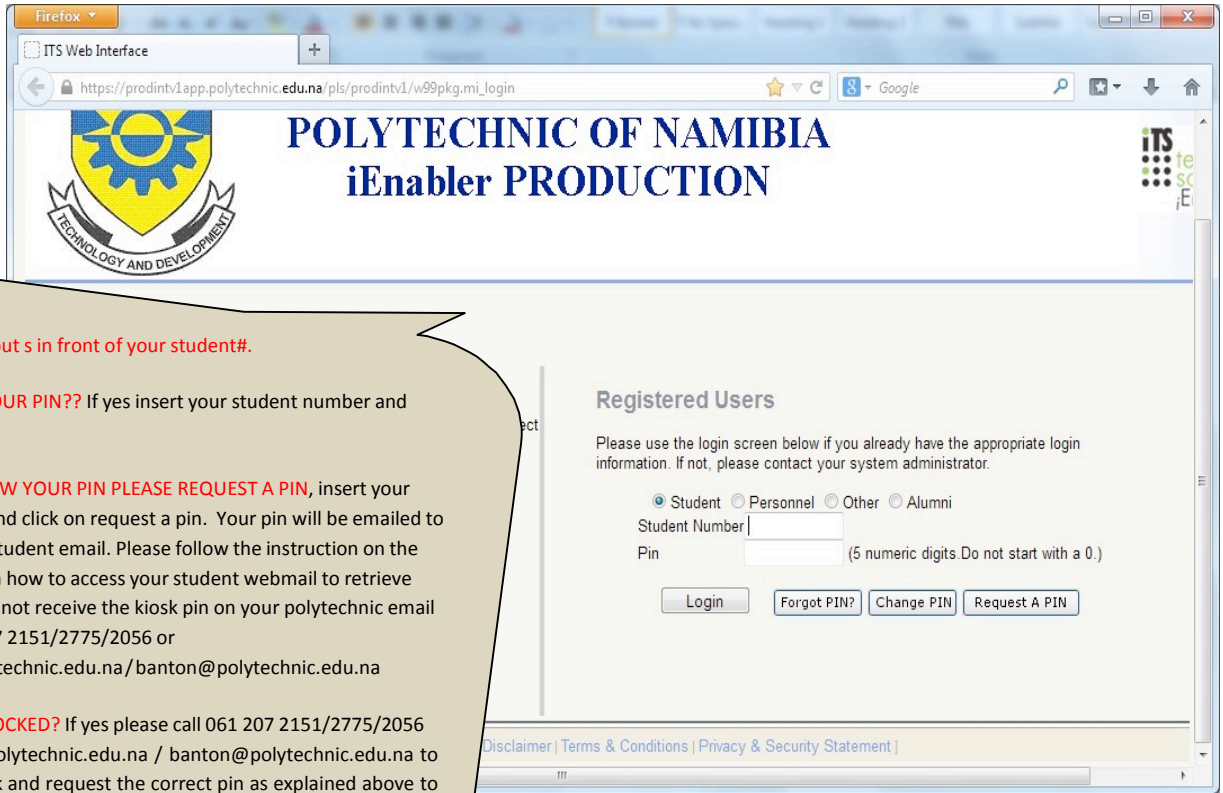


The following explains how to access 1. Kiosk , 2.Student webmail and 3.Student Webmail self service password please scroll down for which one you need access to, it also gives you the contact number.

1. HOW TO ACCESS STUDENT KIOSK

Allows you access to the following services:Examination Time Table, Examination Results, Academic Record, Qualification Awarded, Bursary Details, Students Statement of Account, Opac (Library fees outstanding), Progress Report, Proof of Registration, Register online for 1st& 2nd Semester, Change your biographical details e.g. postal address & telephone numbers etc.



For KIOSK do not put s in front of your student#.

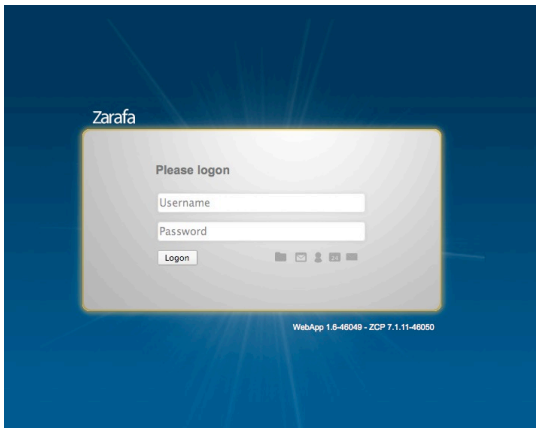
DO YOU KNOW YOUR PIN?? If yes insert your student number and your pin.

IF YOU DON'T KNOW YOUR PIN PLEASE REQUEST A PIN, insert your student number and click on request a pin. Your pin will be emailed to your polytechnic student email. Please follow the instruction on the following pages on how to access your student webmail to retrieve your pin. If you do not receive the kiosk pin on your polytechnic email please call 061 207 2151/2775/2056 or rhanghuwo@polytechnic.edu.na / banton@polytechnic.edu.na

IS YOUR KIOSK BLOCKED? If yes please call 061 207 2151/2775/2056 or rhanghuwo@polytechnic.edu.na / banton@polytechnic.edu.na to unblock your kiosk and request the correct pin as explained above to be emailed to your student email to avoid being blocked again.

2.HOW TO ACCESS STUDENT WEBMAIL

It is a free email service for all REGISTERED students of the Polytechnic of Namibia. This free service allows you to retrieve your email from any PC that has Internet access, anywhere in the world



Once you have your webmail password please make use of the webmail self service password (as described on the next page) to simply register a question and answer that will help you to recover your webmail password in the future to avoid delays.

DO YOU KNOW HOW TO LOG IN?? IF NOT..
Username: student number e.g. 20100000
Password: Use the password as sent to you via sms

OR ARE YOU ON CAMPUS?
Talk to the technicians at the Internet Café at the LIBRARY