TUT myWIL System

STUDENT MANUAL

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Student User Manual

1. Introduction to the TUT myWIL Portal Student User Manual

Welcome to the Student User Manual for the **TUT myWIL Portal**.

This manual will help you navigate through the myWIL platform and make the most of its features during your Work-Integrated Learning (WIL) journey.

The portal has been designed with a user-friendly interface and simplified navigation to improve your experience. You will be able to:

• Access and update your WIL information.

• Submit your reports, which the system combines into a Portfolio of Evidence (PoE).

• Communicate effectively with your assigned mentors and WIL coordinator.

This manual will provide step-by-step instructions, visuals, and tips to ensure that you can confidently engage with all the features of the system and track your progress toward completing your WIL requirements.
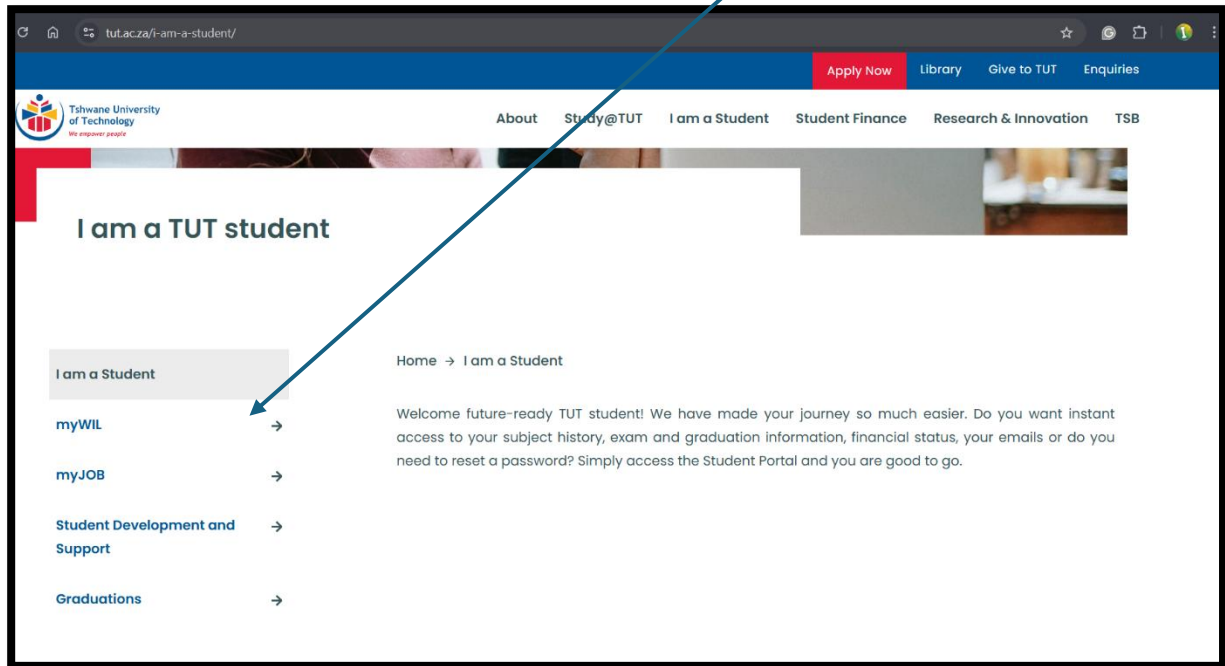
We're committed to supporting your academic success and look forward to assisting you in achieving your qualification goals with ease.
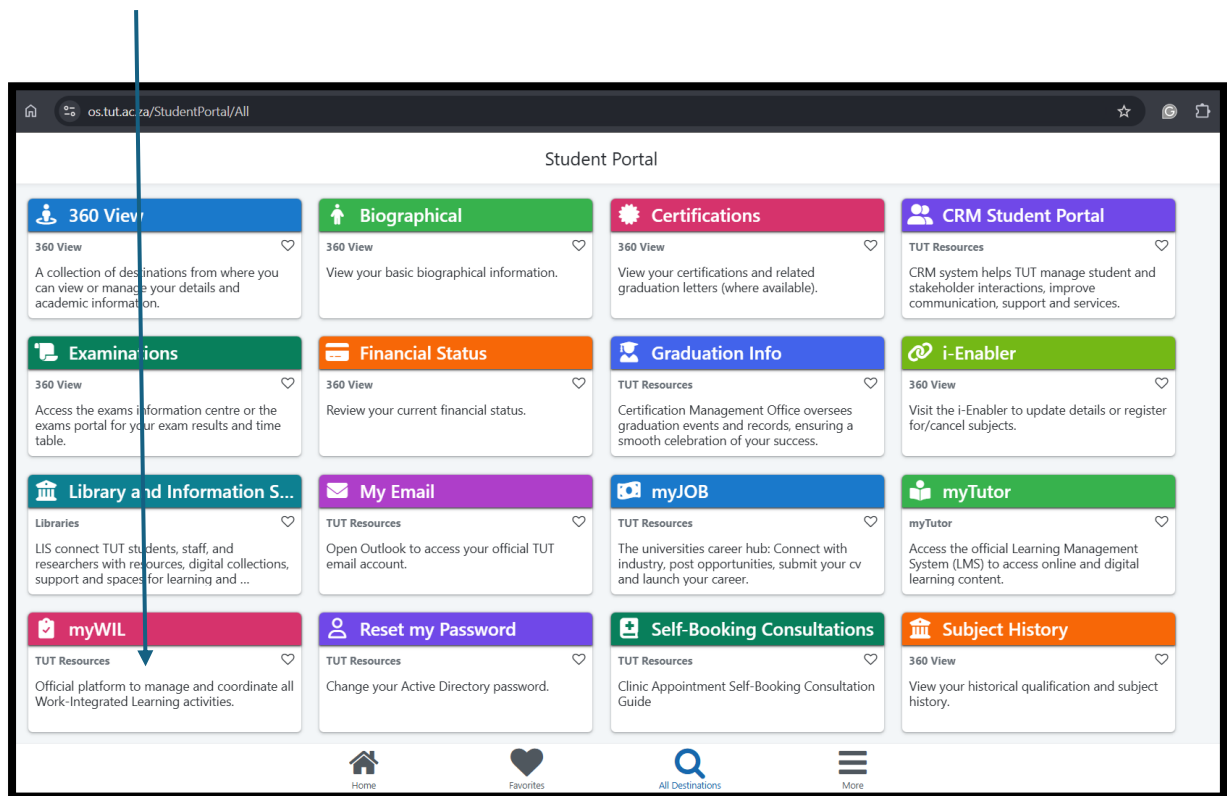
Let's get started!

