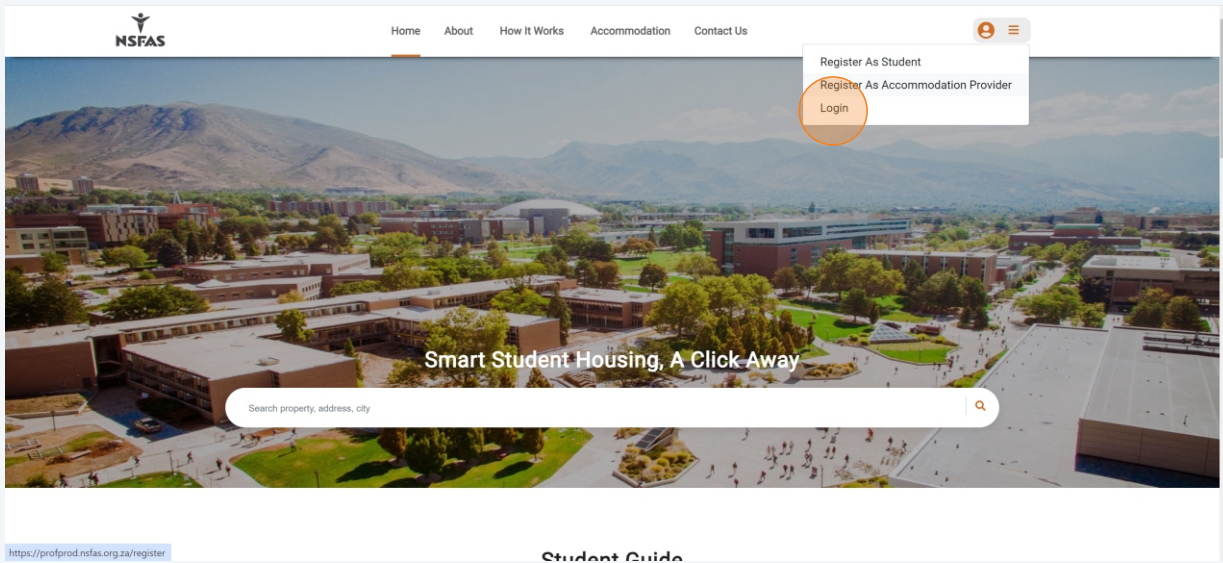


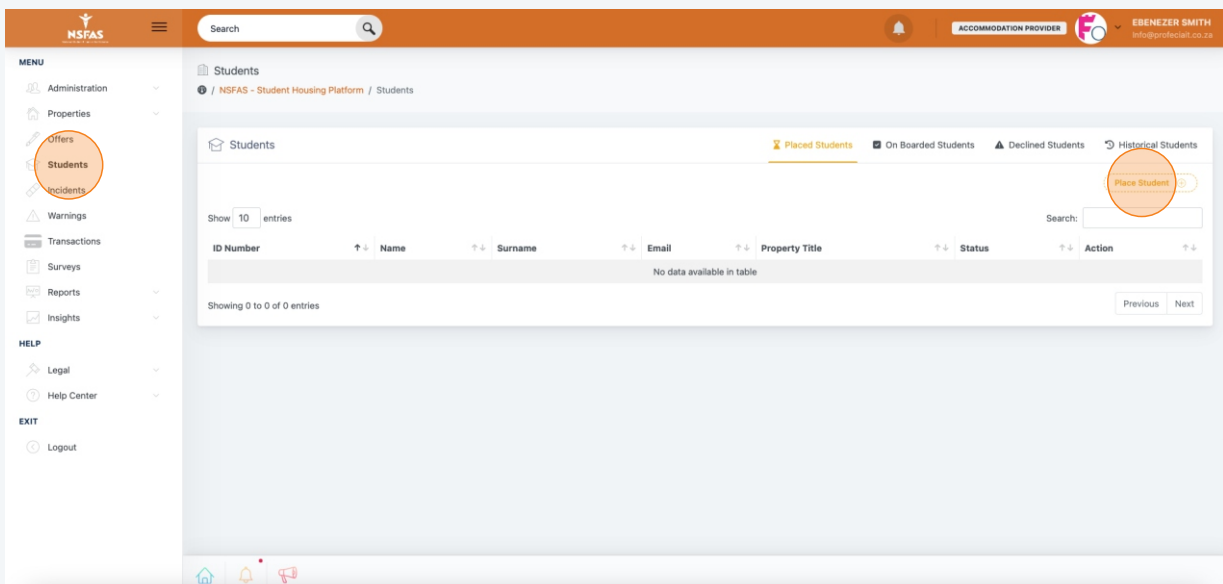
# How To: Manage Student Placements

1 Navigate to <https://profprod.nsfas.org.za>

2 Click here and login to your account on the Student Housing Platform.



3 Click **Students** on the left in the menu then click **Place Student** on the far right.



- 4 Fill in all required student information. Note that all fields with a red asterisk are mandatory. Make double sure that the ID, Email, and Contact Number are correct.

The screenshot shows the 'Place Student' form in the NSFAS Student Housing Platform. The form is open and shows various fields for student information. Fields with a red asterisk are mandatory. The 'Date Moved into Property' field is currently empty.

