

## Quick Reference Guide

### Graduate Research Management – Student Library Upload via PeopleSoft

Date of last update: 28 Nov 2016



**Note**

All documents that need to be uploaded must be uploaded as part of one Service Request. Only PDF files can be uploaded, if other files must be uploaded contact your Faculty office (Masters Students) or the DDB (Doctoral Students). Thesis/Dissertation and Abstract documents must be named according to a standard convention. You must create a new Service Request if the original has been rejected.

#### Naming convention for Thesis/Dissertation file:

**Thesis** - upload your thesis/dissertation document in a single PDF file format.

#### Naming convention for Abstract files:

**Abstract-Open** - this must be attached to all Examination Service Requests. It can be sent to examiners prior to obtaining a confidentiality agreement (if one is necessary). All students must upload this type of abstract.


**Abstract-Restricted** - This must be attached to any Examination Service Requests where the abstract contains confidential information. It must not be sent to Examiners until they have entered into a confidentiality agreement.

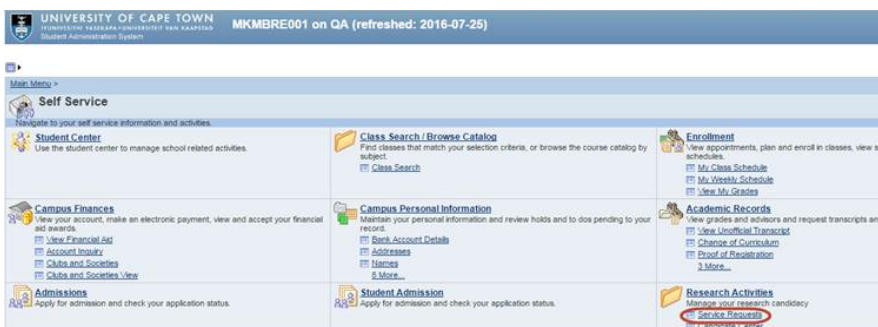


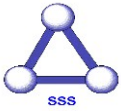
**Note**

All file naming conventions are case sensitive

#### Submitting your Thesis/Dissertation Library Upload:

- Login to the *PeopleSoft Student Administration Self Service*: [www.uct.ac.za](http://www.uct.ac.za) > *Current Students* > *Postgraduates* > *Postgraduate & postdoctoral studies hub* > *PeopleSoft login*
- Enter **User ID** in **UPPER CASE**
- Your **Password** is your regular network password
- Click on the **Home** or the expand menu icon 
- Click on the **Self Service** hyperlink
- Navigate to and click on the **Research Activities** folder
- Click on the **Service Requests** hyperlink





- Ensure your **Intention to Submit** and **Upload for Examination** has been **accepted**;
- Click on the **Create New Request** button

## My Service Requests

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
5866	<a href="#">Upload Thesis/Dissertation for Examination</a>	Upload GSB Master's dissertation	29/09/2016	Accepted	29/09/2016
2253	<a href="#">Intention to submit</a>	Intention to submit GSB Master's dissertation	01/12/2015	Accepted	29/09/2016

## CREATE NEW REQUEST

- Select on the **Thesis/Dissertation related matters** option

Academic Institution

Select a Request Category

Request Category
<input checked="" type="radio"/> Thesis/Dissertation related matters

- Click on the **Next button**
- A service request message will appear to advise you of what process to follow if you experience any error.
- Click on the **Okay button**

Message

Service Request Submission (21000,1788)

If you receive any error messages or cannot complete this process, please urgently email a screenshot and your student number to Student Systems Support via [sss-helpdesk@uct.ac.za](mailto:sss-helpdesk@uct.ac.za)

- Select the request type **Library Copy-Upload**

Select a Request Type

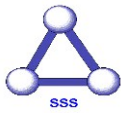
Request Type
<input type="radio"/> Intention to submit
<input type="radio"/> Upload Thesis/Dissertation for Examination
<input checked="" type="radio"/> Library Copy:upload final Thesis/Dissertation for Library

- Click on the **Next button**
- Select the **Request Subtype** by selecting your Faculty and Career option applicable to your study programme

Select a Request Subtype

Request Subtype
<input checked="" type="radio"/> Upload Library copy Humanitie Masters Dissertation

- Click on the **Next button**
- Click on the **add attachment** button and upload thesis/dissertation for examination (i.e. **Thesis** in a PDF format)



## My Request Detail

**Category:** Thesis/Dissertation related matters      **Type:** Library Copy-upload final Thesis/Dissertation for Library

**Subtype:** Upload Library copy GSB Masters Dissertation      **Request Date:** 29/09/2016

**Status:** Received

**Comment:**

Please upload two documents with these file names, in a PDF format:  
Document 1. Thesis  
Document 2. Abstract-Open or Abstract-Restricted

File Attachments		Personalize	Find	1 of 1
Attachments	Audit			
Attached File	View	Add Attachment		
	View	add attachment		

**SUBMIT**    CANCEL

- Click on the **Add Attachment** button and upload your thesis/dissertation **Abstract-Open**
- Click on the **Add Attachment** button and upload your thesis/dissertation **Abstract-Restricted**
- Click on the **Add Attachment** button and upload your OpenUCT suppression form (if applicable)
- Click the View hyperlinks to view what you have uploaded to confirm that the correct files will be submitted
- Enter a comment in the Comment box confirming that the uploaded files are the **correct versions for the library**
- Click the **Submit** button
- The **Status** column will indicate **Received**, which means that you have successfully created your Library Upload Service Request and a notification has been sent to the relevant Postgraduate Faculty or Doctoral Degrees Board (DDB) staff member.

## My Service Requests

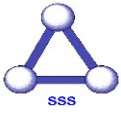
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
585	Library Copy-upload final Thesis/Dissertation for Library	Upload Library copy Doctoral Thesis(all faculties)	07/09/2016	Received	07/09/2016

- Once your thesis/dissertation has been processed, you will receive an email notification from your faculty or the DDB office once your submission has been processed.



### Note

**Your Intention to Submit Service Request and Upload Thesis/Dissertation for Examination Service Request must be accepted before you can submit your Library Upload.**



**Adding additional documents to a library service request:**

- Open the **Service Request** hyperlink

**My Service Requests**

Request Number	Request Type	Request Subtype	Request Date	Status	Status Date
585	<a href="#">Library Copy-upload final Thesis/Dissertation for Library</a>	Upload Library copy Doctoral Thesis(all faculties)	07/09/2016	Received	07/09/2016

- Click on the **Add** button to upload additional documents

**My Request Detail**

University of Cape Town

Category: Thesis/Dissertation related matters Request Number: 5859  
 Type: Library Copy-upload final Thesis/Dissertation for Library Request Date: 07/09/2016  
 Subtype: Upload Library copy Doctoral Thesis(all faculties) Status: Received

Status Date	Comment	By
07/09/2016		Jerolen Naidoo

[add comment](#) [update last comment](#)

Attached File	Description	View
Thesis.pdf	Thesis.pdf	<a href="#">View</a>
Abstract-Open.pdf	Abstract-Open.pdf	<a href="#">View</a>

[Add](#)

[SAVE](#) [CANCEL](#)

- Click on the **save** button once completed



**Note**

Should you have any technical issues with the PeopleSoft system, please contact Student Systems Support at [sss-helpdesk@uct.ac.za](mailto:sss-helpdesk@uct.ac.za)