



Central University of  
Technology, Free State

## **Student Portal**

User Manual v1



# Student Portal

All academic information related to a student can be found in this portal.

## How to access student portal

- **Go to:** <https://student.cut.ac.za>
- **Username:** CUT\ your student number.
- **Password:** Network password that was given to you or that you have set yourself.

## Information about browsers

This site ought to function well on recent versions of commonly used browsers and different devices and platforms (e.g. PCs running on Windows, iPads on IOS, Tablets on Android, and various smartphones). However, different browsers (with different settings and add-ons) can result in certain systems, or functionality within systems, not operating correctly. Users are therefore encouraged to download more than one browser onto their device and, should a problem be encountered when using a specific browser, to then try accessing the same system with an alternate browser.

## How to log out from student portal

To log out from student portal, click logout on the menu bar, continue to close the browser to complete the logout process. **Please make sure the browser is closed every time after logout.**

## What information is available on student portal

- Registered subjects
- Progress reports
- Exam timetable
- Exam results
- Course mark
- Past exam papers
- Financial statement
- Self-service

## Where can I access Registered subjects?

Registered subjects can be found at the bottom of the home page once you have logged in with your student number and password as seen in the image below.

HOME ASSESSMENTS FINANCIAL STATEMENT PAST EXAM PAPERS SELF SERVICE CURRENT SRC LOG OUT

**LOGGED IN: NOMATEKE BUSISIWE**

You will find recent communication from the university, access your assessment timetables, results, financial statement, self-service and a host of other options.

The site supports the following browsers:  
Internet Explorer 10 & above, Chrome, Firefox, Safari.

**Direct questions about timetable and assessments:**  
[Assessment and Graduation Unit](#)

**Direct questions about subjects to:**  
[Academic Structure and Student Enrolment Services](#)

**Direct questions about financial statements:**  
[Student Accounts](#)

**Direct questions about archived exam papers:**  
[Library](#)

**IMPORTANT COMMUNICATION**

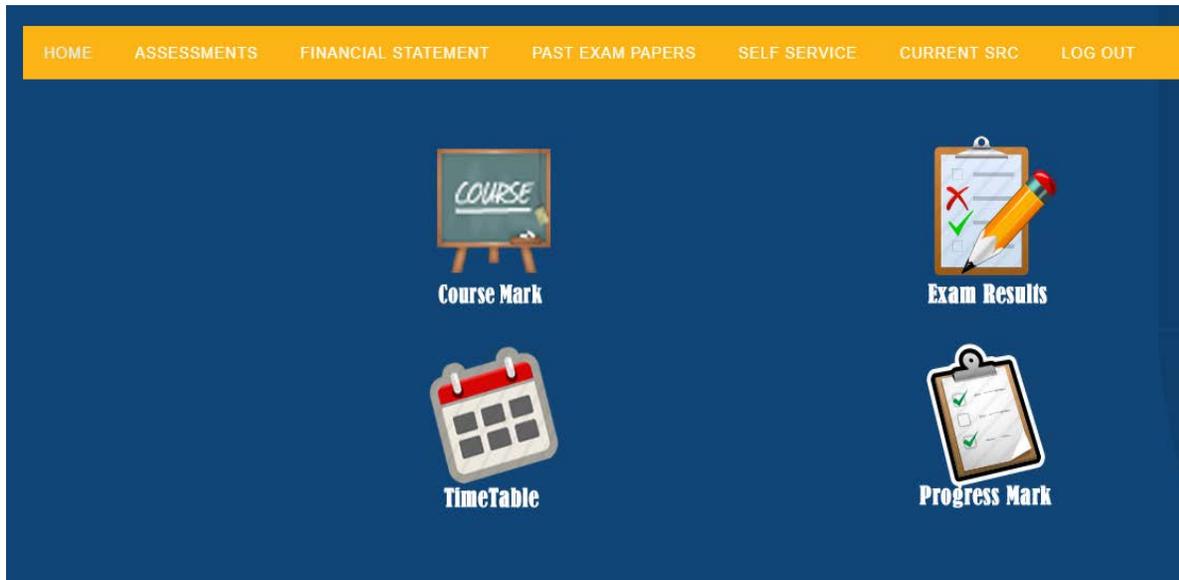
The forms to appeal re-admission, special assessment, and expecting to graduate in the year are online. Visit, <http://www.cut.ac.za/academic-administration/#assessment>

