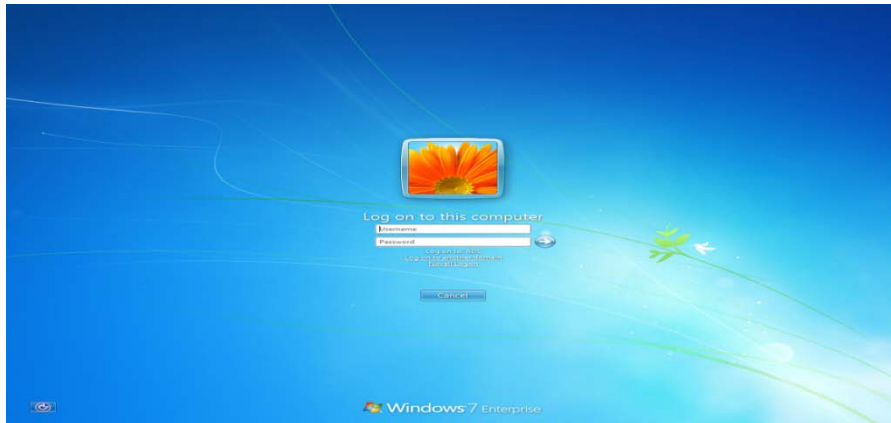




HOW TO LOGIN



- +/- 24-48 hours after you have Registered and have a 2015 student card, you should be able to log into the Windows Desktop.
- Your Username or Login name is your Student number.
- **Your 1st password is displayed on a letter issued when your student card was printed (CPUT Student Card Acceptance guidelines)**
- (NOTE!! Your password **must** be changed when you first login).

CHANGE PASSWORD

- Upon successful login to the Computer, select **Yes** to change your password
- New passwords must meet the following minimum requirements:
 - Be at least eight characters in length
 - Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
 - Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)
- To change it manually, in Windows, simply press the CTRL+ALT+DEL buttons (simultaneously) and select the option *Change Password*.
- (NOTE!! Old password means your current password)
- You cannot use the exact same password again, but if you want to, just add a number digit at the end and change that number every time.
- Check your Email for Password change reminders.
- Your password will synchronize for access to **E-mail, E-Learning, Internet Access and OPA**
- Please DO NOT give your password to anyone!!!
- If you suspect unauthorized use of your password, please change it immediately
- Please note that your password will EXPIRE after 90 days and must be changed to a new unique password.

PASSWORD RESET FACILITY

The screenshot shows the CPUT website's password reset facility page. The page title is "Forgot your CPUT network password?". It includes a navigation menu with links for "About", "Study at CPUT", "Faculties and Short Courses", "Students", "Research and Innovation", "Services", and "Media and Events". The main content area features a heading "Forgot your CPUT network password?" and a sub-heading "How to reset your password online". Below this, there is a paragraph explaining that CTS has launched a new password reset facility for staff and students. The page lists the requirements for registration: "Your ID or Passport number", "Your staff or student card", and "A mobile phone (a PIN will be sent to the phone that will enable you to change your password when a reset is required)". It also provides the registration URL: <https://pwdregistration.cput.ac.za> and the reset URL: <https://pwdreset.cput.ac.za>. A list of steps for resetting the password is provided: 1. Go to the Password Reset URL (<https://pwdreset.cput.ac.za>), 2. Verify your identity, 3. Enter the PIN that was sent to you via SMS, and 4. Enter your new password. The page also includes a sidebar with a "Forgot your CPUT network password?" link and a "Career Portal" link. The footer contains "Connect with us", "Contact us", and "Quicklinks" sections.

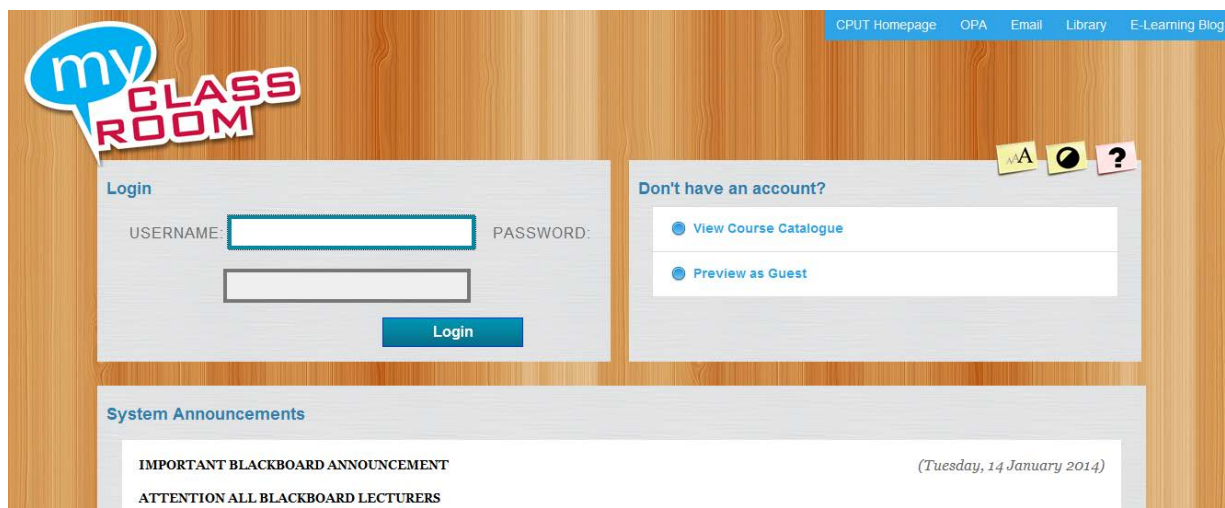
- The password reset facility enable students to change their network passwords themselves once registered.
- Students need to have the following available to register for this service:
 - ID or Passport number
 - Student card
 - A mobile phone (a PIN will be sent to the phone that will enable you to change your password when a reset is required)
- First register at the following URL: <https://pwdregistration.cput.ac.za/> before making use of the reset facility.
- Once you have registered you can reset your password by following these steps:
 - Go to the Password Reset URL (<https://pwdreset.cput.ac.za>)
 - Verify your identity
 - Enter the PIN that was send to you via SMS
 - Enter your new password

