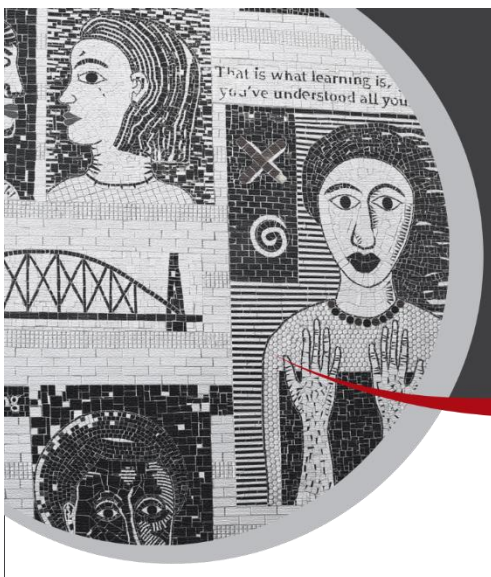


Unisa Western Cape

NEWSFLASH

January 2021

Dear Unisa Student

Welcome to the 2021 academic year!

Please find herewith some useful information related to the procedures when visiting the Cape Town Campus as well as some points regarding academic and administrative matters.

- **Cape Town Campus - Closed**

  Please note that Unisa has decided that, due to the current 2nd wave of infections and the stringent measures imposed by our Government, all Unisa campuses and offices including the Cape Town Campus and George Office will remain closed for Face-2-Face visits by students until further notice. A full bouquet of services will still be rendered online.

  The following email addresses are available to contact the Western Cape Region directly:

  Student Administrative Queries such as Applications, Registrations, Payments, etc: capetown@unisa.ac.za

  Regional Academic Queries such as tutorial Classes, MyUnisa and myLife issues, etc: ctntut@unisa.ac.za

  Library Queries: ctnlib@unisa.ac.za

  Student Counselling help and queries: cptcounselling@unisa.ac.za

- **Online Payments**

  Payments using myUnisa is currently not operational. EFT payments and bank deposits can still be made. For more information regarding account and payment reference details please click the following link: https://tinyurl.com/y57bnl94

- **Academic Record – myUnisa**

  The function to obtain an Academic Record on the myUnisa portal is currently not operational. Please email capetown@unisa.ac.za to have your Academic Record emailed to your myLife email account. Kindly complete the attached DSAR08 form and attach a copy of your ID when sending the email.

- **Examination Centres – Online Registrations**

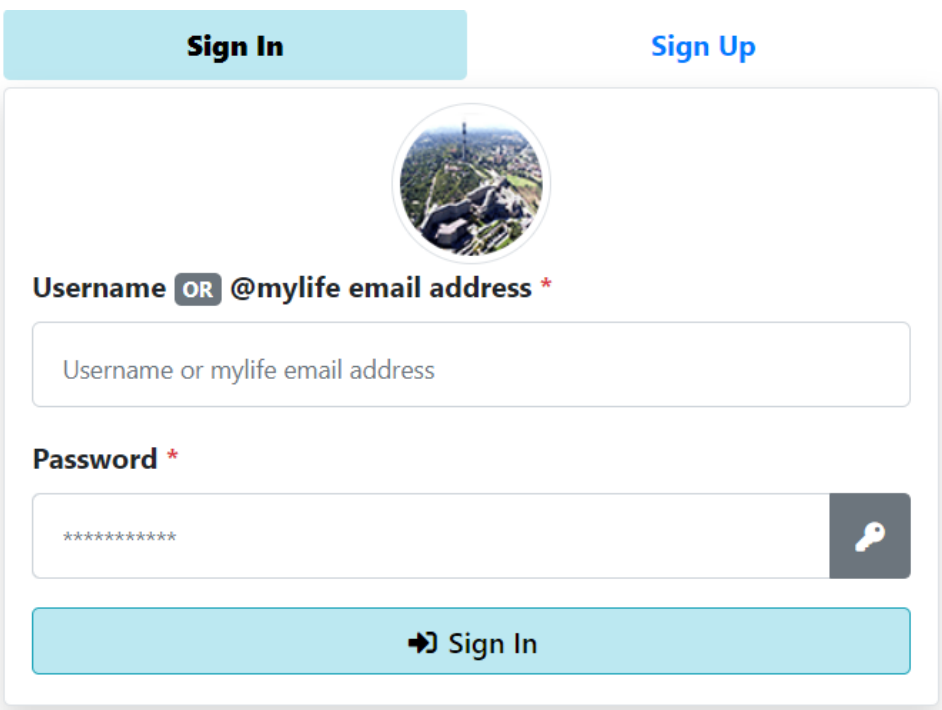
  Due to the COVID-19 pandemic, Unisa has resolved that following the May/June and Oct / Nov online examinations, all future examinations of Unisa will be held online. Thus, no venue-based examinations will be written during 2021.