**Your registered subjects**  
**PROGRAMME: B TECH: INFORMATION TECH: SOFTWARE**

SUB CODE	SUBJECT	COURSE TYPE
CMN41AB	COMMUNICATION NETWORKS IV	Semester 1
DBS41AB	DATA BASE SYSTEMS IV	Semester 1
ITM41AB	INFORMATION AND TECHNOLOGY MANAGEMENT IV	Semester 1
NMT11AB	RESEARCH METHODOLOGY	Semester 1
CRG41AB	DEVELOPMENT SOFTWARE IV	Semester 1

## Where can I access progress report?

Progress mark can be found by clicking Assessments on the menu bar as seen in the figure below.



Progress mark and attendance mark as seen in the below image are issued quarterly and can be accessed by clicking the icon Progress Mark.



SUBJECT	ATTENDANCE MARK	PROGRESS MARK
COMMUNICATION NETWORKS IV	0	0
DATA BASE SYSTEMS IV	0	0
INFORMATION AND TECHNOLOGY MANAGEMENT IV	0	0
RESEARCH METHODOLOGY	0	0
DEVELOPMENT SOFTWARE IV	0	0

## Where can I access exam timetable?

To access exam timetable, click Assessments link on the menu bar and progress by clicking the timetable icon. Exam timetable is only available during the exam period once the period has passed you will not be able to see any information under exam time table as seen in the image below.

HOME ASSESSMENTS FINANCIAL STATEMENT PAST EXAM PAPERS SELF SERVICE CURRENT SRC LOG OUT

Full Names : Nomateke Busisive  
Student No : 212071114

SUBCODE	SUBJECT	PAPER NO	EXAM DATE	TIME	BUILDING	FLOOR	ROOM	DURATION
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## Where can I access exam results?

To access exam results, click Assessments link on the menu bar and progress by clicking the exam results icon. Exam results are only available for that current year. Results codes FN (Fail not available), please consult your respective lecturer and not the Assessment and Graduation Unit.

HOME ASSESSMENTS FINANCIAL STATEMENT PAST EXAM PAPERS SELF SERVICE CURRENT SRC LOG OUT

Full Names : Nomateke Busisive  
Student No : 212071114

SUBCODE	SUBJECT	FINAL MARK	FINAL RESULT	EXAM TYPE	REMARK
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For outstanding fees, please contact the following numbers: 051 5073167/051 5073760/051 5073758/051 5073763.  
For outstanding certificates, please contact the following numbers: 051 5073725/051 5073028/051 5073715/051 5073021  
Result codes FN (Fail Not Available) Please consult your Lecturer and not the Assessment And Graduation Unit.

## Where can I access course mark?

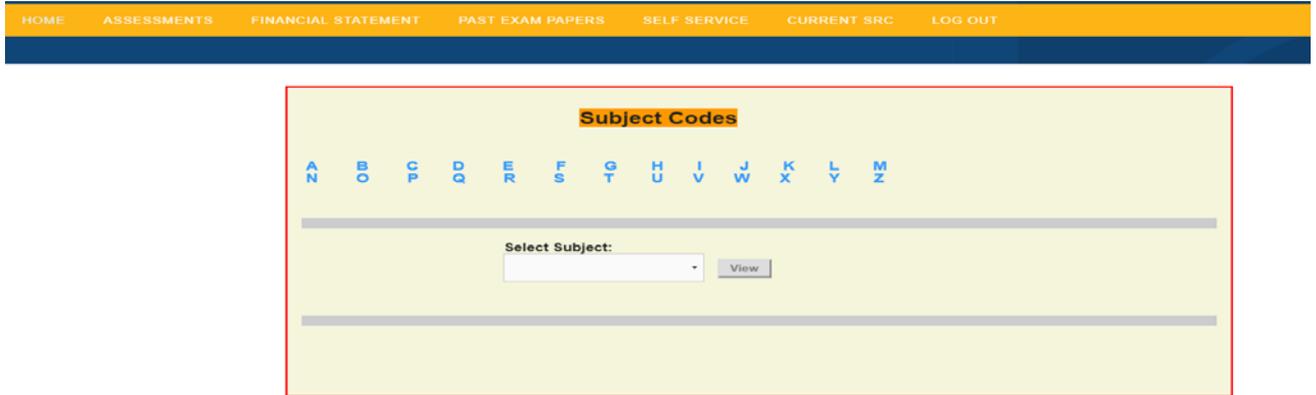
To access course mark, click Assessments link on the menu bar and progress by clicking the course mark icon. The course mark for each subject can be seen in the below image.

