MYMANCOSA STUDENT PORTAL

USER MANUAL

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1. Follow the following steps to log in to the Student Portal:

1.1. Navigate to the website by entering the correct web address into the browser of your choice.

1.2. Once you have navigated to the site; the login screen will be displayed.

1.3. Please enter the correct "Username" and "Password" into the login screen and click the "Log in" button.

1.4. Once you have logged in you will be presented with the dashboard as shown below.

The Dashboard consists of eight tabs which are:
Home, Registrations, Assessments, Extensions, Academics, References, Communication, Finance.
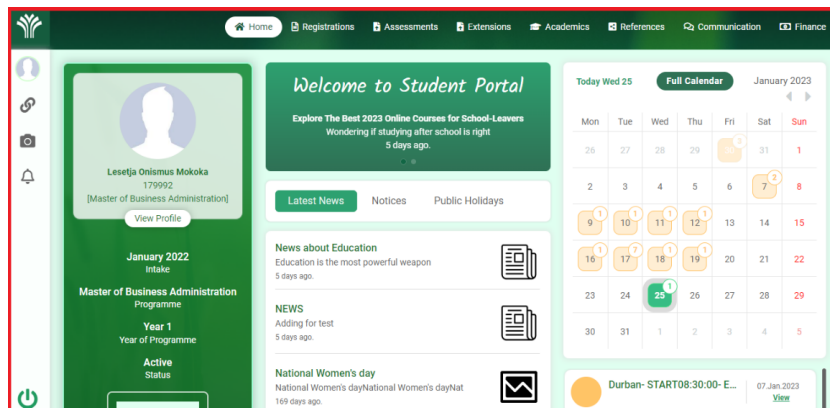
The left side of the dashboard consists of Student information, MANCOSA Connect, Camera, Notification and Logout Icons.

2. Home

The Home tab consists of three screens: Home, My Profile and Log a Query. The Home Screen consists of a calendar in which you can see the number of events, assignments due dates, Holidays, Exam Dates so on. It also consists of information related to the Latest News, Notices and Public Holidays.
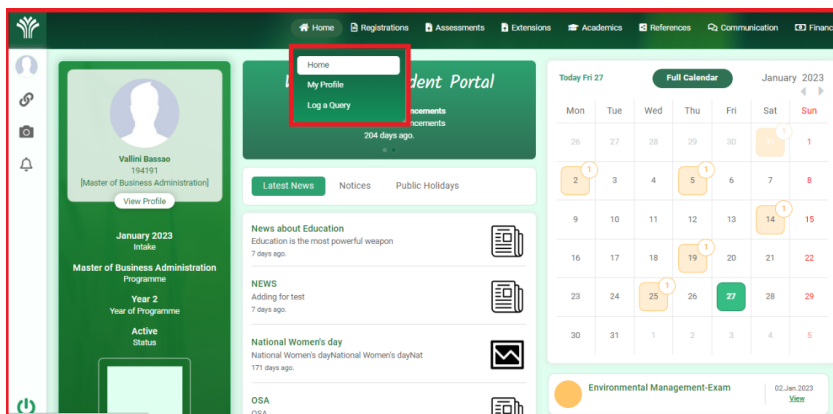
3. My Profile

The profile screen consists of:

3.1 Basic Information: This screen consists of Surname, First Name, Programme, Year of Programme and QR code.

3.2 Contact Details: This screen consists of Contact Number, Email ID, Postal Address, Employer Address, Courier Address, Residential / Physical Address and Next of KIN contact details

3.3 Change Password: You can change your password here.

4. Registrations

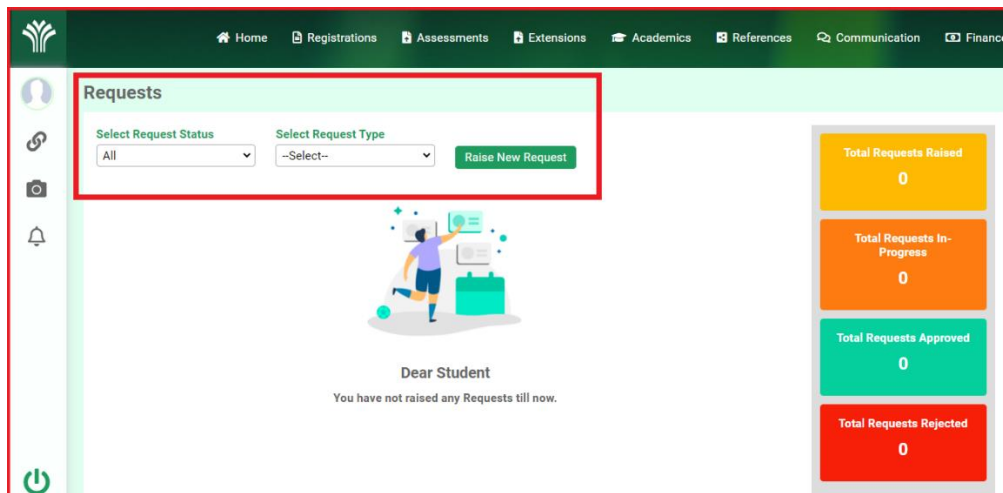The Registration tab consists of the following requests:

      4.1 Registration Requests
      4.2 DBA Registration
      4.3 Registration Change Request
   4.4 Change Bursary Request
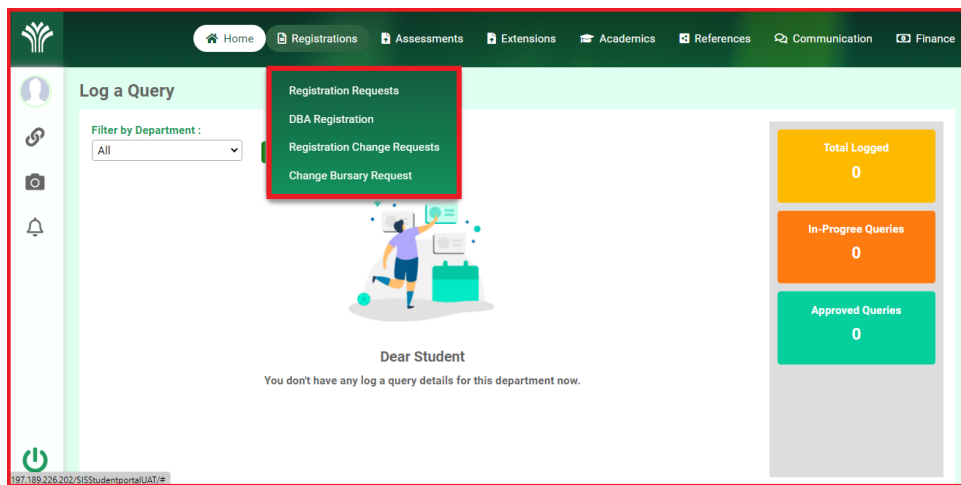
5. Registration Request

The Registration requests screen allows you to raise a request based on the status and the request type.

