

STEP 1: Go to myUnisa homepage:

<https://my.unisa.ac.za/portal>



[Click here to login](#)

[Claim UNISA Login](#) | [Forgotten Student Number](#) | [Forgotten UNISA Password](#)

- Registration
- Learner Support & Regions
- Assignments & Examinations
- Student Affairs & SRC
- News & Events

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[myLife email](#)

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- ### Notices
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 - > [Exams affected by the taxi strike in the Nelspruit area on 27 October 2017](#)
 - > [Applications for admission to postgraduate qualifications \(honours degrees, postgraduate diplomas, and master's and doctoral degrees\) for the 2018 academic year close on Monday 13 November 2017](#)
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- ### Important links
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 - [Payment methods and banking details](#)
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STEP 2: Claim your Unisa login



Click here to login

Claim UNISA Login

Registration Student Number Postgraduate Student Number

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STUDY@UNISA
A guide to distance learning and Unisa

Undergraduate & honours

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STEP 3: Enter your student number



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Claim UNISA Login

Welcome to UNISA.

Please complete the application below to access your initial UNISA Login details.

The initial login details will give you access to three systems:

1. myUnisa – teaching and learning system and the Unisa Library
2. myLife – a web-based email for UNISA students

Step 1 of 4: Please enter your student number

Required items marked with *

Student number *

[Continue](#)

Enter your student number

STEP 4: Enter your personal information



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Claim UNISA Login

The details you enter on this form will be compared to the biographical information in the Unisa Student System.

Step 2 of 4: Complete your personal information for 43411045

NOTE: If your name contains diacritical characters, and you get the "Data does not match" error, try the character without the diacritical character, e.g. "e" instead of "é". If your name contains a hyphen (-) try leaving the hyphen out. Please enter your full names.

Required items marked with *

Surname *

Full names *

Date of birth (YYYY/MM/DD) *

South African Identity Number *

OR

Passport Number or Foreign ID *

A red rectangular box highlights the input fields for Surname, Full names, Date of birth, and South African Identity Number/Passport Number or Foreign ID. A red arrow points from the bottom right corner of this box to a larger red box containing text.

Enter the personal details used when you originally registered with UNISA.

STEP 5: Read the guidelines



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Claim UNISA Login

Step 3 of 4: Acknowledge that you have read the information below

Click in the check boxes next to each statement to **acknowledge** that you have read these guidelines:

- This password will provide **initial access** to your myLife e-mail account and the myUnisa Learning Management System. It is your responsibility to protect your passwords from abuse by others. **DO NOT** disclose your passwords to any other persons.
- Your **myLife account will be the only e-mail account** recognised by Unisa for official correspondence from and to the university. The myLife account will remain the official primary e-mail address on record at Unisa. The management of this e-mail account is entirely your responsibility. You can make use of the online features supplied by the e-mail provider to protect the privacy of your account.
- The myUnisa platform should be used strictly for Unisa academic (teaching and learning) purposes only. Advertising and or any other breach as outlined in the Student Disciplinary Code may lead to disciplinary action.
- Your student number and various passwords control access to your information on myUnisa and myLife, and allow access to the Library site. It is good practice to regularly **change** your passwords in order to avoid fraudsters accessing your email account.

Unisa will not be liable for any changes to your information, made by other users logging in with your valid password, via the myLife email account (either with or without your consent) or myUnisa learning system.

[Acknowledge](#) [Back](#)

Please read and acknowledge that you have read each statement.

STEP 6: Only ONE password



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Claim UNISA Login

Step 4 of 4: UNISA Account details

Student number 1234567

You are almost done!

Your myLife email address is: 1234567@mylife.unisa.ac.za

Your cell phone number on record is: +2782xxxxxxx

TAKE NOTE

Your initial UNISA password will be: and will be sent via SMS to your cell phone number on record.

Your initial UNISA password is case-sensitive – enter is exactly as above.

What is next?

You can now access your new myLife email account or the myUnisa learning system.

