



UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

SuccessFactors navigation guide

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Logging in to SuccessFactors via a browser

Background and benefits

SuccessFactors offers a centralised learning and recruitment system. Staff members can access the platform on any internet-connected device (including smart phones and tablets) using their existing UCT login details.

Support

If you are unable to access SuccessFactors or are experiencing other technical difficulties, please contact the [IT Service Desk](#).

Procedure

1. Open a web browser (e.g. Google Chrome, Mozilla Firefox, Microsoft Edge).
2. Log in to SuccessFactors via www.successfactors.uct.ac.za.
3. If not already logged in to single sign-on, the *Sign in to your account* page appears. If already logged in to single sign-on, SuccessFactors will open (see [step 4](#)).

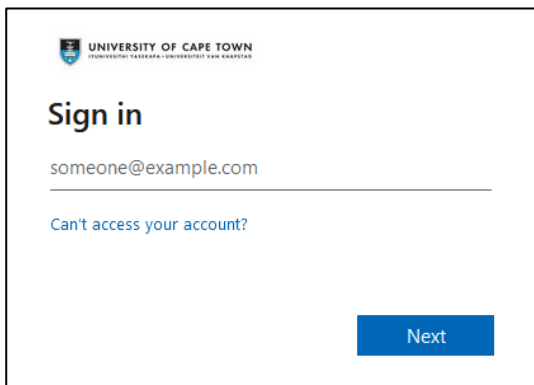
Existing users (new users will see a different page and should follow the instructions on page 4 below)

- Select the appropriate account.

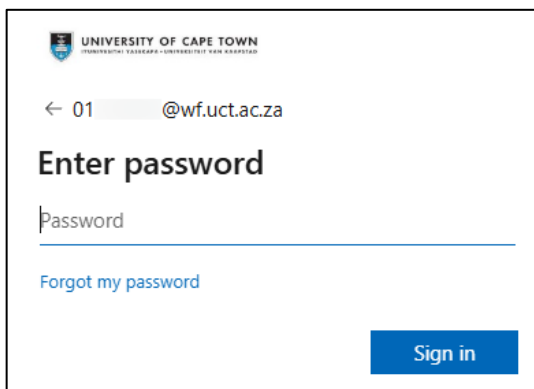
- Enter your *Password* and click *Sign in*.
- You will be prompted to verify your login either via Microsoft Authenticator or a code sent to your phone as an SMS. SuccessFactors will open (see [step 4](#)).

Logging in to SuccessFactors via a browser (continued)

New users

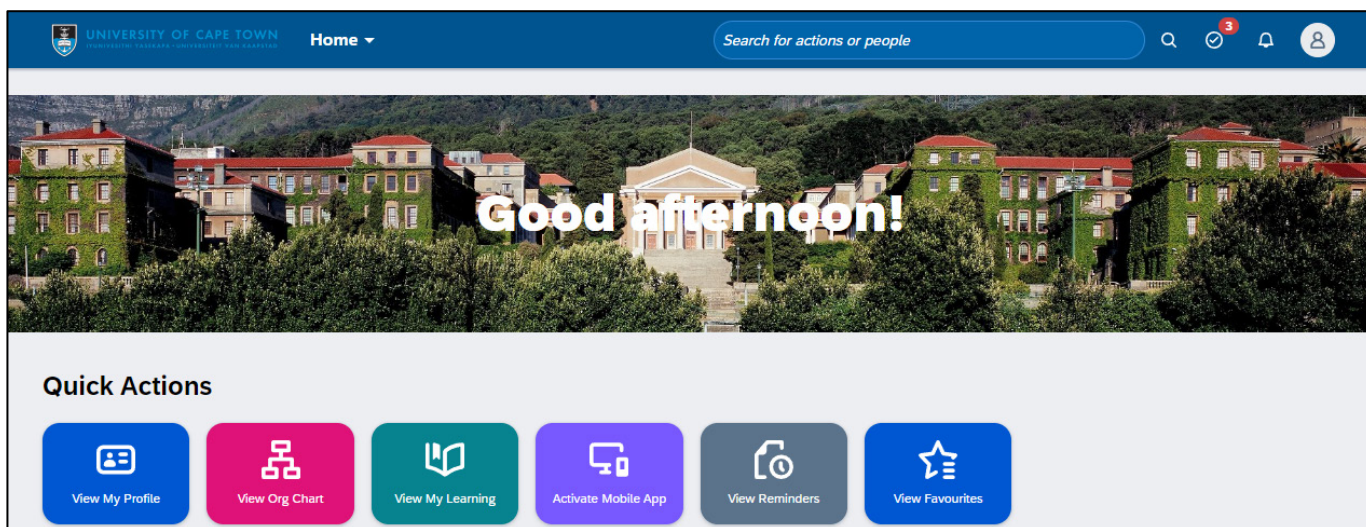


- In the field below *Sign in*, enter your UCT staff number followed by @wf.uct.ac.za. E.g. 01234567@wf.uct.ac.za. **Note:** UCT staff number only, third party "T" accounts will not work.
- Click *Next*.



