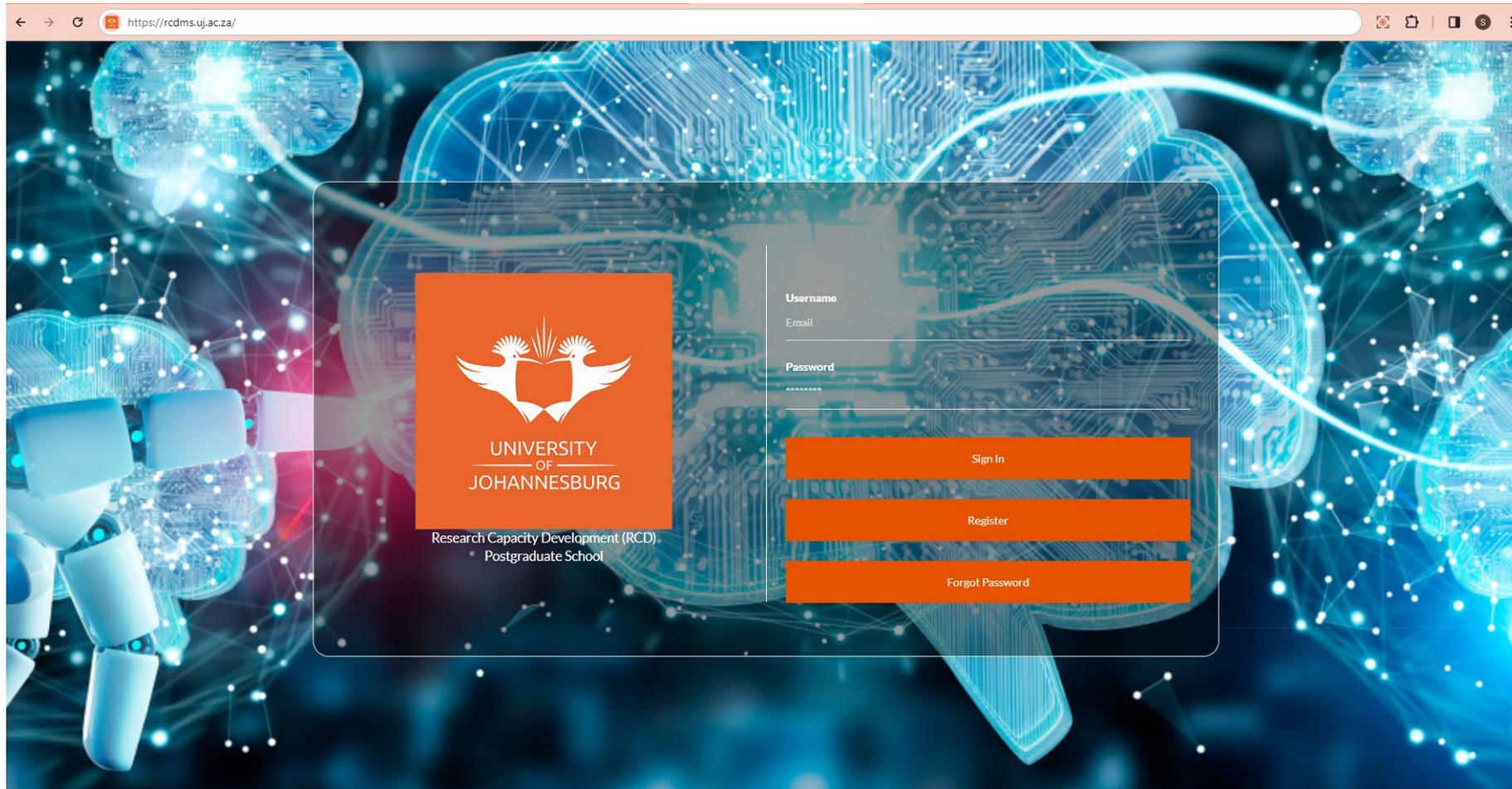


THE RCD MANAGEMENT SYSTEM USER MANUAL

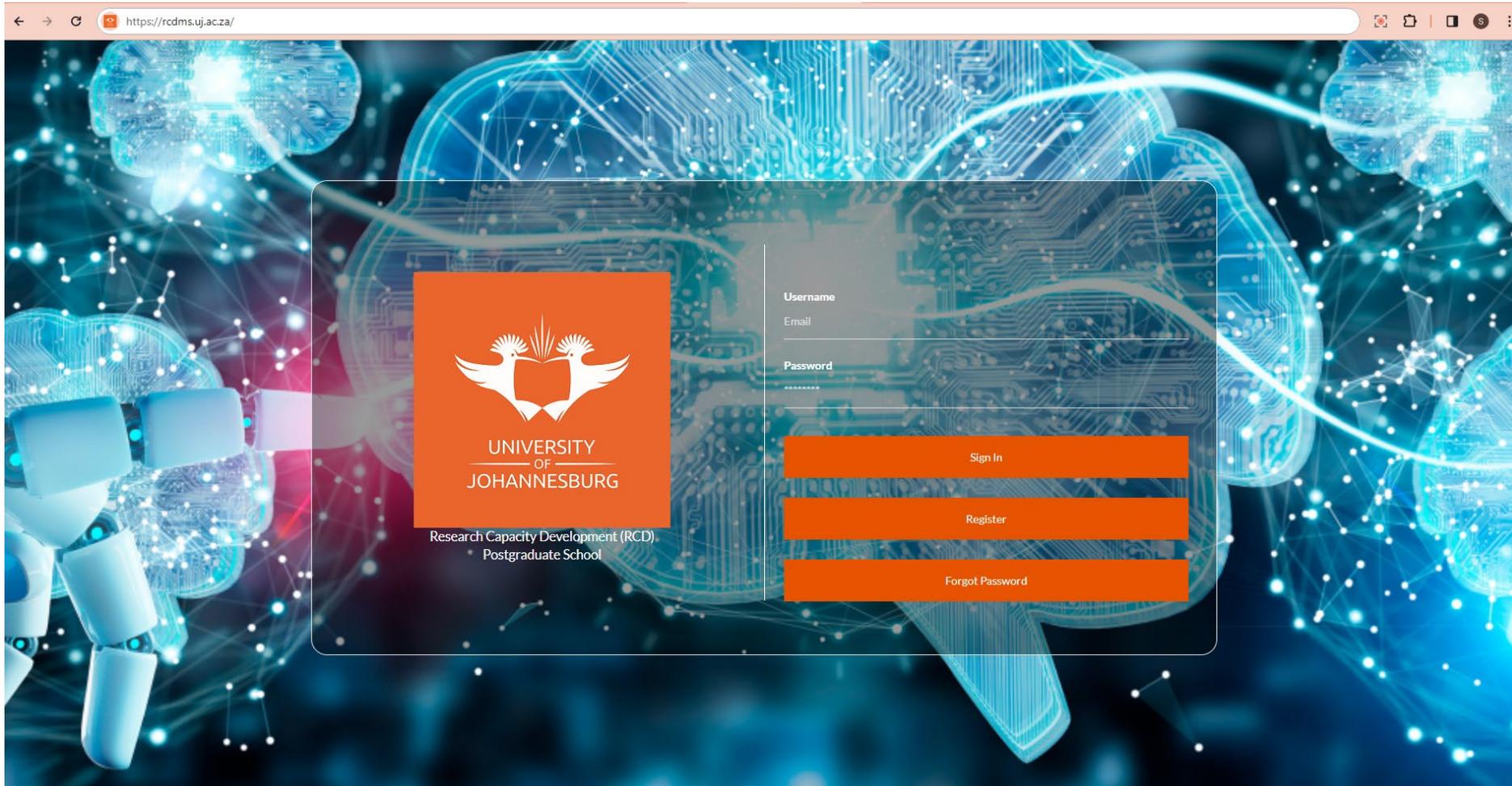
[RCD Login \(rcdms.uj.ac.za\)](https://rcdms.uj.ac.za/)