You will need to select the Status which is either In-progress, Approved or Rejected and then Request Type that is either a Deferral, Deregistration, Re-registration or Returning Registration then click on Raise New Request.
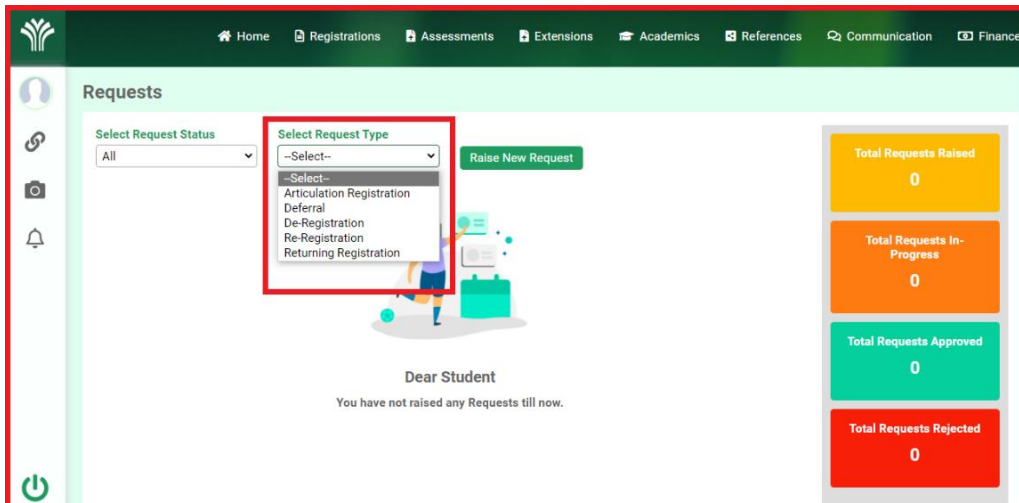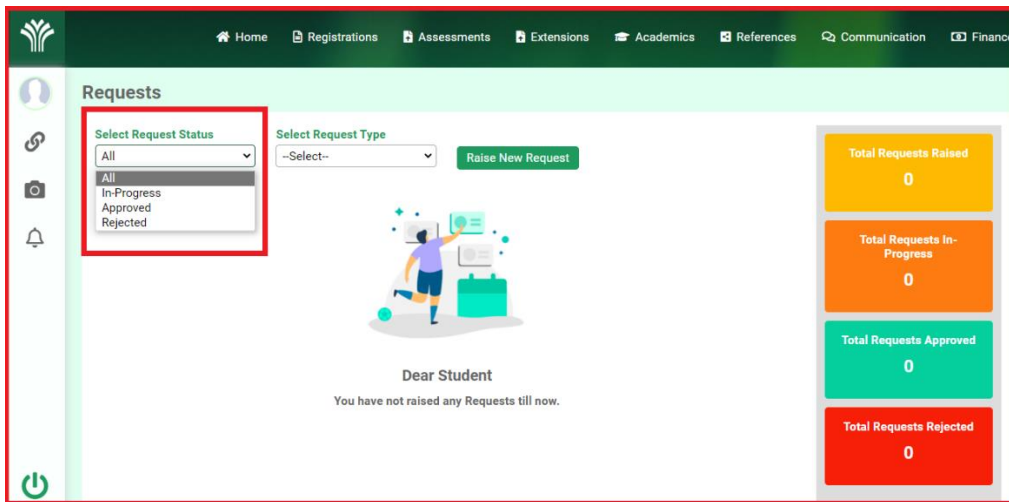
6. Deferrals

Deferral screen helps the user to defer their studies for a specific year, semester or module which will then change the student's status to deferred.

This screen shows the following information: Intake, Learning Mode, Method of Teaching, Campus, Registration Number, Student Name, Programme and Year of Programme.
After filling in the required fields, you will need to upload the required documents and click on the Save button in order for the deferral request to be sent for approval.

7. Deregistration

The Deregistration screen allows the student to apply for a deregistration from the programme that they are currently registered for which, after approval, the student's status will be changed to Deregistered.

This screen shows the Intake, Learning Mode, Method of Teaching, Campus, Registration Number, Student Name, Programme, Year of Programme. You will need to provide the information related to the Document type, Description, Comments and then upload the required documents and click on the Save button to save the request. Once saved, the application will be sent for approval.

8. Re-Registration

The Re-Registration request screen provides the current information of the student regarding their registration like the Intake, Learning Mode, Method of Teaching, Campus, Registration Number, Student Name, Programme, Year of Programme and the backlogged modules details.
The Re-Registration Intake will auto populate for the student. The student will be required to provide the Payment Plan, Document Type and Description.

The student will need to upload the required documents and save for the application to be approved.

9.   Returning Registration

The Returning Registration request screen provides the information of Date of Request, Learning Mode, Registration to Tuitions, Method of Teaching, New Student Intake, New Structure Intake, Year of Programme, Student Type and so on.

If it is a **Bursary Application**, then the student will need to provide the necessary information related to the Bursary Company.
The student will see the details of the New Year Modules and the payment details such as Payment of Fee, Payment Method, Payment Plan and will be needed to provide Preferred day of Payment.

Finally, the student will need to provide the Module Exemption Request details as shown below and then save so that the application can be sent for approval.

10. DBA

This option will only appear for students that are eligible to apply for the DBA process. DBA-PR Registration (Pre-Registration) Request screen provides the information as per the image below. Fill in all the required details, Payment details and other details. Select the required check boxes and Terms and Conditions and submit the request. Enter OTP and send so that the application can be sent for approval.

