



HOW TO CHANGE YOUR ADDRESS DETAILS

STEP 1

- Insert your Login details
- Follow the **yellow steps**.

DENRAL UNIVERSITY OF TECHNOLOGY Tuesday, 9th May 2022

Central University of
Technology, Free State

iEnabler

Prospective Students

If you are a prospective student, not registered at this institution, please select the following option:

and other information and make payments.

Registered Users: Login Credentials

Student Personnel Other Alumni

Student Number:

Pin:

(5 numeric digits. Do not start with a 0.)

Login | Forgot Pin | Change Pin | Request A Pin
Forgot Student Number

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STEP 2

- Click on Application

Central University of
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Student Web

- ✓ Application
- ✓ Residence Application
- ✓ Residence Registration
- ✓ Registration
- ✓ Student Enquiry
- ✓ CUT Maintain Banking details
- ✓ MyGate Online Payment
- ✓ Maintain Banking details
- ✓ Flywire Online Payment
- ✓ Student Finance
- ✓ Medical Web

Logout



STEP 3

- Click on **Address Validation**
- Then click on **New Record**

The screenshot displays the 'Student Web' interface for 'CENTRAL UNIVERSITY OF TECHNOLOGY' on Tuesday, 9th May 2023. The user is logged in as 'iEnabler'. The left sidebar menu is expanded to 'Application', with 'Address Validation' selected. The main content area shows the 'Address Validation' page. It includes a 'Student Number' field, a 'Name' field, and a note: 'Note: Please update your address information. Click on the address type you wish to update. After updating the address, press the Save button. click on the "New Record Button" to add a new address type (e.g. Account Address, etc)'. Below this, there is a table with columns 'Address Type' and 'Address'. The table contains one entry: 'STUDY ADDRESS' with the address '14816 EXT 13'. A 'New Record' button is located at the bottom of the table.



The screenshot shows a web browser window with the URL https://enroll.cut.ac.za/pls/prod41/web.w01pkg.w01_lov.... The page title is "Address Types" and the header includes "UNIVERSITY OF TECHNOLOGY" and "Tuesday, 9th May 2023".

Search criterion for Address Types:

6

Code	Description
AA	Account Address
N	Next Of Kin

Address Validation

Click on the "List of values button" to choose the address you want to use. You also need to click on the "List of values buttons" to find the correct "Postal Code". Press the Save button to proceed.

Address Query Criteria

Update Personal Information
View Application Rules
Submit Application
View Completed Application(S)
Process Status
Personal Contact Detail
Address Validation
Process Status
▼ Residence Application
▼ Residence Registration
▼ Registration
▼ Student Enquiry
▼ CUT Maintain Banking details
▼ MyGate Online Document

Yellow arrows point to the search icon, the 'Account Address' row, and the search criteria input field.

STEP 4

- Click on the search icon
- Select type of Address
- Insert your Address



STEP 5

- Click on search icon and select your postal code
- Then Save

The screenshot displays a web application interface for searching postal codes. The main window is titled "Postal Codes" and contains a search criterion input field with a search icon and a "Close" button. Below the search field is a table with the following data:

Code	Description
114	BOTSWANA
151	COUNTRIES IN ASIA
141	COUNTRIES IN EUROPE
161	COUNTRIES IN NORTH AMERICA
171	COUNTRIES IN SOUTH AMERICA
181	MALAWI

Below the table is a "Validation" form with a "Search Form" button. The form contains a dropdown menu and a search icon. The text below the form reads: "Click on the 'List of values button' to choose the address you wish to add. You also need to click on the 'List of values buttons' to find the correct 'Postal Code'. Press the Save button to proceed." The form also includes a "Address Query Criteria" link and a search icon.



HOW TO CHANGE YOUR CONTACT DETAILS

- Follow the **Green Steps**

STEP 1

- Click on personal contact details
- Then on New Record

The screenshot shows the 'Personal Contact Detail' page for a student. The page header includes the university logo and the text 'CENTRAL UNIVERSITY OF TECHNOLOGY' and 'Tuesday, 9th May 2023'. The page title is 'Personal Contact Detail'. The student's details are: Student Number: 221028525, Name: MISS AZANIA PHELANE. A note states: 'Note: If any previously entered contact details exist click on the Communication Type to view or change its detail. Click on the 'New Record' button in order to add contact details.' The page has a table with columns for 'Communication Type' and 'Detail'. The first row shows 'CELLULAR NUMBER' with a value '07 [redacted]'. The second row shows 'GMAIL OR OTHER PERSONAL EMAIL' with a value 'pr [redacted]@gmail.com'. A 'New Record' button is located below the table. The left sidebar contains a menu with 'Student Web' at the top, followed by 'Application' (expanded) and 'Personal Contact Detail' (highlighted). A green arrow points from 'Personal Contact Detail' in the sidebar to the 'New Record' button on the page. Another green arrow points from the 'New Record' button in the sidebar to the 'New Record' button on the page.



Communication Types

Search criterion for Communication Types:

6 Search Close

Code	Description
AC	Account Contact Cellphone
NI	Next Of Kin cell phone number
NE	Next of Kin Email Address

Update Personal Information
View Application Rules
Submit Application
View Completed Application(S)
Process Status
Personal Contact Detail
Address Validation
Process Status
Residence Application
Residence Registration
Registration
Student Enquiry
CUT Maintain Banking details
MyGate Online Payment
Maintain Banking details
Flywire Online Payment
Student Finance

UNIVERSITY OF TECHNOLOGY
Tuesday, 9th May 202

Contact Detail

or contact details and click 'Save'. Use the list of values button provided to access a list of pre-defined values. All fields indicated with a * must be completed. Click the 'Clear Form' button to clear the insert

Communication Type:

*Detail:

*Provider:

Form

STEP 2

- Click on the search icon
- Select your communication type
- Insert details
- Then Save