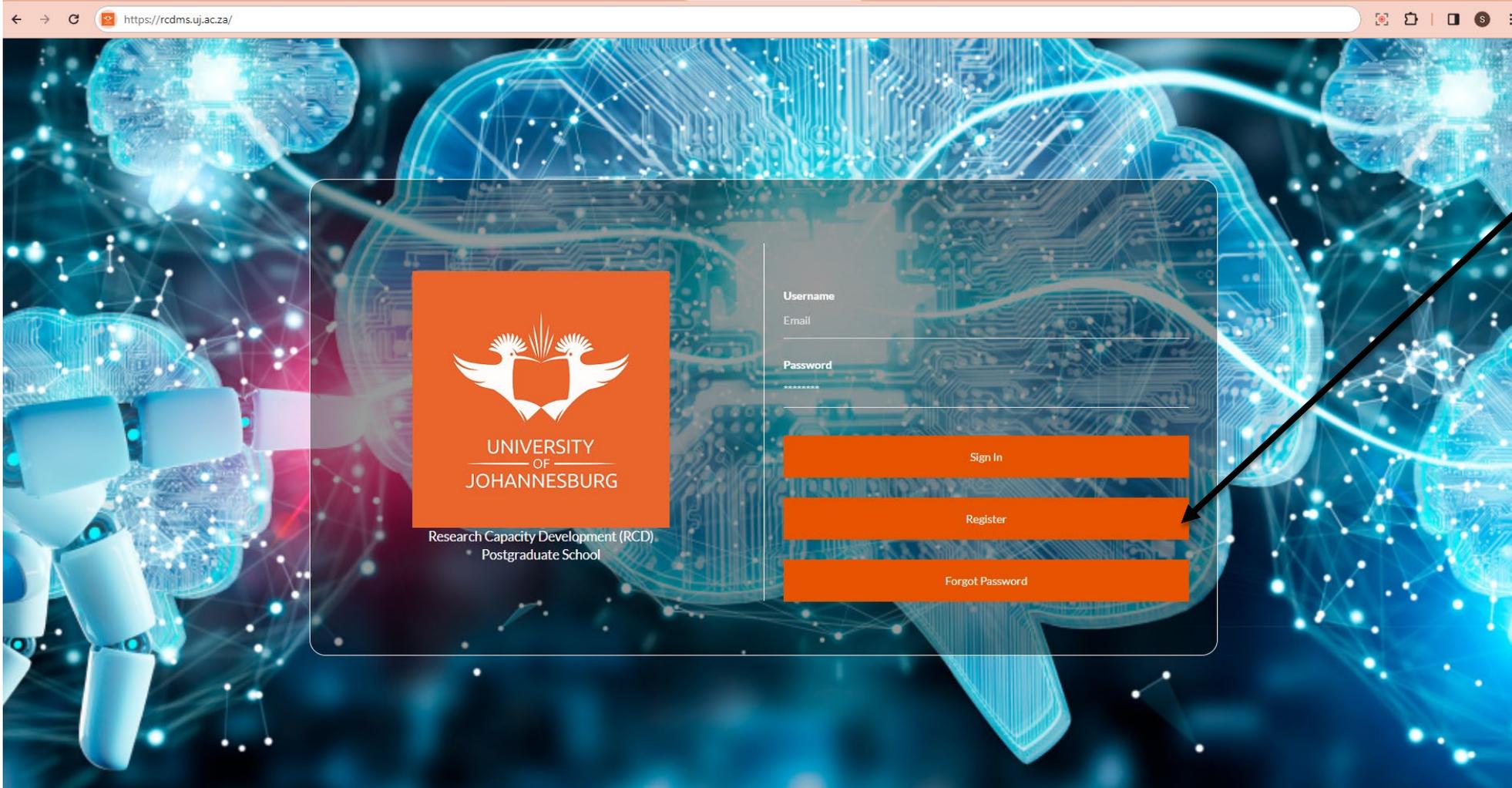
REGISTRATION AND LOGIN



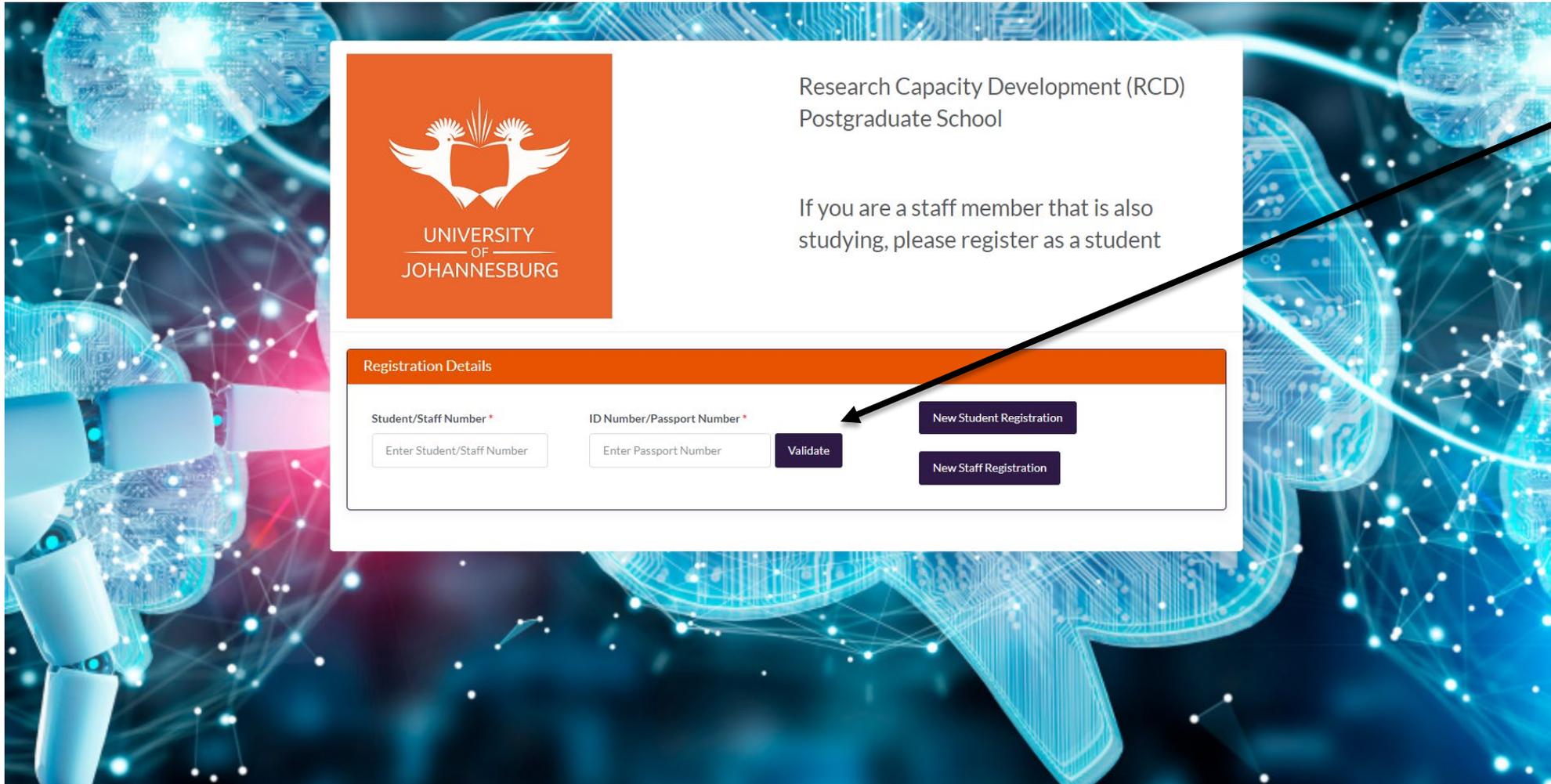
1. Ensure that you use Google Chrome or Microsoft Edge as your Internet Browser.
2. Go to <https://rcdms.uj.ac.za/>
Login if you're a registered user.



3. Click on **Register** to create an account.



4. Enter your Student/Staff number and Id/Passport number and click on validate.



The screenshot shows a registration form for the University of Johannesburg. At the top left is the university's logo, which consists of two white birds facing each other with an open book between them, set against an orange square background. Below the logo, the text 'UNIVERSITY OF JOHANNESBURG' is displayed. To the right of the logo, the text 'Research Capacity Development (RCD) Postgraduate School' is shown. Below this, a message reads: 'If you are a staff member that is also studying, please register as a student'. The main registration area is titled 'Registration Details' and contains two input fields: 'Student/Staff Number *' and 'ID Number/Passport Number *'. The first field has a placeholder 'Enter Student/Staff Number' and the second has 'Enter Passport Number'. A 'Validate' button is positioned to the right of the second field. To the right of the 'Validate' button are two dark purple buttons: 'New Student Registration' and 'New Staff Registration'. A black arrow points from the top right towards the 'Validate' button.



5. Create a password

Form for creating a password, including input fields and requirements.

Password

•••••

Confirm Password

•••••••

Password requirements

- Must be 8 to 15 characters long.
- Must contain a lowercase letter.
- Must contain an uppercase letter.
- **Must contain a number.**
- Must contain special character.