2. Where to access the portal!

2.1 Open your web browser and type www.tut.ac.za. This will take you to the TUT landing page.
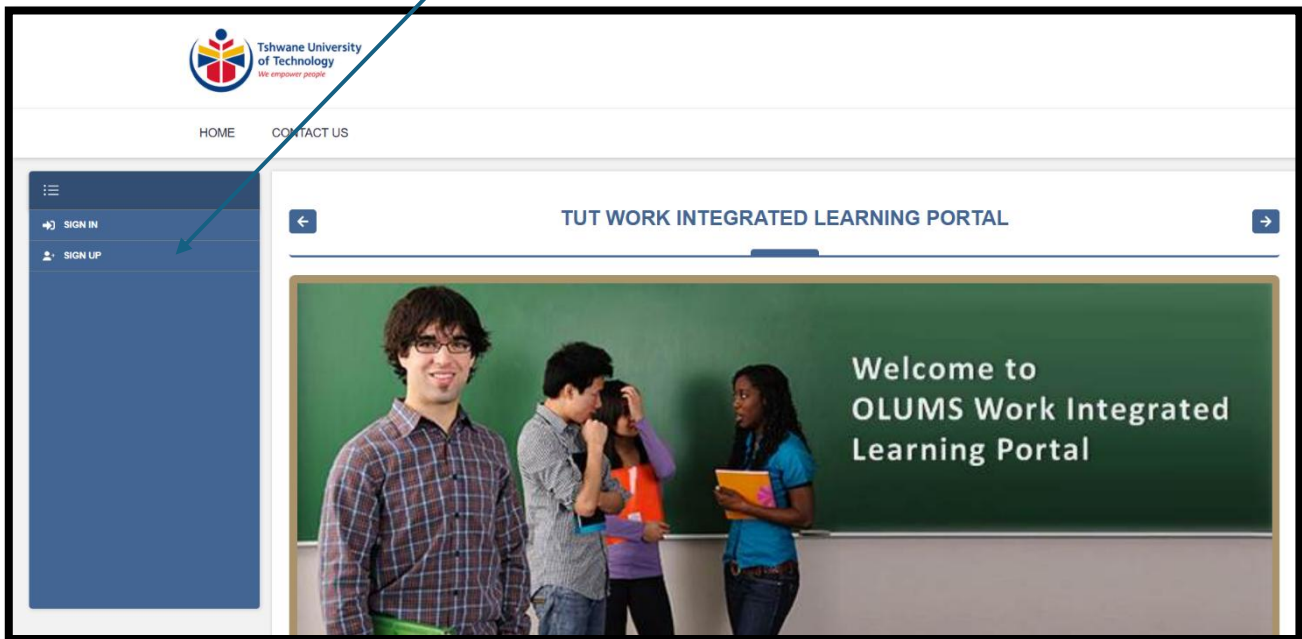From there, click on "**I am a student**," and then select **"myWIL."**

2.2   Alternatively, you can access the myWIL portal via the **TUT student portal** by selecting **"myWIL"** from the **"All Destinations"** menu.

3. Sign up

3.1   On the landing page, click on **"Sign Up."**

3.2   Fill in the required details in the provided fields, ensure that all information entered is correct, and then click **"Continue."**

3.3 On this page, please verify your details. Note that only your tut4life email address may be used. Once your information has been verified, click **"Continue."**

3.4 An email will be sent to your student email (tut4life) address with a link to create your password. Please check your junk mail as well to see if you have received it.

3.5 Please check your email for the message shown below. Click on **"Create Password,"** which will redirect you to a page where you can set your password and log in to the system

Dear MISS. CONNIE SMITH

Your USER PROFILE had been created on the TUT WIL MANAGEMENT AND TRACKING SYSTEMS by the TUT WIL ADMINISTRATOR as follows:

NAME :	MISS. CONNIE SMITH
EMAIL :	connie@tut.ac.za
MOBILE :	0621231660
DEPARTMENT :	SPORT, REHABILITATION & DENTAL
FACULTY :	FACULTY OF SCIENCE
CAMPUS :	PRETORIA CAMPUS

USERNAME :	connie@tut.ac.za

TO CREATE YOUR PASSWORD, CLICK ON THE LINK BELOW

CREATE PASSWORD

If you require any assistance, please feel free to use the CONTACT US Menu on the WIL PORTAL. The WIL

