

2020 Residence Online Registration

creating futures



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Every effort has been made to ensure the accuracy of the information in this handbook; however the University reserves the right at any time, if circumstances require making changes to any of the published details .

REGISTRATION DATES

Residence registration timelines

The registration timeframes are in line with CPUT academic registration dates. Please refer to 2020 registration information booklet obtainable from the university website and faculty offices.

First year/ First-time students

First year/ first-time students will only be able to register online if the Residence admission status appears as ACCEPTED/ ACCEPTED ON Student Online Services. Please track your status on SOS.

All students must be academically registered before they can be able to proceed with residence registration.

Returning students

Senior students that met selection criteria and has been accepted within a residence can commence with residence online registration upon successfully completing the academic registration.

General Enquiries

Call one of these numbers if you experience any problems or need assistance. Call centre: 086 123 2788/ 021 959 6767

Where to Register

NB: Students register at the following campuses:

- a. Students who were accepted at the Bellville Campus must register at that campus at any service points provided for at that campus.
- b. Students who were accepted at the District 6 Campus, must register at that campus at any service points provided for at that campus.
- c. Students who were accepted at the Granger Bay Campus must register at that campus (unless otherwise indicated in the registration schedule).
- d. Students who were accepted at the Mowbray Campus must register at that campus.
- e. Students who were accepted at the Wellington Campus must register at that campus.

NB: Students must first attempt to register online and only report to student life and residential services department should they experience any problems.

Registration guide

Online registration is the primary registration mode for 2020, and all students are required to register online. Only student who can not register online must seek support from residence registration points.

District 6 Campus	Sadenburg Residence
Bellville Campus	IT Centre 103, ground Floor
Wellington Campus	Huis Bliss Residence Boardroom.
Mowbray Campus	Viljoenhof Residence Office
Granger Bay Campus	Sadenburg Residence

You can register from the comfort of your own home, or wherever you are.

Please print out your Proof of Registration as evidence that you have completed the registration process and submit to your residence coordinator for you to access your room.

Online registration in Eight easy steps


Step 1

- Go to the **Students** tab on the CPUT website and click on the **Student Online Services (SOS)** link, or use the direct link **www.cput.ac.za/sos**
- Click on **Log in to SOS**.



The screenshot shows a login form titled "Registered Users". It includes a message: "Please use the login screen below if you already have the appropriate login information. If not, please contact your system administrator." Below this are four radio buttons for user types: "Student" (selected), "Personal", "Other", and "Alumni". There are two input fields: "Student Number" and "Pin". A note next to the Pin field says "(5 numeric digits Do not start with a 0.)". At the bottom are four buttons: "Login", "Forgot PIN?", "Change PIN", and "Request A PIN".

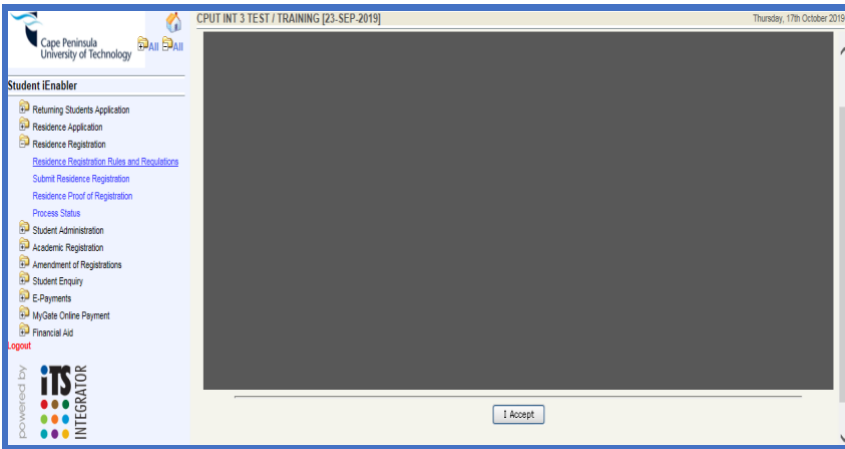
Step 2

- **Registered Users** will appear.
- Select **Student** and type in your student number and personal identification number (PIN).
- Click on **Login** if you know your pin, otherwise click on **Request a PIN**. Your pin will be directed to your cell phone number.
- You may also access your pin by clicking on **<https://opa.cput.ac.za/scripts/itspin/getpin.php>**. Enter your Student Number, ID or Passport Number, and Full Name. If you entered the information correctly, your PIN will be displayed on the page. Now use this PIN to login to the Student Online Serves (SOS) system **www.cput.ac.za/sos**.
- You are now on the first page of the ITS iEnabler Online Registration. Click on the **blue question marks**  next to any item for more information.

