

PGCE HELP:

How to access Vula & PeopleSoft

Important Information before we proceed:

1. PeopleSoft is your administration portal. It is where you go to:
 - a. Change your UCT password
 - b. Update your records
 - c. Check your registration
 - d. Update your personal contact information, etc.
2. Vula is your online learning portal. It is where you go to:
 - a. View important information for your registered courses
 - b. Access online learning content
 - c. Access support and help for online learning
3. **The SAME password is used to access both of these services.**
4. You are **required to change** your password after you have registered.

This guide will start by making the first important step – changing your password.

If you have already done so, please head to the section titled Vula OR Access 2021 GENERAL PGCE SITE

Click any of these headings to go to the information you need

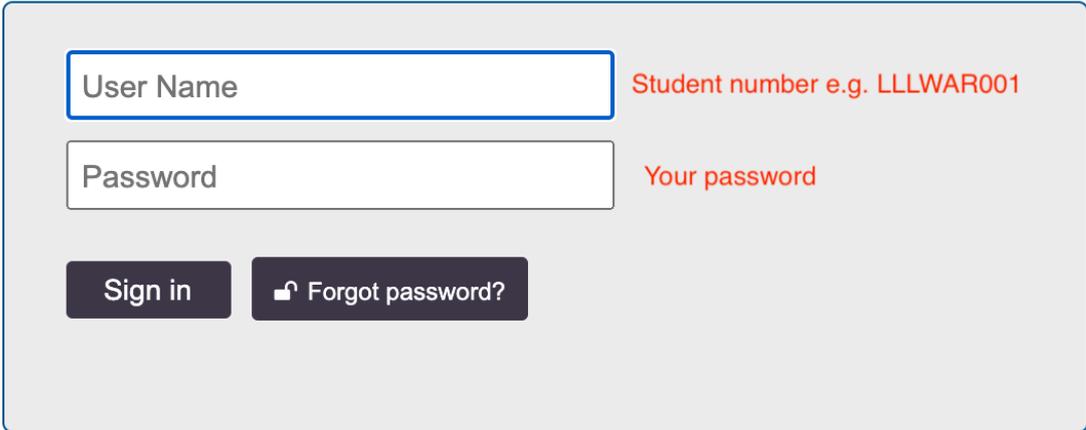
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Go to PeopleSoft to Change your password.

1. Go to <http://password.uct.ac.za>
2. You will come to a new screen which will ask you to put in your Student ID and password.

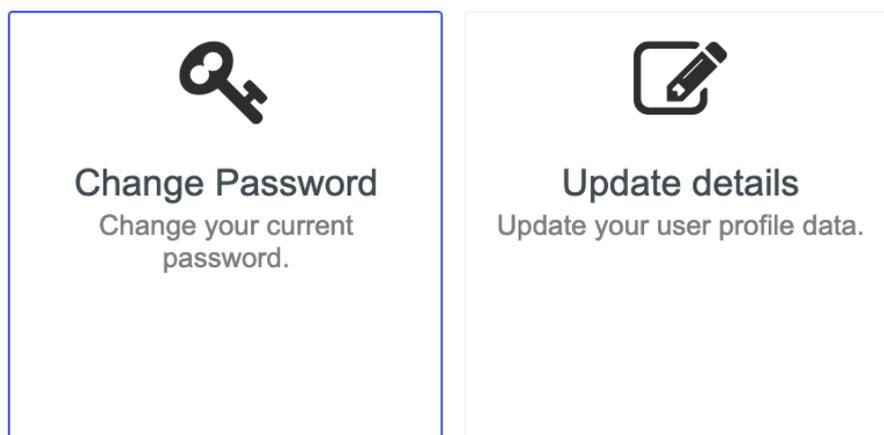
IF this is your first-time accessing PeopleSoft, your password will be in the email sent to you by UCT titled "Application for Admission" that contained your student ID, etc.

See image below for the screen where you change your password.



The screenshot shows a login form with two input fields: "User Name" and "Password". To the right of the "User Name" field is the text "Student number e.g. LLLWAR001". To the right of the "Password" field is the text "Your password". Below the input fields are two buttons: "Sign in" and "Forgot password?".

