



Login as student

Step sheet

Login as Instructor through the UP Portal: <http://www.up.ac.za>

UP Staff System Portlets

Staff Intranet

UP clickUP Request clickUP course

clickUP
Go to the [clickUP home page](#).

Old clickUP

Course	Term	Student Status	Activities
ATL 801	S1 / 2012	Open	
BEL 760	Y1 / 2012	Open	
BEL 873	S1 / 2012	Open	

Create a Test student:

- Click on **Control Panel**
- Click on **Course Tools**
- Click on **Add Test Student**
- Create the password for the Test student. You will now be able to enrol this test student in all the modules where you want to view the module as a student.

Enrol the Test student in the modules which you would like to view:

- Click on **Control Panel**
- Click on **Course Tools**
- Click on **Add Test Student**
- Click on **Enroll test user in course**.

If the option for Add Test Student does not display under the Course Tools, you have to make the function available:

- Click on **Customisation**
- Click on **Tool availability**
- Click on the Available tick box by Test Student
- Click on **Submit**

Login as Student using the clickUP address: <http://clickup.up.ac.za>

CEatUP / GIBS Login (Monday, July 8, 2013)

CEatUP Login (Continuing Education, University of Pretoria)
username: ceatup+ID/Passport: e.g. ceatup7512345678
password: SA ID number / Passport number: 7512345678

Gordon Institute of Business Science GIBS Login (University of Pretoria)
username: gibs+number: e.g. gibs123456
password: SA ID number / Passport number: 7512345678083

USERNAME: [input field]
PASSWORD: [input field]
Login

u+EMPLID+s
Example: u01234567s

Password is the same as created on the previous page

The easiest is to open two separate Browsers, example:



Instructor



Student

Mozilla Firefox

<http://www.up.ac.za>

UP Portal

UP Staff System Portlets

Staff Intranet

UP Timetables
All timetable related matters
Hatfield Campus Lecture Timetable
Faculty of Theology Lecture Timetable
School of Engineering Lecture Timetable
Groenkloof Campus Lecture Timetable
Mamelodi Campus Lecture Timetable
Examination, Supplementary Examination and Test Timetables

UP clickUP
Request clickUP course

Course	Term	Student Status	Activities
ATL 801	S1 / 2012	Open	[Icons]
BEL 760	Y1 / 2012	Open	[Icons]
BEL 873	S1 / 2012	Open	[Icons]

Google Chrome

<http://clickup.up.ac.za>

Directly onto clickUP

UP Staff and Students (Monday, July 8, 2013)

Please note that for the UP Staff and Students have to use "u" + your 8 digit number printed on your card (e.g. u01234567). That means that some might have a ZERO / 0 in front of your personnel number / student number. Take note that you must use your UP portal password.

CEatUP / GIBS Login (Monday, July 8, 2013)

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username: ceatup+ID/Passport: e.g. ceatup7512345678
password: SA ID number / Passport number: 7512345678

Gordon Institute of Business Science GIBS Login (University of Pretoria)
username: gibs+number: e.g. gibs123456
password: SA ID number / Passport number: 7512345678083

USERNAME: [input field]
PASSWORD: [input field]
Login



TIP:

If the UP Portal is down or unavailable, you can also login directly onto the clickUP server:

- clickUP address: <http://clickup.up.ac.za>
- Username: u+EMPLID (Example: u01234567)
- Password: UP Portal password (if the UP Portal password is not working, please try your ID number. If that is also not working, then unfortunately clickUP is also unavailable.)