

HDC Digital System

Instructions to students

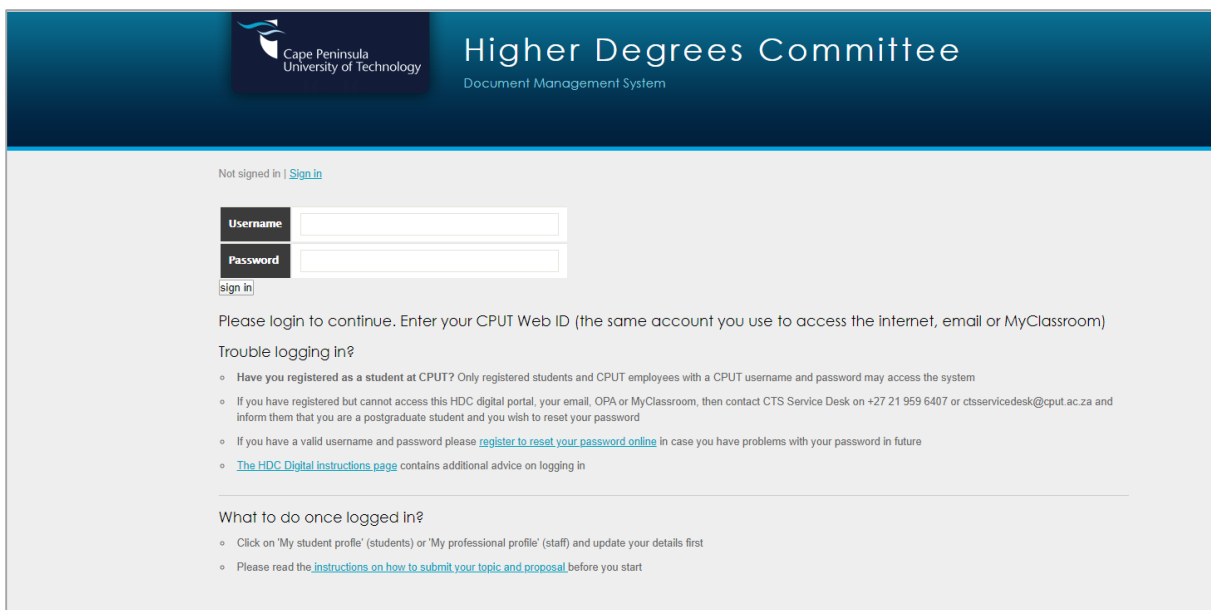
How to submit your title (HDC1.1)

Step 1

Please enter <http://hdcdocs.cput.ac.za> into your browser and log in.

(Read the document: “1-HDC-Online-System-instructions-for-students-logging-in-updating-details” for further instructions if you are not sure how to log in)

You should see the screen below:



The screenshot shows the login page for the Higher Degrees Committee Document Management System. At the top left is the Cape Peninsula University of Technology logo. The page title is 'Higher Degrees Committee Document Management System'. Below the header, there is a 'Not signed in | [Sign in](#)' link. The login form consists of two input fields: 'Username' and 'Password', both with 'sign in' buttons. Below the form, there is a 'Please login to continue. Enter your CPUT Web ID (the same account you use to access the Internet, email or MyClassroom)' instruction. A 'Trouble logging in?' section follows, with three bullet points: 1. 'Have you registered as a student at CPUT? Only registered students and CPUT employees with a CPUT username and password may access the system'. 2. 'If you have registered but cannot access this HDC digital portal, your email, OPA or MyClassroom, then contact CTS Service Desk on +27 21 959 6407 or ctsservicedesk@cput.ac.za and inform them that you are a postgraduate student and you wish to reset your password'. 3. 'If you have a valid username and password please [register to reset your password online](#) in case you have problems with your password in future'. A link to 'The HDC Digital Instructions page' is also provided. Below this, a 'What to do once logged in?' section has two bullet points: 1. 'Click on 'My student profile' (students) or 'My professional profile' (staff) and update your details first'. 2. 'Please read the [instructions on how to submit your topic and proposal](#) before you start'.

Enter your username and password: It should be your **student number** and **password** that you use to log in to Active Directory account or surf the internet.

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 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 2

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

My research My student profile						
Your personal research						
D3JEWED : JEWELLERY DESIGN & MANUFACTURE (INFORMATICS & DESIGN)						
Student number	Topic approval	SSA approval	Proposal approval	Supervisors	Examiners	Final result
2201210000	Topic New	Supervisor and student agreement New	Proposal 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.	Currently assigned supervisors Principal Supervisor Not assigned. Co-supervisors Not assigned. External supervisors Not assigned. New supervisor nomination	Currently assigned external examiners Not assigned. New examiner nomination Examiners can only be nominated if the topic, SSA and proposal have been approved.	Thesis / Dissertation This section is to send on your individual chapters for checking and also to submit your thesis for examination. New Examination Not started yet.
Last name MAJUMDAR	Title change Please note: You can only apply for a title change if the proposal has been approved.	Progress report	Interruption of studies New			
Title full names DR THUSO MAJUMDAR						

Step 3

Under "Topic Approval" , click on "New"