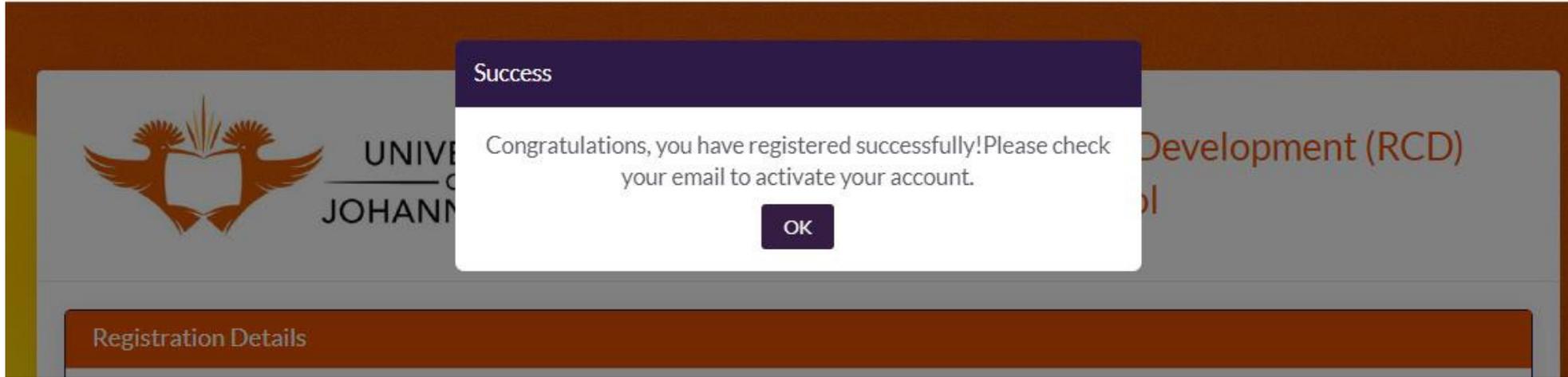
6. Acknowledgment and consent: POPI Act

Form for acknowledgment and consent, featuring a checkbox and a statement.

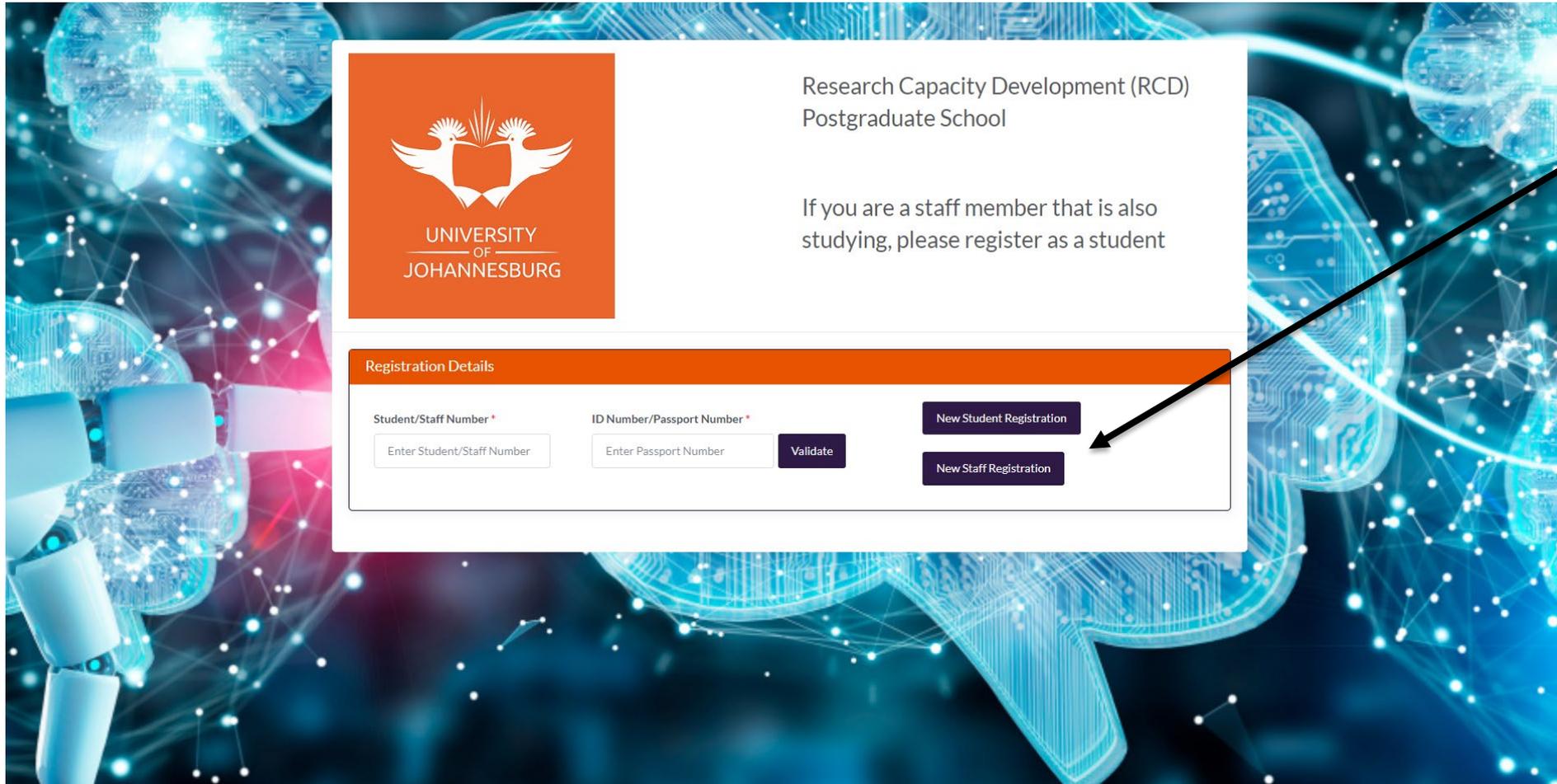
I acknowledge that I have read this **document** and understood the content completely and wish to proceed with the details*



7. Registration verification



If your details are not validated, Click on New Student/Staff Registration and fill in the form that pops up.



The screenshot shows a registration interface for the University of Johannesburg. At the top left is the university's logo, which consists of two white birds facing each other with a book between them, set against an orange square background. Below the logo, the text 'UNIVERSITY OF JOHANNESBURG' is displayed. To the right of the logo, the text 'Research Capacity Development (RCD) Postgraduate School' is shown. Below this, a message reads: 'If you are a staff member that is also studying, please register as a student'. The main section is titled 'Registration Details' and contains two input fields: 'Student/Staff Number *' with a sub-label 'Enter Student/Staff Number' and 'ID Number/Passport Number *' with a sub-label 'Enter Passport Number'. A 'Validate' button is positioned between these fields. To the right of the input fields are two buttons: 'New Student Registration' and 'New Staff Registration'. A black arrow points from the top right towards the 'New Student Registration' button.



