



Guide to Documents upload

“Certificate seen- on i-enabler”



How to upload documents

Student Web

Application

View Application Rules

Update Personal Information

Click here



Certificates seen

Student Number Certificates seen

- You need electronic copies of your documents.
- Click on the blue Load/View document hyperlink.
- On the next window click on the Load Document Button and browse to the correct location of your document.
- Choose the document that corresponds to the certificate description of the document you clicked on and Save.
- Repeat the process for all the certificates on the page.
- Do not upload all documents under the same certificate link.

	Processed	Expir/ Date	Remarks	Load/View	Uploaded via the web
I Accept Academic Appl Rules	Yes			Load/View Document	No
IDENTITY DOCUMENT/PASSPORT	No			Load/View Document	No
I Accept Academic Reg Rules	Yes			Load/View Document	No

Printer Friendly Format



How to upload documents

Click here (1) → outcome

Processed	Expiry Date	Remarks		
I Accept Academic Appl Rules	Yes			
IDENTITY DOCUMENT/PASSPORT	No		Load/View Document	No
I Accept Academic Reg Rules	Yes		Load/View Document	No

Click here (2)

41app.orbitcollege.co.za/?x_...

Maintain Documents : Certificates

Student Number: 111102479
Name: MI [] H []

Student Nu []
Certificate Code IA

Close List All Upload Document

https://orbit41app.orbitcollege.co.za/pls/prodi41/w31pkg.w31upload_screen?p_doccat=ITS_CERT&p_u - Internet Explorer

Document Upload : Certificates

Student Number: []
Name: MI [] H []

Prompt	Reference
Student Number	[]
Certificate Code	IA

Filename to Upload: [] Browse... Save

Additional Information:
<pre></pre>

outcome



How to upload documents

https://orbit41app.orbitcollege.co.za/pls/prodi41/w31pkg.w31upload_screen?p_doccat=ITS_CERT&p_u - Internet Explorer

Document Upload : Certificates

Student Number: [REDACTED]
Name: MISS [REDACTED]

Prompt	Reference
Student Number	[REDACTED]
Certificate Code	IA

Filename to Upload: [REDACTED]

Additional Information:
<pre></pre>

Click here to locate the documents

Click on "Save" to save those documents-

When you find the document, you will click on it it will

Certificate Code: [REDACTED]

Filename to Upload: C:\Users\lmakeki\Desktop\lmakeki ID Copy.pdf

How to upload documents

After you have clicked on “Save” the outcome will be this message.

Details of loaded document:

Prompt	Reference
Student Number	111199179
Certificate Code	IA
Filename	F-546681661/makeki ID Copy.pdf
Additional Information	
Mime Type	application/pdf
Document Size	1040889
DAD Characterset	ascii
Content Type	BLOB

Document/Image upload successful

Close

If unsuccessful- upload again

NB: If you do not see this message know your documents were unsuccessfully uploaded try again.



How to upload documents

- Before and After document upload verification

Before document upload "NO"

	Processed	Expiry Date	Remarks	Load/View	
I Accept Academic Appl Rules	Yes			Load/View Document	No
IDENTITY DOCUMENT/PASSPORT	No			Load/View Document	No
I Accept Academic Reg Rules	Yes			Load/View Document	No

After document upload "YES"

	Processed	Expiry Date	Remarks	Load/View	
I Accept Academic Appl Rules	Yes			Load/View Document	
IDENTITY DOCUMENT/PASSPORT	No			Load/View Document	Yes
I Accept Academic Reg Rules	Yes			Load/View Document	No



How to upload documents

- **After** you have uploaded your documents
- The **campus will verify the documents.**
- If you want to **track the process of verification**

Student Web

Application

View Application Rules

Update Personal Information

Personal Contact Detail

Address Validation

Schools Attended



Click here

Get Application

Submit Application

Registration Restrictions

Process Status

View Completed Application(S)

Outcome "BEFORE" verification

Outstanding Documents

Note: documents outstanding

Document	Council Number	Remarks	Expiry Date
IDENTITY DOCUMENT/PASSPORT			

Outstanding Documents

Note: documents outstanding

Document	Council Number	Remarks	Expiry Date
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Outcome "AFTER" verification