CONTACT US
Email: myWILhelpdesk@tut.ac.za
Contact No: 012 382 4694

Bld13/G42

3.6 Create your password in the field provided and then confirm your password and click on "**Create Password"**

3.7 After you created your password. Please go back to mywil portal on tut website and click on sign in and put in your email address and password you have created and click on login
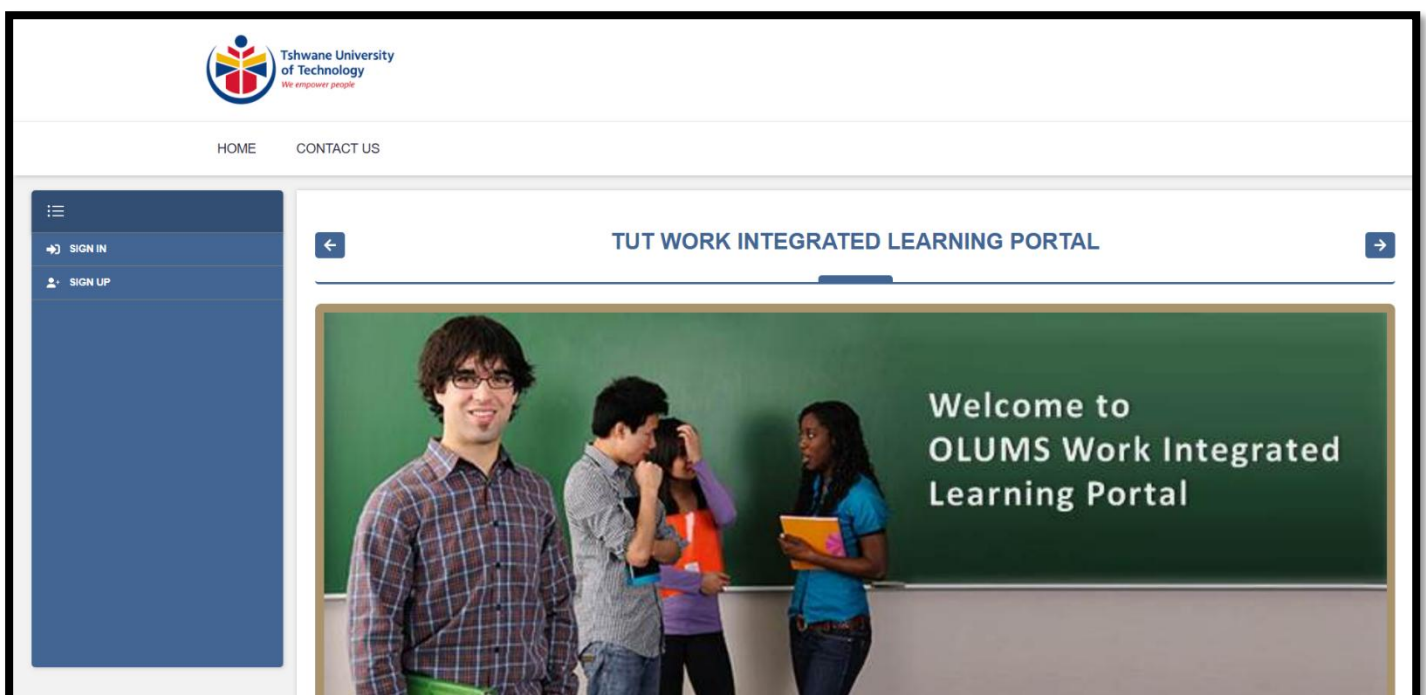
3.8 Upon accessing the portal page, students will see their WIL Registration Status displayed

If incomplete, a message will prompt you to click the blue **"Click to Register for WIL Training Online"** button.

3.9   After clicking the button, students will be guided through a **6-step process** to create a myWIL account profile, as shown on the next page.

4 Step 1: WIL Confirmation

4.1 Step 1: Student Details

- Students must verify their personal information, address, and contact details.
- Students must verify the campus that they are located on.

- After confirming and entering the required information, click **"SAVE".**
- A pop up will appear to confirm that the students Campus, Qualification, WIL Name and Academic Assessor is correct.

4.2 Step 2: Qualification Details

- Select the WIL module from the drop-down menu and enter the start and end dates. Review and confirm the details, then click **"SAVE"** to proceed.

4.3 Step 3: Employer Details

- Start by first searching for your employer on the database!

- Search for an employer by typing the first few letters of the company name.
- A matching list of employers will appear.
- If the employer is not listed, select **"ADD a new employer or organisation."** Ensure the name reflects the parent company (e.g., ESKOM, SIEMENS, VODACOM)
- If the employer is not listed, select **"ADD a new employer or organisation."** Ensure the name reflects the parent company (e.g., ESKOM, SIEMENS, VODACOM)

4.4 Step 4: Mentor Details

- Enter the mentor's name, cell phone number, and email address.

- This information is mandatory as the mentor will receive their login details via email once the WIL Coordinator approves the registration!
- Your mentor is the person that you will report to in the workplace.

4.5 Step 5 – WIL Placement

- The WIL Placement is the **physical address** where the student will complete their training.

- If the company has several departments, use the division/department name as the workstation.
- For smaller companies without divisions, use the company name.

4.6 Step 6 – Undertaking and Indemnity

- Students must read the indemnity carefully!
- Students must upload their **Letter of Employment** before clicking "Agree and Continue." ***(Your letter of employment is the letter you receive from the employer confirming your employment).*** NB. Only scanned PDF's will be accepted by the system.

