



2023 IENABLER APPLICATION PROCESS

1. WHO SHOULD APPLY?

1.1. All returning students

2. STEP BY STEP INSTRUCTION ON IENABLER APPLICATION PROCESS

STEP - 1

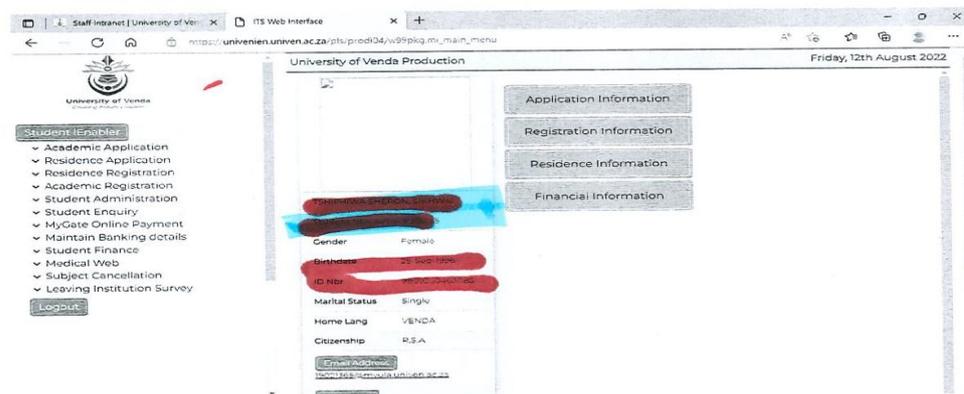
- All applicants are to apply online on www.univen.ac.za website.
- Click on MyAccess and enter your **Student Number** and **Pin** and login.

The screenshot shows a web browser window with the following content:

- Browser tabs: myAccess | University of Venda, Self Help iEnabler, ITS Web Interface.
- Address bar: https://univenien.univen.ac.za/pls/prodi04/w99pkg.mi_login
- Page header: University of Venda Production, Friday, 12th August 2022
- University of Venda logo and name: **University of Venda**, *Creating Future Leaders*
- Two main content boxes:
 - Prospective Students**:
 - Text: "If you are a prospective student, not registered at this institution, please select one of the following options:"
 - Option 1: "View a list of study areas and qualifications offered at this institution." (with a building icon)
 - Option 2: "Apply, Register, Change personal information, get academic and other information and make payments." (with a graduation cap icon)
 - Registered Users: Login Credentials**:
 - Radio buttons: Student, Personnel, Other, Alumni
 - Student Number: 190213
 - Pin: [masked with dots]
 - Text: "(5 numeric digits. Do not start with a 0.)"
 - Buttons: Login, Forgot Pin, Change Pin, Request A Pin
- Page footer: [Contact Us | About Us | Disclaimer | Terms & Conditions | Privacy & Security Statement | Powered By]

STEP – 2

Click on Academic Application



STEP – 3

Enter Previous Qualification (Not Mandatory)

The screenshot shows a web browser window with the URL https://univeniun.univen.ac.za/pls/prod04/w99pkg.mi_main_menu. The page title is "University of Venda Production" and the date is "Friday, 12th August 2022". The user is logged in as "Student Number: [REDACTED]".

The left-hand navigation menu includes the following items:

- Student iEnabler
- Academic Application
 - Enter Previous Qualifications
 - View Application Rules
 - Submit Application
 - Process Status
- Residence Application
- Residence Registration
- Academic Registration
- Student Administration
- Student Enquiry
- MyGate Online Payment
- Maintain Banking details
- Student Finance
- Medical Web
- Subject Cancellation
- Leaving Institution Survey
- Logout

The main content area is titled "Enter Previous Qualifications" and contains a note: "Note: All fields indicated with a * must be completed. Click the 'Save' button in order to submit the entered information. Select the 'Delete' checkbox(es) and then click the 'Save' button to remove." Below the note is a form titled "Add A Qualification" with the following fields:

- *Institution Name: [Text input field]
- *Period of Registration: Start Year (YYYY): [Text input field]
- *End Year (YYYY): [Text input field]
- Student Number from Previous Institution: [Text input field]
- *Qualification: [Text input field]
- Field of Specialization: [Text input field]