1. Click here to access your myLife email account at Office 365. <http://mylife.unisa.ac.za/mail>
2. Click here to access the myUnisa learning system at <https://my.unisa.ac.za>

Your password for both myUnisa and your myLife e-mail account will appear on the screen

VERY IMPORTANT:
Your myLife account can take upto 24 hours to be activated

To access your myLife e-mail account, go to <http://mylife.unisa.ac.za>

STEP 7: Login to myUnisa



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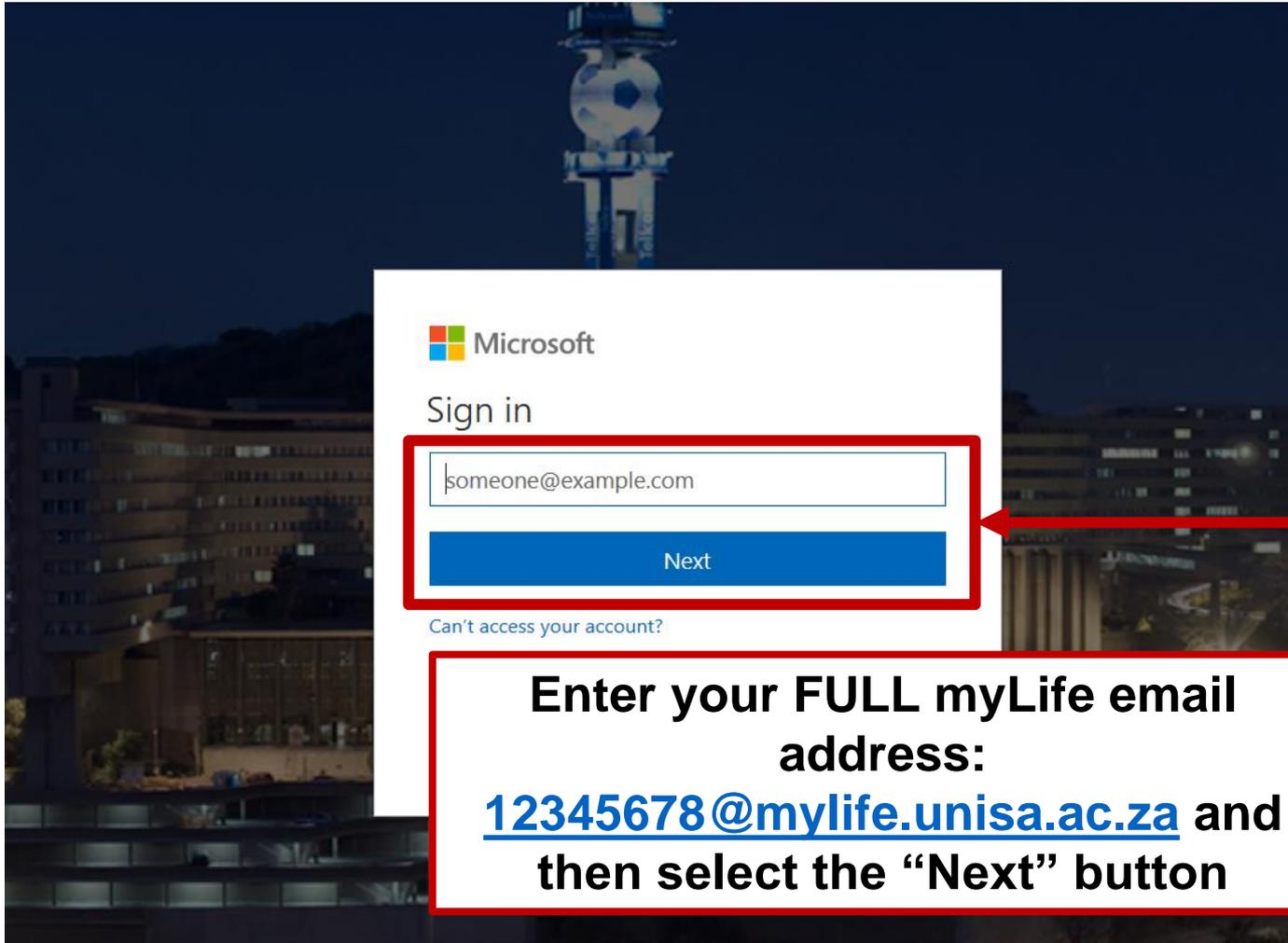
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**Click here to
login to myLife
email**

[Click here to login](#)