4.7 Completion

ONLINE WIL REGISTRATION

COMPLETION OF WIL REGISTRATION

The Tshwane University of Technology Academic who is responsible for the management of Work Integrated Learning will receive an alert to APPROVE the WIL REGISTRATION. After the Registration is Approved, you and the Mentor will receive an email confirming the Approval. The Mentor would also receive a Username and Password to access your information and Progress Reports.

- You have now completed your details on myWIL and created your account.
- WIL coordinators receive automated e-mail notifications to approve student WIL profile.
- Once your WIL coordinator approves your WIL, both student and mentor will receive an email confirmation.
- Students can click the **"Online WIL sign-up"** button to return to account details.
- Please wait until you have received a confirmation email from the system that your WIL is approved before trying to access your myWIL system module – all follow-ups should be done with your WIL coordinator/s at your campus. Only after your WIL has been approved by the WIL coordinator will you be granted access to start submitting your reports via the system. When you login to the system next you will see that your training is **pending training approval by your WIL coordinator.**

5   WIL account details

In the WIL account details section, students can view their status (Pending or Approved). The example below shows a "Pending" status in the top left corner.

6   Navigating the System

When students first log into the system, they will be directed to their main WIL workspace. This area serves as the central hub for managing their WIL journey.
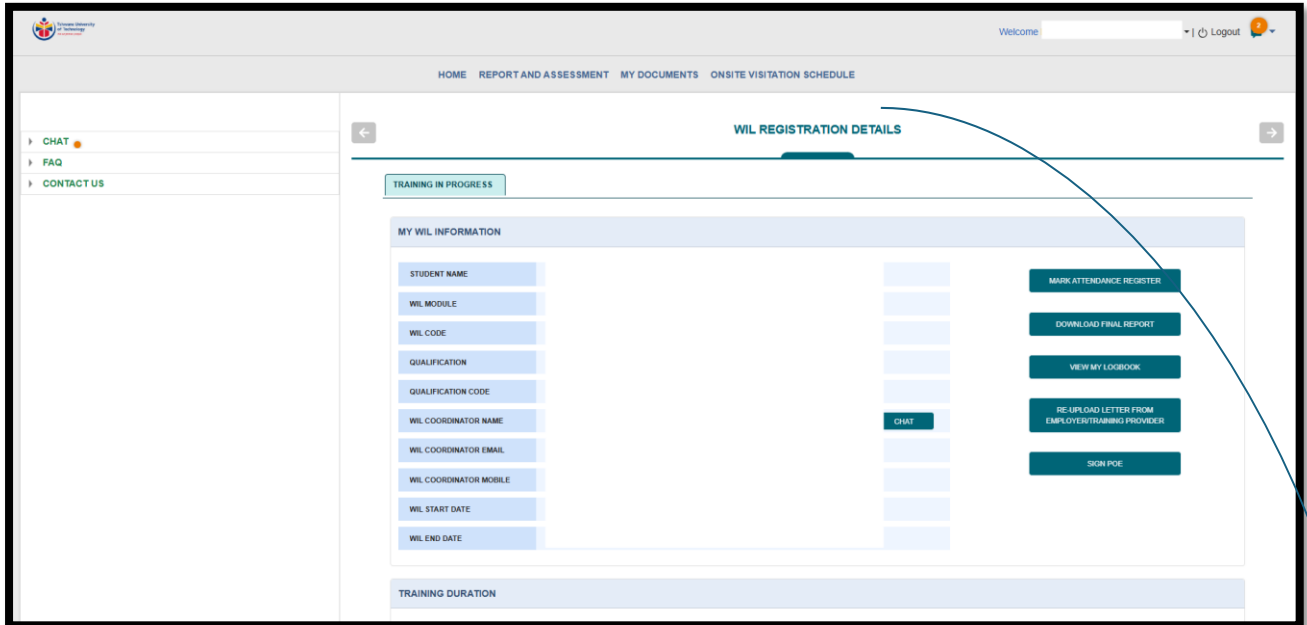
6.1 Navigation Overview:

6.1.1   Left Panel (Communication and Support Tools):

- **Chat:** Enables students to message their lectures and mentors directly within the platform (Note: Although the icon resembles WhatsApp, this feature only works   within the
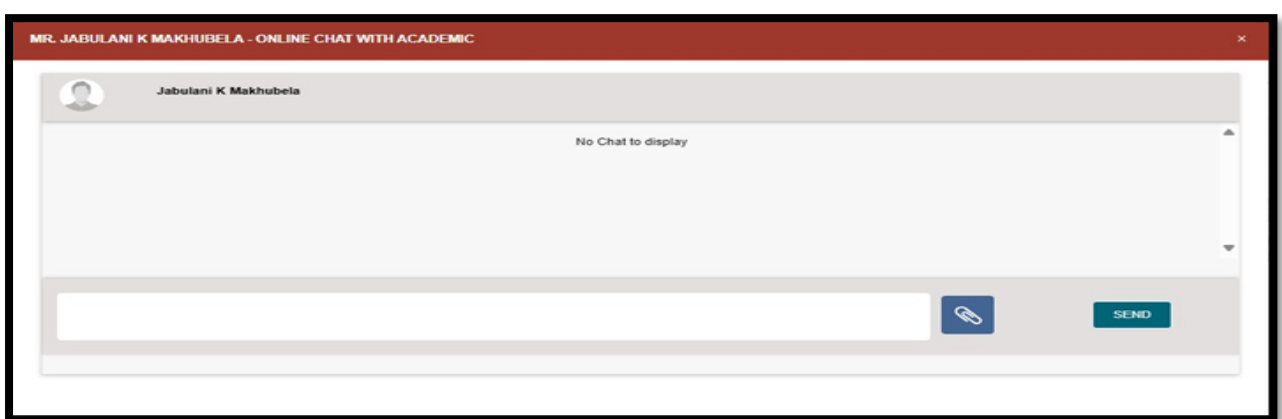
portal).

