



How to Guide – POSA System

Important Terms you need to remember:

- POSA – *Privately Owned Student Accommodation*
- Service Provider – a person or organization that applies for accreditation to provide accommodation to UJ students.
- Register – capture your email and password to gain access to the system for the first time.



Step 1 – Landing Page

A screenshot of the login page for the University of Johannesburg. The page has a white background with an orange header. In the top left corner is the University of Johannesburg logo. In the top right corner, there is an orange button with a white user icon and the text "LOGIN". Below the header, there are two input fields: "Email" and "Password". The "Email" field has a placeholder "Email" and a user icon on the right. The "Password" field has a placeholder "Password" and a lock icon on the right. To the right of the "Password" field is a link that says "Forgot Password?". Below the input fields is an orange "Login" button. At the bottom of the form area, there is a link that says "Don't have an account yet? Register".

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This is the first page you will see when access the link – <https://icsapps.uj.ac.za/offcampus>

- a) You must first register your email address and password for you to access the system.
- b) Click on **Register** – to capture your email address and password if you are a first time visitor..
- c) If you have registered but have forgotten your password, you must click on **Forgot Password?**



Step 2 – Register



* Fields below are all required.

Email Address :

carolinen@myproperty.co.za

Password :

.....

Confirm Password :

.....

Security Question :

What was the make of your first car? ▼

Security Answer :

toyota

Security Code :

937985

Register

Cancel

Once you click on Register you will see this screen.

You must capture your email address and password of your choice..

Select a *security question and provide an answer.*

Type in the security code you see so that the system knows you are human.

Click on Register to complete registration.

If you click on Cancel then your details will not be saved and you must start from the start.



Step 2a – Register (Verification)




⚠ Email sent to carolinen@myproperty.co.za for verification

Back to Log In

- You will receive an email from the system to your email address you registered with.
- View the email and click the link where it says “[Click here](#)”
- Your verification is now complete and the system will take you back to the Landing Page explained in Step 1.



Step 2b – Forgot Password



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[LOGIN](#)


Email

Password [Forgot Password?](#)

[Login](#)

Don't have an account yet? [Register](#)

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* Email : [Submit](#)

Security Question :What is your mother's maiden name?

* Security Answer :

2

[Reset](#) [Cancel](#)

- 1) If you have forgotten your password click on Forgot Password.
- 2) The system will then ask you to submit your email address.
- 3) It will then show you the security question you selected at registration.
- 4) You must answer the question with same answer you gave at registration.
- 5) Click on Reset for your password – Reset.



What you need to submit your application

Applicant Type – details required

Company/Close Corporation

- a) CK document
- b) Company Registration number

Applicant Type - details required

Sole Proprietor/Trust/NPO

- a) ID Document of Owner for sole proprietor
- b) Trust and NPO – ID of person in charge

Documents

required:

- a) Proof of ownership OR lease agreement
- b) Land use document (Urban)
- c) Rezoning permit 3 & 4 (Urban)
- d) Certificate of occupancy
- e) Approved building plans
- f) Public liability cover
- g) Water & Electricity bill
- h) Tax Pin