New Registrations

Profile Pic



Student Number*

Enter Student Number

Identification Type*

ID Number

ID Number*

Enter ID Number

Role*

Student

Title

Select

First Name*

Enter First Name

Middle Name

Enter Middle Name

Surname*

Enter Last Name

Maiden Name

Enter Maiden Name

Gender

Select

Marital Status

Select

Date of birth

South African Citizen*

Select

Nationality

Select

Equity

Select

Email*

200505395@uj.ac.za

Password*

.....

Mobile Number

Enter mobile number

Supervisor

Qualification Grouping*

All

Qualification Type*

Faculty Description*

HUMANITIES

Upload Proof Registration*

Choose File

No file chosen

Submit

Back

Once form is completed, click on submit.



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8. Welcome to RCD (Check your email for your login details)

RESEARCH CAPACITY DEVELOPMENT POSTGRADUATE SCHOOL

Dear Nkosiyethu Ntuli,

Welcome to the Research Capacity Development Postgraduate School's management system

Your account has been successfully created. Your login details are below:

Username:

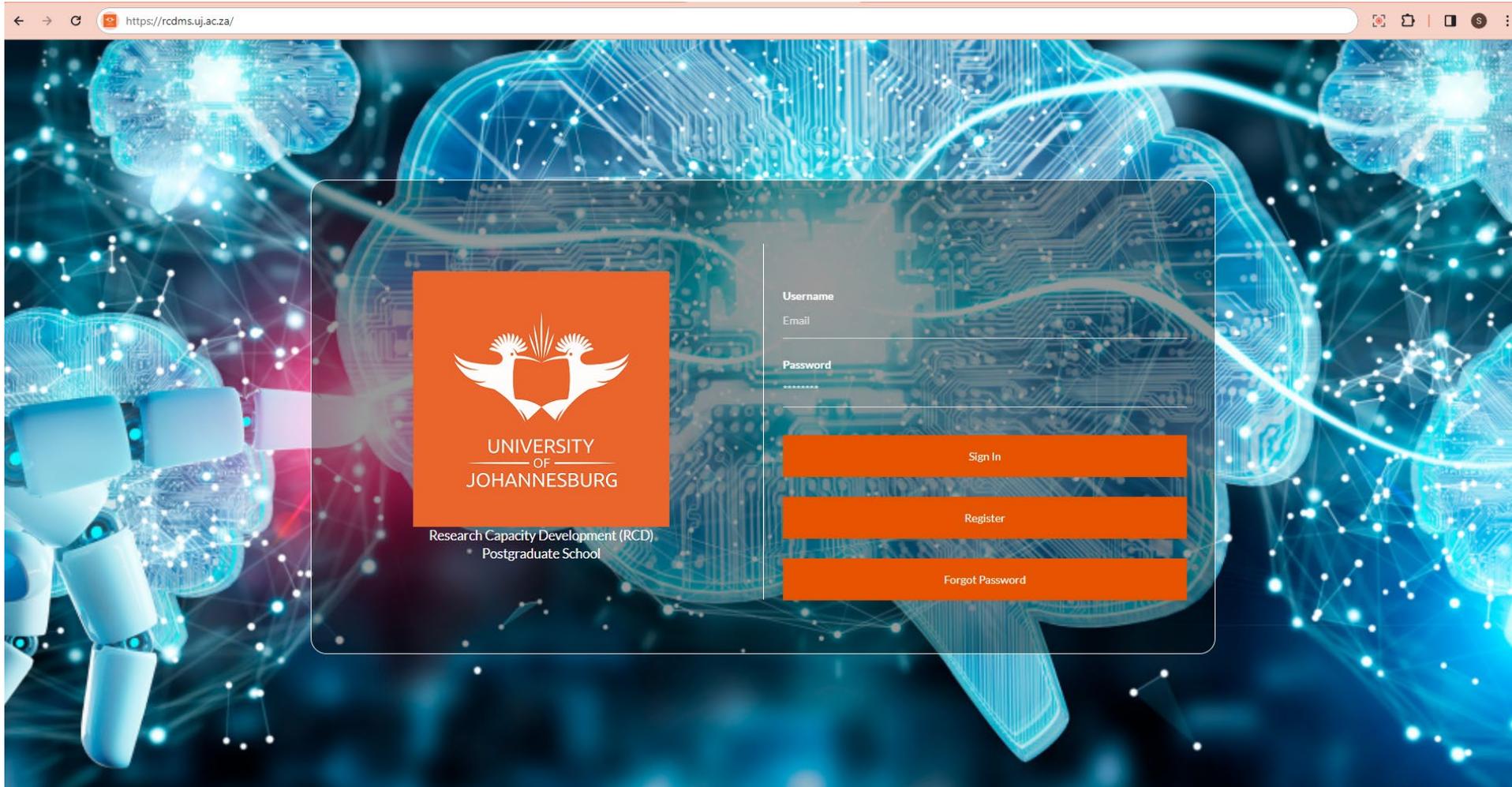
Password:

[Click here to Sign In](#)

Kind regards,
RCD Team



9. Sign in – Please ensure you use your student/staff email as the Username



https://rcdms.uj.ac.za/

UNIVERSITY OF JOHANNESBURG
Research Capacity Development (RCD)
Postgraduate School

Username
Email

Password
.....

Sign In

Register

Forgot Password



EVENT BOOKING & ATTENDANCE CERTIFICATES



The Landing Page will allow you to see upcoming events and announcements

Select Events on the side-hand panel to view all our upcoming events

Research Capacity Development (RCD) Postgraduate School

Welcome
Preshalan Naidoo!

The Research Capacity Development (RCD) unit at the Postgraduate School is responsible for initiating and fostering programmes/workshops/seminars etc that will help to develop new and emerging researchers, as well as provide postgraduate students, postdoctoral research fellows, and academics with training, support, and development opportunities.