STEP 8: Open your myLife e-mail account



STEP 9: Sign out of your myLife e-mail

The screenshot shows the Outlook interface with the 'My accounts' panel open on the right. The 'Sign out' link is highlighted with a red box. A red arrow points from the 'Sign out' link to the user's profile picture in the top right corner, which is also highlighted with a red box. Another red arrow points from the 'Sign out' link to a text box that says 'Click on the "sign out" link.' A third red arrow points from the 'Sign out' link to a text box that says 'Click on the "head" image'. A large orange text box at the bottom left contains the following text: **VERY IMPORTANT: Remember to always SIGN out of BOTH your myLife AND myUnisa accounts.**

Office 365 Outlook

Search Mail and People

Joe Bloggs

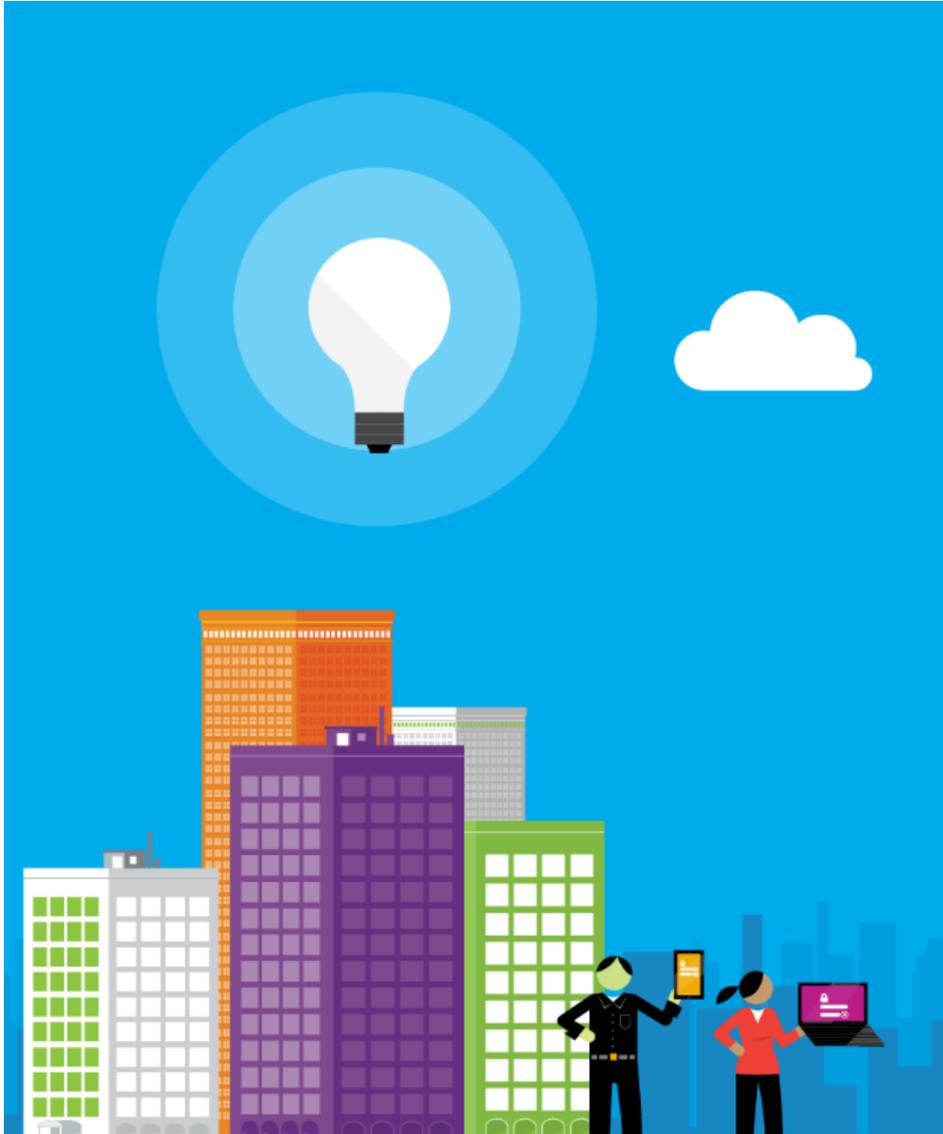
My accounts

Click on the "head" image

Click on the "sign out" link.

VERY IMPORTANT: Remember to always SIGN out of BOTH your myLife AND myUnisa accounts.

STEP 10: Sign out of your myLife e-mail



You signed out of your account

It's a good idea to close all browser windows.

VERY IMPORTANT:
Make sure you always
see this message as
proof that you have
signed out of your
myLife account