11. Registration Change Request

The Registration Change Request is used to raise a request towards the registration change.
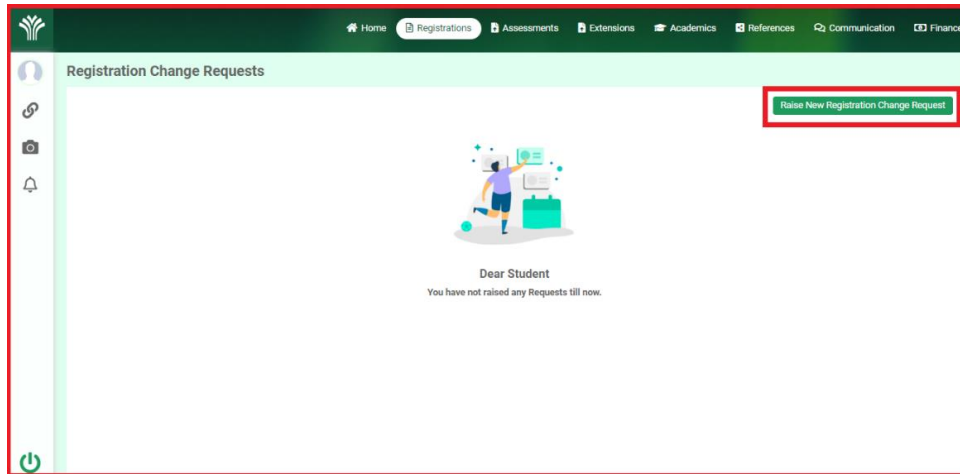
This screen provides the registration information. For the request change the student will need to provide the change request type such as Programme, Elective Modules or Manage Exemptions.
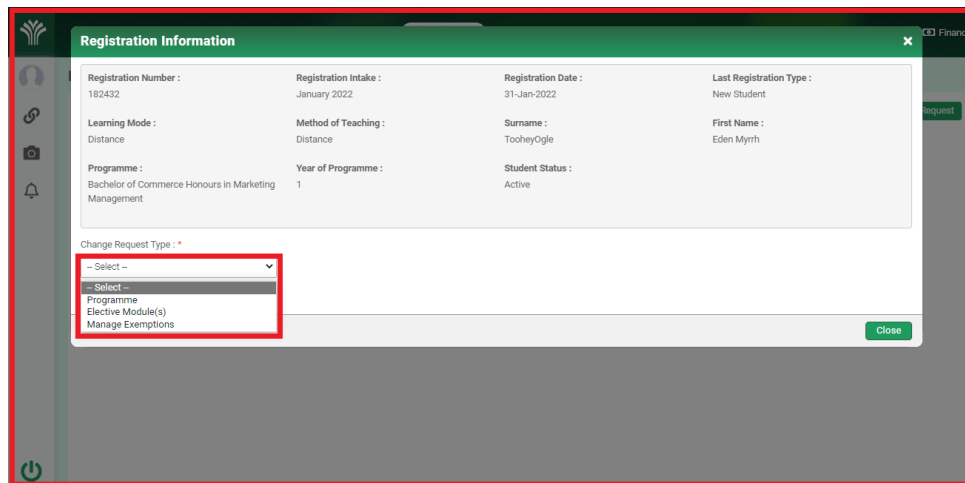
If the change request type is for a Programme, then the student will need to provide the details of New Learning Mode, New Method of Teaching, New Programme Structure Intake, New Programme, New Year of Programme, New Registration Option, Document Type, Description and Relevant Document.

Select the required check boxes in Terms and Conditions and submit the request. Enter OTP and send so that it can go for approval.

If the change request type is Elective Module, then it the screen below will reflect. Enter/Select the required data and select required modules from Programme Elective Modules as Per Structure (selected elective modules count should match with the elective group count) and then select the required check boxes under Terms and Conditions and submit the request. Enter OTP and send so that the request can be sent for approval.

Finally if the change request type is Module Exemptions, then you be required to fill in the Exemption details such as the Module in Programme Applying, Institution Name, Completed Programme, Completed Module Name, Module NQF Level, % of marks obtained in Module and Course Completed.

12. Change Bursary Request

Change Bursary Request is also known as Bursary Pro-Forma Request. To raise the request, click on the Raise Bursary Request button.
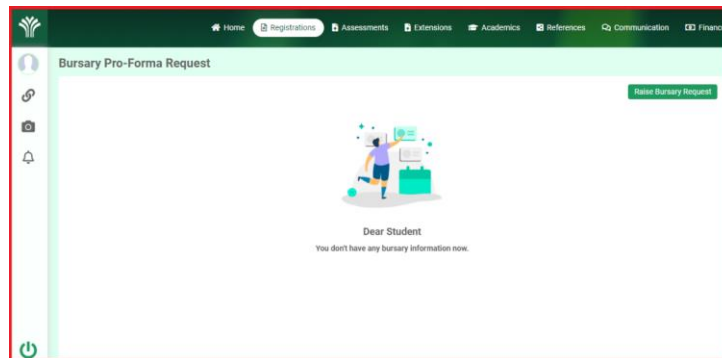
This Bursary request shows the information about the Registration Number, Registration Date, Student Name, Current Intake, Programme, Year of Programme, Email, Cell.
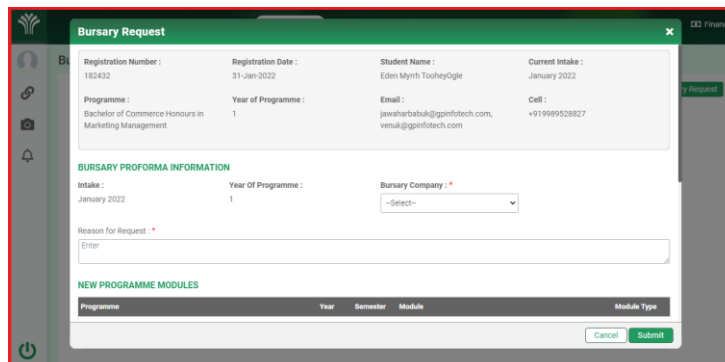
Enter the required data and upload all the documents which are necessary and enter OTP The request will then be sent for approval.
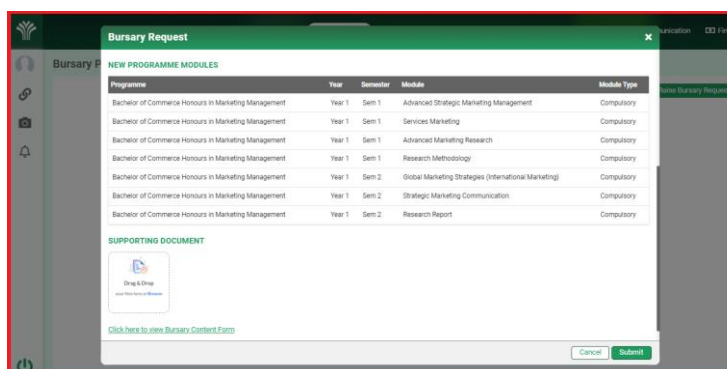
The student will be able to view the Bursary Information in the View functionality.

13. Assessments

The Assessments tab consists of four following requests.

