



UNIVERSITY  
OF  
JOHANNESBURG



**AE SWITCH**  
**HOW TO USE**  
**THE UJ STUDENT PORTAL**

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# 1. Client Portal Access URL

<https://uj.aeswitch.africa/#!/login>



University of Johannesburg  
Student Portal

Login

Student No/Mobile No/Email

5-digit Pin

Login

I have not logged in yet

Contact Us



University of Johannesburg  
Student Portal

Login

Student No/Mobile No/Email

5-digit Pin

LOGIN

I have not logged in yet

Reset Pin

Contact Us

## 2. Login Details

**This is the page users will use to enter the UJ Student portal.**

1. The User must provide the following details.

a. Student Number / Mobile Number / Student Email Address

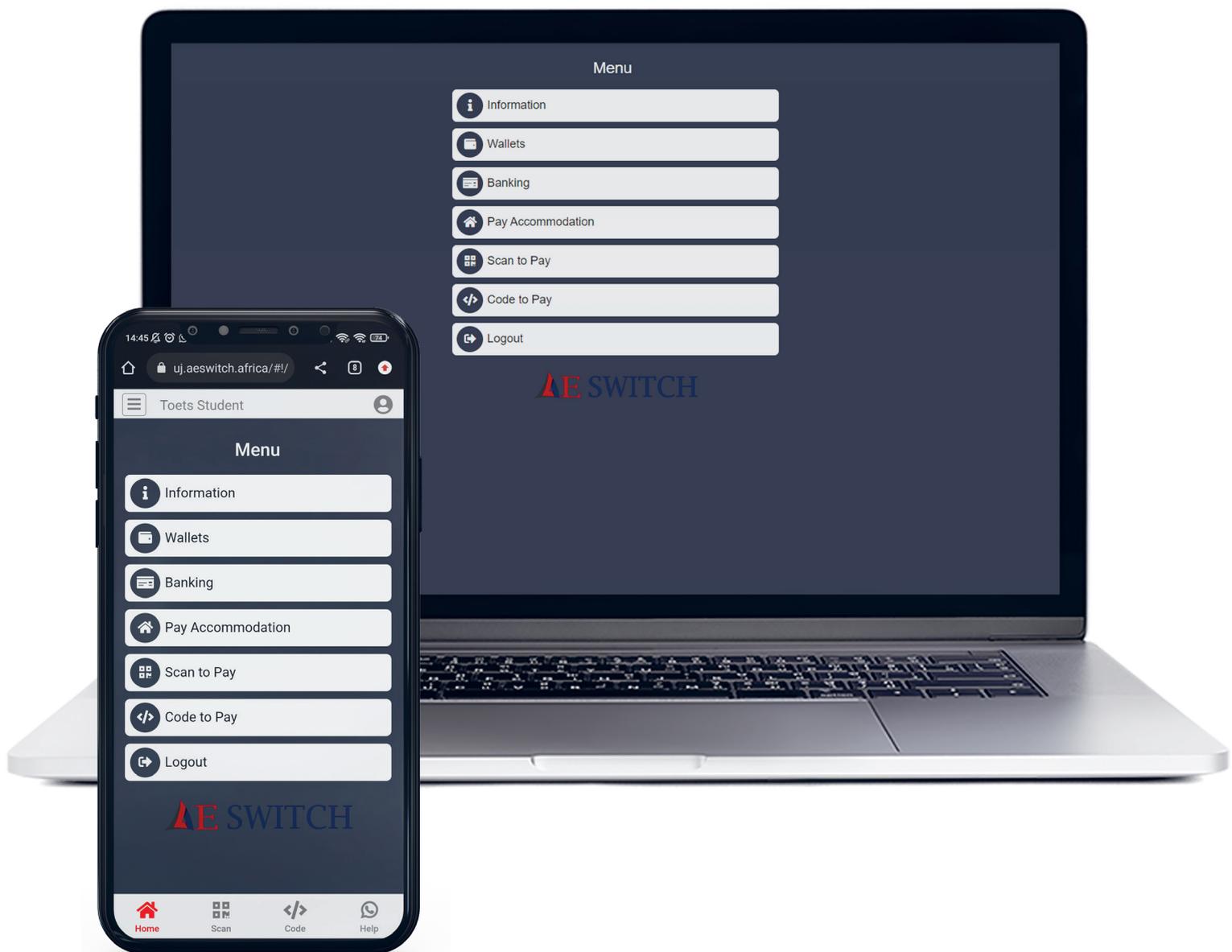
b. 5 Digit PIN

2. Then Click 'Login'

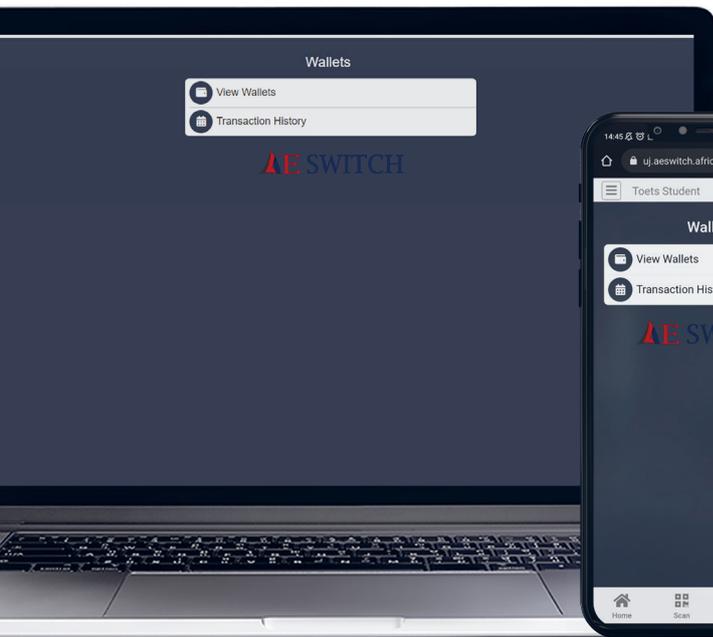


### 3. Menu Page

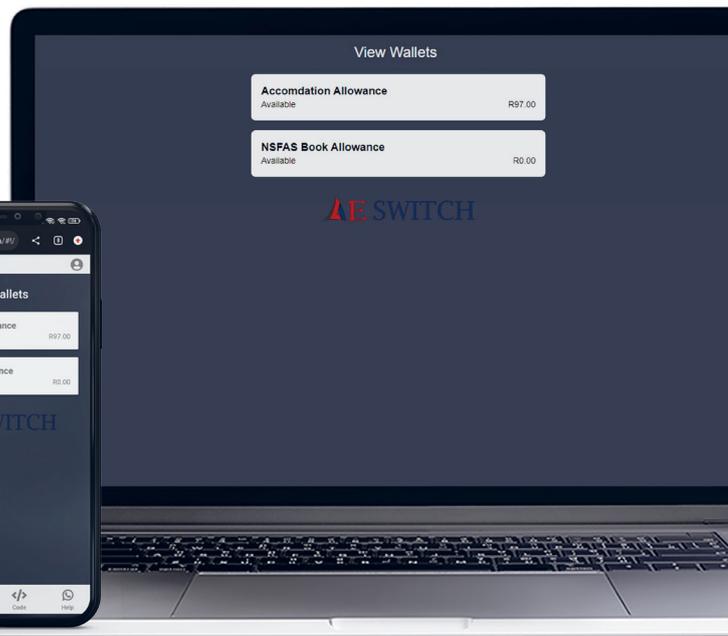
The Menu page is how you will be able to access all the other pages. The menu page can be reached by clicking the 3 horizontal lines in the top left corner next to your name or by clicking 'Home' in the bottom left.



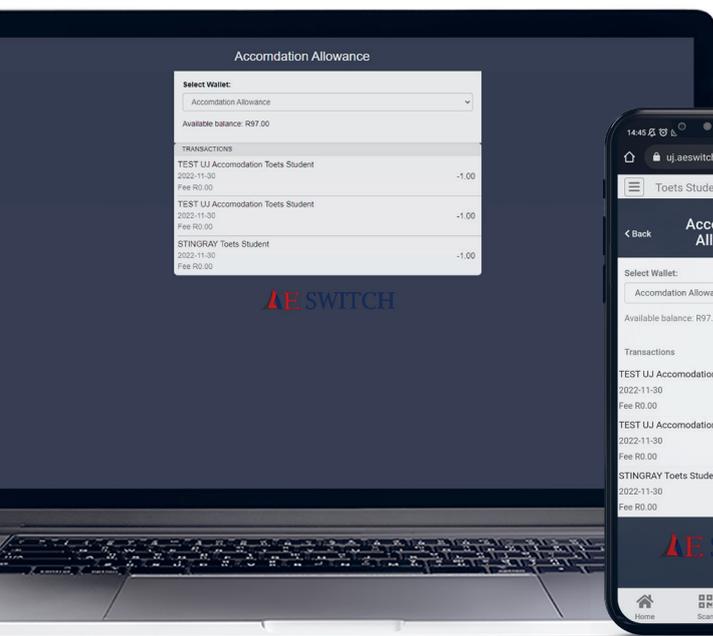
# 4. Wallet Page



The wallet Page will allow you to view your wallets and their balances as well as your transaction history.



