

REGISTRATION ACTIVITY GUIDE - USER MANUAL



T: +27 51 401 9111 | E: studentadmin@ufs.ac.za | www.ufs.ac.za

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How to access and use your Registration Activity Guide





Click on the **Registration 2024 Activity Guide**; you are now ready to complete and submit the assigned Activity Guide.



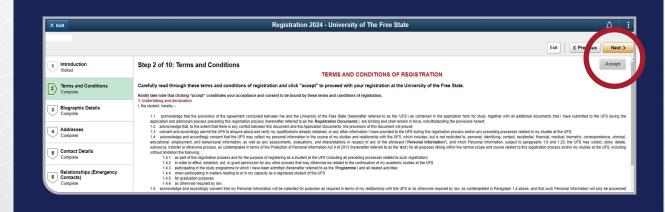
The first step in completing the Activity Guide is the Introduction. In this step, you must read the introduction and click 'Next' to proceed to the next step which will direct you to the 'Terms and Conditions' page.

STEP 1



STEP 2

On this page, you must read the terms and conditions (Contract) then accept by clicking the 'Accept' button which will direct you to the 'Biographic Details' page.





On this page, you can add, edit, and save your biographic details. Click on the 'Next' button, which will direct you to the 'Addresses' page.



On this page, you can add, edit, and save your address details. Once you have confirmed your information, click on the 'Confirm' button to navigate to the next screen and then click the 'Next' button, which will direct you to the 'Contact Details' page.

STEP 4



STEP 5

On this page, you can add, edit, and save your contact details. Once you have confirmed your information, click on the 'Confirm' button to navigate to the next screen.





On this page, you can add, edit, and save your relationships (emergency contact). To add relationships (emergency contact), click on the 'Add Relationship' button.



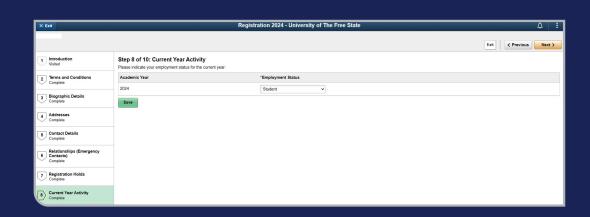
On this page, you can view your registration holds. Once you have viewed the registration holds, click on the 'Continue' button to navigate to the next screen which will direct you to the 'Employment Current Year' page.

STEP 7



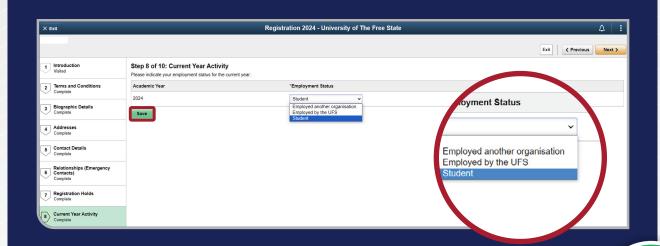
STEP 8-1

On this page, you can select the employment status from the drop-down options. Once you have selected the employment status,



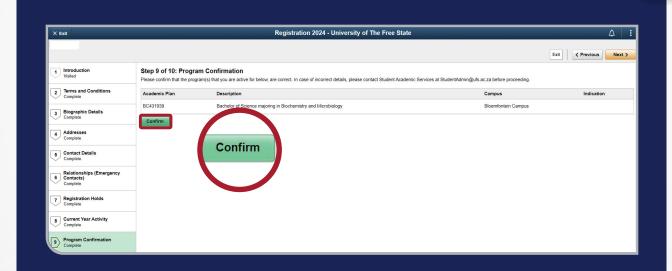


click on the 'Save' and 'Next' buttons to navigate to the next screen which will direct you to the 'Programme Confirmation' page.



On this page, you can view and confirm your study programme. Click on the 'Confirm' button, which will direct you to the 'Complete' page.

STEP 9



On this page, you will submit the Activity Guide by clicking on the 'Submit' button.

