



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

Name of Faculty

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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 iEnabler 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 "ITS iEnabler" and welcomes user "ALDINAH MTWALO". A navigation menu on the left lists various services, with "Student Enquiry" and "Certificates Seen" highlighted by red arrows. The main content area contains a table of processes and their descriptions.

Process	Description
Application	Application process - applicants that are currently
Residence Application	
Academic Registration	
Residence Registration	
Student Admin	Appeals: Use Internet Explorer not Edge
Financial Aid	Process to appeal. Open the Student Admin proce option for help.
Student Enquiry	
E-Payments	
MyGate Online Payment	
Request For Information	
Medical Web	

At the bottom of the page, there is a footer with links: [Contact Us](#) | [About Us](#) | [Disclaimer](#) | [Terms & Conditions](#) | [Privacy & Security Statement](#). A partial instruction "8. - Relevant personnel will communicate with s" is visible at the bottom right.

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 iEnabler portal. The user is logged in as MS GUMANE CHERLAIN PHOPHI (Student Number: 219157294). The page displays a table of certificates with the following columns: Certificate, Description, Processed, Expiry Date, Remarks, Load/View, and Uploaded via the web. Certificate A4, 'AOD-PROOF OF INCOME', is highlighted with a blue arrow. A 'Printer Friendly Format' button is visible below the table. The left sidebar contains various navigation options like Application, Residence Application, Academic Registration, etc. The bottom of the screen shows a Windows taskbar with the date 2021/03/09 and time 10:41.

Certificate		Processed	Expiry Date	Remarks	Load/View	Uploaded via the web
A1	AOD-PAYMENT ARRANGEMENT APPLI	No			Load/View Document	No
A2	AOD-ID COPY STUDENT	No			Load/View Document	No
A3	AOD-ID COPY PARENT/GUARDIAN	No			Load/View Document	No
A4	AOD-PROOF OF INCOME	No			Load/View Document	No
A5	AOD-PROOF OF ADDRESS	No			Load/View Document	No
A6	AOD-BANK STATEMENT	No			Load/View Document	No
A7	AOD-AFFIDAVIT	No			Load/View Document	No
IC	I ACCEPT	Yes			Load/View Document	No
ID	IDENTITY DOCUMENT	Yes			Load/View Document	No
MS	MATRICULATION CERTIFICATE	Yes			Load/View Document	No
RR	I accept res Reg Rules	Yes			Load/View Document	No

ITS iEnabler - Internet Explorer
https://ienabler.vut.ac.za/pls/prodi03/w31pkg.w31doc_lst?x_docat=ITS_CERT&x_option=ONLY&x_reference=219157294&x_reference2=A1&x_reference3=&x_reference4=&x_reference5=&x_action=U

Maintain Documents : Certificates

Student Number: 219157294
Name: MS GUMANE CHERLAIN PHOPHI

Student Number: 219157294
Certificate Code: A1

Close List All Upload Document

Certificate Code	Document Sequence	Remarks
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Document Upload : Certificates

Student Number: 219157294
Name: MS GC PHOPHI

Prompt	Reference
Student Number	219157294
Certificate Code	A1

Filename to Upload: Browse...

Save

Additional Information:
<pre></pre>

Close

Windows taskbar: Search, Edge, File Explorer, Mail, Outlook, Word, PowerPoint, Teams, OneDrive, Settings, Task View, Start, Network, Volume, Bluetooth, System Tray.

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