Field	Value
Name (Enter first name)	
Surname (Enter surname)	
Email address (Enter email)	
Confirm Email address (Enter confirm email)	
Contact Number (072000000)	072000000
ID Number (Enter id number (13 Characters))	
Course (Enter course)	
Course Code (Enter course code)	
Student Number (Enter student number)	
Select Property (--- Select Option ---)	
Select Room Type (--- Select Option ---)	
Does the student currently reside at the property? (Yes/No)	<input type="radio"/> Yes <input type="radio"/> No
Date Moved into Property (yyyy/mm/dd)	
Institution (--- Select Option ---)	
Campus (--- Select Option ---)	

- 5 Select **No** if the student is no longer staying in your property. Selecting **No** will prompt you to input the date the student left your property.

The screenshot shows the 'Place Student' form in the NSFAS Student Housing Platform. The 'Does the student currently reside at the property?' field is set to 'No', and the 'Date Moved Out Of Property' field is highlighted with a red circle.

Field	Value
Name (Enter first name)	
Surname (Enter surname)	
Email address (Enter email)	
Confirm Email address (Enter confirm email)	
Contact Number (072000000)	072000000
ID Number (Enter id number (13 Characters))	
Course (Enter course)	
Course Code (Enter course code)	
Student Number (Enter student number)	
Select Property (--- Select Option ---)	
Select Room Type (--- Select Option ---)	
Does the student currently reside at the property? (Yes/No)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date Moved into Property (yyyy/mm/dd)	
Date Moved Out Of Property (yyyy/mm/dd)	
Institution (--- Select Option ---)	
Campus (--- Select Option ---)	

6

Once a student is placed, they will appear on your list of **Placed Students**. The student will immediately receive an email for them to onboard onto the platform. To view a student placement, click on the eye icon on the far right.

The screenshot shows the NSFAS Student Housing Platform interface. The top navigation bar includes the NSFAS logo, a search bar, and the user profile for EBENEZER SMITH. The left sidebar contains a menu with categories: MENU (Administration, Properties, Offers, Students, Incidents, Warnings, Transactions, Surveys, Reports, Insights), HELP (Legal, Help Center), and EXIT (Logout). The main content area displays a table of students under the 'Placed Students' tab. The table has columns for ID Number, Name, Surname, Email, Property Title, Status, and Action. The status for all listed students is 'PENDING'. The 'Action' column contains eye icons, which are circled in red to indicate they should be clicked to view student details.

ID Number	Name	Surname	Email	Property Title	Status	Action
0301250342088	Milisa	Xipu	s225234939@mandela.ac.za	53 GOMERY AVE	PENDING	👁️
0308270233080	Sphindile	Madikizela	s225171171@mandela.ac.za	53 GOMERY AVE	PENDING	👁️
0311240712084	Kgomotso	Moima	s226094669@mandela.ac.za	53 GOMERY AVE	PENDING	👁️
0401090504085	Nomasonto	Lomola	s227019784@mandela.ac.za	53 GOMERY AVE	PENDING	👁️
0403140556081	Zothile	Mhlongo	s227043693@mandela.ac.za	53 GOMERY AVE	PENDING	👁️

7

If required, click on **Edit** to make any desired changes.

The screenshot shows the 'Student Details' page for Sandile Ncgobo. The page is divided into two main sections: 'Student Details' and 'Additional Information'. The 'Student Details' section contains fields for ID Number, Gender, Race, Home Address, Email, Contact Number, Home Number, and Alternative Number. The 'Additional Information' section contains fields for Institution, Campus, Student Number, Course | Degree, Course Code, Year of study, Funding Status, Funding Institute, Year Of Study, Period Of Study, and Bio. The 'Edit' button is circled in red, indicating it should be clicked to make changes.

Student Details		Additional Information	
ID Number:	5607096902089	Institution:	Nelson Mandela University
Gender:	Male	Campus:	South Campus
Race:	African	Student Number:	12321312
Home Address:	12 bird street, central, pe	Course   Degree:	BSC Maths
Email:	kwasi.asarebaah+1001@gmail.com	Course Code:	BSC
Contact Number:	0987654322	Year of study:	2
Home Number:	01123456789	Funding Status:	
Alternative Number:	01123456789	Funding Institute:	NSFAS
		Year Of Study:	2
		Period Of Study:	4
		Bio:	Cool cat

8

In the edit section you can make changes to the student placement data and click **Update**.

The screenshot shows the 'Edit Student Details' page. The left sidebar contains a menu with categories: MENU (Administration, Properties, Offers, Students, Incidents, Warnings, Transactions, Surveys, Reports, Insights), HELP (Legal, Help Center), and EXIT (Logout). The main content area is titled 'Edit Student Details' and contains a form for 'Edit Placement'. The form has the following fields:


- Select Property: 53 GOMERY AVE
- Select Room Type: Sharing En Suite 3 beds
- Date Moved Into Property: 2024/03/01
- Date Moved Out Property: yyyy/mm/dd
- Institution: Nelson Mandela University
- Campus: South Campus

A green 'Update' button is located at the bottom left of the form, circled in orange. A 'Back' button is at the top right of the form.

9

To delete a placement, go to the placed student and select the **Accommodation** tab at the top and click the trash bin icon.

The screenshot shows the 'Student Details' page for Daniel Mabuza. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Student Details' and has tabs for 'Details', 'Accommodation', 'Incidents', and 'Warnings'. The 'Accommodation' tab is selected and circled in orange. Below the tabs is the 'Accommodation History' section, which includes a search bar and a table with the following data:

Property Title	Property Address	Room	Status	Action
53 GOMERY AVE	53 Gomery Avenue, Summerstrand, Gqeberha, South Africa	Room Sharing Standard - 3	PENDING	

The trash bin icon in the 'Action' column is circled in orange. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' buttons.