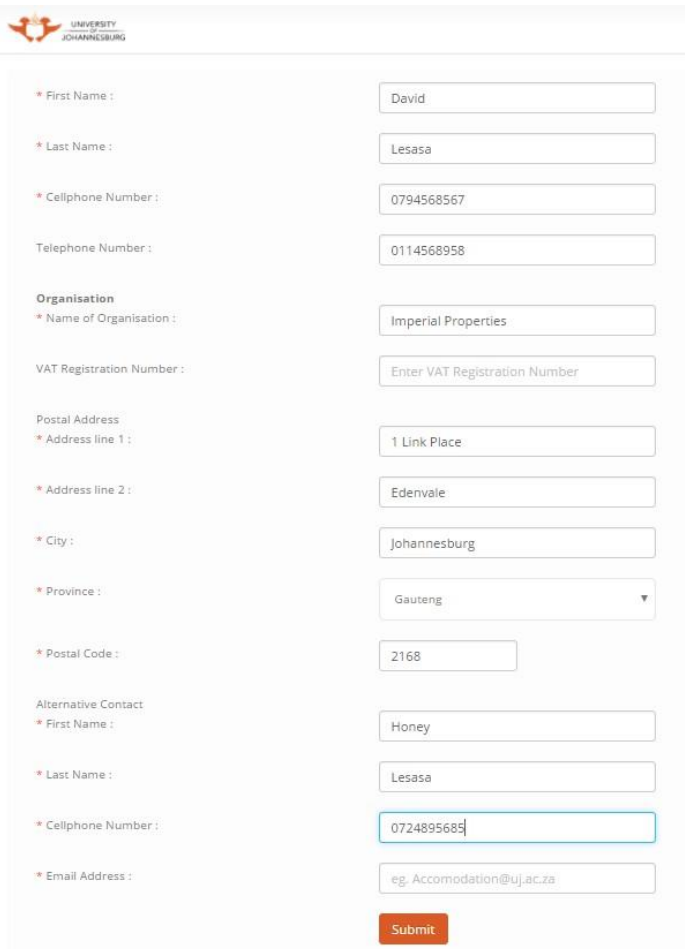
Things to be aware of when using the system to submit your application.

On the system there are fields that are mandatory to complete which will have an **red *** next to them (see below image). This means you have to capture something otherwise you cannot move on or save your records. This is because this is important information that UJ must know for your application to be successfully processed.

* Last Name :

Enter Owner's Last Name

Step 4 – Service Provider Details



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* First Name : David

* Last Name : Lesasa

* Cellphone Number : 0794568567

Telephone Number : 0114568958

Organisation

* Name of Organisation : Imperial Properties

VAT Registration Number : Enter VAT Registration Number

Postal Address

* Address line 1 : 1 Link Place

* Address line 2 : Edenvale

* City : Johannesburg

* Province : Gauteng

* Postal Code : 2168

Alternative Contact

* First Name : Honey

* Last Name : Lesasa

* Cellphone Number : 0724895685

* Email Address : eg. Accommodation@uj.ac.za

Submit

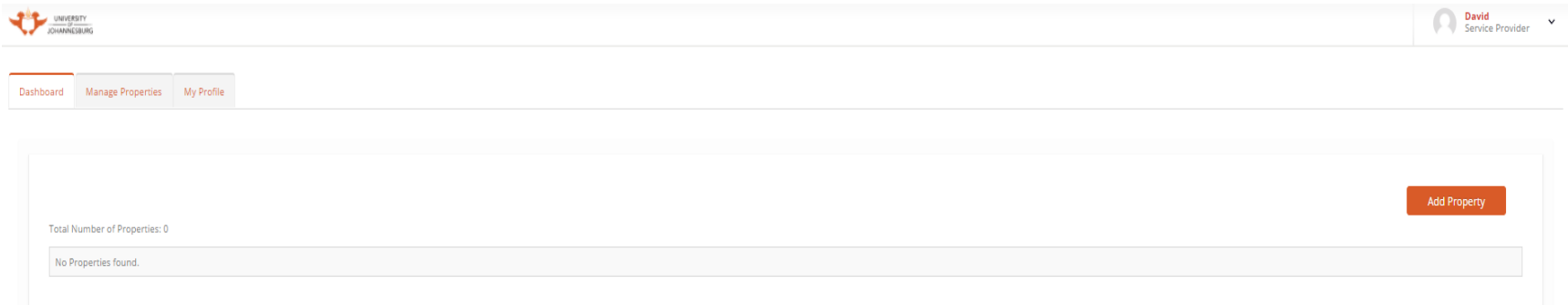
Login for the 1st time after registration

CONGRATULATIONS

You have successfully logged onto the system for the 1st time. Now you can capture the details on the left image so that the system has some information about you and your organization. If you are Sole Prop – You can use your name in the ‘*Name of Organization*’ field.




Step 5 – Dashboard (default page)



This is what you will see when you access the dashboard when you have not captured any properties.