- **FAQ:** Provides answers to he frequently asked questions for guidance.
- **Contact Us:** For raising support queries related to the portal

6.1.2 Top Ribbon (Navigation Bar):

6.1.3 Dashboard view

- **Home:** Returns to main
- **Reports and Assessments:** Access reports and submit assessments
- **Onsite Visitation Scheduler:** Schedule and view site visits related to WIL activities (please go to section 12)

7 Main Screen View:

7.1 Personal Details Section:

Displays the student's personal information, qualification details, and the current WIL module they are registered for.

- Here the student can **"Mark Attendance Register"** to mark their attendance daily while completing their WIL.

- Students may also **"Download Final Report"** which will allow you to download a .pdf file of the final WIL PoE comprising of all currently completed and assessed Tasks and/or Reports at the time of downloading.

- Students can **"View my logbook"** which will be an online representation of the above report.

- Students can chat with their academics and mentor via the **"Chat"** button and attach files if needed.

7.2 Progress Bar:

- **Timeline Tracker:** Shows the time spent in the WIL program relative to its total duration
- **Outcome Progress:** Indicates progress towards completing required outcomes
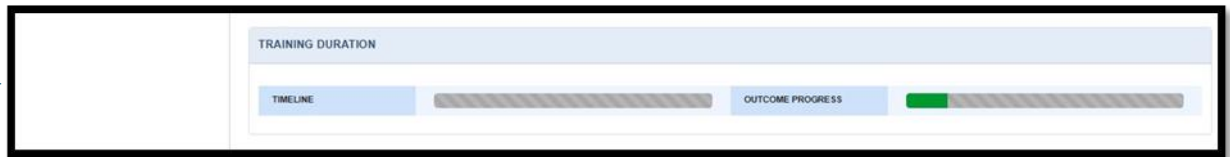
7.3 Employer Details

Shows the current employer information. Students can use the **"Change Employer"**, **"Change Workstation"** and **"Change Mentor**" button to update their employer information during their WIL training. These changes will be sent to their academic supervisor for approval,

Students can chat with their academics and mentor via the **"Chat"** button and attach files if needed.

7.4 Pending Assessments/Reports:

Lists any pending reports or assessments. Students can click **"Submit New Report"** to create and submit a report aligned to their assigned outcomes.

ASSESSMENT TRACKING

REPORTS SUBMITTED	1	REPORTS IN DRAFT	0

ASSESSED BY MENTOR			ASSESSED BY ACADEMIC		
COMPLETED	PENDING	STUDENT TO EDIT	COMPLETED	PENDING	STUDENT TO EDIT
0	1	0	0	0	0

OUTCOME COMPLETED BY STUDENT	1	OUTCOME ASSESSED BY MENTOR	0	OUTCOME ASSESSED BY ACADEMIC	0

SUBMIT NEW REPORT   SUBMIT OFFLINE REPORT

8   Top Navigation Panel Overview:

8.1 Home:

- Clicking the **"Home"** button brings students back to their main WIL landing page, as described above. This serves as the central dashboard where students can monitor their progress, view employer information, and access pending assessments and reports.

- A **"Submit New Report"** button is available for students to create and submit new reports aligned with their learning outcomes.

9 Submit New Progress Report

Students follow a 6-step process to submit a task report:

9.1 Step 1 – Select Progress Report Title

- When a student selects an outcome from the core outcome list, it will automatically be used as your progress report title.

SUBMIT PROGRESS REPORT

1 — ADD PROGRESS REPORT TITLE   2 — ADD PROGRESS REPORT DETAILS   3 — SUBMIT PROGRESS REPORT

PROGRESS REPORT TITLE : * WIL WORKSHOP

● CORE OUTCOME LIST

#	SELECT	CORE OUTCOME	WEIGHT(%)	CREDIT
1	●	WIL WORKSHOP	5.21	2.5
2	○	CURRICULUM VITAE & COVER LETTER	5.21	2.5
3	○	MONTH 1-ACTIVITY REPORT	12.50	6
4	○	MONTH 2-ACTIVITY REPORT	12.50	6
5	○	MONTH 3-ACTIVITY REPORT	12.50	6
6	○	EVALUATION-SECTION A AND SECTION B	10.42	5
7	○	FINAL EVALUATION BY STUDENT	10.42	5
8	○	ASSIGNMENT: SWOT ANALYSIS	31.25	15

SAVE

9.2 Step 2 - Add Progress Report Details

- Students need to select the **start** and **end date** of the task report (The start and end dates refer to the Progress Report period. The report can be completed or still in progress when you submit it.)

- Please see next page for next step…

Students can type or paste their report into the description box, labelled **"Please insert your report here:**", provided and **upload** any supporting documents in **"pdf, png, jpg, jpeg"** files and click on save to continue.

START DATE AND END DATE
The start and end date refers to the Progress Report dates. The Reports may be completed, or it may still be work-in-progress at the time of submitting the Progress Report.