The RCD unit hosts a variety of topical workshops, seminars, programs, and events throughout the year, so keep an eye out for our adverts.

Make sure you don't miss out and secure your seat to attend, either in person, online or through our hybrid platforms.

We have made booking even simpler for you through our Research Capacity Development Postgraduate School management system. So simply click on your choice of event(s) to register and attend. You can even generate your own certificate of attendance for any of the events you choose to attend.

The RCD team is looking forward to walking with you through your postgraduate and researcher development journey.

Thanks,
RCD Team

Events	Announcements
Sit Tight & Write Session - In-person	UJ Honours Degree / Postgraduate Diploma Bursaries
24 Nov 2023 - 10:00 AM	08 Nov 2023
Book	Welcome
	06 Nov 2023
	Postgraduate & PhD Annual Research Conference Audience
	07 Sep 2023
	April Monthly Workshops
	07 Sep 2023
	Three Minute Thesis Competition Audience Invite
	07 Sep 2023
	Thesis And Dissertation Submission Procedures For All Faculties
	07 Sep 2023
	Sit Tight And Write Sessions: August 2023
	07 Sep 2023



10.1 Select the event you want to attend

Research Capacity Development (RCD) Postgraduate School   

Event Calender

< > today SEPTEMBER 2023 month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3 +2 more	4	5	6 Supervisor Enrichment Orientation Programme	7	8	9
10	11 Time Management/ Maintaining the Writing process	12 Viva Oral Defense- General Guidelines and Policies	13 Viva Oral Defense- Student and Supervisor processes and	14 Viva Oral Defense-Non- Assessing Chairs processes and	15 Viva Oral Defense- Assessing Chair processes and	16
17 +2 more	18	19	20	21	22	23



10.2 Verify personal details to book for event

The screenshot shows a web interface for event booking. A modal window titled "Event Details" is open, displaying the following information:

Event Name	Start Date	End Date
Viva Oral Defense-General Guidelines and Policies	12/09/2023 1:00PM	12/09/2023 3:00PM

At the bottom of the modal, there are two buttons: "Book" and "Close". A black arrow points to the "Book" button. The background shows a calendar grid with dates from 3 to 23. Several dates have green event cards: 10 (Time Management/Maintaining the Writing process), 11 (Viva Oral Defense-General Guidelines and Policies), 12 (Viva Oral Defense-Student and Supervisor processes and), 13 (Viva Oral Defense-Non-Assessing Chairs processes and), 14 (Viva Oral Defense-Non-Assessing Chairs processes and), 15 (Viva Oral Defense-Assessing Chair processes and), and 19 (Supervisor Enrichment Orientation Programme).



10.3 Accept Terms and Conditions and click Proceed

Research Capacity Development (RCD) Postgraduate School   

2023-09-12 01:00 PM
End Date
2023-09-12 03:00 PM

Event Registration Attendee Info

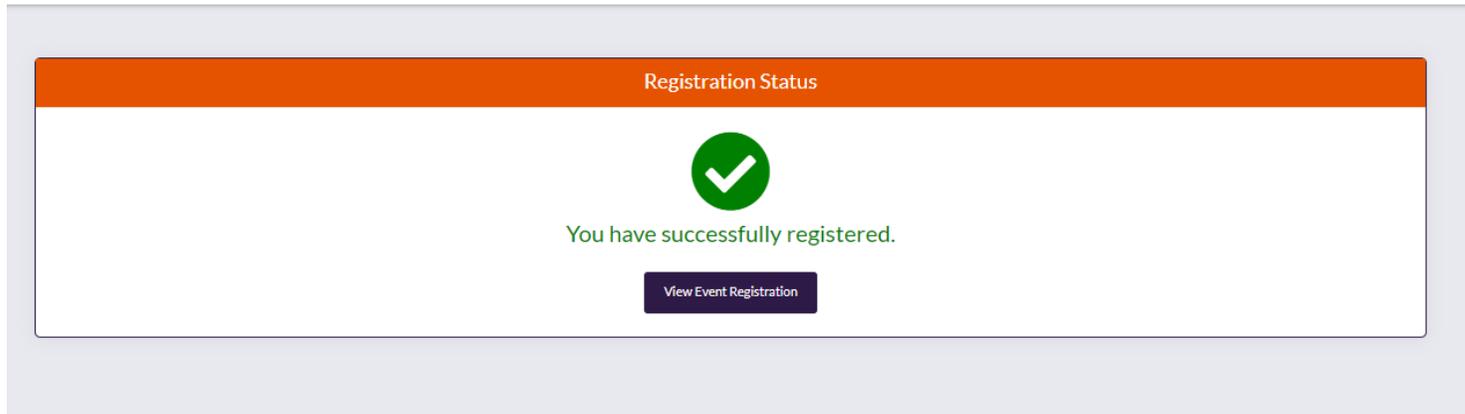
First Name * NKOSIYETHU PRINCE	Last Name * NTULI	ID / Passport No. *
Email * 	Cellphone * 	

I Accept the Terms & Conditions stated above

[Proceed](#)



10.4 You have successfully registered for the event



Get a confirmation email for booking

RCD | EVENT REGISTRATION CONFIRMATION

Dear Nkosiyethu Ntuli

Your registration has been successful. Please note your registration details below:

Event / Seminar: Data representation Techniques

Date: 2023-05-17

Time: 09:00 AM

Virtual

Kind regards,
Team RCD



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10. 5 Submit and Evaluation and generate attendance certificate

Select the event you have attended

Research Capacity Development (RCD) Postgraduate School

Events My Events

Search

Event Type * From Date To Date Search

Events

Show 10 entries Search:

Event Name	Event Type	Date	Status	Actions
Ethical Considerations	WORKSHOP	2023-05-22 09:00 AM		Book
Sit Tight and Write: Getting Started or Completing That Publication	WORKSHOP	2023-05-22 10:00 AM		Book