To view your wallets, click on the 'View Wallets' button and all the wallets you have access to will be shown, along with their balance.



To view the transaction history for each wallet you can click on the wallet in the view wallet section or you can click on the transaction history button and select your wallet from the drop down list.

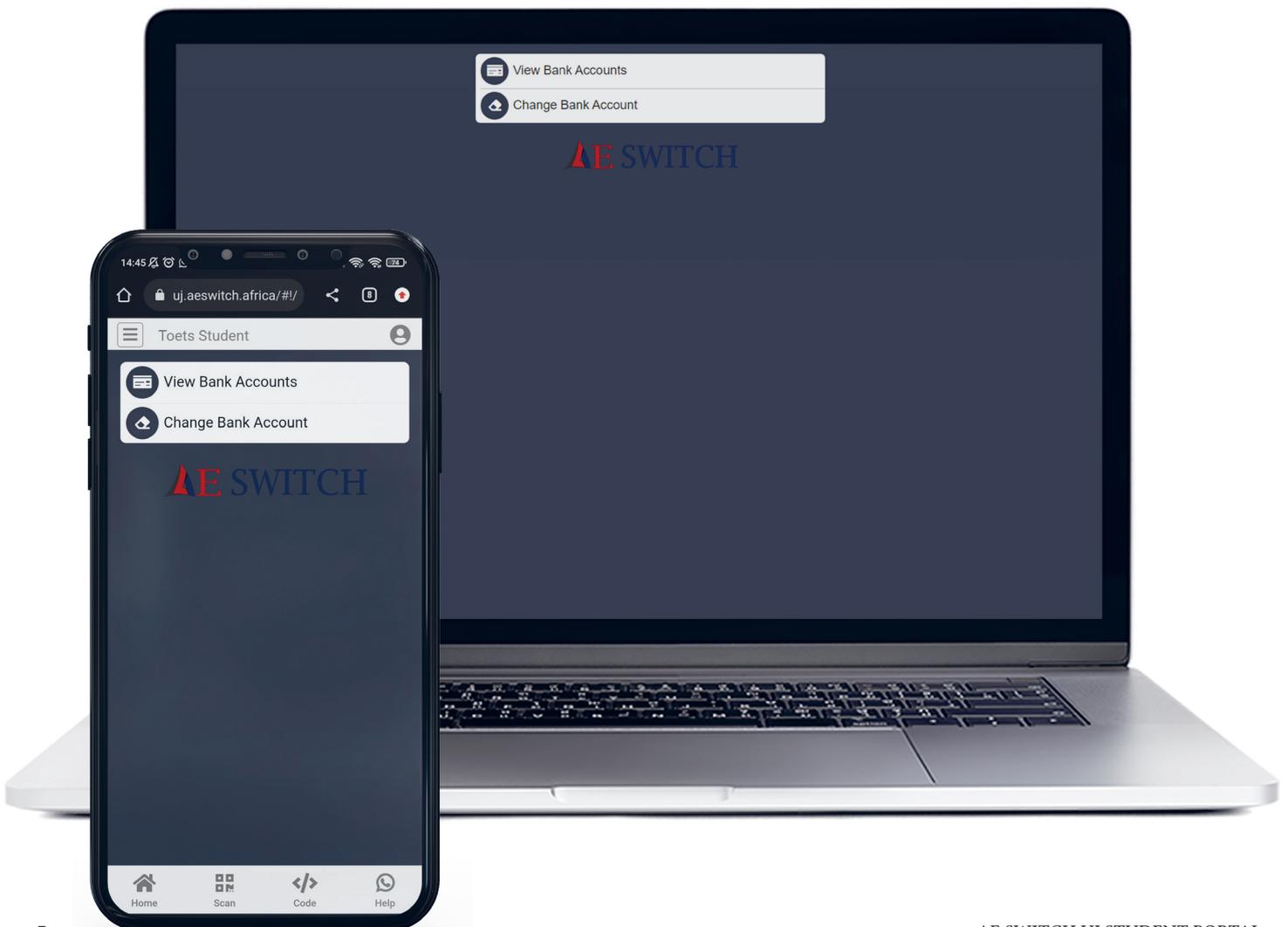


## 5. Banking In The Portal

The banking page will allow you to pay to your prepaid visa card, view the bank accounts that you have added, add new bank accounts and order a prepaid visa card to be able to pay out to it.