14.1 OSA Script Request

14.2 Aegrotat Request

14.3 Upload Dissertation Documents

14.4 Honours Coordinate Approvals
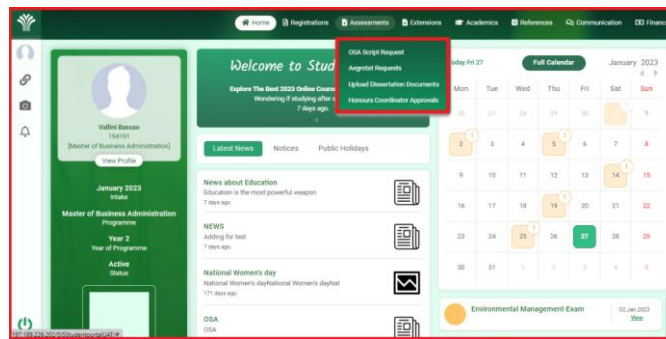
14. OSA Script Request

To raise the request, you can click on the raise new request tab as shown below and then provide all the required details.
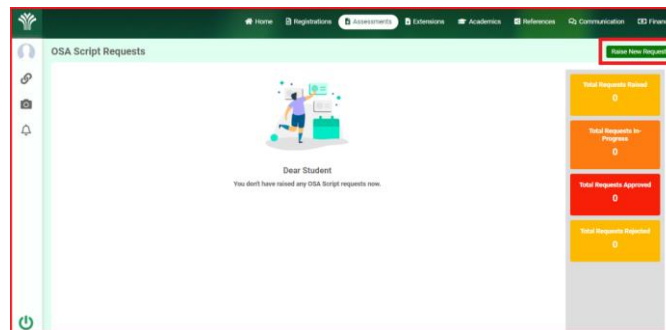
Fill in the details about the Year of Programme, Semester, Assessments Type, Module, Intake, Assessments Number, Evaluation Type and upload the Proof of Payment then click on Request.
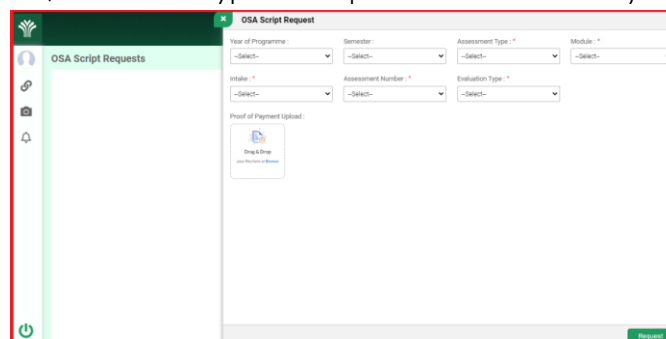
15. Aegrotat Request

To raise an Aegrotat Request, the student will need to select the request status, which is either: All, In-Progress, Approved or Rejected.

After selecting the Request status click on the Raise New Request button the following screen will reflect.

The Aegrotat details such as Registration, Intake, Student Name, Programme, Year of Programme, Date of Application will reflect. The student will need to provide some information about the Examination Type, Supplementary Examination Type, Reason For Application, comments and upload all the required documents.

The system will allow the student to select the required modules and raise a request and send it for approval

Note: The student will only be allowed to raise a new request only when their modules have met the sub-minimum criteria for all the formative assessments.

Students can view the Modules which did not get approved or have been rejected along with the comments. They can also raise the request for rejected modules or other based on the sub-minimum criteria.

16. Upload Dissertation Document

This screen displays the list of uploaded dissertation documents with the Topic Title, Raised on, Status, Comments, Supervisor, Module and Deadline Date.

On this screen, the student can Add Topic and send it for Approval once approved, student can add the proposal.
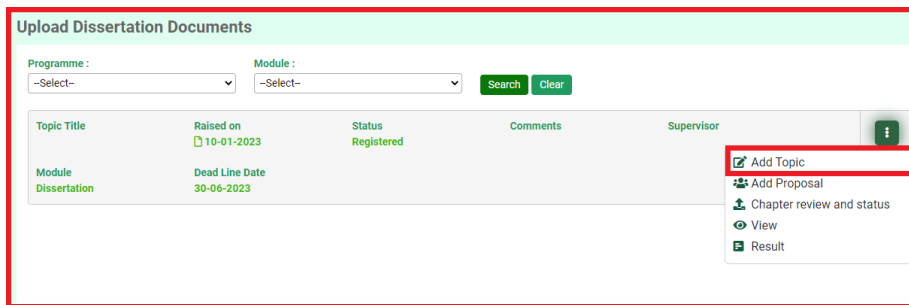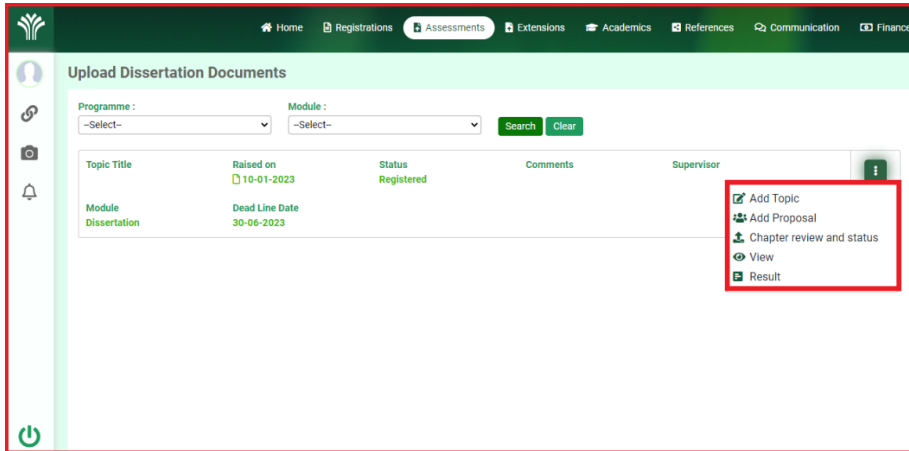
If Topic is approved with Amendment, the student can correct the topic and send for approval and if it is rejected, the student will be allowed to add Topic and send it for approval again.
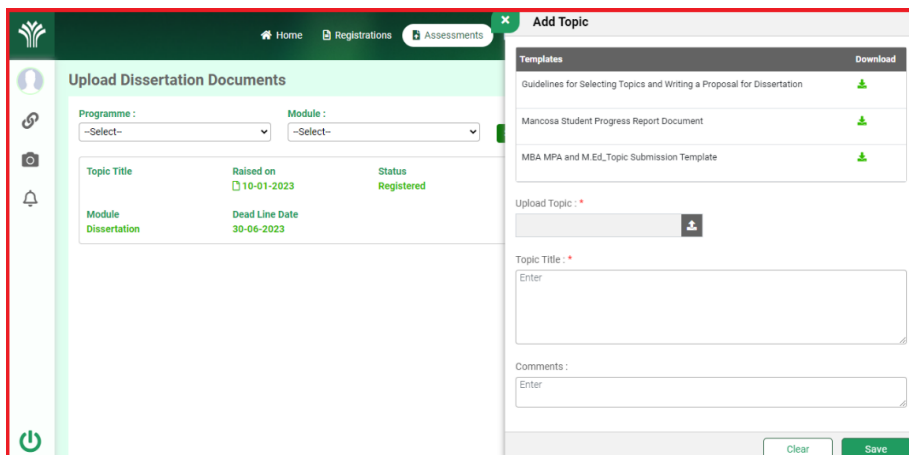
Once the Proposal is approved, the student will be able to add Chapter review and Status. In this stage they have an option to change their supervisor if required. The proposal will get approved by the Supervisor.
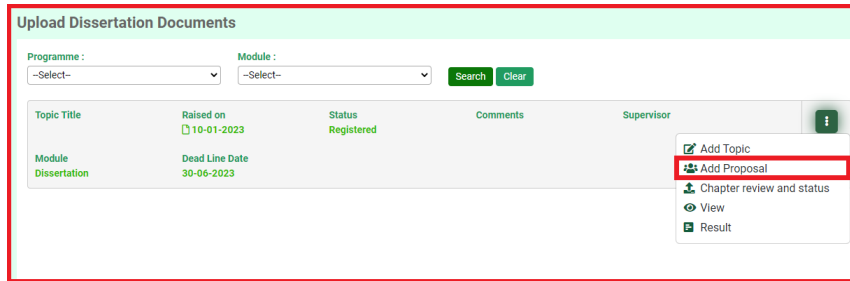
If the Proposal is Approved with Amendments, the student can correct the Proposal and send for approval and if it is rejected, the student will be allowed to add Proposal and send it for approval again.
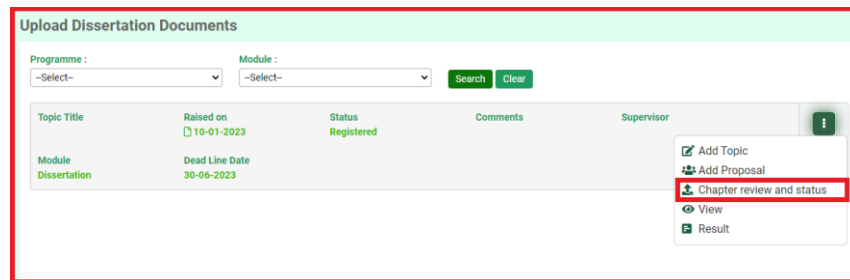
The student will be able to upload the related documents for chapter review and status.
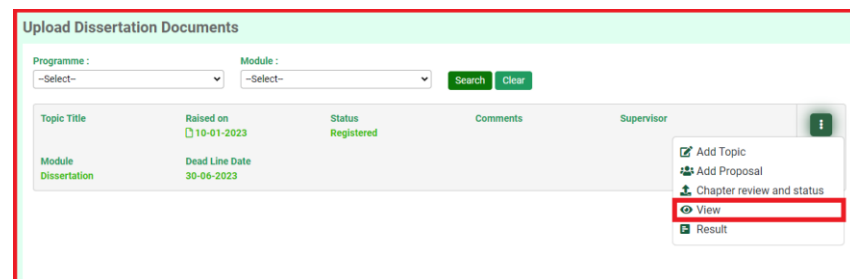
The student can view the uploaded documents related to Chapter Review and status by selecting the view option.