Click Assessment Details

Research Capacity Development (RCD) Postgraduate School   

 **WHEN**
Start Date
2023-05-17 09:00 AM
End Date
2023-05-17 11:00 AM

Registration Status: Registered

Event Details 

Attendee Details 

Assessment Details 

Certificate Details 



Click Take assessment (Note the certificate is not generated until you complete the assessment)

Resource Details +

Resource Name View

How to join RCD Events in our Communities on Blackboard_Feb2023.pdf 

Assessment Details +

Assessment Name	Question Type	Mark Type	Created Date	Status	Actions
Workshop evaluation	Mixed	Fixed	15 Nov 2022		

Certificate Details +



Make sure you complete all the questions

Research Capacity Development (RCD) Postgraduate School   

Workshop evaluation Time left : 0h 9m 13s

Questions

1 2 3 4 5 6 7 8 9 10 11

1. Please read carefully and select the description that best matches who you are:

- Honour's student
- Master's student
- PhD candidate
- Postdoctoral Fellow
- Associate Professor
- Professor
- Staff member- Honour's degree
- Staff member- Masters degree
- Staff member - PhD candidate



Submit your assessment

The screenshot shows a web-based assessment interface. At the top, the text "Workshop" and "Time left : 0h 8m 33s" are visible. A dark purple dialog box titled "Assessment submission" is centered on the screen. It contains the question "Are you sure want to submit?" and a summary table:

Total Questions	11
Answered Questions	11

Below the table is a large green checkmark icon. Underneath the icon, the text "Assessment submitted successfully" is displayed. At the bottom of the dialog box is a green "OK" button. In the background, a "Submit Assessment" button is visible in the bottom right corner.



Click View certificate

Research Capacity Development (RCD) Postgraduate School   

 2023-05-12 10:00 AM
End Date
2023-05-12 12:00 PM

Event Details 

Attendee Details 

Assessment Details 

Certificate Details 

[View Certificate](#) 



Download your certificate

☰ RCD Event 1 / 1 | - 50% + | 📄 🔍

📄 🖨️ ⋮



1



Certificate of Attendance

Presented to
Nkosiyathu Ntuli
Student/Staff Number: 720069162

Attended the A Guide to Mastering Microsoft Word's Editing Tools on (12 May 2023)

held at the University of Johannesburg, Postgraduate School

A. Mendi

Director; Research Capacity Development



ANNOUNCEMENTS



View announcements for events and opportunities on the home page

Research Capacity Development (RCD) Postgraduate School

Postgraduate Diploma in Research Supervision

Applications now open

- Postgraduate Research Supervision (compulsory)
- Academic Literacies in Research Supervision
- Research Ethics in Postgraduate Supervision
- Assessment of Postgraduate Research
- Supervision of Qualitative Research Design
- Supervision of Quantitative Research Design and
- Current and Emerging Issues in Postgraduate Supervision

UNIVERSITY OF JOHANNESBURG

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Thanks,
RCD Team

Events

Announcements	Date
Uj Honours Degree / Postgraduate Diploma Bursaries	01 Dec 2023
Welcome	06 Nov 2023
Postgraduate & Pdrf Annual Research Conference Audience	07 Sep 2023
April Monthly Workshops	07 Sep 2023
Three Minute Thesis Competition Audience Invite	07 Sep 2023
Thesis And Dissertation Submission Procedures: For All Faculties	07 Sep 2023
Sit Tight And Write Sessions: August 2023	07 Sep 2023

Click on the heading of the announcement to view details



OR select Announcements on the left-side panel

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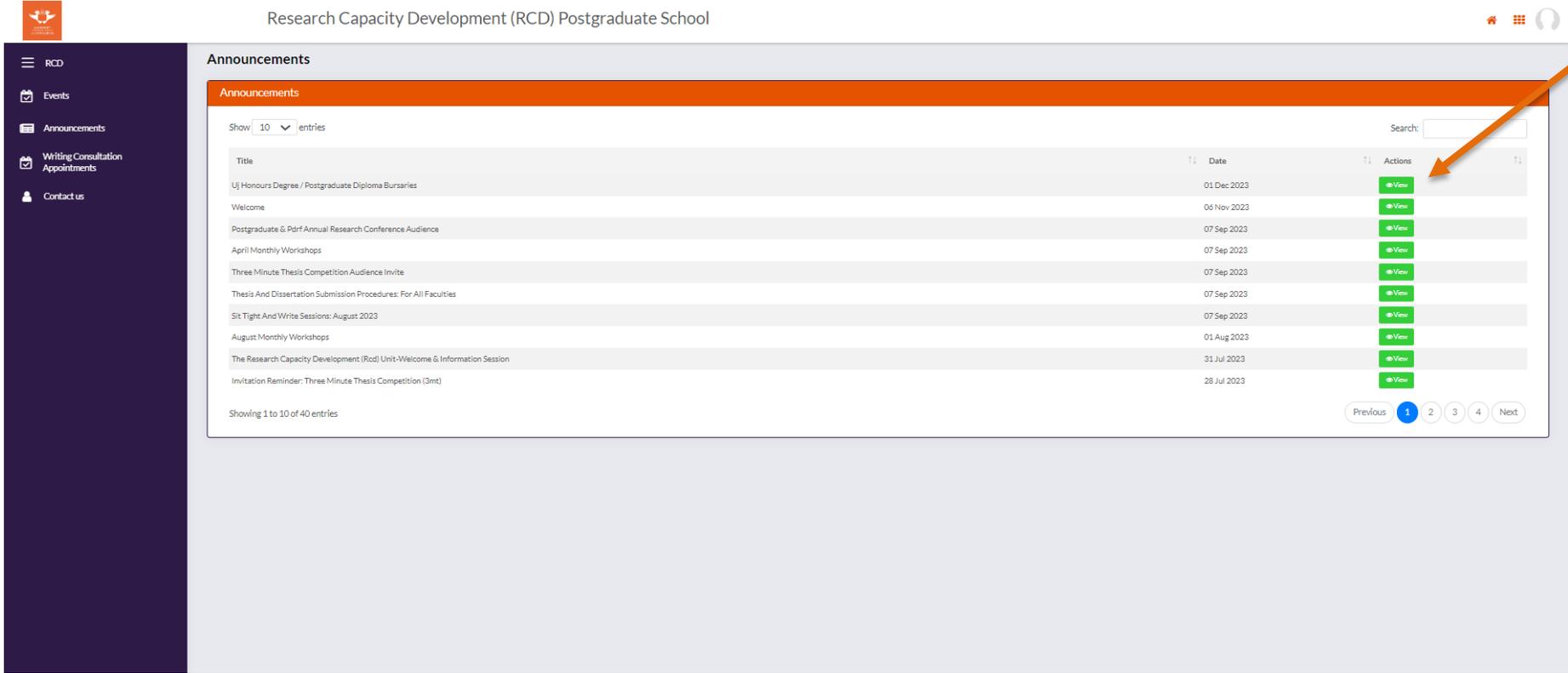
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Once on Announcements page, select view for the announcement of your choice to see more information and access any relevant attachments



