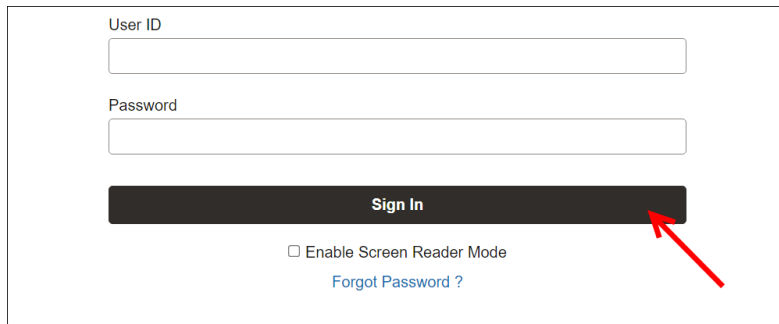# Accept/Decline an Offer via Peoplesoft Self-Service

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

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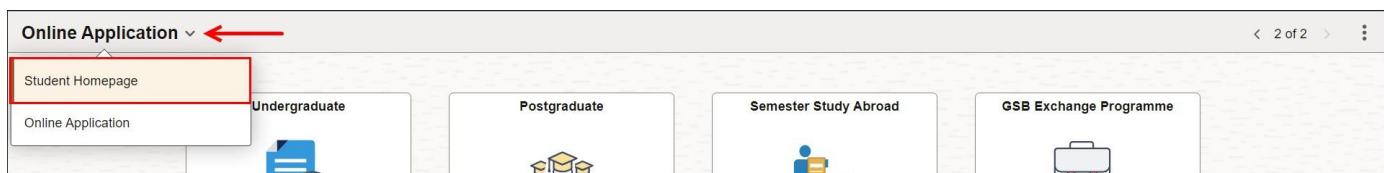
- Once signed into the Peoplesoft portal, you will need to click on **the Online Application drop-down arrow**
- You will then need to select the **Student Homepage** tab.
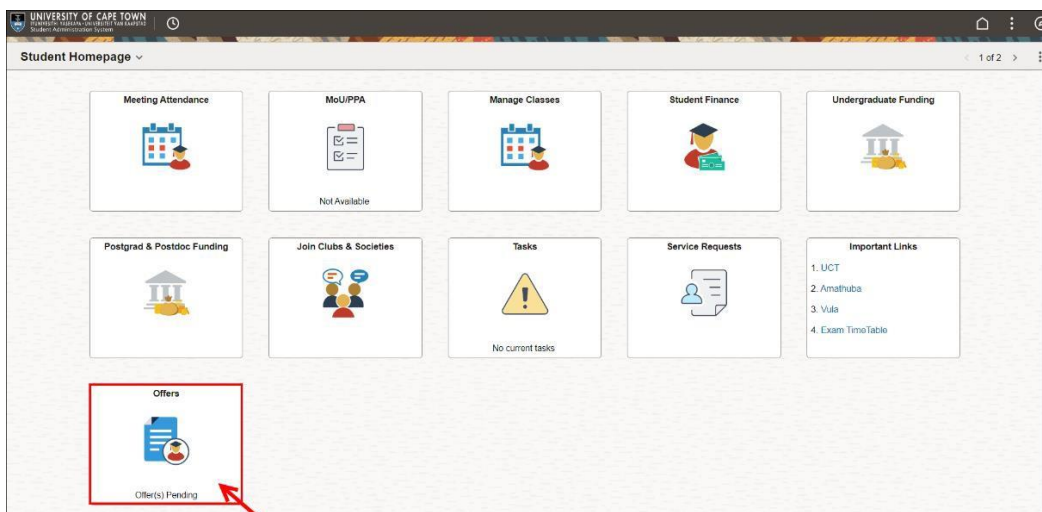
- Select the **Offers** tile on the Student Homepage

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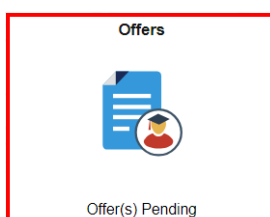
❖ Accept/Decline an offer for Admission

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

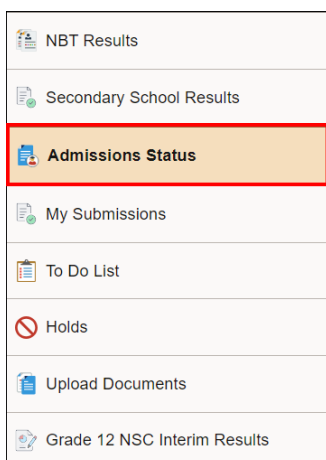- Click the **arrow (>)** on the offer you would like to Accept/Decline.

- 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.

- Select the **Admission Status** tab from the menu on the left.
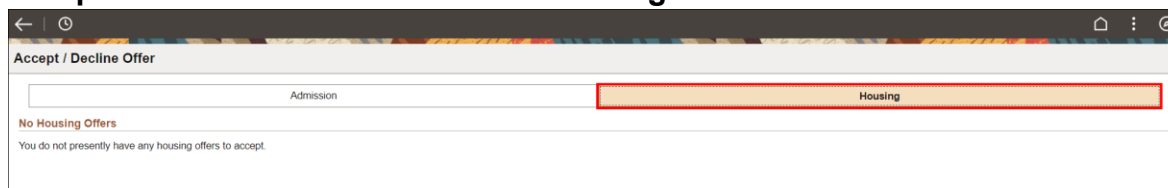
- You may view your Accepted/Declined offer under the **Status** column.

❖ **Accept/Decline an offer for Student Housing**

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