Step 6a – Add Property

Terms and Conditions of User



Off-Campus Accommodation – OCA: 01

CRITERIA AND PROCEDURE FOR ACCREDITATION

N.B. It is the responsibility of every applicant or service provider to familiarise themselves with the policy requirements for accreditation and other relevant application procedures.

<p>1. Terms and conditions for the applications</p> <p>1.1 An application must be completed in respect of each property that would be used as off campus accommodation.</p> <p>1.2 A potential service provider or a legal entity who wishes to apply for accreditation of off-campus accommodation must do so by completing in full the relevant application form.</p> <p>1.3 Only applications that have been completed in full and contain all the information required as well as all the relevant documents and proof of payment as prescribed will be considered for accreditation.</p> <p>1.4 Applications accompanied by expired or incomplete documents or are without proof of payment will not be considered.</p> <p>2. Application procedures</p> <p>2.1 A pro-forma invoice for the application fee will be generated according to the number of beds that the accreditation is sought for.</p> <p>2.2 Application fees must have been paid by the time the application period closes.</p> <p>2.3 All payments must be made into the University of Johannesburg account given in the LU generated tax invoice.</p> <p>2.4 No late applications will be accepted.</p> <p>3. Accreditation processes</p> <p>3.1 Review and verification of documents</p>	<p>3.1.3 After completion of the review and verification of documents, the panel responsible for verifications and reviews will write a report for the Accreditation Committee's consideration.</p> <p>3.1.4 Applications that meet the minimum requirements will be recommended for physical inspections.</p> <p>3.1.5 Properties whose applications meet the minimum requirements will be inspected by the Inspection Committee which will be determined by the University of Johannesburg.</p> <p>3.2 Site Inspections</p> <p>3.2.1 The Inspection Committee will inspect and evaluate a building or a commune in the presence of the owner or her/his authorized representative.</p> <p>3.2.2 After inspection and evaluation of the premises, the Inspection Committee will write a report on its findings to the Accreditation Committee for consideration.</p> <p>3.3 Evaluation process</p> <p>3.3.1 The Accreditation Committee will look at the findings of the Inspection Committee and the application form and then make a decision on whether to grant or decline accreditation.</p> <p>3.3.2 The outcomes of the accreditation processes will be communicated to the applicants by the Off-Campus Accommodation office.</p> <p>3.3.3 The outcomes of the FHR inspections will be</p>
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I have read and understood the above terms and conditions

Cancel

You will be asked to read and accept the terms and conditions to continue.

If you Cancel then you will not be able to add a property.



Step 6b – Add Property

Add Property

Manage Properties

My Profile

Number of Beds	Amount of Beds Per Property in Rands
1 - 10	2875.00
11 - 20	5750.00
21 - 30	8625.00
31 - 40	11000.00
41 - 50	13750.00
51 - 60	14437.50
61 - 70	15231.57
71 - 80	1615.46
81 - 90	17194.91
91 - 100	18398.56
101 - 500	18570.51
501 - 1000	22284.61
1001 - 1001+	26741.53
1 - 87	7885555.00
0 - 10	2900.00
11 - 20	3200.00

175 Daisy Street Auckland Park

50

Add

Submit

Cancel

You will see the registration fee per property. You will be able to capture the property name (suggestion: Use property street address) and the number of beds you are applying for. You can add more than 1 property.

You are now ready to **Submit**- to get your quote.

If you **Cancel** then your property name and number of beds will NOT be saved.



Step 6c – Add Property

Add Property

Manage Properties

My Profile

Number of Beds	Amount of Beds Per Property in Rands
1 - 10	2875.00
11 - 20	5750.00
21 - 30	8625.00
31 - 40	11000.00
41 - 50	13750.00
51 - 60	14437.50
61 - 70	15231.57
71 - 80	1615.46
81 - 90	17194.91
91 - 100	18398.56
101 - 500	18570.51
501 - 1000	22284.61
1001 - 1001+	26741.53
1 - 87	7885555.00
0 - 10	2900.00
11 - 20	3200.00

Thank you for submitting your details. To proceed with your application, a fee of **R 13750.00** is required for total number of beds per Property added.