  Please select exam centre code **(36013) for 'Online Examination'** when registering online.

  The details regarding the different exam formats and platforms for your respective modules will be communicated together with the timetable, which will be published in due course.

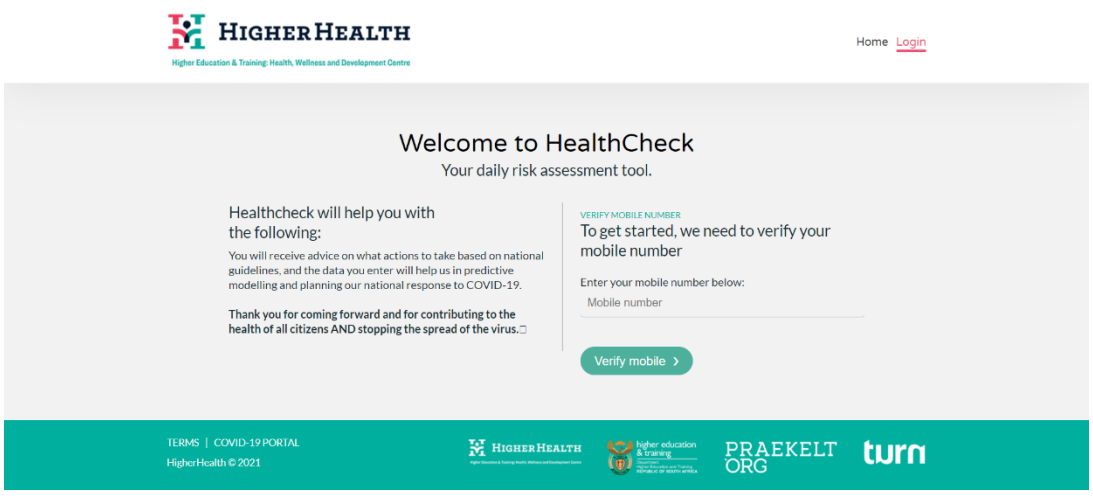
- **Campus Access – Booking App**

  Once the Cape Town Campus reopens, please remember that to gain access you will need to book your space via the Campus Booking App. Please click on the following link to register: http://falcon.unisa.ac.za/access/



- **Health Check Application**

  If you are visiting the Cape Town Campus, please ensure that you complete the health check application (https://healthcheck.higherhealth.ac.za/) before arriving at Unisa premises. You will be required to show your completed survey (with the date) to security at the entrance.



- **Claiming your Unisa Login**

  To access your study material, submit assignments and manage administrative functions on your student account you will need to activate your myLife student account.

  Please click on the following link to claim your Unisa Login:
  https://tinyurl.com/y4gmdtoo

  Forgotten Password? If you have forgotten your login password, please click on the following link the following link to request a new password:
  https://tinyurl.com/y63oolly

- **Accessing your myLife Email Account**

  In line with the University's policy, Unisa will communicate with students only via their myLife e-mail account.

  To claim your myLife email account please follow the below steps:
  1. Go to the http://mylife.unisa.ac.za/
  2. Enter your full e-mail address (e.g. 85xxxxx@mylife.unisa.ac.za) and your password for your myLife e-mail account
  3. Select "Sign in"

  Please note that your myUnisa and myLife password are the same

- **Confirmation of completion of qualification**

  Please note that confirmation of completion of qualifications for students who wrote examinations in October / November 2020 will be made available as from the end of January 2021.

Wishing all our returning and new students everything of the best with your studies!