Communication – The student can compose a message and send it to get a respone (this screen will be visible only when the Topic and Proposal is approved).
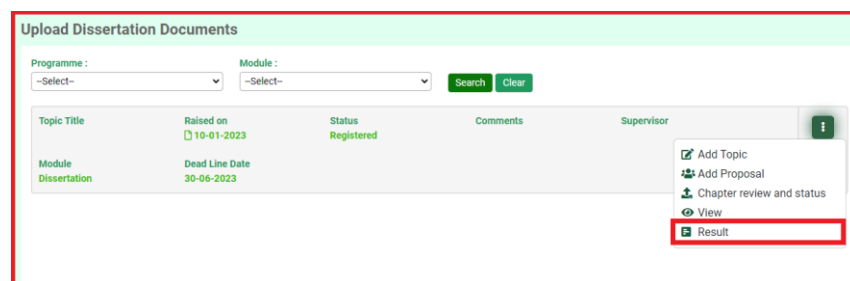
Result – On this screen, student details are displayed along with the Registration Number, Student Name, Gender, Intake, Programme, Year of Programme, Module and Final Title. Once the results have been released, student will be able to view their final marks.

17. Honours Coordinator Approvals

When the student sends the application, the application will need to be authored by the supervisor. The supervisor then allocates the coordinator to the application for approval.

18. Extensions

The Extensions tab consists of three options:

19.1   Apply for Honours Extension
19.2   Dissertation Extension Request
19.3   Private Tution
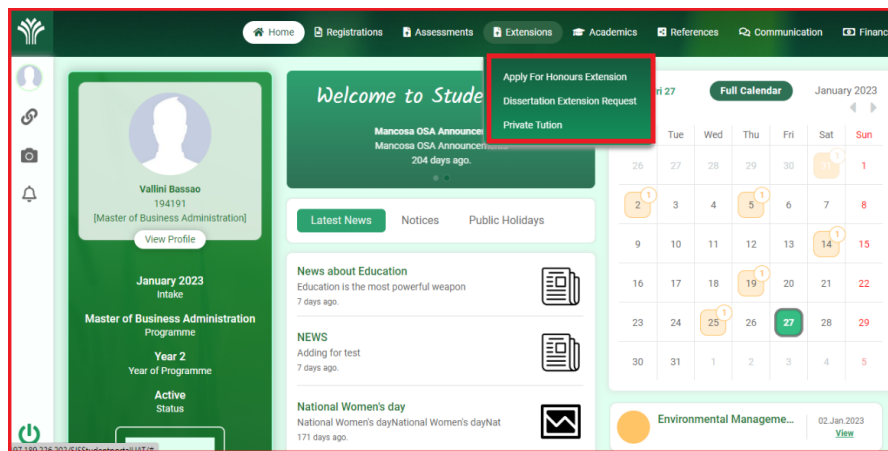
Applying for Honours Extension can be done by Raising a new request by clicking on the Raise New Request tab.
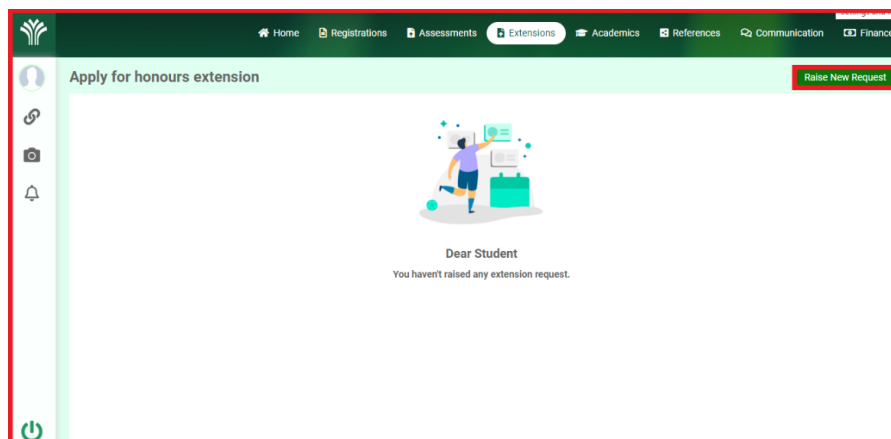
19. Dissertation Extension Requests

This option allows the student to raise the extension request from the action column which will open the Extensiom Appeals form. This screen provides some details such as the Intake, Module Name, Date of Request, Review Option, Request Status, Dead Line and Review Status.

The Extension Appeals form shows the student details. The student is required to fill in all the required details, click on Save and Next.

The next step will be the Acknowledgement, where the students is required to add their initials and answers to the form – which needs to be short. On completition, click on Save and Next.

The EXTENSION OF DISSERTATION SUBMISSION DEADLINE details will be displayed. This can be previewed as PDF and then saved. By doing this, the Extension Appeal Form will be Submitted Successfully.

After being approved, the student will get an Extention Deadline Date under the Upload Dissertation Documents screen.

Note: The extension due date is updated as per approval status.

The Pro-forma Invoice and POP Upload functionality is available under Actions after approval

- On the Pro-forma invoice, the student will be able to view the Extension details
- On the POP upload, the student will be able to upload the required document and submit for approval.