START DATE : * [yyyy/mm/dd]

END DATE : * [yyyy/mm/dd]

NO. OF WORKING DAYS : * [   ]

PLEASE INSERT YOUR REPORT HERE : *

File   Edit   View   Insert   Format   Tools   Table

B   I   U   S   Helvetica   1.25rem

REPORT/PROJECT DESCRIPTION

This section would include the Introduction and Body of the Report as described below.

INTRODUCTION

The introduction usually covers the description of what was done during the period of the Progress Report.

DESCRIPTION OF PROGRESS REPORT

The Body of the Progress Report should include relevant details such as the processes and procedures followed for completion of you went about completing the relevant task you are describing – Please refer to your Outcome / Task Description for the relevant areas that will be assessed for this submission.

p   87 words

UPLOAD DOCUMENT

SAVE

9.3 Step 3 - Submit progress report:

The Progress Report will be saved under the Reports and Assessment menu as a Draft Report. Students can edit the draft **OR** submit it for assessment. NB>

If you **save to draft**, you can come back to edit it before submitting it for marking .

If you **submit for marking**, you cannot retrieve the report – it will be sent to your workplace mentor and WIL coordinator for marking.

9.3.1 After clicking on submit you will be directed to the next page.

- If you select **No**, the outcome will stay open, and you can submit more progress reports linked to it.

- If you select **Yes**, it means all progress reports for this outcome have been submitted. The outcome will then be closed, and no more reports can be added.

  Final step: After completing the checklist, click **Submit for Marking**. (Checklist will only appear when the student has selected **"Yes"** as the option)

9.3.2   How to delete a Task Report and make your Outcome as incomplete

● To remove, edit, or mark an outcome as complete or incomplete, students must go to the **Reports and Assessment** menu on the top ribbon.

● Students should click the linked Progress Report title to open the report details.

9.3.3 Progress Report Details page

On this page, you can:

- Remove or edit the report

- View outcome details

- Mark the outcome as incomplete

- View the report QR code

HOME   REPORT AND ASSESSMENT   MY DOCUMENTS   ONSITE VISITATION SCHEDULE

PROGRESS REPORT DETAILS

REPORT TITLE - WEEKLY TASK LOGBOOK SHEET 3 20251104

DURATION	1 DAYS	REMOVE PROGRESS REPORT
FROM DATE	04-Nov-2025	EDIT PROGRESS REPORT
TO DATE	04-Nov-2025	OUTCOME DETAILS
CREDITS (LINKED OUTCOME)	5	MARK OUTCOME AS INCOMPLETE
WEIGHT	8.33	VIEW PROGRESS REPORT QR
LINKED OUTCOME TO REPORT	WEEKLY TASK LOGBOOK SHEET 3	
MY SELF ASSESSMENT	--	
MENTOR ASSESSMENT	NOT ASSESSED	
ACADEMIC ASSESSMENT	NOT ASSESSED	

TASK/PROJECT DESCRIPTION   VIEW DESCRIPTION

testing report

UPLOADED DOCUMENTS

STUDENT PROGRESS REPORT LINKED TO THE OUTCOME
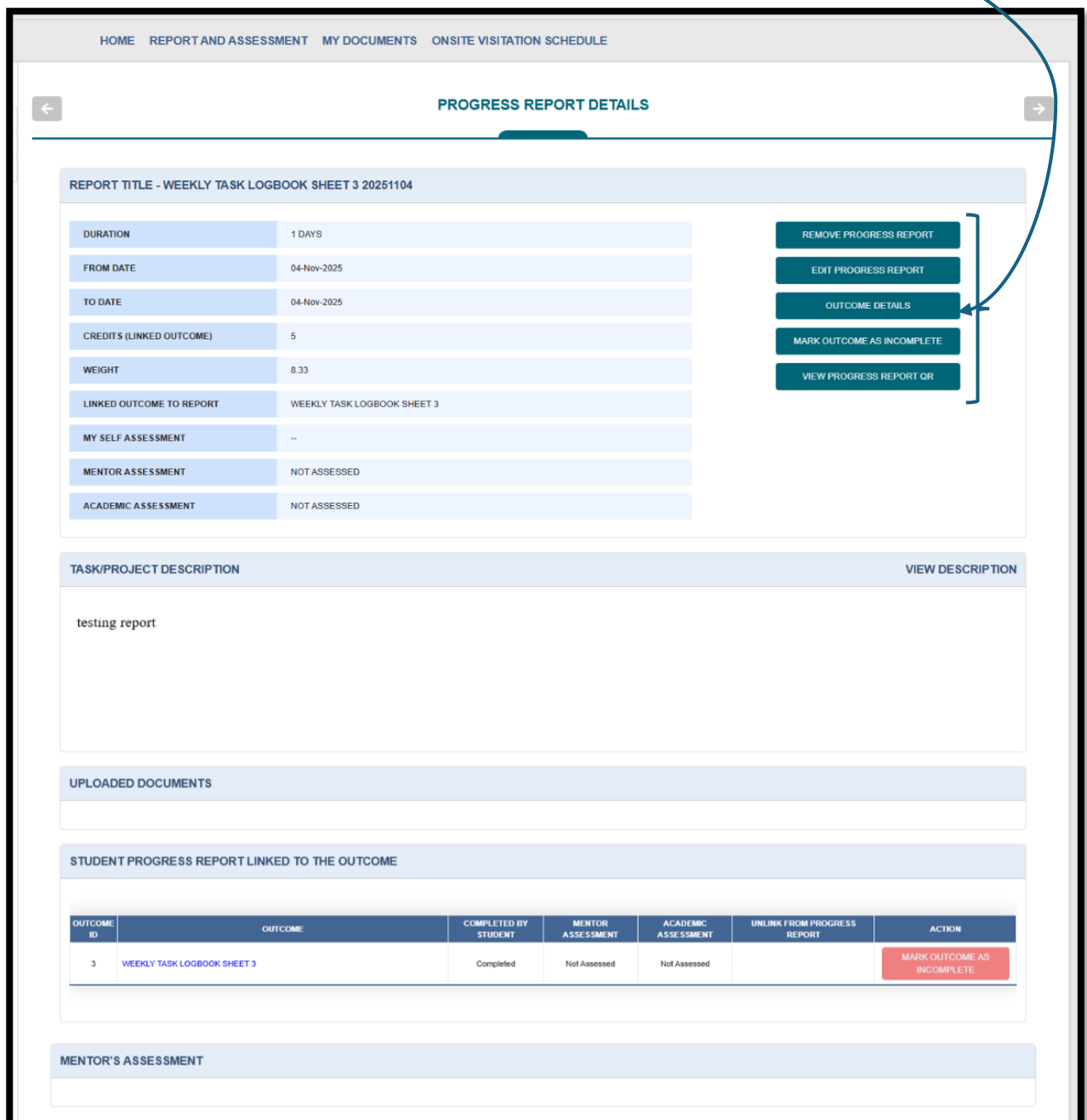
OUTCOME ID	OUTCOME	COMPLETED BY STUDENT	MENTOR ASSESSMENT	ACADEMIC ASSESSMENT	UNLINK FROM PROGRESS REPORT	ACTION
3	WEEKLY TASK LOGBOOK SHEET 3	Completed	Not Assessed	Not Assessed		MARK OUTCOME AS INCOMPLETE