STEP – 4

View and Accept Application Rules

The screenshot displays a web browser window with the URL https://univenen.univen.ac.za/pls/prod04/w999skg.mt_main_menu. The page features the University of Venda logo and a navigation menu on the left. The main content area is titled "1. APPLICATION FOR ADMISSION TO STUDY AT THE UNIVERSITY" and contains two numbered points:

- 1.1 Prospective students must apply for admission to programmes not later than the determined programme specific closing dates as stipulated on the official University Academic Year Plan and UNIVEN website. An annually determined application fee is payable for all applications.
- 1.2 Admission is subject to selection in accordance with programme-specific admission requirements

Below the text, there is a "Printer friendly Format" button. The right sidebar contains contact information for the Office of the University Registrar: Private Bag x5050, Thohoyandou, 0950 South Africa, Tel: (015) 962 8500, and E-mail: registrar@univen.ac.za.

STEP – 5

Submit Application (Click on Search button and put the qualification code)

Staff Intranet | University of Venda | ITS Web Interface
https://univenien.univen.ac.za/pls/prodi04/w99plg.mi_main_menu

University of Venda
Building Excellence

Student if enabled:

- Academic Application
 - Enter Previous Qualifications
 - View Application Rules
 - Submit Application**
- Process Status
- Residence Application
- Residence Registration
- Academic Registration
- Student Administration
- Student Enquiry
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- Subject Cancellation
- Leaving Institution Survey

Logout

Process Trail: **Qualification**

Choice of Programme or Qualification

Student Number: 1907388
Name: MS TGAIPHWA SHERON SIKHWA

Note: Select your intended year of study from the "Academic Year" list provided. Enter a word or phrase pertaining to your intended field of study. This function will perform a search for an exact match of the text entered. All fields indicated with a * must be completed.

Academic Year: 2023

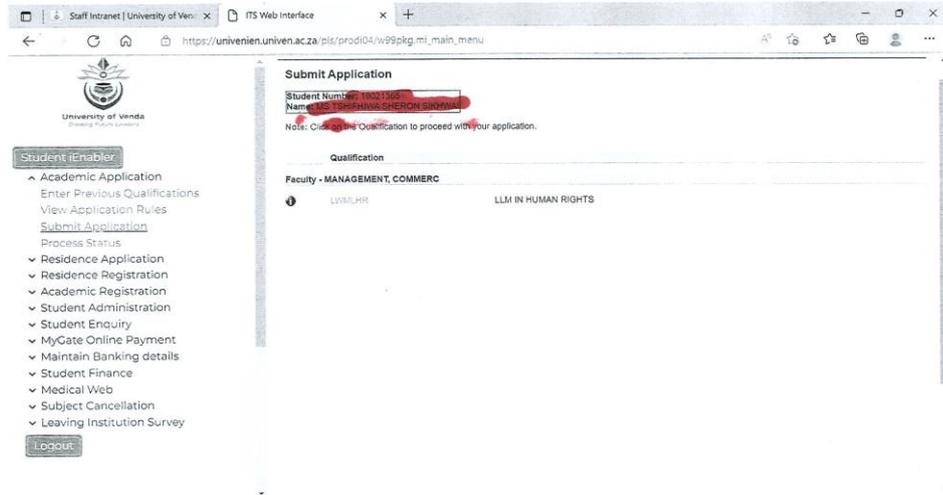
Find A Programme or Qualification Containing:

Restrict the Search to:

Search

STEP – 6

Click on the qualification to proceed with your application.



STEP – 6

Enter qualification Study Choices, then Save and Continue

The screenshot shows a web browser window with the URL https://univenlen.univen.ac.za/pls/prod104/w99plg.mi_main_menu. The page title is "Staff Intranet | University of Venda" and "ITS Web Interface". The main content area is titled "Process Trail: Qualification > Study Choices" and "Qualification Study Choices".

On the left side, there is a navigation menu with the following items:

- Academic Application
- Enter Previous Qualifications
- View Application Rules
- Submit Application
- Process Status
- Residence Application
- Residence Registration
- Academic Registration
- Student Enquiry
- MyGate Online Payment
- Maintain Banking details
- Student Finance
- Medical Web
- Subject Cancellation
- Leaving Institution Survey

The main content area contains the following instructions:

- Step 1: Select how you would like to study for the qualification from the list provided.
- Step 2: Select when you would like to study for this qualification from the list provided.
- Step 3: Select your intended study period (e.g. First Year, Second Year etc.)
- Step 4: Enter a number representing your order of preference for this application; e. 1 = First Choice, 2 = Second Choice etc.)
- Step 5: (Optional) Click "View Calendar Information" to view year book/calendar information based on your selection.
- Step 6: Confirm your acceptance of the application process rules and regulations and submit your application by clicking the 'Save and Continue' button.

