to your previous or current post-secondary education, including exclusions and intentions to enrol at other institutions.</p>
26.	<p>Click on the Next button to navigate to the Previous Tertiary Study Declaration step.</p>



STEP NUMBER	ACTION
	<p>Note:</p> <p>This step will only appear on post graduate applications.</p>
<p>27.</p>	<p>Click the relevant option pertaining to your previous tertiary studies.</p>
<p>28.</p>	<p>Click on the Next button to navigate to the Employment step.</p>



STEP NUMBER	ACTION
	<p>Note:</p> <p>This step will only appear on post graduate applications and is optional information.</p>
<p>29.</p>	<p>Click the relevant option pertaining to your employment.</p>
<p>30.</p>	<p>Click on the Next button to navigate to the References step.</p>



STEP NUMBER	ACTION
	<p>Note:</p> <p>This step will only appear on post graduate applications and is optional information. If you want to add an academic reference, click on the Add Academic Reference button. The following details are editable:</p> <ul style="list-style-type: none"> - First Name - Last Name - Job Title - Email Address - Country Code/Work Phone <p>If any of the above details are changed click on the OK button, if no changes are made click on the Cancel button.</p>

31. Click on the **Next** button to navigate to the **Research Details** step.

The screenshot shows a web application interface for 'Postgraduate International | 2024 Academic Year'. On the left, a sidebar lists steps 9 through 16. Step 16, 'Research Details', is highlighted in green and marked as 'Not Started'. The main content area contains two sections: 'Research Details' with fields for 'School of Proposed Research', 'Proposed Field of Study', and 'Proposed Title of Research'; and 'Proposed Supervisor' with fields for 'Name' and 'Email Address'. At the top right, there are navigation buttons: '< Previous', 'Next >', 'Save', and 'Validate Application'. A red arrow points to the 'Next >' button, with the number '32.' written inside it.

STEP NUMBER	ACTION
 <p>Note:</p> <p>This step will only appear on post graduate applications and is optional information. The following Research details are editable:</p> <ul style="list-style-type: none"> - School of Proposed Research - Proposed Field of Study - Proposed Title of Research <p>Your proposed supervisor’s name and email address can also be captured here.</p>	
<p>32.</p>	<p>Click on the Next button to navigate to the Documents step.</p>

Postgraduate International | 2024 Academic Year

Page Instructions

Please upload the required documents in the fields below. Applicants may save their application and log back into the Applicant Self-Service Portal to submit documents. Please note applications will not be processed unless all required documentation has been submitted.

Please ensure the files you upload are less than 2MB in size and is one of the valid formats of '.jpg', '.jpeg', '.png', '.pdf' only.
If you require assistance, please contact Student Admissions Department, Monday to Friday during regular office hours 8:30 a.m. - 4:00 p.m.

***Documents**

Document	File Name (click to view)	Required	Add	Delete
Passport		Required	Add	Delete
Tertiary Cert/Diploma/Degree		Required	Add	Delete
Tertiary Transcript		Required	Add	Delete
Asylum Seeker Permit ID		Required Later	Add	Delete
Matric Board Evaluation		Required Later	Add	Delete

33.

STEP NUMBER	ACTION
 <p>Note:</p> <p>This step will only appear on both undergraduate and post graduate applications.</p> <p>A list of documents that are required will be displayed, the items on this list will be dependent on what has been populated in previous steps.</p> <p>To add a document, click on the Add button. To delete a document, click on the Delete button.</p>	
33.	Click on the Next button to navigate to the Student Declaration and Agreement step.

The screenshot shows a web application interface for 'Step 18 of 19: Student Declaration and Agreement'. The interface includes a sidebar on the left with steps 11 through 18, where step 18 is highlighted. The main content area contains a declaration text and two buttons: 'Accept' and 'Decline'. Red callout boxes with numbers 34 and 35 point to the 'Accept' button and the 'Next' button respectively.

STEP NUMBER	ACTION
	<p>Note:</p> <p>This step will display the student agreement.</p>
<p>34.</p>	<p>Click on the Accept button.</p>
	<p>Note:</p> <p>Once you have accepted the student agreement, the Agreement Date and Agreement Status will be updated and displayed.</p>
<p>35.</p>	<p>Click on the Next button to navigate to the Submit step.</p>

Postgraduate International | 2024 Academic Year

Application Status

Your application has not yet been completed.

Please ensure you fill in all pages, using the 'Validate Application' button above to check that your application is free of errors.

Please also ensure that you have accepted the Student Declaration and Agreement .

Once your application has been validated without error, please return to this page. You will then be able to click the 'Submit' button below.

NOTE: Your application will not be evaluated by the university until you click Submit below and have submitted all the required document

Submit Application to the University

STEP NUMBER	ACTION
36.	Click on the Validate Application button.
 <p data-bbox="363 1256 448 1285">Note:</p> <p data-bbox="363 1346 1465 1496">If there is any information that is not valid on your application, it will take you to the page that requires updating. If there are multiple fields that are not valid, a summary of the information that is not valid will be provided.</p> <p data-bbox="363 1556 1422 1648">If all the fields are valid you will be informed, and you can proceed to click on the OK button.</p> <p data-bbox="363 1709 1331 1800">The submit button will be greyed out and will not be clickable until the application has been validated.</p>	
37.	Click on the Submit Application to the University button.



Note:

A pop-up screen will appear with information regarding the processing of the application. You can proceed to click on the **OK** button.

A summary screen will appear with details pertaining to your information.

You will receive an email confirming that the application has been successfully submitted. The email will include login details.