MENTOR'S ASSESSMENT

9.3.4 Submit Offline Report

This button is available for students to create and submit new reports aligned with their learning outcomes when they have **no access to the Internet** and later submit the report when their connection is restored.

10 Reports and Assessments:

- This section navigates to a dedicated page that lists all submitted task reports and outcomes

- Students can review their previously submitted reports, outcomes and track feedback, or scores provided by their assessor.

11 My Documents:

- This option opens a page where students can access all essential-WIL related documents, such their qualification's logbook student manual, Student Registration Record, Final Report and Forms and Templates
- Students can download or view these documents directly within the system for easy reference throughout their training.

HOME   REPORT AND ASSESSMENT   MY DOCUMENTS   ONSITE VISITATION SCHEDULE

MY DOCUMENTS

UPLOAD SUPPORTING DOCUMENTS

QUALIFICATION LOGBOOK	STUDENT USER MANUAL
FINAL REPORT	FORMS AND TEMPLATES
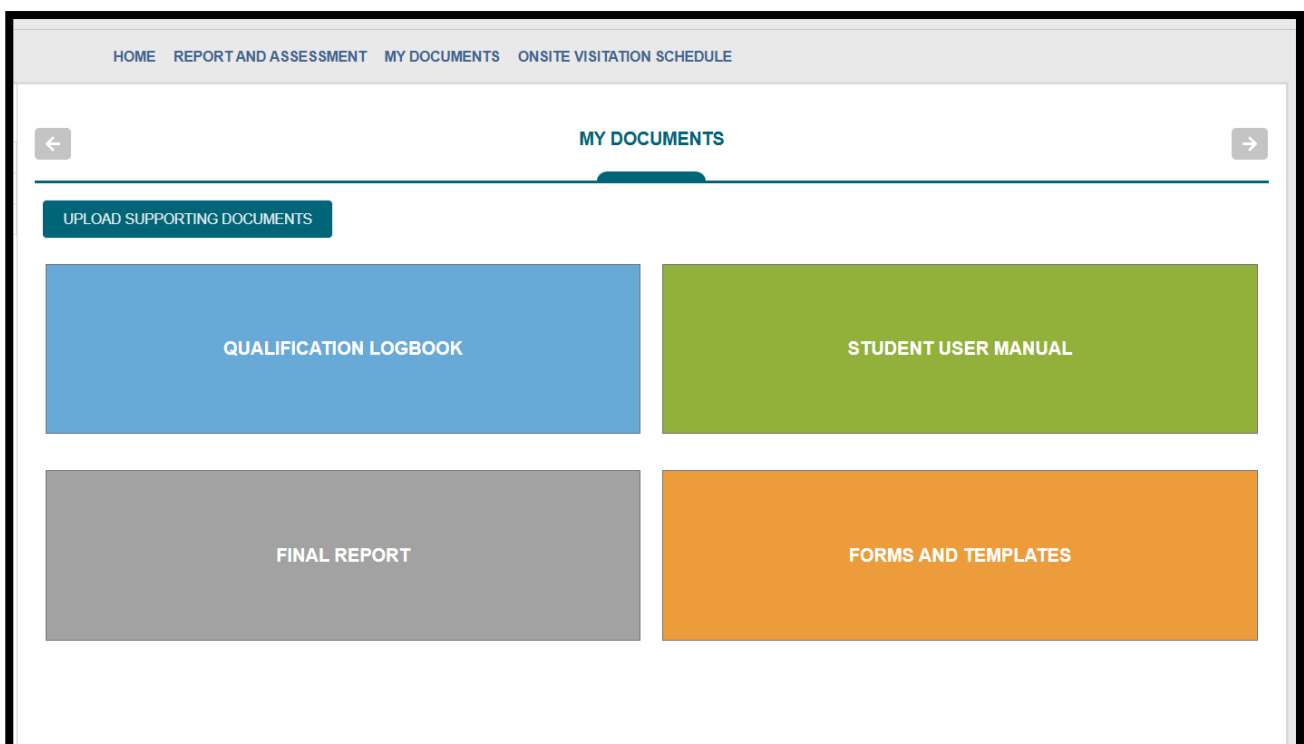
11.1   Qualification Logbook

When the student clicks on Qualification Logbook, the system will automatically download the logbook to their device.

