

# HDC Digital System

## Instructions to students

Dear Student,

As you might be aware, we switched over to the new HDC Digital platform in March 2020. The new platform does have differences to the old system so the instruction documents have been updated.

Please follow the instructions below to ensure that your submissions are processed correctly.

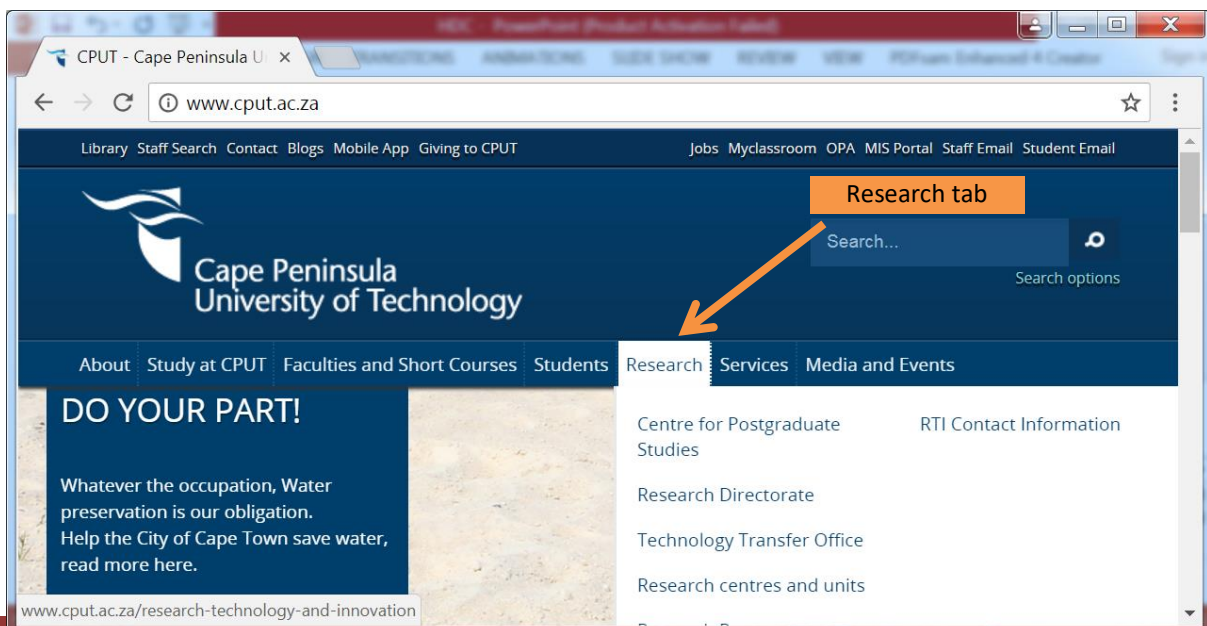
### Step 1

Go to the CPUT home page.



### Step 2

Click on the "Research" tab.

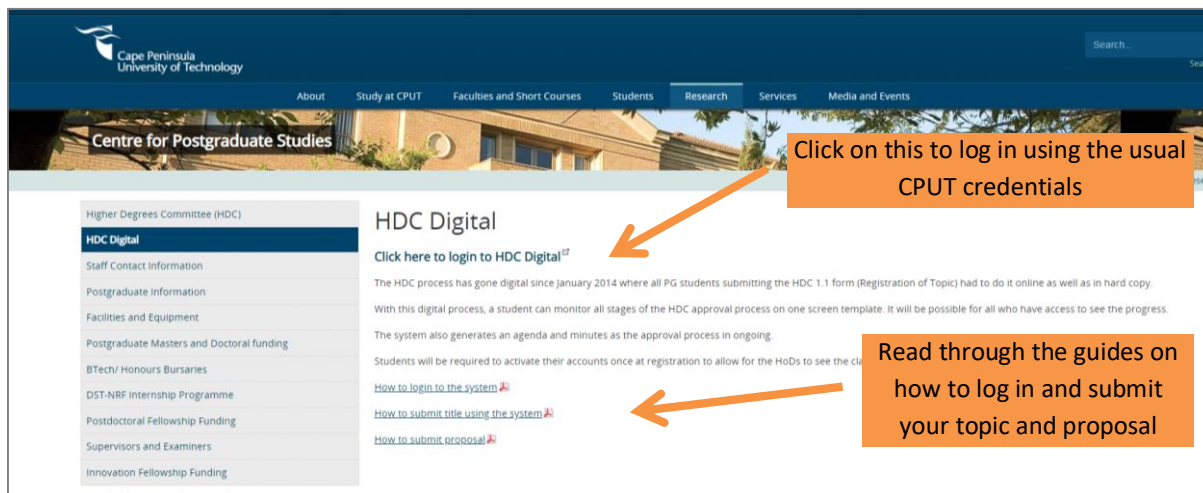


### Step 3

Click on the “HDC Digital” link



### Step 4



### Step 5

You should see a login screen as shown in the screenshot below. Log in using your CPUT credentials:

Username: *student number* (**NOTE: Not your email address.** Only your student number)

Password: *your\_password*

If you cannot log in and you get the following error message :

**The username and/or password is invalid.**

Then please first try to log in to:

- OPA : <https://opa.cput.ac.za/>
- My Classroom (Blackboard): <https://myclassroom.cput.ac.za/>
- MyCPUT: <http://www.cput.ac.za/mycput>

If you CANNOT log in to these three systems, then the problem is with your username and/or password and you have to contact the CTS service desk first to have this attended to. Part-time and postgraduates students may call the service desk on 021-9596407 or send an email to [ctsservicedesk@cput.ac.za](mailto:ctsservicedesk@cput.ac.za) and inform them of the issue. Usernames and passwords are controlled centrally by CTS and **NOT** the Centre for Postgraduate Studies

If you **CAN** log in to these but not the HDC system, then please let your departmental co-ordinator know

## Step 6

Once logged in, you should see a screen as shown below:

My research    My student profile

Your personal research

D3JEWD : JEWELLERY DESIGN & MANUFACTURE (INFORMATICS & DESIGN)

Make sure your qualification and other details are correct

Student number	Topic approval	SSA approval	Proposal approval	Supervisors	Examiners	Final result
2201270000	<b>Topic</b> <a href="#">New</a>	<b>Supervisor and student agreement</b> <a href="#">New</a>	<b>Proposal</b> Please note: You may only start the proposal submission process once you have submitted your topic and SSA to your supervisor. Your proposal will only be approved once your topic and SSA have been approved.	<b>Currently assigned supervisors</b> <a href="#">Principal Supervisor</a> Not assigned. <a href="#">Co-supervisors</a> Not assigned. <a href="#">External supervisors</a> Not assigned.	<b>Currently assigned external examiners</b> Not assigned. <b>New examiner nomination</b> Examiners can only be nominated if the topic, SSA and proposal have been approved.	<b>Thesis / Dissertation</b> This section is to send on your individual chapters for checking and also to submit your thesis for examination. <a href="#">New</a>
<b>Last name</b> MALMO	<b>Title change</b> Please note: You can only apply for a title change if the proposal has been approved.	<b>Progress report</b>	<b>Interruption of studies</b> <a href="#">New</a>	<b>New supervisor nomination</b>		<b>Examination</b> Not started yet.
<b>Title full names</b> MR TRUSO MALMO						

## Step 7

Click on "My student profile"

My research    My student profile

Your personal research

Click here

D3JEWD : JEWELLERY DESIGN & MANUFACTURE (INFORMATICS & DESIGN)

Student number	Topic approval	SSA approval	Proposal approval	Supervisors	Examiners	Final result
2201270000	<b>Topic</b> <a href="#">New</a>	<b>Supervisor and student agreement</b> <a href="#">New</a>	<b>Proposal</b> Please note: You may only start the proposal submission process once you have submitted your topic and SSA to your supervisor. Your proposal will only be approved once your topic and SSA have been approved.	<b>Currently assigned supervisors</b> <a href="#">Principal Supervisor</a> Not assigned. <a href="#">Co-supervisors</a> Not assigned. <a href="#">External supervisors</a> Not assigned.	<b>Currently assigned external examiners</b> Not assigned. <b>New examiner nomination</b> Examiners can only be nominated if the topic, SSA and proposal have been approved.	<b>Thesis / Dissertation</b> This section is to send on your individual chapters for checking and also to submit your thesis for examination. <a href="#">New</a>
<b>Last name</b> MALMO	<b>Title change</b> Please note: You can only apply for a title change if the proposal has been approved.	<b>Progress report</b>	<b>Interruption of studies</b> <a href="#">New</a>	<b>New supervisor nomination</b>		<b>Examination</b> Not started yet.
<b>Title full names</b> MR TRUSO MALMO						

You should see a screen as shown below:

Signed in: WENDAL, WENDAL, WENDAL | [Log Out](#)

### My Student profile

Username	WENDAL
First name	WENDAL
Surname	WENDAL
Gender	M
Student number	WENDAL
Telephone number	021-456789
Cellphone number	021-456789
Fax number	
Email address	WENDAL@CPUT.AC.ZA
Race	Coloured
Nationality	U.S.A.
Address 1	22 SANDHURST STREET
Address 2	BLANTYRE
Address 3	
Address 4	
Postal code	7500
Prior Qualifications	
Last updated at	2014-06-18 13:07:46

[REFRESH MY CURRENT DETAILS](#)      [EDIT](#)

Make sure the contact number is correct in case we need to contact you  
 Make sure the email address is one that you use regularly so that you can receive notifications about HDC decisions  
 Click here refresh details  
 Click here to edit details

**First** click on **“Refresh my current details”** then check all the information. If any of the address and registration information is incorrect, please **report it to your faculty office**.

Then, click **“Edit”** to edit your contact information. The following fields are editable:

- Telephone number
- Cellphone number – please include this as we may need to reach you urgently
- Fax number
- Email address: NOTE: The default is your “mycput” address but you may change it to **only one**, valid e-mail address
- Prior qualifications – **PLEASE NOTE THAT YOU WILL NOT BE PERMITTED TO SUBMIT YOUR TOPIC, SSA and PROPOSAL WITHOUT ADDING YOUR PRIOR QUALIFICATIONS**

Once done, **click on save**.

[Back](#) [Save](#)

Click here when you are done editing

At this stage you can proceed to submit documents in support of your HDC1.1 form.