EMAIL ACCESS

The screenshot shows the Office 365 sign-in page. The page features a background image of a city street with palm trees and a building. On the left side, there is a grid of social media icons for Connect, LinkedIn, Facebook, and Twitter. The main content area includes the Office 365 logo, the text "Sign in with your organizational account", a text input field for the email address, a password input field, a checkbox for "Keep me signed in", a "Sign in" button, and a link for "Can't access your account?".

- To access your student email account, click on the student email link on www.cput.ac.za or go to <https://outlook.com/mycput.ac.za>
- Your Username is **your email address** e.g. 212126547@mycput.ac.za
- Please enter your new Windows password as changed above.

E-LEARNING (MyClassRoom)



- To access Blackboard (e-Learning), click on the Myclassroom link on www.cput.ac.za or go to <https://myclassroom.cput.ac.za>
- Username is your Student Number and the password is your new Windows password.
- If you are missing a Subject, **please** consult the relevant Lecturer and they will be able to advise you regarding your subject choices. These changes **MUST** be made at the relevant faculty office. These changes will then be picked up by the integration and will reflect within 24 hours. Please ensure that you then make changes at least 24 hours before assessment and assignment deadlines to gain access.

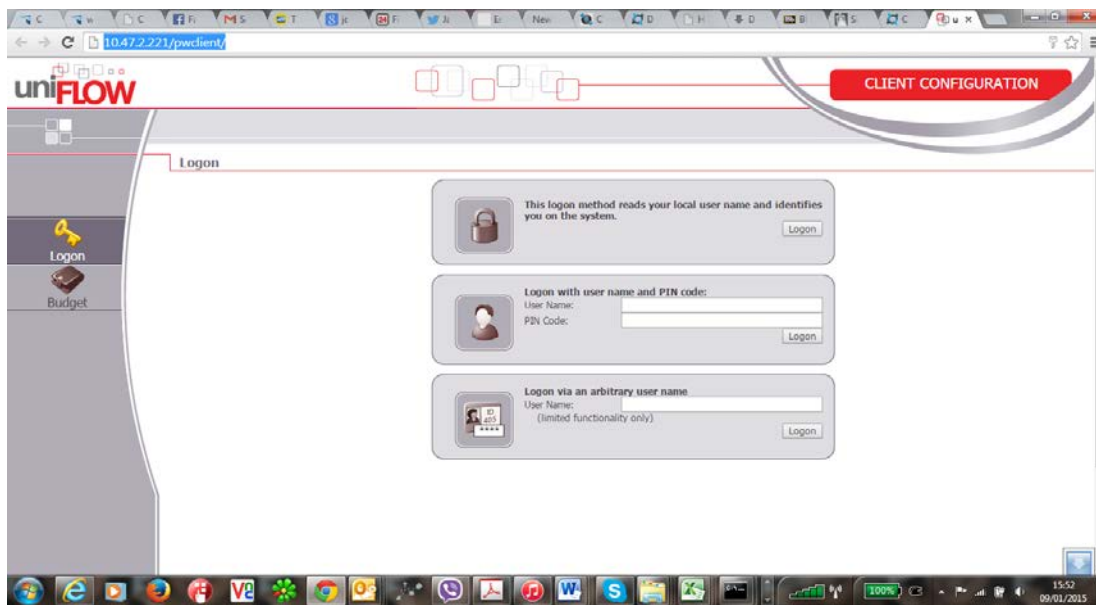
OPA (ONLINE PERSONAL ACCESS)



- To View your Internet and printing balances, access OPA via www.cput.ac.za or go to <http://opa.cput.ac.za>
- Click on the Login tab and enter your student number as Username and then enter your new Windows password
- All CPUT students will be allowed a base internet usage limit of 50Mbytes per month
- Additional allowances will be issued depending on the student's level of study.
- See table below

Student category	Monthly allocation In Rands	Bandwidth rate during Normal hours (7am – 5pm)	Bandwidth Rate afterhours (5pm – 9pm)	Bandwidth Rate afterhours (9pm – 7am)
Diploma level	R50	R0.40 per MByte	10c per MByte	2c per MByte
Btech	R100			
Mtech/Doctoral	R500			

UNIFLOW PRINTING BUDGET



- To check your Uniflow Printing Balance, go to <http://10.47.2.221/pwclient/>
- Click on Logon and enter Username and Password.
- Username is your Student Number and the password is your new Windows password