11.2   Student user manual

When the student clicks on **Student Manual**, the system will automatically download the manual to their device.

11.3   Final Report

When the student clicks on **Final Report**, they will be directed to a screen displaying the qualification they are linked to, where they can download the **Final Report Certificate**.

11.4   Forms and Templates

Under this tab students can download, complete, and upload signed forms directly to the system, (see below screenshot)

12 Onsite Visitation Scheduler:

- This feature allows students to view the schedule site visits related to their WIL program.
- When the WIL coordinator has scheduled any visitations, students can see the details, such as date, time and location

13 Communication and Support Tools

14 Chat

This is a feature that students can use to chat to their Mentors and WIL coordinators.
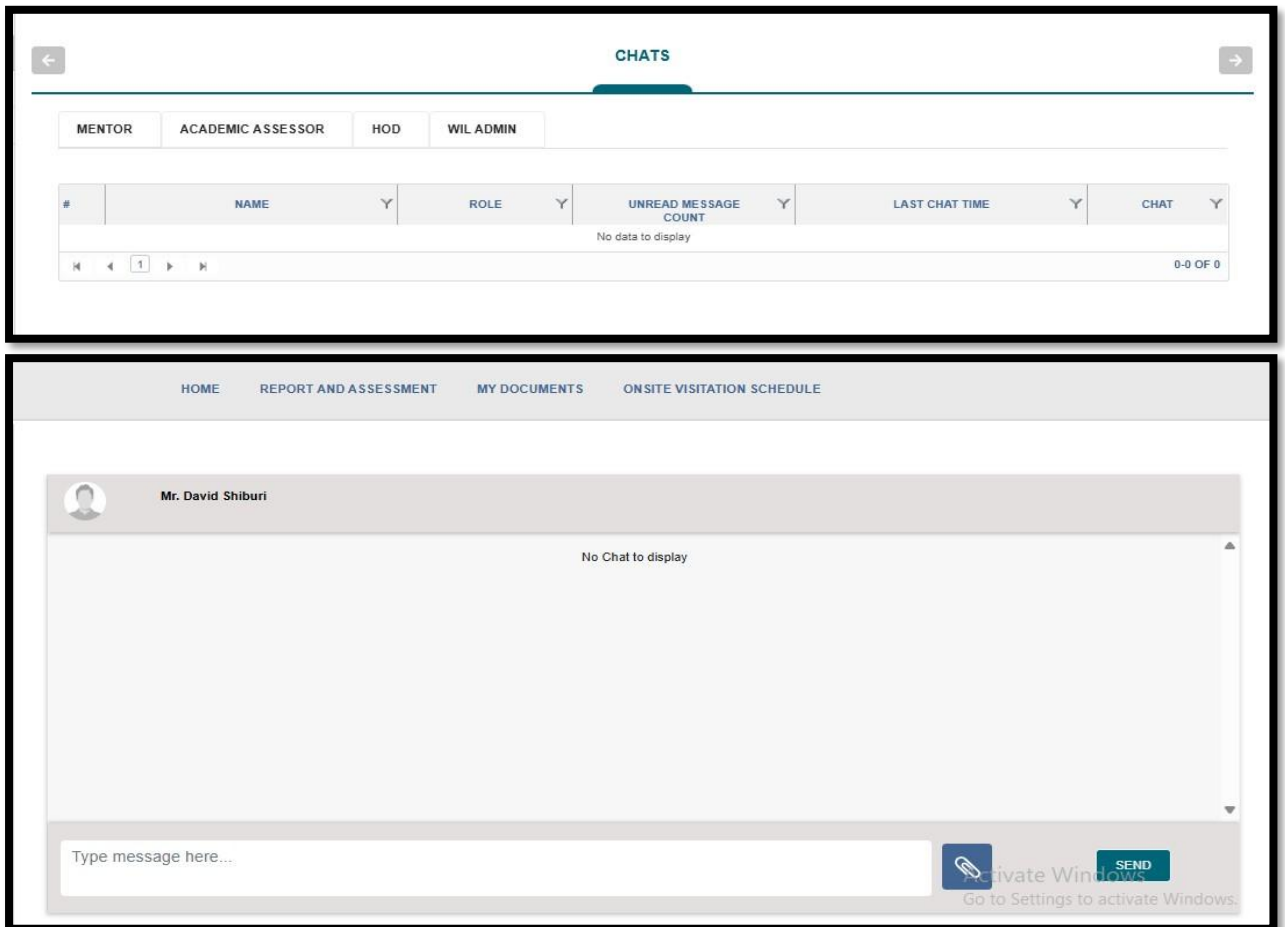
15 FAQ – Frequently Asked Questions

If students need help understanding the system, they can review common questions and answers in the FAQ menu.

16 Contact Us

If students need help or encounter an error, they can use 'Contact Us' to describe the issue, attach a screenshot, and send it to support for assistance.