20. Private Tuition

Should the student require private tution, they can apply by raising a new request and provide the required details.
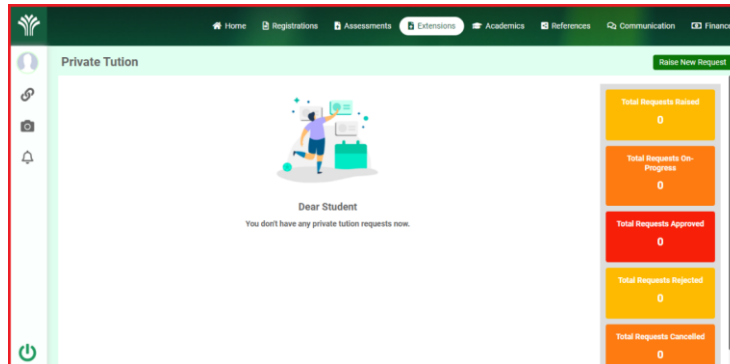
Fill in the details for the Year of Programme, Semester, Module, Intake and upload the Proof of Payment and finally click on Request tab.
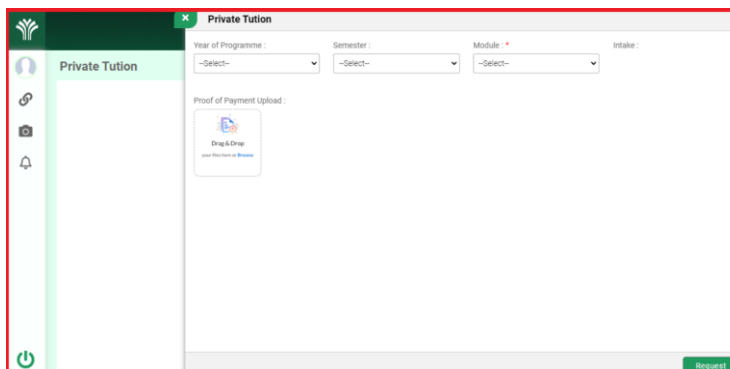
21. Academics

The Academic tab consists of eight topics which are: Academic Documents, Marks View, View all Transcripts, View all Documents, Badges, Honours Research Report Upload, DBA Topic and Proposal Submisssion and Graduvation RSVP.

22. Academic Documents

On this screen, all the academic documents related to your programme reflects here which can be fitered based on the category and Sub-category as shown below.
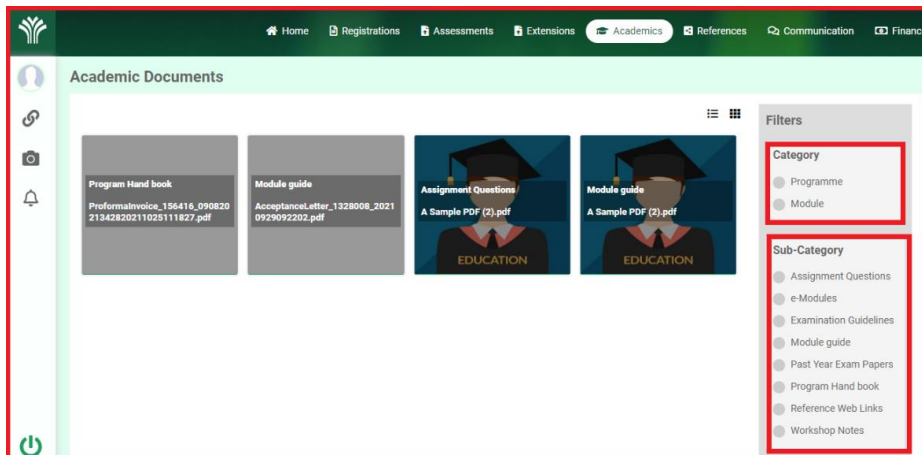
23. Marks View

The Marks View screen consists of the information related to the Assignments, Projects, Examinations and Final Marks.
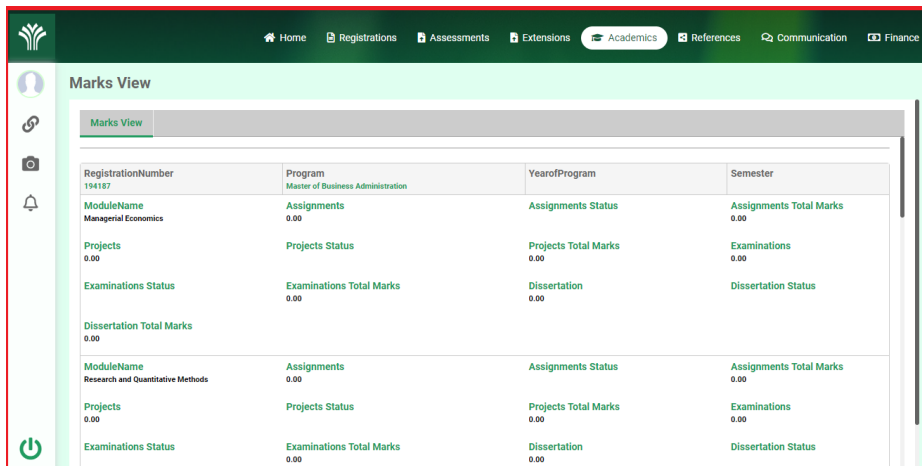
24. View All Transcripts

All the transcripts related to the programme with all the required information is available here.

25. View All Documents

View All Documents tab shows all the documents which are related to the programme and can be accessed by searching for the document.
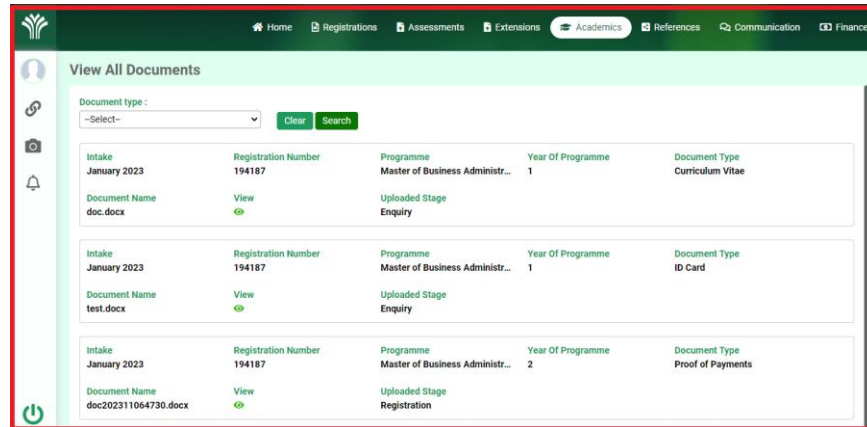
26. Honours Research Report Upload

The student can view the report only when a supervisor is allocated to the request.

All the details such as Assessment Intake, Programme, Module Name, Proposal Due Date, Research Report Due Date, Supervisor, Coordinator and Status reflects on this screen.

27. Change Supervisor

The student can request for change in supervisor and will be required to provide a reason for the request. The request may get accepted or rejeted based on the selected supervisor. If the request is rejected, the current supervisor will remain.

28. Upload Proposal

Uploading the proposal will only be allowed after the allocation of a supervisor.

