



ICT

Residence Online Application User Manual

Document Number 00.01
Revision Number 00.01

1. Open the Online Application form by typing the following web address on your web browser <http://students.wsu.ac.za/www.wsuresidence.com/>
2. The following window will be displayed on your screen, please see figure 1.

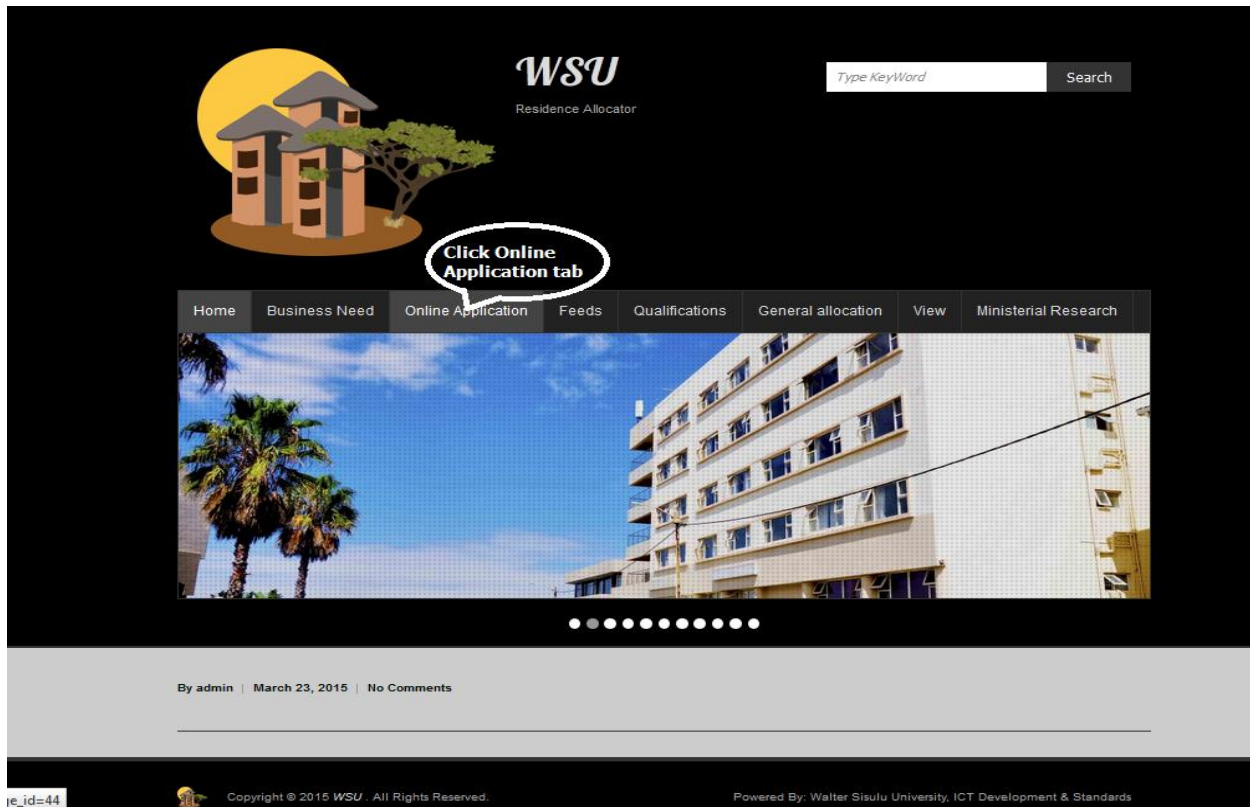


Figure 1: Landing page of Online

3. Please select Online Application tab as indicated on figure 1.
4. A window that prompts you to enter a student number, date of birth and select a campus of choice will be displayed please see figure 2.

The image shows the 'Residence Online Application' page for 'Continuing Students' at WSU (Walter Sisule University). The page features a navigation menu with options like Home, Business Need, Online Application, Feeds, Qualifications, General allocation, View, and Ministerial Research. The main form area is titled 'Residence Online Application' and contains the WSU logo and the heading 'Online Residence Application(Continuing Students)'. The form fields are as follows:

- Fill the form**
- ENTER STUDENT NUMBER:** A text input field.
- DATE OF BIRTH:** A date picker with '1991' in the year field, and dropdowns for 'Month' and 'Day'.
- SELECT CAMPUS OF CHOICE:** A list of radio buttons for campus selection:
 - NELSON MANDELA DRIVE
 - QUEENSTOWN
 - BUFFALO CITY
 - BUTTERWORTH
 - ZAMAKULUNGISA
- Submit:** A button at the bottom of the form.

Three callout boxes are present: 'Select Campus' points to the campus selection list; 'Enter student number & DOB' points to the student number and date of birth fields; and 'Click Submit' points to the submit button.

Figure 2. Login Screen

5. After clicking the submit button, an online application form will be displayed, please see figure 3.
6. Please populate all fields with information and click **Apply** button. Note that the system won't allow to proceed to the next stage without completing the application form.



Online Residence Application(Continuing Students)

Fill the form

ENTER STUDENT NUMBER:

DATE OF BIRTH

--Select Month--

--Select Day--

SELECT CAMPUS OF CHOICE

- NELSON MANDELA DRIVE
- QUEENSTOWN
- BUFFALO CITY
- BUTTERWORTH
- ZAMAKULUNGISA

Submit

SELECTED CAMPUS OF CHOICE :BUFFALO CITY

Applicant Particulars(uneditable)

YEAR

--Select Here--

Surname

ABONA

Name

TEOFLAX

Student Number

2050062

Title

MR

Gender

--Select Here--

Date Of Birth

1986-09-14

Contact Telephone Home

Cell

07822566

Email

2050062 @wsu.ac.za

Postal Address

NGUNDUZA STORE
P O BOX 3126
BUTTERWORTH

Code

4960

Physical Residential Address (Home)

NGUNDUZA STORE
P O BOX 3126
BUTTERWORTH

Code

4960

Figure 3. Online Application Form