Click on 'Accept Quote' to proceed.

OR

Click on 'Add/Remove Property' to review properties and number of beds added.

175 Daisy Street Auckland Park - 50 bed(s)

Accept Quote

Add/Remove Property

Decline Quote

You will see the quote of the number of Beds you submitted. You can now **Accept** the quote – this means UJ will generate an invoice and you owe the University that amount. If you **Decline** the quote then your property details will not be saved and will have to start again. You can click on **Add/Remove** to make changes to the details submitted before you accept or decline the quote.



Step 7 – Quote accepted

Dashboard Manage Properties My Profile

Add Property

Total Number of Properties: 2

Date Added	Number Of Properties	Year	Quote Accepted	Status	Actions
2017-06-13	2	2018	Yes	Accepted	View Quote Download Tax Invoice

On the Dashboard you see the property and number of beds you have submitted. You can also View your Quote (see below example) and Download an Addendum. Check the system under Tax Invoice tab to download an addendum.

Quote : R8625.00

Property Name	Number Of Beds	Price in Rands
12 University Road Auckland Park	15	5750.00
8 Perth Street Brixton	8	2875.00

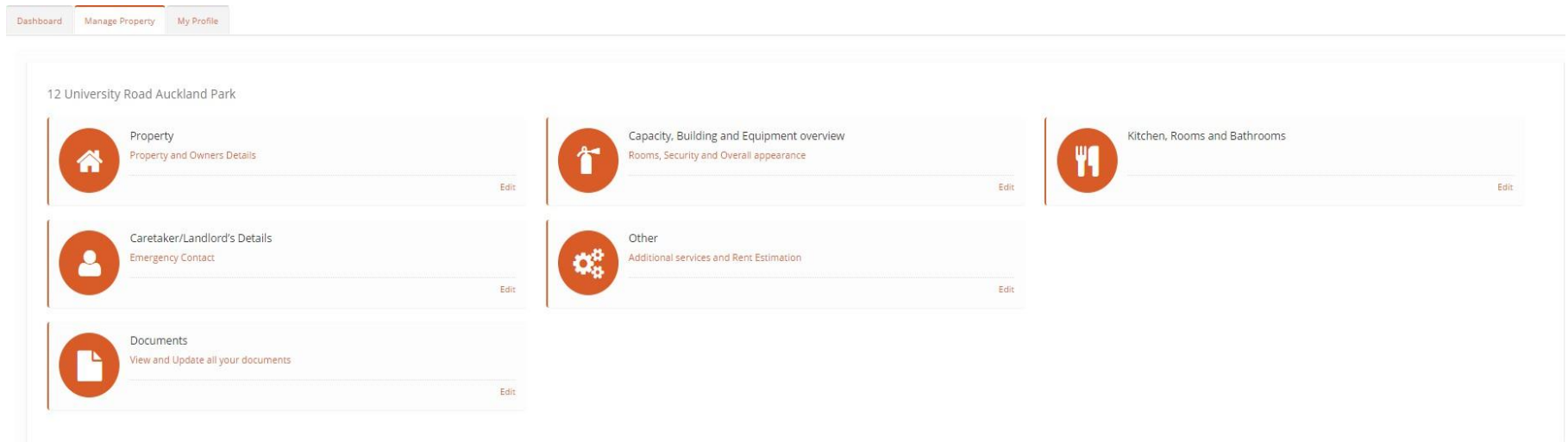
Back



This screen will show when you click on **View Quote**.



Step 8 – You have now signed an addendum.



Once you have signed the addendum you are now ready to capture the specific details and upload required documents for your property. Upload the signed addendum under the proof of payment tab. Once signed addendum is signed, the admin will grant further access to capture details and upload required documents.

The sections are **Property**, **Caretaker**, **Capacity, Building and Equipment**, **Kitchen, Rooms and Bathrooms**, **Other** and **Documents**.