3. Once successfully entered, you will come to a new screen that looks like this. Click **Change Password.**

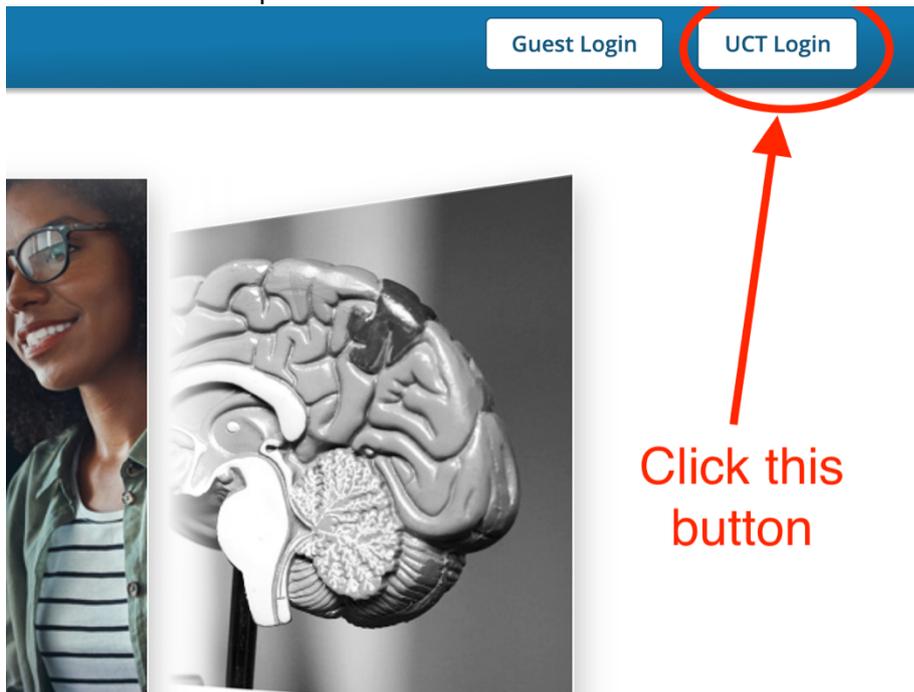


4. You will get a notification that your new password has been saved. You can start using it immediately.
5. IF YOU ARE HAVING TROUBLE, please use the ICTS services:
Website: <http://www.icts.uct.ac.za/get-support>
Call: 021 650-4500

Login to Vula

1. Go to <https://vula.uct.ac.za/portal>

2. Look on the top right corner of the screen and you will see a login button titled **UCT LOGIN**. See picture below



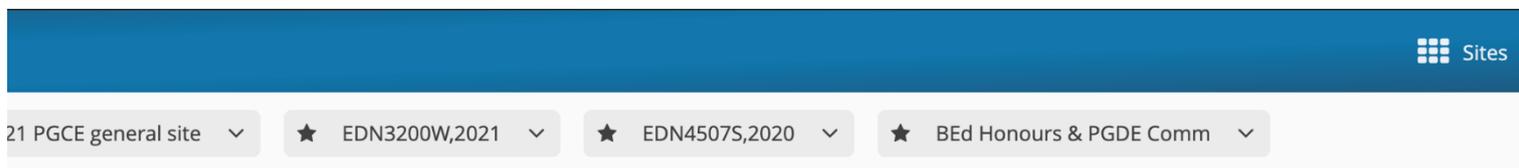
3. You will now come to a new screen asking you for your **STUDENT ID** and **Password**.
 - a. Your **student ID** has six letters and three numbers for e.g. LLLWAR001
 - b. Your **password** is the **same** as the one you used to access **Peoplesoft** and **should have been changed by now**.
See the image below for an example

The image shows a login page for the University of Cape Town. At the top center is the university's logo, which includes a shield with a crown and the motto 'SPES BONA'. Below the logo, the text reads 'Sign in with your UCT username and password.' There are two input fields: the first is labeled 'Staff / student number' and contains the example 'Student ID e.g. LLLWAR001'; the second is labeled 'Password' and contains the example 'your password'. At the bottom left of the form is a blue button labeled 'Sign in'.

