

## 1. Student IT Services (Available February 2009)

If you have registered as a student at DUT, an email account would have automatically been created for you upon enrolment and payment of fees.

To gain access to your account on the Exchange e-mail system, you will need to know your DUT student number which is printed out on your identification card below the barcode.

You can access your DUT mailbox either on campus or from home by typing the following URL into your web browser:

Internal access is

<http://student>

External access is

<https://student.dut.ac.za>

When accessing the Student Portal you will be prompted for a user login and password which looks similar



You will need to type in your student number and password to login, for example

**Username:** DUT\20612345

Your password will be as follows:

Dut(password for the first time is the first 6 digits of your id number). An example of this is:

**Username:** DUT\20612345

**Password:** Dut760504

Note that this password is case sensitive.

## 2. Student Portal

As a DUT student, you have access to the Student Portal which will consist of student related information and links to other systems.

When the browser opens you will see the Student Portal which looks similar



The Student Links on the Student Portal circled in the diagram above are for the following applications:

- ITS (Student Information)
- Web Mail (OWA)
- DUT Internet Site
- Library
- Web CT
- Detail User Guide (OWA)

## 3. Student Web Mail

Click on the webmail link. If prompted, accept the default certificates and you will be presented with the following Screen:



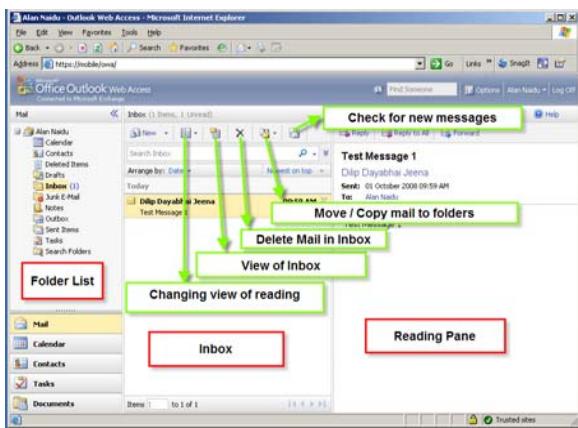
Enter your student number and password, for example

**Username:** DUT\20612345

**Password:** Dut760504

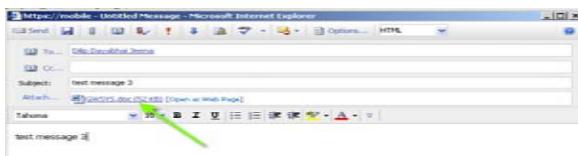
Upon successful logon, accept the default language and time zone settings. Thereafter your mailbox will open.

The default panes within Outlook WebAccess are as follows:



New mail will automatically appear in your mailbox (inbox).

If you would like to send a New Mail item, select new, select mail, enter the e-mail address of the recipient, the contents of the mail and click on Send.



To change your password, Select Options, Select Change Password. You will be prompted to enter the old password, the new password and confirmation of the new password. The new password needs to have a minimum of six (6) alpha and numeric characters.

For more detail, a Detail User Guide is available on the Student Portal.

## 4. Student Information

In the student portal, click on ITS (Student Information) to get access to the following :-

### Links

- Exam Time Table
- Library
- Student Information
- Student News Paper
- University Home Page
- WebCT

You will enter the ITS iEnabler system. This system allows you to access all your Student Information such as:

- Summarised Statement of Account
- Examination Results
- Academic Record
- Academic Admission Status
- Proof of Registration etc.

To access the ITS iEnabler system you must first REQUEST A PIN by entering your student number and clicking on the [Request A Pin] tab in the screen that appears below.

A PIN will be emailed to your email account. Use your student number and the PIN provided to access the ITS system.

## 5. Student Kiosk

The is only one ITS Kiosk located on each campus to enable students to view student balance, student results, academic record, progress report & contact details.

### Requirements to use Kiosk

Student needs to apply for a pin using the internet labs available b going to the following URL:

[http://proteus.dut.ac.za/pls/ienabler/w99pkg.mi\\_login](http://proteus.dut.ac.za/pls/ienabler/w99pkg.mi_login)

First click on student, then enter student number, and then click on request a pin and the pin will be emailed to your student e-mail address.

### Steps to use Kiosk after obtaining pin code

- Click on Student using the mouse or the touch screen
- Swipe your student card, magstrip facing you and swipe from left to right or
- Type in your student number manually
- Click on pin using the mouse and enter your pin code
- If pin code does not work, click on help to obtain assistance
- Click on login or touch on login button with your finger
- You can now use the mouse to touch screen to explore using the student enquiry option
- Do not forget to logout.