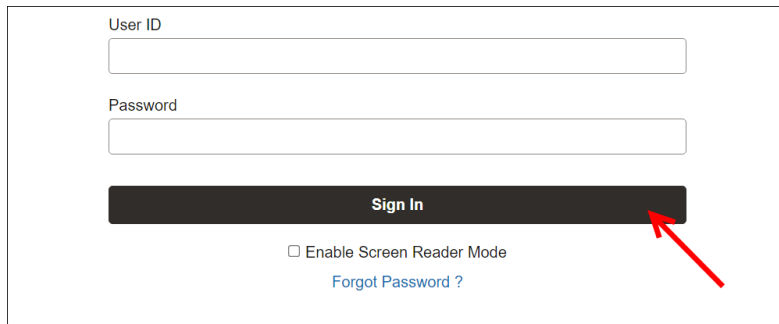



Accept/Decline an Offer via Peoplesoft Self-Service

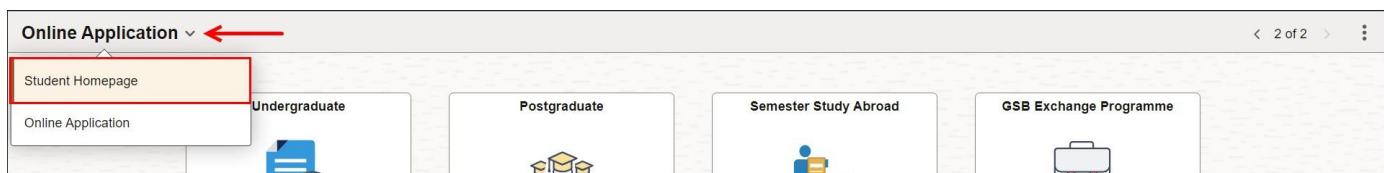
- Login to the [PeopleSoft Student Administration Self Service](#):



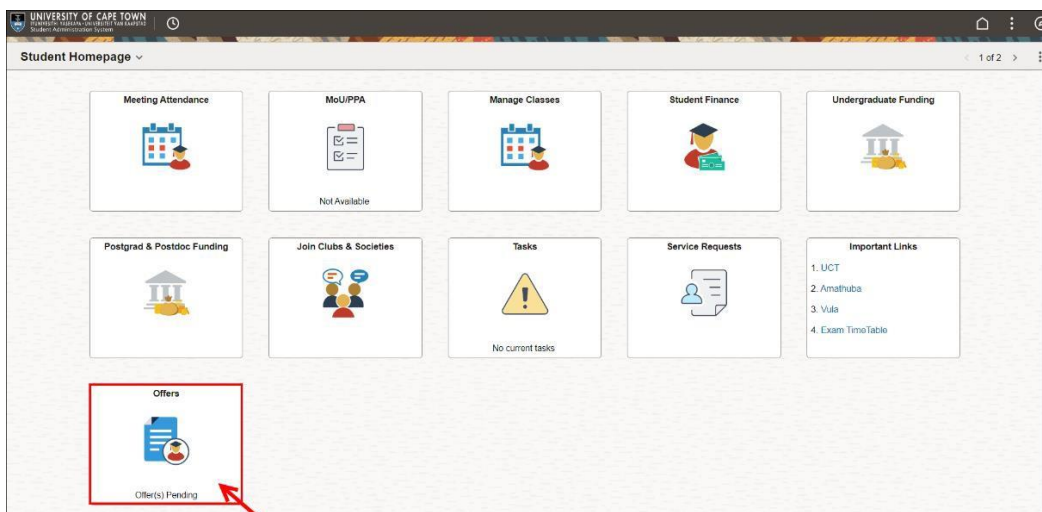
The login form contains two input fields: 'User ID' and 'Password'. Below these fields is a large black button labeled 'Sign In'. A red arrow points to the 'Sign In' button. Below the button, there is a checkbox labeled 'Enable Screen Reader Mode' and a blue link labeled 'Forgot Password ?'.

- Enter your user ID/Student number in upper case in the **User ID** field. E.g., XXXYYY001
- Enter your UCT password into the **Password** field.
- Select the **Sign In** button

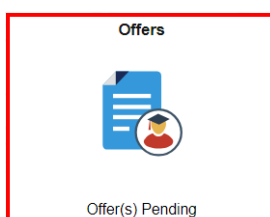
 **Note** You will need to use the applicant number and password you received in your Application Acknowledgement email to sign in and not the log-in credentials you created when creating your application account.



- Once signed into the Peoplesoft portal, you will need to click on the **Online Application drop-down arrow**
- You will then need to select the **Student Homepage** tab.



- Select the **Offers** tile on the Student Homepage



❖ Accept/Decline an offer for Admission

- The Accept/Decline Offer page opens.
- Select the **Admissions** tab on the top of the page.


Year	Application	Program	Description
2024	114888-100	1188241	Offer for: BCom/BSc

- Click the **arrow (>)** on the offer you would like to Accept/Decline.

Academic Plan	Specialisation
CB204DOC03	ADP General

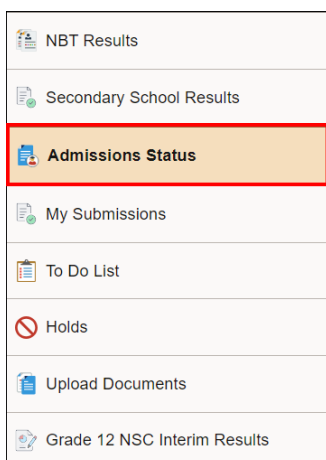
- Click the **Accept/Decline** button to accept/decline the offer.

- An Offer Acceptance Confirmation pop-up message, select the **Yes** button to confirm that you Accept/Decline the offer.

 **Note** You may view the offer you accepted/declined by clicking on the **Admissions** tile on the Student Homepage.



- You will then be directed to the **UCT Admissions** page.



NBT Results
Secondary School Results
Admissions Status
My Submissions
To Do List
Holds
Upload Documents
Grade 12 NSC Interim Results

- Select the **Admission Status** tab from the menu on the left.

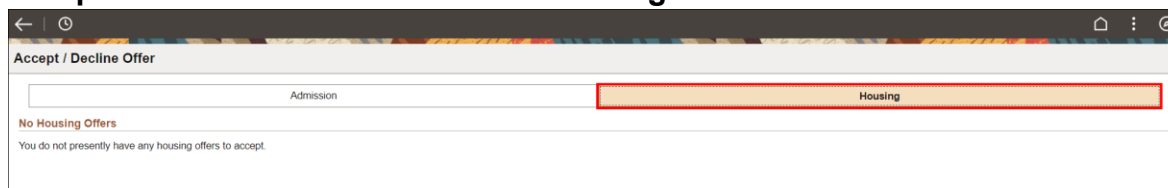
Admissions Status

Applications

Year	Application	Code	Program	Last Updated	Status
2023	202300011	000111	BSc in Construction Studies	19/07/2022	We have received your acceptance of our firm offer.
2023	202300012	000112	BSc in Property Studies	19/07/2022	We have received your acceptance of our firm offer.

- You may view your Accepted/Declined offer under the **Status** column.

❖ Accept/Decline an offer for Student Housing



Accept / Decline Offer

Admission

Housing

No Housing Offers

You do not presently have any housing offers to accept.

- Select the **Housing** tab on the top of the page.
- Click **Accept/Decline**.
- Select **Yes/No** on the Accept Accommodation Offer pop-up message.