Step 9 – Caretaker

Dashboard Manage Property My Profile

Caretaker/Landlord's Details

* First Name:

* Last Name :

* Cellphone Number :

* Email Address :

Work Telephone Number :

* Emergency Number :

* Certified copy of Id : Inv 76336 Res...t Living.pdf

Save Save and Continue Back

Capture your caretaker details



Step 10 – Capacity, Building & Overall appearance

Dashboard Manage Property My Profile

Capacity

Premium Rooms:

Number of Premium beds :

* Standard rooms :

* Number of Standard beds :

* Double Room size :

* Single Room size :

Building and Equipment overview

Security

Security Doors:

Burglar-Proofing:

Lockable Rooms:

Security guard/Neighborhood watch/Panic button:

Perimeter Fence:

Overall appearance

Paint:

Floors:

Tidiness:

Is Available ?

Maximum of 400 characters, characters left.

Comments:

Tell us more about your type of rooms/ Building and Overall appearance.



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Step 11 – Kitchen, Rooms & Bathrooms

Dashboard Manage Property My Profile

Tick what you have available for sections below

Rooms	Bathrooms	Kitchen
<input checked="" type="checkbox"/> Curtains / Blinds	<input checked="" type="checkbox"/> Shower	<input checked="" type="checkbox"/> Sink
<input checked="" type="checkbox"/> Bed and Mattress	<input checked="" type="checkbox"/> Bathtub	<input checked="" type="checkbox"/> Stove
<input checked="" type="checkbox"/> Study table	<input checked="" type="checkbox"/> Toilet	<input checked="" type="checkbox"/> Microwaves
<input checked="" type="checkbox"/> Chair	<input checked="" type="checkbox"/> Basin	<input type="checkbox"/> Lockable cupboards
<input type="checkbox"/> Bookshelf	<input checked="" type="checkbox"/> Shower mats	<input checked="" type="checkbox"/> Workspace
<input checked="" type="checkbox"/> Paper bin	<input checked="" type="checkbox"/> She bins	<input checked="" type="checkbox"/> Fridge
<input checked="" type="checkbox"/> Study lamp	<input checked="" type="checkbox"/> Mirrors	<input type="checkbox"/> Washing machine
<input checked="" type="checkbox"/> Wall or panel heaters	<input type="checkbox"/> Auto sanitizers	<input checked="" type="checkbox"/> Designated washing basin
<input type="checkbox"/> Single rooms	<input checked="" type="checkbox"/> Soap dispensers	
<input type="checkbox"/> Double rooms	<input checked="" type="checkbox"/> 2-5 Sharing bathroom	

Maximum of 400 characters, characters left.

Comments:

Tell us about your rooms,
bathrooms and kitchen



Step 12 – Other

Dashboard Manage Property My Profile

Other

* Campus : Auckland Park Kingsway

Transport:

* Km radius to campus: 1

Estimated rent for 2018 in Rands

* Single Room : 2950.00

* Double Room : 2800.00

Additional Services

Is there any additional rate that is charged above the NSFAS and UJ Off campus approved rate?

Gym 100

Wi-Fi ~ R 50

Additional Service	Price (R) per student	Action
Cafeteria	45.00	Edit Delete

Maximum of 400 characters, 400 characters left.

Comments: A cateria meal is R45 and includes a protein, starch & vegetable.

Tell us about other services you may have, proposed rental for 2024 , distance to campus, campus you are applying for and if you provide transport



Step 13 – Documents

Dashboard Manage Property My Profile

Documents

Land Use consent : No file chosen

* Rezoning permit 3 & 4 : No file chosen

* Certificate of occupancy : No file chosen

* Approved building plans : No file chosen

* Public liability document : No file chosen

* Water bill : No file chosen

* Electricity bill : No file chosen

Upload your documents.
**** Suggestion** – scan each document individually so that you can upload each document where it is required.

Documents must be less the 5MB.



You are done with your Application..

CONGRATULATIONS

You have completed your application. You can still update your application if the Application Closing Date has **NOT** been reached. If the Application Closing Date has been reached unfortunately you will not be able make any changes to your application.

Please check you application before the closing date to make sure your details are correct.

Goodluck.