29. Communicate to Supervisor

Here you can communicate with the supervisor regarding the uploaded proposal.

30. Proposal Upload History

Here you will see the history of the supervisor approval, feedback and the status.

31. Upload Final Proposal

The upload of the Final Proposal will be done here. It will then be authorised by the supervisor.

32. Upload Research Report

Uploading of the Research Report will be done here, which will be authorized by the supervisor.

33. Research Report Upload History

Displays the history of all the reports uploaded, like Status, Date of Approval and Feedback.
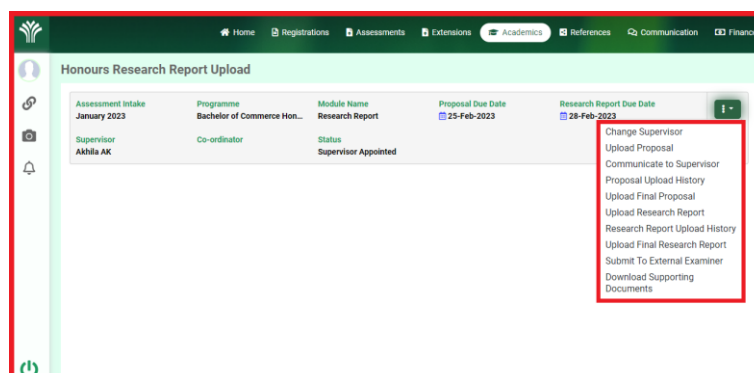
34. Upload Final Research Report

The student will need to upload the Final Research Report here which will then be approved by the QA department.

35. Submit to External Examiner

Finally, the Research Report will be submitted to an external examiner to authorise.

36. Download Supporting Documents

Here you can download all the documents.

37. DBA Topic and Proposal Submission

This option will only be displayed when a supevisor is allocated with the details such as Intake, Learning Mode, Method of Teaching, Programme, Module and Status.

The student can Add the Document by choosing the option from the drop down and will need to submit it once the document is approved by the supervisor. Then only will the thesis be submitted.

The entire project process can be viewed under the Project Process Report section as you are provided with the details of Approval, Feedback, Status and Date of approval.

The View Project Progress Reports history shows the complete history of the Project progress.
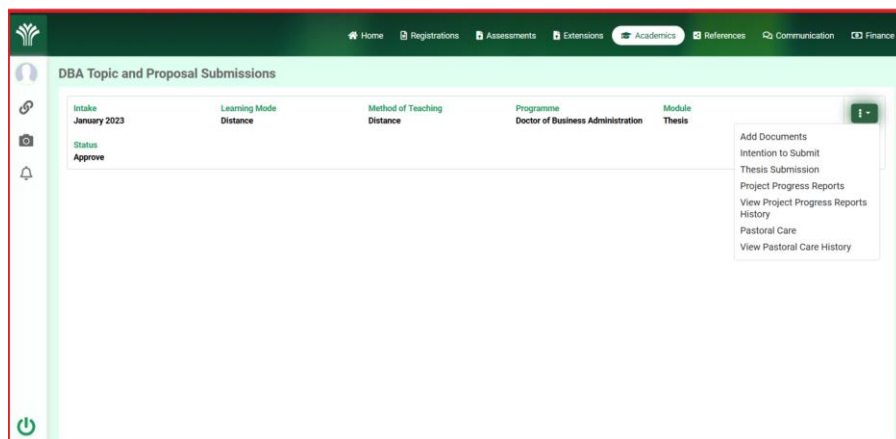

38. Graduation RSVP

The Graduvation RSVP will display all the details about the Graduation Ceremony, which includes the Time of Graduation, Graduation Registration Start Date, Graduation Venue, Guest Admission and RSVP Link.
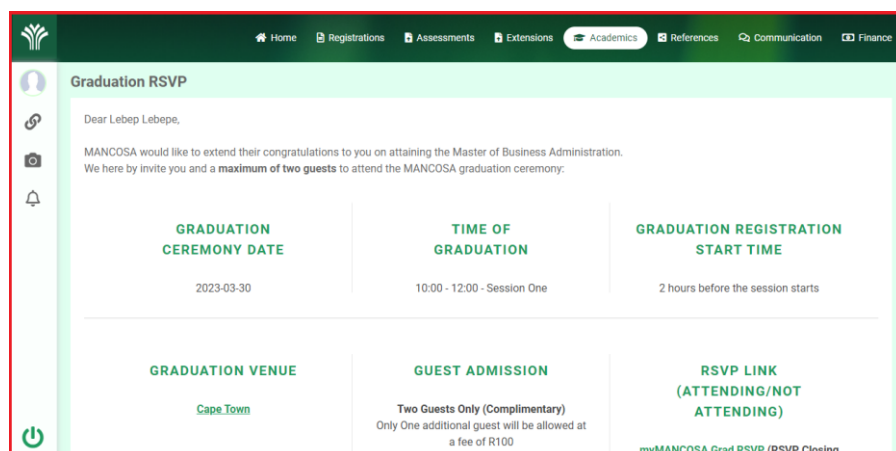
This screen also explains all the process of the graduation ceremony and the conditions to follow which are: Important Notes, Protocol, details on the venue, MANCOSA Graduation Fair, and Frequently Asked Questions.
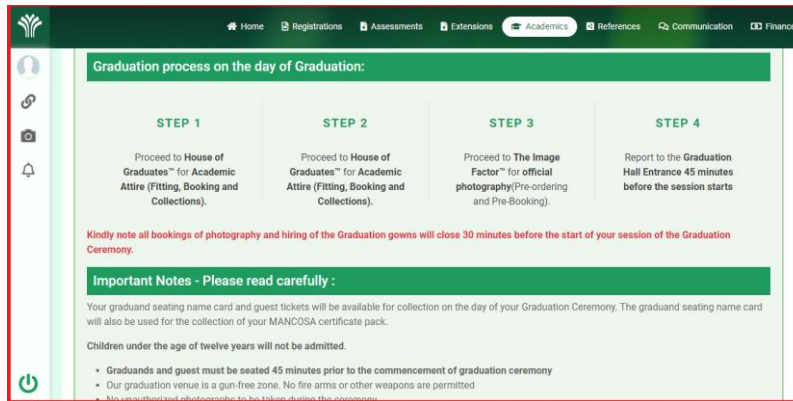
The student is required to provide the RSVP details whether they will be attending or not.
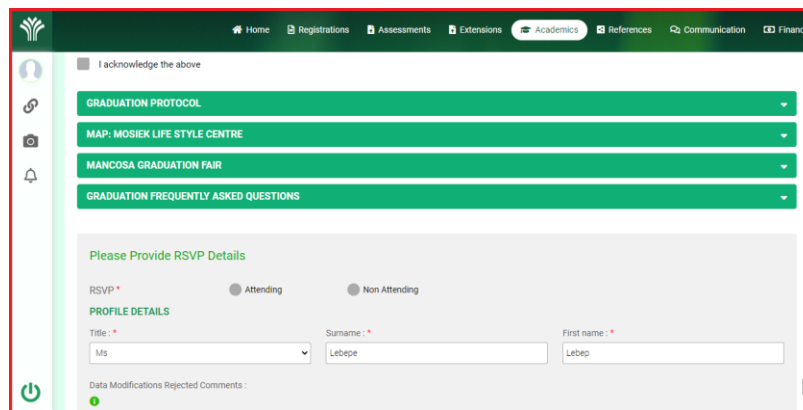
If the student is attending, he/she will to provide the following details such as whether there are guest attending, Title, Name and proof of payment if there are more than three guest attending.
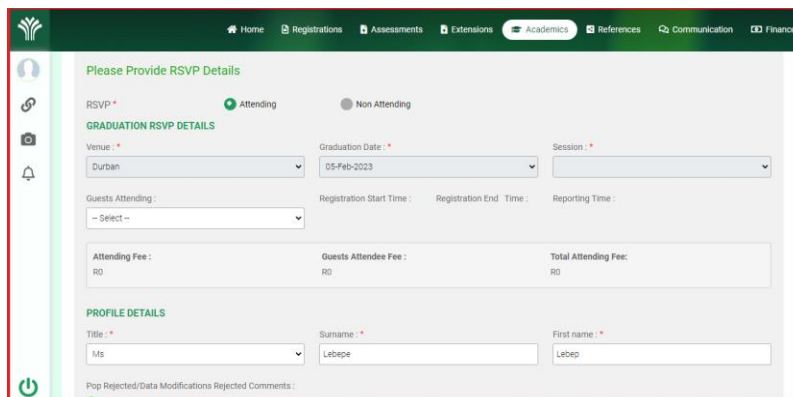
If the student is not attending, he/she will need to provide the courier address and profile details so that the certificate can be couriered to them.

