



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

Inspiring excellence, transforming lives through quality, impact, and care.





How to access **PeopleSoft Campus Solutions**

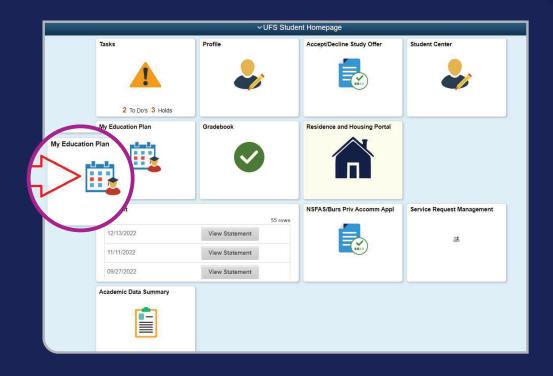
LOGIN

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 'My Education Plan' tile.

SELECT M.E.P.

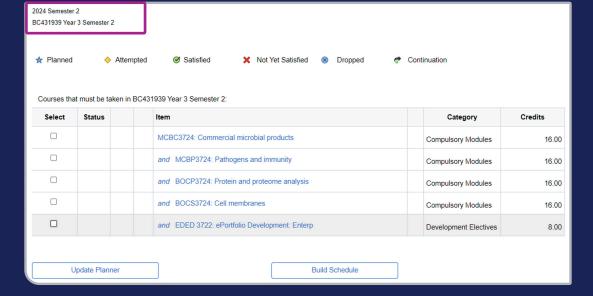


How to **add a module?**

User must click on 'Enrol' button.

STEP 1

Select the year and semester you need to register for:



To add modules, select the modules and click on the 'Update Planner' button.

STEP 2

2024 Semester 2 BC431939 Year 3 Semester 2											
✓ Your education plan has been updated.											
★ Planned ♦ Attempted 🧭 Satisfied 🗶 Not Yet Satisfied ⊗ Dropped 🕏 Continuation											
Courses tha	t must be taken in	BC431939 Year 3 Semester 2:	Category	Credits							
Select	± status	MCBC3724: Commercial microbial products	Category Compulsory Modules	16.00							
■	*	and MCBP3724: Pathogens and immunity	Compulsory Modules	16.00							
✓	*	and BOCP3724: Protein and proteome analysis	Compulsory Modules								
■	*	and BOCS3724: Cell membranes	Compulsory Mod								
	*	and EDED 3722: ePortfolio Development: Enterp		Once the plan is							
U	pdate Planner	Build Schedule		ipdated, click the 'Build Schedule' utton to continue.							

STEP 3

Click on the 'Build Schedule' button, which will direct you to the next page.

Qverview Planning Enrollment Results My Schedule Builder My Classes My Δctivities My Exams
My Schedule Builder
Use the Schedule Builder to temporarily save classes until it is time to enroll for this term. Click choose main section to a select a class section, click change main section to select a different class section. Related sections can be changed using the change button when available. Click Add/Change Courses to add or changes courses. Click Enroll in Classes when ready to enroll.
University of the Free State BC43213BSc in Biochemistry & Microbiology
Undergraduate BC431939 Year 3 Semester 2 ■ BC431939 Year 3 Semester 2
Select Display Option © List View Weekly Calendar View
▼ Pending Enrollment
● Open
MCBC3724: Commercial microbial products Ompulsory Modules BFN - Lecture TBA
Wait list if class is full
Grading Graded
Credits 16.00
Instructor
Save
Select Practical section (Optional):
Personalize View All Sections 🗗 First 🚯 1-2 of 2 🕟 Last
Class Nbr Section Days & Times Room Instructor Status
No Selection
O No matching sections

Once the correct YEAR and SEMESTER is selected, available modules will be displayed in the 'Pending Enrolment' grid.

STEP 4

Undergraduate BC431939 Year 3 Semester 2	BC431939 Year 3 Semester 2
Select Display Option • List View • Weekly Calendar View	
▼ Pending Enrollment	
Open Closed 🛕 Wait List 🖈 None Selected	
MCBC3724: Commercial microbial products Compulsory Modules 16.00 Credits	BFN - Lecture TBA
MCBP3724: Pathogens and immunity Compulsory Modules 16.00 Credits	BFN - Lecture TBA

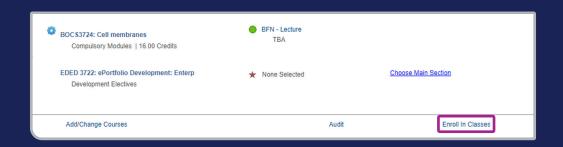
On the grid, you have options to: 'Pending Enrolment'

- Choose the correct campus to attend classes by clicking on the 'Choose Main Section' link.
- You can also remove modules you don't want to register by clicking on the 'Delete' icon



STEP 5

Once you have confirmed your modules, click on the 'Enrol in Classes' button to continue with registration.

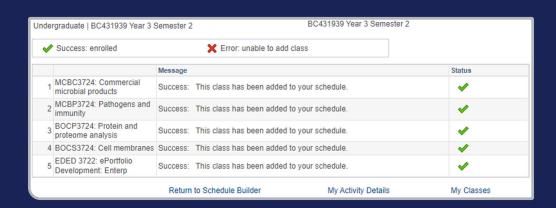


Click on the 'Enrol in Classes' button, which will direct you to the next page. On this page, click the 'Finish Enrolment' button to complete registration. STEP 6

BOCP3724: Protein and	d proteome analysis	Compulsory Modules 16.00 Cre	dits		
Class	Component	Schedule	Location	Instructor	Status
BOCP 3724-BFN (1198)	Lecture	TBA	TBA	To be An	nounced
BOC \$3724: Cell memb	ranes	Compulsory Modules 16.00 Cre	dits		
Class	Component	Schedule	Location	Instructor	Status
BOCS 3724-BFN (1355)	Lecture	TBA	TBA	To be Ann	nounced
EDED 3722: ePortfolio Development: Enterp Development Electives 8.00 Credits					
Class	Component	Schedule	Location	Instructor	Status
EDED 3722-BFN (4268)	Laboratory	TBA	TBA	To be Ann	nounced
			Cancel	Finish Enrolling	

STEP 7

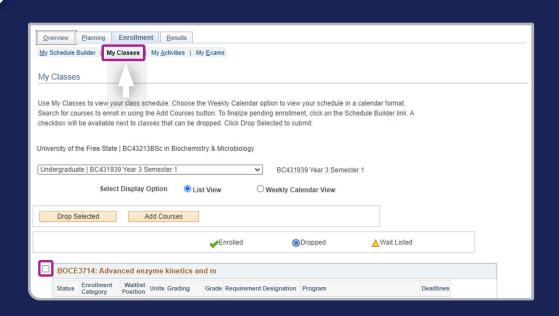
Click on the 'Finish Enrolment' button, which will direct you to the next page. On this page, you can view the status of the modules.



How to drop modules

STEP 1

Navigate to the 'My Classes' tab: Select classes to drop by ticking the select box:



To continue, select the 'Finish Dropping' link, then click on 'Finish Dropping', which will direct you to the next screen:

STEP 2



STEP 3

On this screen, confirm the dropped class and click 'Done':