HOME ASSESSMENTS FINANCIAL STATEMENT PAST EXAM PAPERS SELF SERVICE CURRENT SRC LOG OUT

SUBJECT	TEST 1	TEST 2	TEST 3	TEST 4	TEST 5	TEST 6	TEST 7	COURSE MARK	ALLOWED
COMMUNICATION NETWORKS IV								0	N
DATA BASE SYSTEMS IV								0	N
DEVELOPMENT SOFTWARE IV								0	N
INFORMATION AND TECHNOLOGY MANAGEMENT IV								0	N
RESEARCH METHODOLOGY								0	N

## Where can I access past exam papers?

To access past exam papers, click past exam papers link on the menu bar and progress by clicking a starting letter of the subject code you are looking for as seen in the image below.



**Subject Codes**

A N B O C P Q R E R F S G T H U I V J W K X L Y M Z

Select Subject:  View

## Where can I access financial statement?

To access financial statement, click the financial statement on the menu bar, this will display detailed information of your financial account as seen in the image below.



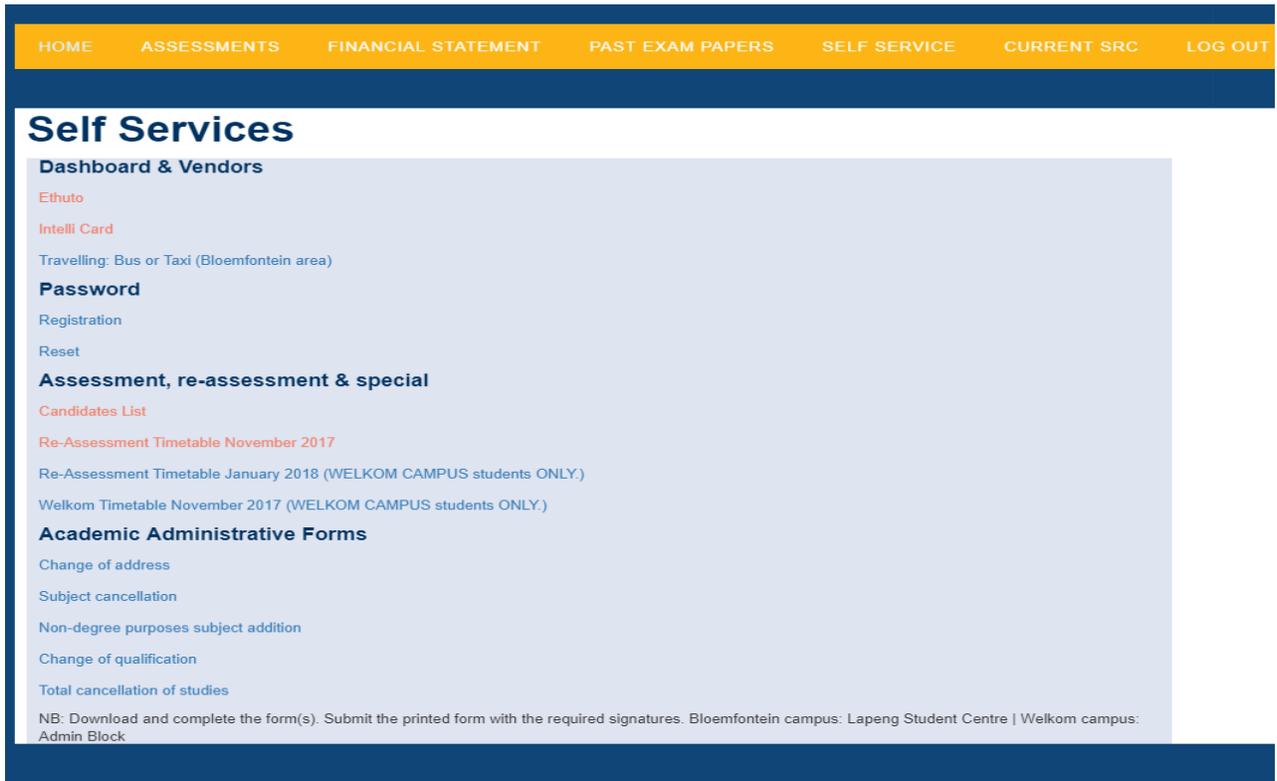
DUE TO US - R 53501.03

DATE	REFNO	DESCRIPTION	AMOUNT
2012/01/10	0111	APPLICATION 2008	R 0
2012/01/10	0111	APPLICATION FEE	R 314
2012/01/10	757334	APPLICATION FEE	- R 314
2012/01/10	757443	CLASS FEE	- R 440
2012/01/18	IEINDCY 1	N DIP ENGINEERING. COMPUTE	R 0
2012/01/18	03111	REGISTRATION FEE	R 315
2012/01/18	03111	STUDENT INSURANCE - SANLAM	R 23
2012/01/18	ECM11B11 1	E/N COMMUNICATION SKILLS I	R 970
2012/01/18	PRE1A 1 1	E/N ENGLISH PROFICIENCY	R 0
2012/01/18	WIS11A11 1	E/N MATHEMATICS I	R 1880
2012/01/18	PRG11A11 1	E/N PROGRAMMING I	R 1810
2012/01/18	EEN11A11 1	E/N ELECTRICAL ENGINEERING	R 1880
2012/01/18	ELE11A11 1	E/N ELECTRONICS I	R 1880
2012/01/18	EDS11B11 1	E/N DIGITAL SYSTEMS I	R 1750
2012/01/18	COM11A11 1	E/N COMPUTER SKILLS I	R 1810
2012/01/18	13189	R/F RESIDENCE TECHNIKON	R 6755
2012/01/18	32189	KEY/DAMAGE DEPOSIT TRANSFE	R 220
2012/01/18	13189	R/F RESIDENCE TECHNIKON	R 330
2012/02/08	CBJ410102	DIRECT PAYMENT	- R 2058
2012/02/08	CBJ410163	DIRECT PAYMENT	- R 3580