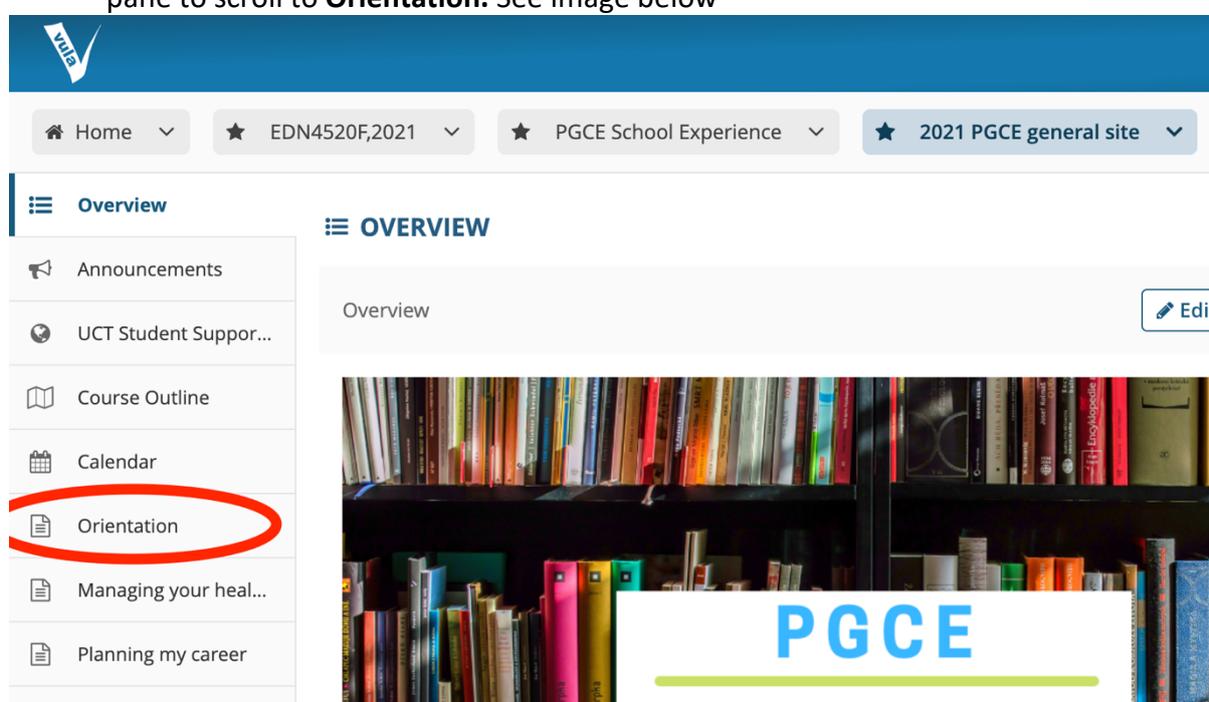
4. When you are done, Click **SIGN IN**
5. Now you will be access to **Vula page**.

Go to 2021 PGCE General Site on Vula

- To go to any course site, look at the top of your browser and you will see which courses you currently have access to OR if you cannot click the **SITES** button on the right hand corner. See image below



- Once you get to your chosen site, ideally **2021 PGCE General Site**. Use the left hand pane to scroll to **Orientation**. See image below



- Once there, click on the first Released session and complete the activities as instructed



ORIENTATION

Welcome to your PGCE Orientation Page

To help you come to grips with starting your Postgraduate Certificate in Education, below you will find the pages to two *orientation* sessions. In each one, we offer key insights into what the course will entail, what you will be expected to do and how to go about completing this. You can become a teacher.

To access any of the available sessions, simply **click on the Session button** below.

Please note that these sessions will be released on the following dates:

Session 1: 23 February 2021

Session 2: 11 March 2021

[23 - 25 February 2021: Asynchronous Sessions](#)

In this session, you will be introduced to the School of Education, the PGCE course and find out all the essential information you need to get started in becoming a teacher!

9. And there you go! You now have access