

**Dear Prospective Student,**

**Kindly receive the login details and guidelines on how to accept or decline the admission offer from University of Botswana. You may use any Internet facility available to you to do this online.**

**Login Details and Step-By-Step Guidelines**

**1. Open UB website [www.ub.bw](http://www.ub.bw)**

The screenshot shows the University of Botswana website homepage. At the top, there are two news snippets. The first is about representatives of Botswana at a higher education fair in Maseru, Lesotho. The second is a quote from Vice Chancellor Professor David Norris. Below the news is a 'more news' link. The 'Upcoming Events' section features four event cards for March 13, 19, 21, and 26. The 'Life at UB' section contains icons for Student Services, Disability Support, IT Services, Residence Accommodation, Dining, Health Matters, Culture, Sports & Recreation, and Counselling. At the bottom, there is a navigation menu with categories: Faculties, Departments, Research, Online Systems, and About UB. The 'Online Systems' category is circled in white, and its sub-menu is shown in a separate box below.

Representatives of the University of Botswana who participated at the Fourth Higher Education Fair in Maseru, Lesotho visited the Lesotho High School on February 24, 2018 as part of a familiarisation... [read more](#)

"We are at your disposal. Please use us." This is the message emphasised by the Vice Chancellor, Professor David Norris, when he met Botswana's captains of industry at the UB Stadium VIP... [read more](#)

[more news](#)

**Upcoming Events**

**mar 13**  
**Public Lecture: Botswana - Towards a Knowledge-based Economy**  
Botswana has recently begun to beat the "Knowledge Economy" drum, indicating that Botswana must become a "Knowledge Society" and part of the "Global Knowledge Economy"....

**mar 19**  
**Mid-semester break begins**

**mar 21**  
**Guest Lecture**  
The academic community is invited to a Guest Lecture by Zachary F. Meisel, an associate professor of Emergency Medicine at the University of Pennsylvania.

**mar 26**  
**Classes resume after semester break**

[more events](#)

**Life at UB**

Student Services   Disability Support   IT Services   Residence Accommodation   Dining   Health Matters   Culture, Sports & Recreation   Counselling

**Faculties**  
> Business  
> Education  
> Engineering and Technology  
> Health Sciences  
> Humanities  
> Medicine

**Departments**  
> Academic A-Z  
> Administration and Support

**Research**  
> Office of Research and Development  
> Okavango Research Institute  
> Staff Profiles  
> Research, Innovation and Scholarship Archive (UBRISA)

**Online Systems**  
> **Student Administration System**  
> Blackboard  
> Moodle  
> Library Catalogue  
> Research Management System

**About UB**  
> History  
> Staff Profiles  
> Job Opportunities  
> Tenders  
> Documents  
> Contacts

**2.**

The screenshot shows a dark-themed menu titled 'Online Systems'. The menu items are listed with right-pointing chevrons. The 'Student Administration System' item is circled in white.

**Online Systems**

- > Kitsiso
- > **Student Administration System**
- > Blackboard
- > Moodle
- > Library Catalogue
- > Research Management System
- > Residence Management System
- > Office 365
- > Staff Email
- > Student Email

3. Click the link "STUDENT ADMINISTRATIVE SYSTEM" and the following window will appear

**ORACLE**  
**PEOPLESFT ENTERPRISE**

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User ID:

Password:

**Sign In**

Select a Language:

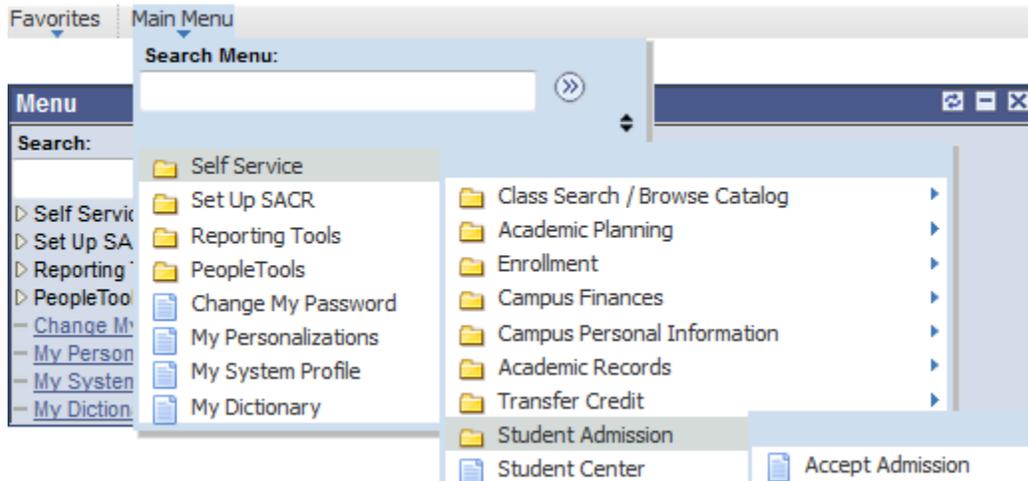
<a href="#">English</a>	<a href="#">Español</a>
<a href="#">Dansk</a>	<a href="#">Deutsch</a>
<a href="#">Français</a>	<a href="#">Français du Canada</a>
<a href="#">Italiano</a>	<a href="#">Maqyar</a>
<a href="#">Nederlands</a>	<a href="#">Norsk</a>
<a href="#">Polski</a>	<a href="#">Português</a>
<a href="#">Suomi</a>	<a href="#">Svenska</a>
<a href="#">Čeština</a>	<a href="#">日本語</a>
<a href="#">한국어</a>	<a href="#">Русский</a>
<a href="#">ไทย</a>	<a href="#">简体中文</a>
<a href="#">繁體中文</a>	<a href="#">العربية</a>
<a href="#">UK English</a>	

**Campus - Production (CS9PROD)**

4. On the **User ID space**, enter your Student ID number which appears as **Ref:** on the Admission offer/letter, e.g. **201800079**,
5. On the **Password space** enter the *first two letters of your first-name, followed by first two letters of your Surname all in capital letters, followed again by the last four digits of your Student ID /Ref:* e.g. **Sakhie Molotsi**, 201800011, thus, the password will be **SAMO0011**
6. The following page will appear:



7. Click **Main Menu**, then select **Self Service** followed by **Student Admission** as shown below:



8. The page below will appear, then on the admissions group, click on ACCEPT/DECLINE link for the first time then second time

**Admissions**

[Apply for Admission](#)    Incomplete    Complete    Admitted

**My Applications**

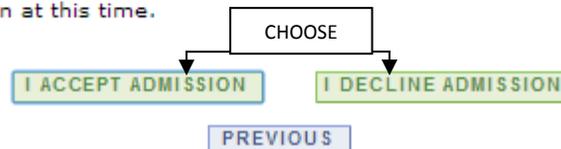
University of Botswana	Bachelor of Nursing Science	2015 S1	Application			
University of Botswana	Pre-medical Program	2015 S1	Application			
University of Botswana	B Information Systems	2015 S1	Admit	Firm Offer		<a href="#">Accept or Decline</a>

You then have to choose either **I ACCEPT ADMISSION** or **I DECLINE ADMISSION** as shown below depending on your decisions about the offer,

### Accept Admission

<b>Institution</b>	University of Botswana	<b>Career</b>	Undergraduate Degree
<b>Admit Term</b>	2015/16 Acad Year Semester 1	<b>Program</b>	B Information Systems
<b>Application Number</b>	00036663		

Select either the Accept or Decline button to indicate your choice. You will then be asked to confirm your decision. Select the Previous button if you do not wish to make a selection at this time.



Please remember to state the reason if you choose: I DECLINE ADMISSION

a)

### Accept Admission

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<b>Admit Term</b>	2015/16 Acad Year Semester 1	<b>Program</b>	B Information Systems
<b>Application Number</b>	00036663		

CONFIRM ACCEPTANCE

PREVIOUS

b)

### Accept Admission

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<b>Application Number</b>	00036663		

CONFIRM DECLINE

PREVIOUS

i) If you Decline kindly indicate the reason

### Accept Admission

We're sorry that you have decided not to enroll for this program. Please take a moment to let us know what your plans are and what factors influenced your decision.

Please tell us which school you plan to attend. Select the magnifying glass to search for the school or type the name of the school in the field to the right.

Please specify the main reason why you chose this school

Select reason

SAVE

Type the institution you chose here

9. When you are done DO NOT FORGET TO SIGN OUT by clicking **Sign Out** at the top right corner of the screen

