

STEP 1: Go to myUnisa homepage:

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

The screenshot shows the myUnisa homepage. At the top left is the myUNISA logo with the University of South Africa emblem. To the right is a 'Click here to login' button. Below the logo are links for 'Claim UNISA Login', 'Forgotten Student Number', and 'Forgotten UNISA Password'. A dark navigation bar contains: 'Registration', 'Learner Support & Regions', 'Assignments & Examinations', 'Student Affairs & SRC', and 'News & Events'. The main content area features a 'STUDY@UNISA' banner with the text 'A guide to distance learning and Unisa' and 'Undergraduate & honours', with a 'VIEW MORE' button. To the right is a carousel slide titled 'Alone no longer, Thato embraces the Unisa family' with a 'More stories' link. Below the banner are four service buttons: 'Registration', 'Learner Support & Regions', 'Assignments & Exams', and 'Student affairs & SRC'. To the right are two orange buttons: 'myLife email' and 'Unisa Radio'. The 'Notices' section lists several updates, and the 'Important links' section lists various services like '2017 fee adjustment', 'Payment methods', 'Books', 'Student policies', 'Graduation', 'Jobs and scholarships', 'Bursaries and loans', and 'Accessibility'.

myUNISA university of south africa

Click here to login

Claim UNISA Login | Forgotten Student Number | Forgotten UNISA Password

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

STUDY@UNISA
A guide to distance learning and Unisa
Undergraduate & honours
VIEW MORE

Alone no longer, Thato embraces the Unisa family
More stories

myLife email

Unisa Radio

Notices

- > Unisa Student Satisfaction Survey: 2017 - part 2
- > 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
- > Admission to examination venues
- > The deadline for students wanting to apply for NSFAS funding for the first time in 2018 and those who did not receive funding in 2017 is 30 November 2017
- > Steps to follow if you are unable to get to an examination venue due to circumstances beyond your control
- > Call for volunteers: Student Mentor Programme
- > Final exam timetables for the October and November 2017 exam period
- > Feedback on FI concession results
- > Feedback: Audit of final-year students' qualifications
- > Accessing your myLife e-mail account

Important links

- 2017 fee adjustment (missing middle) grant
- Payment methods and banking details
- Books
- Student policies and rules
- Graduation
- Jobs and scholarships
- Bursaries and loans
- Accessibility

STEP 2: Claim your Unisa login

The screenshot shows the myUNISA website interface. At the top left is the myUNISA logo. A red box highlights the 'Claim UNISA Login' link in the top navigation bar, with a red arrow pointing to it from a 'Click here to login' button. Below the navigation bar is a 'STUDY@UNISA' banner with a 'VIEW MORE' button. A second red box highlights the 'Claim Unisa login' text in a callout box over a photo of a student. Below the banner are four service buttons: Registration, Learner Support & Regions, Assignments & Exams, and Student affairs & SRC. To the right are 'myLife email' and 'Unisa Radio' buttons. At the bottom are 'Notices' and 'Important links' sections.

myUNISA university of south africa

Click here to login

Claim UNISA Login

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

STUDY@UNISA
A guide to distance learning and Unisa

Undergraduate & honours

VIEW MORE

Click on "Claim Unisa login"

myLife email

Unisa Radio

Notices

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STEP 3: Enter your student number



[Click here to login](#)

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

[Registration](#) [Learner Support & Regions](#) ▾ [Assignments & Examinations](#) ▾ [Student Affairs & SRC](#) ▾ [News & Events](#)

[Home](#) / [Claim UNISA Login](#)

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

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

myUNISA | university of south africa

[Click here to login](#)

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

Registration | Leamer Support & Regions | Assignments & Examinations | Student Affairs & SRC | News & Events

Home / Claim UNISA Login

Claim UNISA Login
Forgotten UNISA Password
Forgotten Student Number

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 *

/ /

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

STEP 5: Read the guidelines

myUNISA university of south africa [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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[Claim UNISA Login](#)
[Forgotten UNISA Password](#)
[Forgotten Student Number](#)

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

myUNISA university of south africa

Click here to login

Claim UNISA Login | Forgotten Student Number | Forgotten UNISA Password

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

Home / Claim UNISA Login

Claim UNISA Login
Forgotten UNISA Password
Forgotten Student Number

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

The screenshot shows the myUnisa website interface. At the top left is the myUNISA logo. To its right, a red box highlights a button labeled "Click here to login". Below the logo is a navigation bar with links: "Registration", "Learner Support & Regions", "Assignments & Examinations", "Student Affairs & SRC", and "News & Events". A central banner features a photo of two students and the text "STUDY@UNISA A guide to distance learning and Unisa", with a "VIEW MORE" button. Below the banner are four service tiles: "Registration", "Learner Support & Regions", "Assignments & Exams", and "Student affairs & SRC". To the right of these tiles are two orange buttons: "myLife email" and "Unisa Radio". A red box highlights the "myLife email" button. At the bottom, there are two sections: "Notices" with a list of updates and "Important links" with a list of services. A red box highlights the "myLife email" button in the "Important links" section. A large red box on the right side of the page contains the text "Click here to login to your myUnisa account" with an arrow pointing to the "Click here to login" button at the top.