### View Bank Accounts

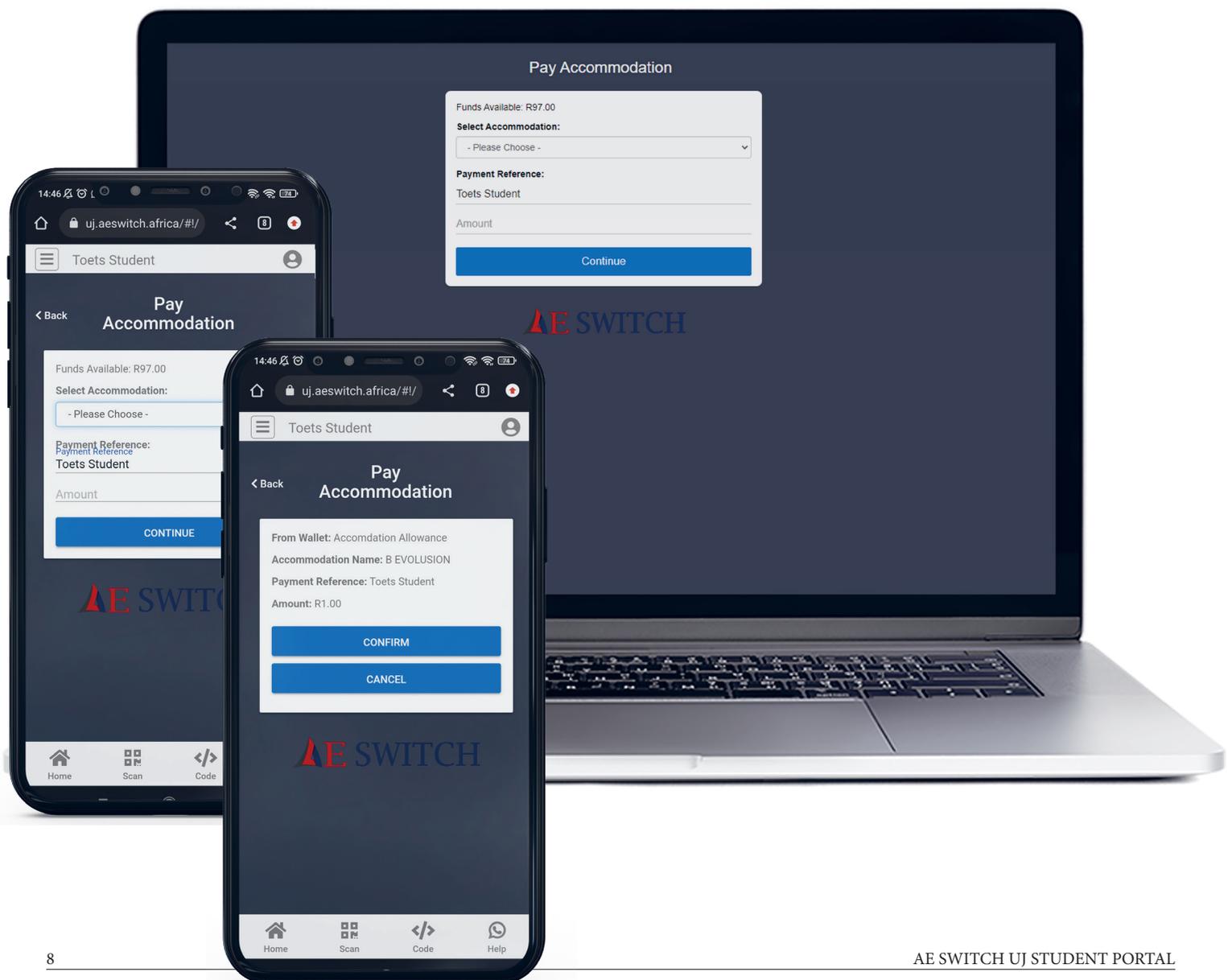
This is where you are able to view the bank accounts that you have added to your portal.



## 6. Pay Accommodation

### To pay for accommodation from your wallet:

1. Select 'Pay Accommodation' on the Menu screen.
2. The balance of the wallet is displayed at the top of the box.
3. Select your accommodation from the drop-down list.
4. Fill in your payment reference.
5. Fill in the amount.
6. Click 'Continue'.



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