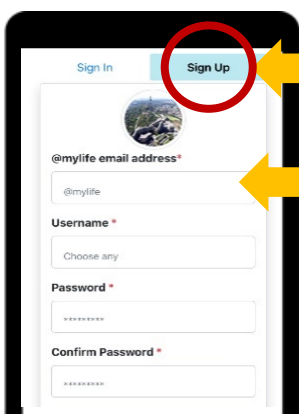


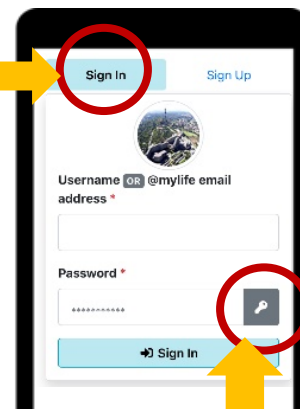
How to use the Student Booking APP **Registered Students**

1 Visit <http://www.unisa.ac.za/access> on your phone or PC



- 1 Click on **"Sign Up"**
- 2 Register with your **myLife e-mail address** and a password of your choice
- 3 Access your **myLife account** and verify your registration

2 Sign-in



NB If you forgot your password, use the key button

3 Complete a Booking

1 Select date (limited to today and tomorrow)

2 Specify reason for booking

3 Select time slot (Morning or Afternoon)

4 Select a campus/region

5 Select a building/facility

6 Confirm absence of listed Covid-19 symptoms

7 Submit booking

Fields include: Date of visit, Specific reason for booking, Morning/Afternoon slot, Campus, Building, and a confirmation checkbox.

Only accessible campuses/regions are listed

Only accessible buildings/facilities are listed

Booking is confirmed or rejected

NB

If confirmed take screenshot of confirmation

NB

Number of booking slots available are regulated
Be considerate and do not overbook
Delete a booking when not going

4 AT CAMPUS ENTRANCE GATES

- 1 Follow signs to Screening Points
Will not be allowed to enter if NOT screened
- 2 Produce Student card for scanning
- 3 Body temperature is scanned and recorded
- 4 Access campus

5 AT BUILDING ENTRANCES

- 1 Produce Student card for scanning
- 2 Booking is confirmed
- 3 Access Building or facility