



# Guide to maintain banking details online!



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# Online Banking Detail Processes:

## Please Note the following:

- Use a computer or laptop to register online. **(NOT A CELLPHONE)**
- Visit our website: [www.spu.ac.za](http://www.spu.ac.za) or use the following link [https://ienabler.spu.ac.za/pls/prodi41/w99pkg.mi\\_login?numtype=S](https://ienabler.spu.ac.za/pls/prodi41/w99pkg.mi_login?numtype=S) to register online.
- Browser to use: avoid technical issue with access by using *Internet Explorer*.

### STEP 1. How to login?

Login with your **student no** and five-digit **pin** then click on the **Login Button**.

SOL PLAATJE UNIVERSITY Friday, 29th January 2021

**Prospective Students**

If you are a prospective student, not registered at this institution, please select the following option:

**Apply, Register, Change personal information, get academic and other information and make payments.**

**Registered Users: Login Credentials**

Student  Personnel  Other  Alumni

**Student Number:**

**Pin:**

(5 numeric digits. Do not start with a 0.)

Login Forgot Pin Change Pin Request A Pin

Forgot Student Number

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### STEP 2. Did you forget your pin, or do you want to create a pin?

- Type in your student number and click on **Request a Pin** or click on **Forgot Pin**.
- A web pin will be send directly to your email address.
- If the system blocks you after 3 unsuccessful login attempts, contact your School Registrar/Administrator to reset your login.

**Congratulations!!** You have accessed the Student Online System.

The screenshot shows the Sol Plaatje University Student Online System interface. At the top, it displays 'SOL PLAATJE UNIVERSITY' and the date 'Thursday, 15th April 2021'. On the left, there is a 'Student Web' menu with options: Application, Registration, Student Administration, Student Enquiry, and Maintain Banking details. Below the menu is a 'Logout' button. The main content area shows a student profile for 'KERRIN SHAUNA, KLAASTE' with the following details:

Student Nbr	201727404
Gender	Female
Birthdate	03-Mar-1998
ID Nbr	9803030059081
Marital Status	Single
Home Lang	ENGLISH
Citizenship	SOUTH AFRICA

Below the profile table, there is an 'Email Address' field with the value '201727404@spu.ac.za' and a 'Call Home' button. On the right side of the dashboard, there are five blue buttons: 'School Leaving Information', 'Application Information', 'Registration Information', 'Residence Information', and 'Financial Information'.

### STEP 3. Read the Banking Detail Rules and Indemnity and Consent Information

Click on **Maintain Banking Details**, then click on **Banking Detail Rules and Regulations** on your left.

**NB:** Read the **SPU Online Rules** pertaining **Updating of Banking Details**.

The screenshot shows the 'Banking Details Rules and Reg' page in the Sol Plaatje University Student Online System. At the top, it displays 'SOL PLAATJE UNIVERSITY' and the date 'Thursday, 15th April 2021'. The page title is 'Banking Details Rules and Reg'. Below the title, the student's details are shown: 'Student Number: 202100001' and 'Name: MR GRANNALCY TEBOGO MOTLHABANE'. The main content area features the Sol Plaatje University logo and the following text:

**BANKING DETAILS RULES**

Please read the **Indemnity and Consent Form** below, which will need your electronic consent in order to proceed to the next step. (Click on the **"I accept"** button).

**INDEMNITY AND CONSENT FORM**

1. I, hereby undertake to acquaint myself, abide by and comply with the rules, regulations, policies and procedures of Sol Plaatje University (hereinafter referred to as 'SPU') as amended from time to time.
2. I agree that SPU, through its normal governance bodies, may amend any rule,

Tick on one of the following boxes:

**[I Accept]** or **[I do not Accept]** as it serves as an electronic consent in order to proceed to the next step.

**Student Web**

- Application
- Registration
- Student Administration
- Student Enquiry
- Maintain Banking details
  - [Banking Details Rules and Reg](#)
  - Capture Banking Details
  - Upload Banking Documents

**Logout**

1. I, hereby undertake to acquaint myself, abide by and comply with the rules, regulations, policies and procedures of Sol Plaatje University (hereinafter referred to as 'SPU') as amended from time to time.

2. I agree that SPU, through its normal governance bodies, may amend any rule, regulation, policy or procedure at any time during the course of my studies, and that I shall be bound to any such amendment as soon as it may take effect.

3. I agree and undertake to:

3.1 correctly capture my banking details on SPU's student portal, and

3.2 update my personal and banking details on the student portal if they change during the period of my studies at SPU.

