



AOD UPLOAD PROCESS OF DOCUMENTS ON STUDENT ITS ENABLER BY THE STUDENT

1. Log on ITS Enabler with student password.
2. Go to Student Enquiry Tap.
3. Press Certificates Seen.

The screenshot shows the ITS Enabler web interface. The browser address bar displays https://ienabler.vut.ac.za/pls/prodi03/w99pkg.mi_main_menu. The page header includes the VUT logo and the text 'VAAL UNIVERSITY OF TECHNOLOGY'. The main content area is titled 'Student iEnabler' and contains a list of menu items. A red arrow points to the 'Student Enquiry' folder, and another red arrow points to the 'Certificates Seen' link within that folder. The right side of the page shows a table with a description of the main process steps within each of the displayed processes. The table lists various processes such as Application, Residence Application, Academic Registration, Residence Registration, Student Admin, Financial Aid, Student Enquiry, E-Payments, MyGate Online Payment, Request For Information, and Medical Web. The footer of the page includes links for 'Contact Us', 'About Us', 'Disclaimer', and 'Terms & Conditions', along with the text '8. - Relev'.

4. Upload and Save documents.

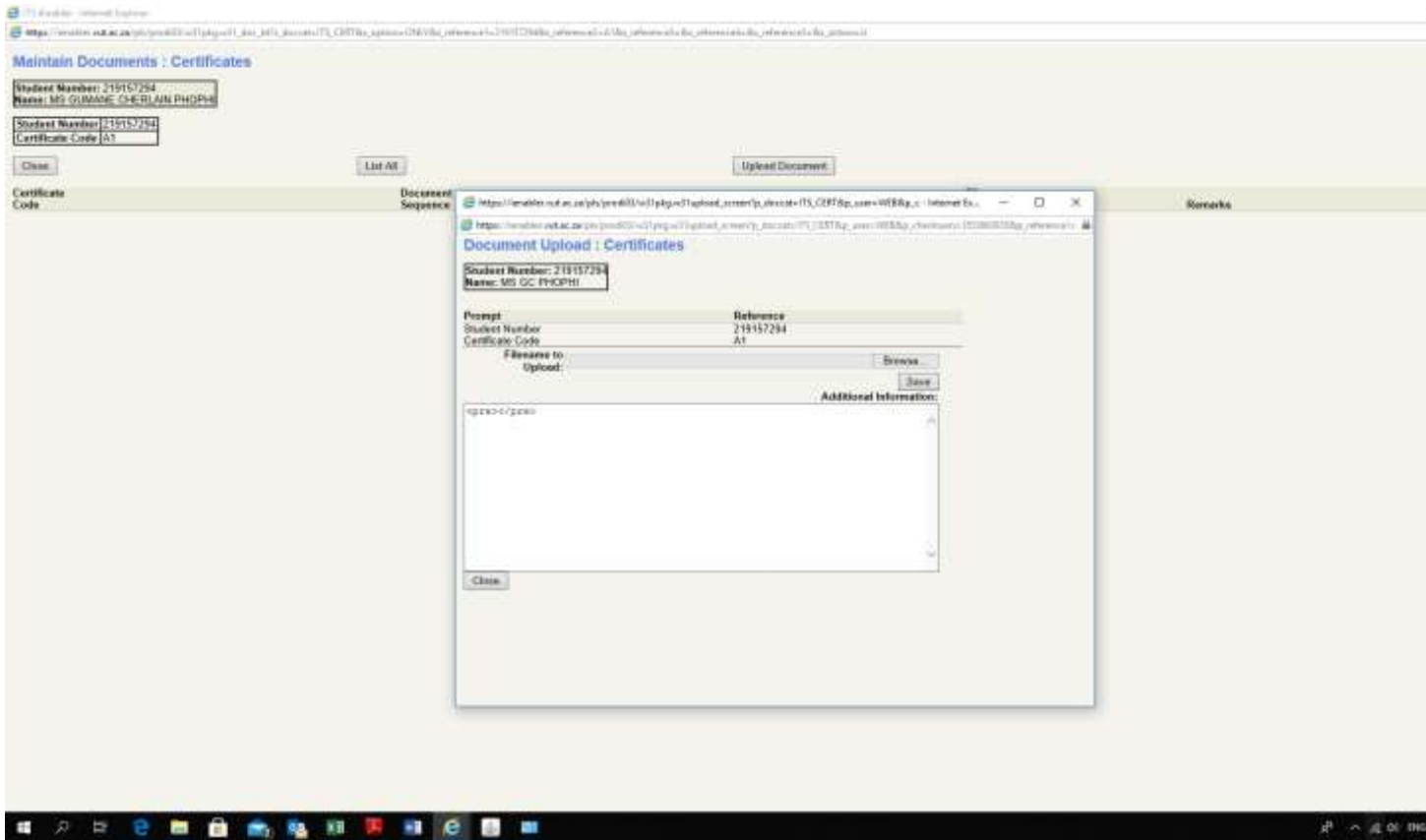
- AOD 1- payment arrangement form (3 pages) & Deed of Surety form
- AOD 2- Certified ID/Passport copy of the student
- AOD 3- Certified ID/Passport copy of the Parent/Guardian
- AOD 4- Proof of Income/Pay slip (latest)
- AOD 5- Proof of Address not older than three months
- AOD 6- Bank statement
- AOD 7- Affidavit

The screenshot shows the VUT Student Web Interface. The page title is "VUT UNIVERSITY OF TECHNOLOGY" and the date is "Friday, 30 March 2021". The user is logged in as "Student Member: 219157294" and "Name: MS GUMANE CHEMLAN PHOPIH".

The main content area displays a table titled "Certificates Seen". The table has the following columns: Certificate, Processed, Expiry Date, Remarks, Load/View, and Uploaded via the web. A blue arrow points to the row for Certificate A4, which is "AOD-PROOF OF INCOME".

Certificate	Processed	Expiry Date	Remarks	Load/View	Uploaded via the web
A1	No			Load/View Document	No
A2	No			Load/View Document	No
A3	No			Load/View Document	No
A4	No			Load/View Document	No
A5	No			Load/View Document	No
A6	No			Load/View Document	No
A7	No			Load/View Document	No
IC	Yes			Load/View Document	No
ID	Yes			Load/View Document	No
MS	Yes			Load/View Document	No
RR	Yes			Load/View Document	No

At the bottom of the page, there is a notification: "Would you like to store your password for vut.ac.za? More info" with "Yes" and "Not for this site" buttons.



5. Make sure all uploaded documents are visible & forms are completed in full
6. Send email to **credit—management@vut.ac.za**, use student email address to notify Credit Management of the uploaded documents.
7. Auto reply email message will be received by the student.
8. Relevant personnel will communicate with student directly via email.

CREDIT MANAGEMENT OFFICE