

2024 REGISTRATION ACTIVITY GUIDE – USER MANUAL



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VISION **130**
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UNIVERSITY OF THE
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How to access and use your Registration Activity Guide

LOGIN

Navigate to the login page using the below link:
<https://pssa.ufs.ac.za/psp/csprd/?cmd=login&languageCd=ENG&>

Once you have successfully logged in, navigate to the '**Tasks**' tile. Click on the '**Tasks**' tile, which will now allow you to navigate the tasks assigned.

SELECT TASKS

SELECT GUIDE

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

The screenshot shows the 'UFS Student Homepage' with a 'Tasks' section. On the left, there is a 'To Do List' sidebar with items: 'To Do List' (2), 'Holds' (5), and 'Completed Agreements'. The main 'To Do List' table has 2 rows:

Task	Due Date	Status
NSFAS Refund Applications 2022	Overdue	Assigned
Registration 2024 - University of The Free State	12/31/2023	In Progress

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

The screenshot shows the 'Registration 2024 - University of The Free State' interface. On the left, a sidebar lists steps: 1 Introduction (Visited), 2 Terms and Conditions (Complete), 3 Biographic Details (Complete), 4 Addresses (Complete), and 5 Contact Details (Complete). The main content area is titled 'Step 1 of 10: Introduction' and contains a welcome message and instructions. In the top right corner, the 'Next >' button is circled in red.

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.

The screenshot shows the 'Registration 2024 - University of The Free State' interface at the 'Terms and Conditions' step. The sidebar shows: 1 Introduction (Visited), 2 Terms and Conditions (Complete), 3 Biographic Details (Complete), 4 Addresses (Complete), and 5 Contact Details (Complete). The main content area is titled 'Step 2 of 10: Terms and Conditions' and contains the 'TERMS AND CONDITIONS OF REGISTRATION'. In the top right corner, the 'Accept' button is circled in red.

STEP 3

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.

Confirm

Click on the '**Confirm**' button, which will direct you to the '**Relationships (Emergency Contact)**' page.

STEP 6

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

Registration 2024 - University of The Free State

Exit < Previous

1 Introduction Visited

2 Terms and Conditions Complete

3 Biographic Details Complete

4 Addresses Complete

5 Contact Details Complete

6 Relationships (Emergency Contacts) In Progress

Step 6 of 10: Relationships (Emergency Contacts)

Relationship	Guardian Relationship	Name
Parent	Emergency Contact	>
Parent	Emergency Contact	>
Parent	Emergency Contact	>
Parent	Emergency Contact	>
Other		

Add Relationship Confirm

Add Relationship

Once you have confirmed your information, click on the '**Confirm**' button to navigate to the next screen which will direct you to the '**Registration Holds**' page.

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

Registration 2024 - University of The Free State

Exit < Previous Next >

1 Introduction Visited

2 Terms and Conditions Complete

3 Biographic Details Complete

4 Addresses Complete

5 Contact Details Complete

6 Relationships (Emergency Contacts) Complete

7 Registration Holds Complete

Step 7 of 10: Registration Holds

No current hold information found.

Continue

No current holds

Continue

STEP 8-1

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

Registration 2024 - University of The Free State

Exit < Previous Next >

1 Introduction Visited

2 Terms and Conditions Complete

3 Biographic Details Complete

4 Addresses Complete

5 Contact Details Complete

6 Relationships (Emergency Contacts) Complete

7 Registration Holds Complete

8 Current Year Activity Complete

Step 8 of 10: Current Year Activity

Please indicate your employment status for the current year:

Academic Year 2024

Employment Status Student

Save

STEP 8-2

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

Registration 2024 - University of The Free State

Exit < Previous Next >

1 Introduction Visited

2 Terms and Conditions Complete

3 Biographic Details Complete

4 Addresses Complete

5 Contact Details Complete

6 Relationships (Emergency Contacts) Complete

7 Registration Holds Complete

8 Current Year Activity Complete

Step 8 of 10: Current Year Activity

Please indicate your employment status for the current year:

Academic Year: 2024

Employment Status: Student

Employed another organisation

Employed by the UFS

Student

Employment Status

Employed another organisation

Employed by the UFS

Student

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

Registration 2024 - University of The Free State

Exit < Previous Next >

1 Introduction Visited

2 Terms and Conditions Complete

3 Biographic Details Complete

4 Addresses Complete

5 Contact Details Complete

6 Relationships (Emergency Contacts) Complete

7 Registration Holds Complete

8 Current Year Activity Complete

9 Program Confirmation Complete

Step 9 of 10: Program Confirmation

Please confirm that the program(s) that you are active for below, are correct. In case of incorrect details, please contact Student Academic Services at StudentAdmin@ufs.ac.za before proceeding.

Academic Plan	Description	Campus	Indication
BC431939	Bachelor of Science majoring in Biochemistry and Microbiology	Bloemfontein Campus	

Confirm

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

Registration 2024 - University of The Free State

Exit < Previous Submit

1 Introduction Visited

2 Terms and Conditions Complete

3 Biographic Details Complete

4 Addresses Complete

5 Contact Details Complete

Step 10 of 10: Complete

Thank you for completing the registration agreement.

Take note that the last date for cancellation of first semester and year modules (with financial credit) is 31 March 2024. The last date for cancellation of second semester modules (with financial credit) is 15 August 2024.

You can now proceed to register for the programme plan and module codes for the 2024 academic year. Please refer to the relevant faculty webpage at www.ufs.ac.za for detailed information on the mode of registration and obtain curriculum advice.

If you require assistance, please contact the Student Service Centre at +27 51 401 9111 (select option 1).

Click Submit to complete this task.

Submit