4. I herewith indemnify and hold harmless SPU from any action or claim of any nature whatsoever that might be brought by any person whatsoever against SPU as a result of any personal loss, injury or damage arising directly or indirectly from any act or omission on my part, relating to or incidental to the failure on my part to honor the above provisions specifically as it relates to clause 3, or otherwise, as the case may be.

5. I agree that SPU has the right to cancel payments due to me if I provide incorrect / insufficient information or documentation when updating my banking details, or if I fail to provide material information or documentation.

6. I, the undersigned, hereby assume absolute responsibility for the payment made into the banking details that I have provided to SPU.

I Accept

I do not Accept

**Save**

**NB:** The system will display that your acceptance of the rules has been logged.

SOL PLAATJE UNIVERSITY Thursday, 15th April 2021

**Your acceptance has been logged**

[Return](#)

**Student Web**

- Application
- Registration
- Student Administration
- Student Enquiry
- Maintain Banking details
  - [Banking Details Rules and Reg](#)
  - Capture Banking Details
  - Upload Banking Documents

**Logout**

#### STEP 4. How to capture your banking details?

Click on **Capture Banking Details**.

**NB!**

- 1) If your banking details were previously provided to the Finance Division, please do not capture onto the system again.**
- 2) If you are capturing your banking details for the first time, please ensure that the information is captured accurately on the Online System.**

Click and select your Bank Account Type and use the drop down button to see the list of Bank Account Types.

SOL PLAATJE UNIVERSITY Thursday, 15th April 2021

### Banking Details

Student Number: 201727404  
Name: MS KERRIN SHAUNA KLAASTE

Title: MS Initials: KS Surname: KLAASTE

Bank Account Type: Savings Account

Bank: [ ]

Branch: [ ]

Account Number: [ ]

Save

SOL PLAATJE UNIVERSITY Thursday, 15th April 2021

### Banking Details

Student Number: 201727404  
Name: MS KERRIN SHAUNA KLAASTE

Title: MS Initials: KS Surname: KLAASTE

Bank Account Type: Savings Account

Bank: [ ]

Branch: [ ]

Account Number: [ ]

Save

Click on the list to view and select your bank.

SOL PLAATJE UNIVERSITY Thursday, 15th April 2021

### Banking Details

Student Number: 201727404  
Name: MS KERRIN SHAUNA KLAASTE

Title: MS Initials: KS

Bank Account Type: Savings Account

Bank: [ ]

Branch: [ ]

Account Number: [ ]

Save

List Of Values: Valid Bank Number - Internet Explorer

https://ienabler.spu.ac.za/pls/prodi41/web.w01pkg.w01\_lov\_bind?X\_THEFILTER=%25&X\_FOR...

### Valid Bank Number

Search criterion for Valid Bank Number:

[ ] % Search Close

Code	Description
1	First National Bank
2	Nedbank
3	Standard Bank
4	Capitec Bank
5	Ithala Bank
6	Absa Bank
7	Post Bank

Click on the list to view your branch, key in your numeric Bank Account number and Save.

SOL PLAATJE UNIVERSITY Thursday, 15th April 2021

### Banking Details

**Student Number:** 201727404  
**Name:** MS KERRIN SHAUNA KLAASTE

**Title:** MS **Initials:** KS **Surname:** KLAASTE \*

**Bank Account Type:** Savings Account \*  
**Bank:** 1 \*  
**Branch:** \*  
**Account Number:** \*

First National Bank

List Of Values: Valid Bank Branch - Internet Explorer  
https://renabler.spu.ac.za/pls/prodi41/web.w01pkg.w01\_lov\_bind?X\_THEFILTER=%25&X\_FORI

#### Valid Bank Branch

Search criterion for Valid Bank Branch:

%

Code	Description
<a href="#">230102</a>	FNB NEW PARK
<a href="#">231002</a>	New Park
<a href="#">250655</a>	UNIVERSAL BANK CODE

### STEP 5. Upload banking documents.

Click on **Upload Banking Document** to upload and SAVE the required documents. Follow the red arrow below.

SOL PLAATJE UNIVERSITY Saturday, 17th April 2021

### Upload Documents

**Student Number:** 202100001  
**Name:** MIR GRANNALCY TEBOGO MOTLHABANE

Certificate	Processed	Expiry Date	Remarks	Uploaded via the web
BD Proof of banking details	No		<a href="#">Load/View Document</a>	No

STEP 6. Do you need assistance?



**PLEASE EMAIL:** [finance.enquiries@spu.ac.za](mailto:finance.enquiries@spu.ac.za)



**Well done!**