39. References

The References tab consists of two things: Add/View Second Hand Books and Journal View.

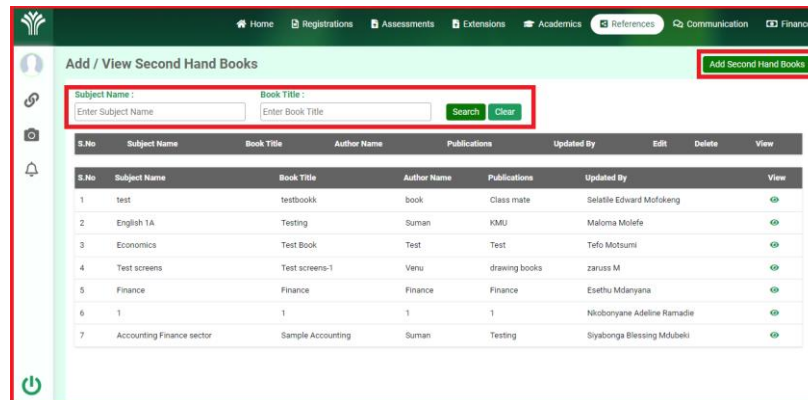The Add/View Second Hand Books displays the list of books with Subject name, Author Name, Publications, Book Title.

Books can be searched by the Subject Name and Book Title. Where as the second hand book can be added by clicking on the Add Second Hands Books button.
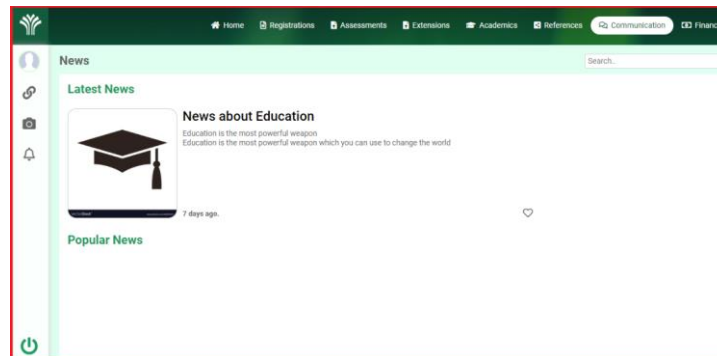

View by clicking on the respetive View Icon.
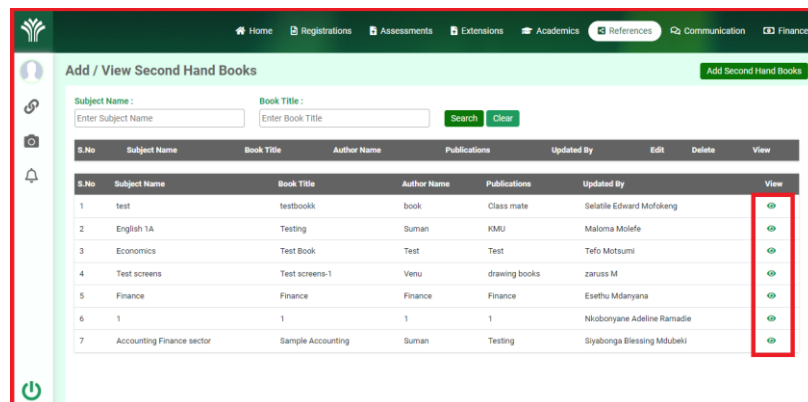
40. Communication

The Communication tab consists six things which are: News, Notices, Announcements, Classroom and Workshop Attendence, Upcoming Events and Job.
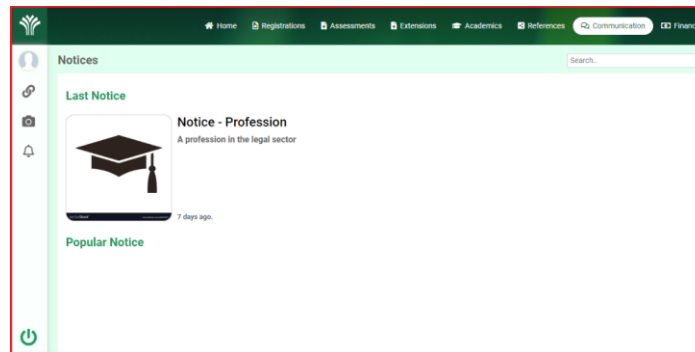
41. News

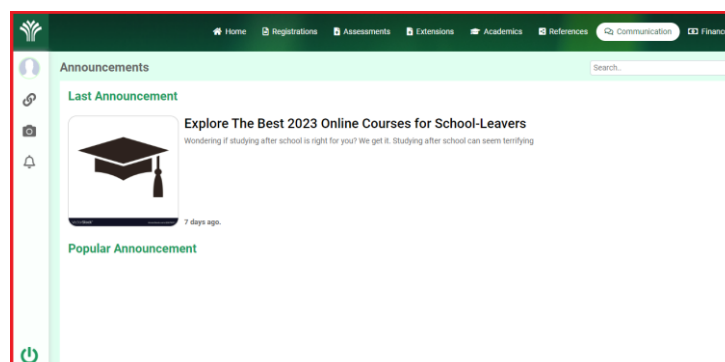All the latest Institution information and programmes will be available here.

42. Notice

The Notice board displays the information related to the Exams.

43. Announcements

Information related to the Institution and it's programmes.

44. Upcoming Events

This screen displays all the upcoming events with the Event Date and Event Name.