Below the instructions, there are several form fields:

- Academic Year: 2023
- Qualification: LLMLHR: LLM IN HUMAN RIGHTS
- How would you like to study for the qualification?
- When would you like to study for the qualification?
- In which period are you intending to study?
- Academic Preference:

At the bottom of the form, there are three buttons: "Save and Continue", "Restart Process", and "View calendar information".

Staff Intranet | University of Venda ITS Web Interface
 https://univenen.univen.ac.za/pls/prodi04/w99plg_mu_main_menu



University of Venda
 Orange Free State

Student iEnabler

- ^ Academic Application
 - Enter Previous Qualifications
 - View Application Rules
 - [Submit Application](#)
 - Process Status
 - Residence Application
 - Residence Registration
 - Academic Registration
 - Student Administration
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 - Subject Cancellation
 - Leaving Institution Survey
- [Logout](#)

Process Trail: Qualification > Study Choices

Qualification Study Choices

Student Number: 19921895
 Name: MS STEPHINA SHERIDA SAKOYAI

- Step 1: Select how you would like to study for the qualification from the list provided.
- Step 2: Select when you would like to study for this qualification from the list provided.
- Step 3: Select your intended study period (e.g. First Year, Second Year etc.)
- Step 4: Enter a number representing your order of preference for this application(i.e. 1 = First Choice,2 = Second Choice etc.)
- Step 5 (Optional) Click 'View Calendar Information' to view year book/calendar information based on your selection.
- Step 6: Confirm your acceptance of the application process rules and regulations and submit your application by clicking the 'Save and Continue' button.

Academic Year: 2023
 Qualification: LWM/HR: LLM IN HUMAN RIGHTS

How would you like to study for the qualification? **MASTERS (FIRST YEAR) FULL TIME**

When would you like to study for the qualification? **MASTERS STUDENTS**

In which period are you intending to study? **1ST YEAR**

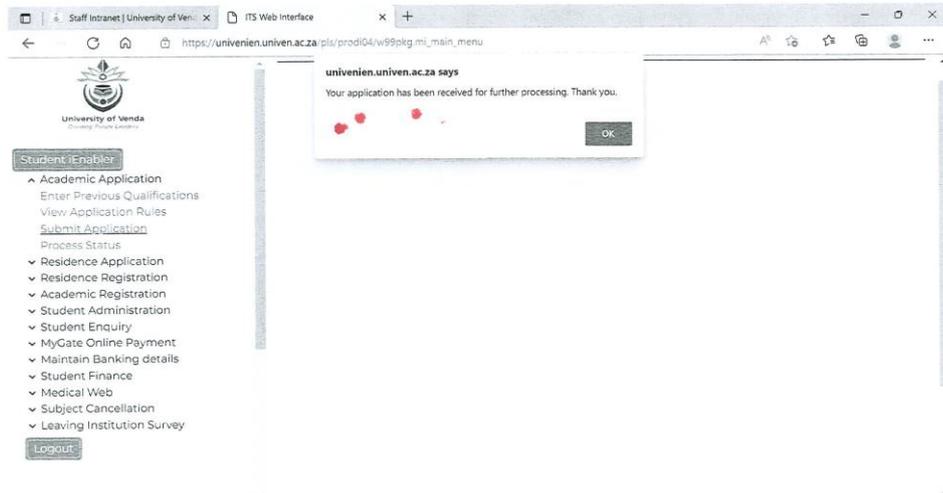
Academic Preference:

[Save and Continue](#) [Restart Process](#) [View calendar information](#)

STEP – 8 (LAST STEP)

You will receive the following message

“Your application has been received for further processing: Thank you



STEPS FOR UPLOADING DOCUMENTS.

- Going to **My Access Portal**
- Login as a Student using student Number and Pin
Go to Student Enquiry, then
- Go to Certificate Seen
- Choose the type of document you want to upload and
- Click on Load/View Document and upload the document.