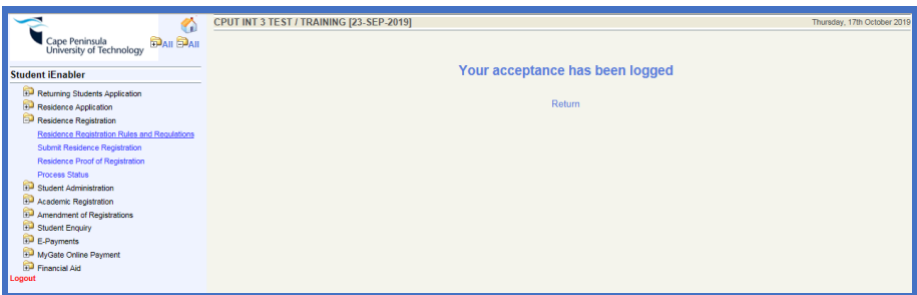
Step 3

LOGON RESIDENCE REGISTRATION

- Select **Residence Registration** on the left.
- Read and Accept student undertaking by clicking on I Accept.



The following screen will appear



Step 4

SUBMIT RESIDENCE REGISTRATION

- Select **Submit Residence Registration** on the left.
- Select date in, after selecting date in the cost for residence room will appear.
- Accept registration by clicking on the I accept this registration button.

CPUT INT 3 TEST / TRAINING [23-SEP-2019] Thursday, 17th October 2019

Submit Residence Registration

Student Number: 220364524
Name: MS BONANG SESHEA

Note: Complete the registration form. Use the calendar button provided to select a date in the appropriate format. All fields indicated with a * must be completed. Click the 'Save' button in order to submit the entered information.

Academic Year	Block	Gender	Residence	Floor	Room	Stations	Date in	Date Out	Process Date
2020	0	F	6020 WOUTER MALAN RES - WELLINGTON	0	0001	2	09-JAN-2020	01-DEC-2020	17-OCT-2019

The cost for registering for this Residence room is R 20268.00

- Once the student has accepted the registration, the following pop-up stating that registration completed successfully will appear
- Press OK and your Residence Registration will be completed.

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The cost for registering for this Residence room is R 20268.00

Message from webpage

Residence registration completed successfully

OK

Step 5

PROOF OF REGISTRATION

- Select **Proof of Residence Registration** on the left to print your proof of registration for submission at the student's respective residence.
- If you require this document to be printed on an official CPUT letterhead, visit any online registration venue on campus (see registration schedule details starting on page 32). After the registration period, printed documents can be obtained from the Admissions and Registration Centre.
- Please verify that you have registered correctly by checking the information on the **Proof of Residence**.

The screenshot displays the 'Student iEnabler' interface. On the left, a navigation menu lists various services, with 'Residence Registration' and 'Residence Proof of Registration' highlighted. The main content area shows a document titled 'PROOF OF RESIDENCE REGISTRATION TO WHOM IT MAY CONCERN' dated 17-OCT-2019. The document text includes:

This serves to confirm that

FULL NAME OF STUDENT	MS B SESHEA
IDENTITY NUMBER	0002250215080
STUDENT NUMBER	220364524

Is a registered student of CPUT INT 3 TEST / TRAINING [23-SEP-2019] for 2020 and resides at

NAME OF RESIDENCE	WOUTER MALAN RES - WELLINGTON
FLOOR	0
ROOM	0001
OCCUPATION DATE	09-JAN-2020

FULL ADDRESS

We trust that the above meets with your requirements.
Thank you

powered by **ITS INTEGRATOR**

Congratulations! You have successfully completed your Residence Online Registration.

Support contact details during 2019 registration

CALL CENTRE (GENERAL ENQUIRIES)

Queries related to admission status verification, how to access the online registration facility, registration dates, problems accessing the online registration link, etc.

CONTACT 086 123 2788/ 021 959 6767

STUDENT LIFE AND RESIDENTIAL SERVICE DEPARTMENT

Queries related to Residence online registration.

Front desk: Bellville 021 959 6126/ 6701
District 6 021 460 4274/3871

E-mail: Residenceb@cput.ac.za