My research My student profile						
Your personal research						
D3JEWED : JEWELLERY DESIGN & MANUFACTURE (INFORMATICS & DESIGN)						
Student number	Topic approval	SSA approval	Proposal approval	Supervisors	Examiners	Final result
2201210000	Topic New	Supervisor and student agreement New	Proposal 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.	Currently assigned supervisors Principal Supervisor Not assigned. Co-supervisors Not assigned. External supervisors Not assigned. New supervisor nomination	Currently assigned external examiners Not assigned. New examiner nomination Examiners can only be nominated if the topic, SSA and proposal have been approved.	Thesis / Dissertation This section is to send on your individual chapters for checking and also to submit your thesis for examination. New Examination Not started yet.
Last name MAJUMDAR	Title change Please note: You can only apply for a title change if the proposal has been approved.	Progress report	Interruption of studies New			
Title full names DR THUSO MAJUMDAR						

Click on "New"

NOTE: Do Not click on "Title change"

You should see a screen as shown below: (Please follow the instructions as shown)

Signed in: [Name] | [Log Out](#)

Registration of Topic for Dissertation / Thesis

Student

Student's surname	[Name]	Student no.	[Number]
First names	[Names]		
Postal address	[Address]		
Phone	[Number]	Cell phone	[Number]
Email	[Email]		
Gender	[Option]	Ethnic group	[Option]
Nationality	[Country]		
Prior qualifications	[Qualifications]		

Research

Title of dissertation/thesis	[Title]		
Full thesis or 50% dissertation	NOT APPROVED YET		
Faculty	INFORMATICS & DESIGN		
Department	INFORMATION TECHNOLOGY		
Status	Part Time		
Qualification	M TECH: INFORMATION TECHNOLOGY		
Expected completion date	[Date]	Expected graduation date	[Date]
Principal supervisor	[Name]		
Co-supervisor(s)	[Names]		

Topic

Proposed title of dissertation/thesis	[Text Area]		
Full thesis or 50% dissertation	[Option]		
Expected date of completion of thesis	[Date]	[Date]	
Expected date of graduation	[Date]	[Date]	
Additional comment	[Text Area]		
Assign to	Student ▼ Student Supervisor		

[Cancel](#) [Save](#)

Check your details – report any errors to your department

Check your details – report any errors to your department

Enter your title (drag the bottom right corner if you need more space)

Enter these dates

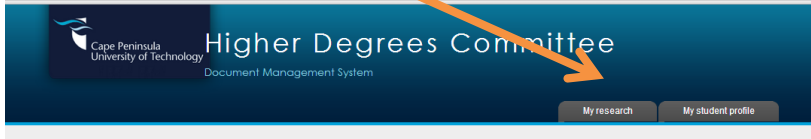
You may add comments for your supervisor if you wish. Note that everyone who may view your profile may view your comments

NOTE: If you still wish to make changes later, click on **“Student”** and **“Save”** so you can still make changes later. If you are happy with your submission click on **“Supervisor”** and then **“Save”**

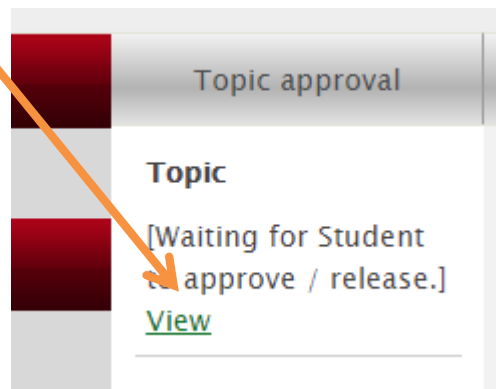
This will send your submission to your supervisor – Your supervisor can always send it back to you if changes are required

Step 4

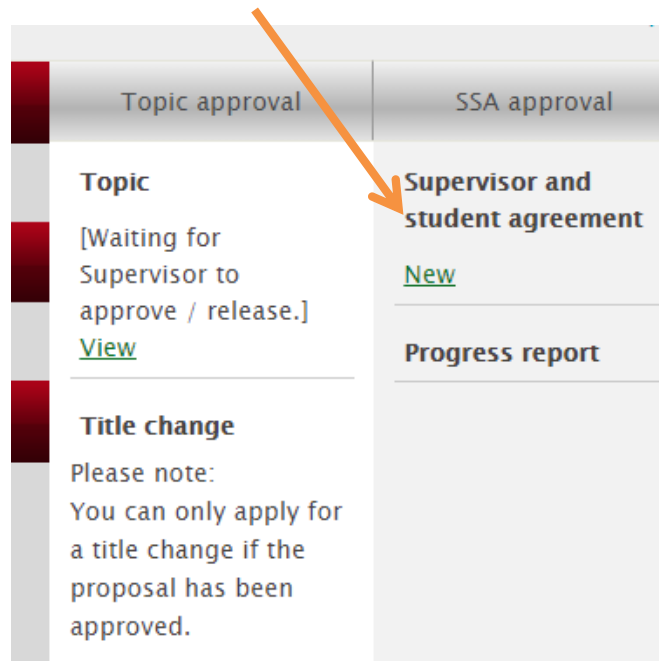
Click on “My research” to take you back to your home screen.



You should see the screen below (if you have saved to “Student”)



You should see the screen below (if you have saved to “Supervisor”)



NOTE: DO NOT click on “New” under “Title change” if you have made a mistake. Alert your supervisor and s/he will simply send it back to you for changes. This section is only used if your title was previously submitted to the HDC and a title change is required



PLEASE NOTE: Your supervisor will now receive your submission and send it back for revision or send it on to the next level – the HoD