myUNISA university of south africa

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

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myLife email

Unisa Radio

Click here to login to your myUnisa account

Click here to login to myLife email

Click here to login to myLife email

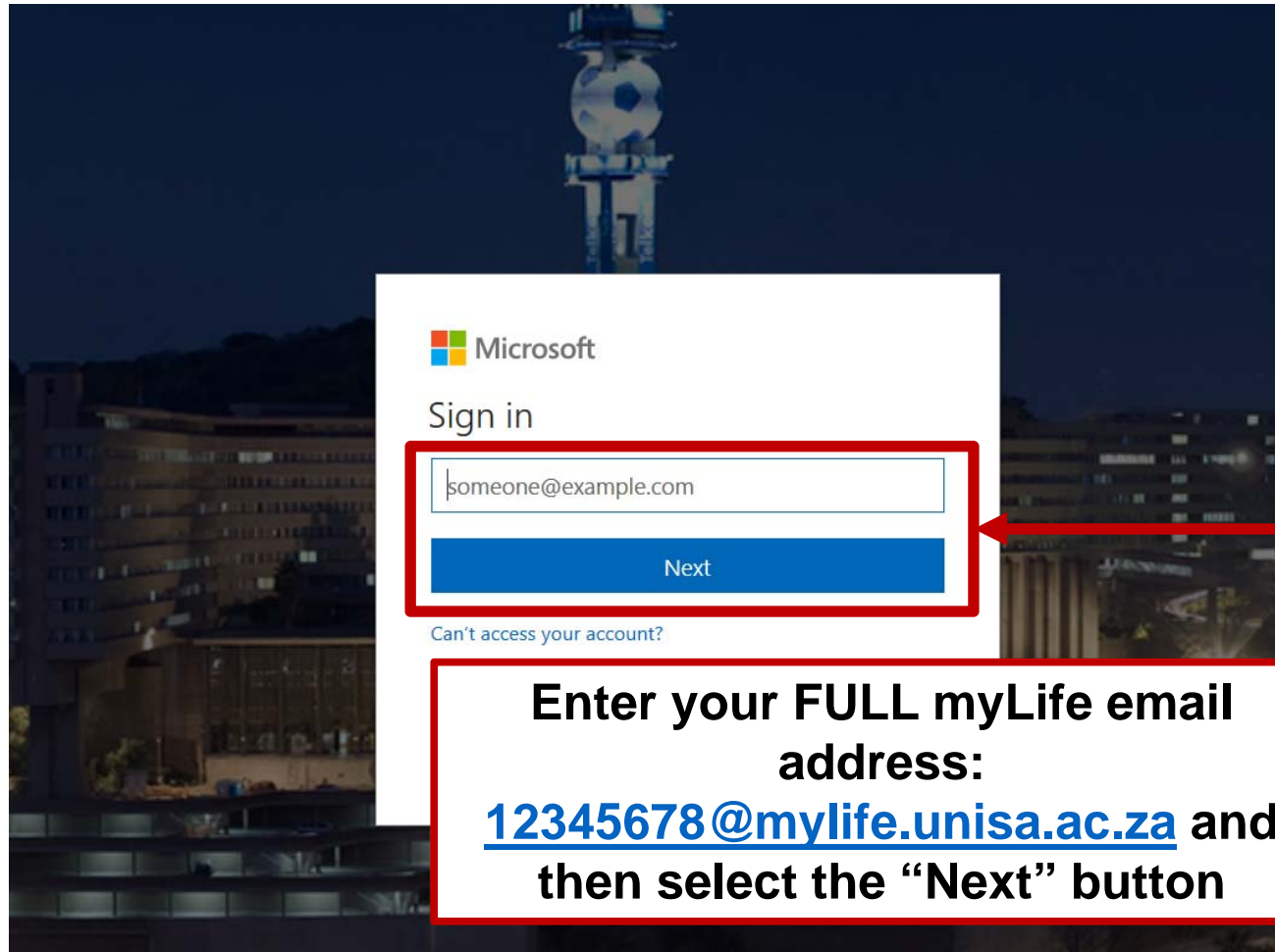
Notices

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Important links

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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. The user's name 'Joe Bloggs' and profile picture are visible in the top right corner. The 'My accounts' panel lists several options: 'My profile', 'Open another mailbox...', 'My account', and 'Sign out'. A red box highlights the 'Sign out' link. Another red box highlights the profile picture in the top right corner. A third red box highlights the 'Sign out' link in the 'My accounts' panel. A large orange box with a red border contains the 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