2012/04/10	IBMF 2	B/T MERIT FIRST YEARS	- R 2340
2012/05/22	IBLB 4	B/T LEADERSHIP BURSARY	- R 2340

## Where can I access self-service?

To access self-service, click the self-service on the menu bar, a list of student services can be viewed as seen in the below image. Self-service offers a whole lot of services that a student can access without a trip to the student administration. These services are:

- eThuto
- Intelli Card
- Password registration and reset
- Subject cancellation
- Change of address
- Change of qualification
- Total cancellations of studies
- Non-degree purposes subject addition
- Candidates List
- Reassessment Timetable



The screenshot shows a navigation menu with the following items: HOME, ASSESSMENTS, FINANCIAL STATEMENT, PAST EXAM PAPERS, SELF SERVICE, CURRENT SRC, and LOG OUT. Below the menu, the 'Self Services' section is displayed with the following categories and links:

- Dashboard & Vendors**
  - [Ethuto](#)
  - [Intelli Card](#)
  - [Travelling: Bus or Taxi \(Bloemfontein area\)](#)
- Password**
  - [Registration](#)
  - [Reset](#)
- Assessment, re-assessment & special**
  - [Candidates List](#)
  - [Re-Assessment Timetable November 2017](#)
  - [Re-Assessment Timetable January 2018 \(WELKOM CAMPUS students ONLY.\)](#)
  - [Welkom Timetable November 2017 \(WELKOM CAMPUS students ONLY.\)](#)
- Academic Administrative Forms**
  - [Change of address](#)
  - [Subject cancellation](#)
  - [Non-degree purposes subject addition](#)
  - [Change of qualification](#)
  - [Total cancellation of studies](#)

NB: Download and complete the form(s). Submit the printed form with the required signatures. Bloemfontein campus: Lapeng Student Centre | Welkom campus: Admin Block



## **For more information**

Contact ICT & Computer Services

Help Desk : 051 507 3051/ [itservicedesk@cut.ac.za](mailto:itservicedesk@cut.ac.za) / BHP Billiton Building, 3<sup>rd</sup> Floor, Room 300