Research Capacity Development (RCD) Postgraduate School

Announcements

Show 10 entries

Search:

Title	Date	Actions
UJ Honours Degree / Postgraduate Diploma Bursaries	01 Dec 2023	View
Welcome	06 Nov 2023	View
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April Monthly Workshops	07 Sep 2023	View
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Thesis And Dissertation Submission Procedures: For All Faculties	07 Sep 2023	View
Sit Tight And Write Sessions: August 2023	07 Sep 2023	View
August Monthly Workshops	01 Aug 2023	View
The Research Capacity Development (Rcd) Unit-Welcome & Information Session	31 Jul 2023	View
Invitation Reminder: Three Minute Thesis Competition (3mt)	28 Jul 2023	View

Showing 1 to 10 of 40 entries

Previous 1 2 3 4 Next



CONTACT US



For any queries, please select the **Contact Us** tab on the left-side panel.

Research Capacity Development (RCD) Postgraduate School

Postgraduate Diploma in Research Supervision

Applications now open

- Postgraduate Research Supervision (compulsory)
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UNIVERSITY OF JOHANNESBURG

sdccoreit / Shutterstock.com

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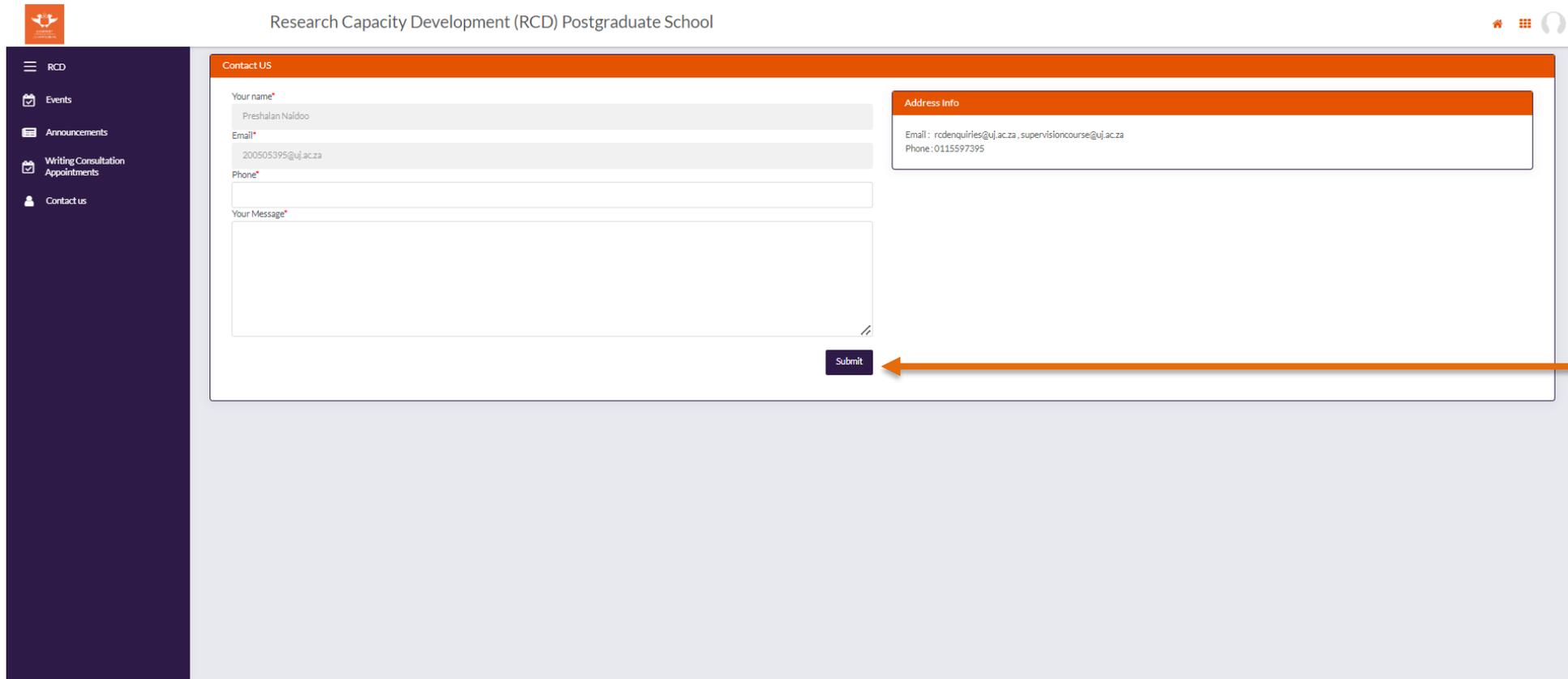
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Fill in your message and select submit or contact us via email on Rcdenquiries@uj.ac.za



Research Capacity Development (RCD) Postgraduate School

Contact US

Your name*
Preshalan Naidoo

Email*
200505395@uj.ac.za

Phone*

Your Message*

Submit

Address Info
Email : rcdenquiries@uj.ac.za, supervisioncourse@uj.ac.za
Phone : 0115597395