- Enter your *Password* and click *Sign in*.
- You will be prompted to verify your login either via Microsoft Authenticator or a code sent to your phone as an SMS.

4. The *Home* page appears.



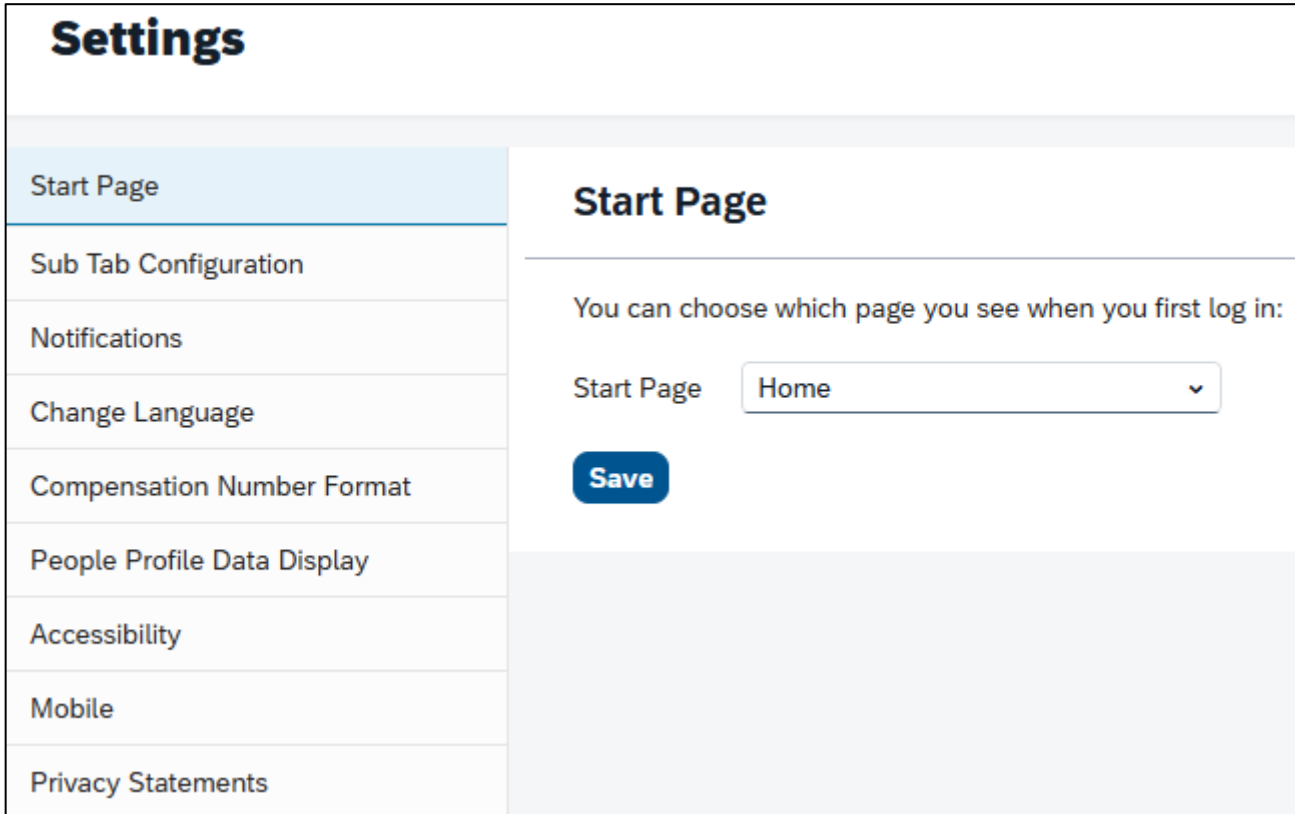
- **Learning:** Click the *View My Learning* tile to work with courses (e.g. search the course library, register for classes).
- **Recruiting:** Choose *Home > Recruiting* if you're involved with a recruitment activity.
- **Learning Administration:** Click the *View Learning Administration* tile if you've received training as a learning administrator


Changing SuccessFactors settings



1. [Log in to SuccessFactors and access the Home page.](#)

- In the top right of the screen, click  *Account Navigation* and choose  *Settings*.

2. The *Settings* page appears, displaying the *Start Page* section.

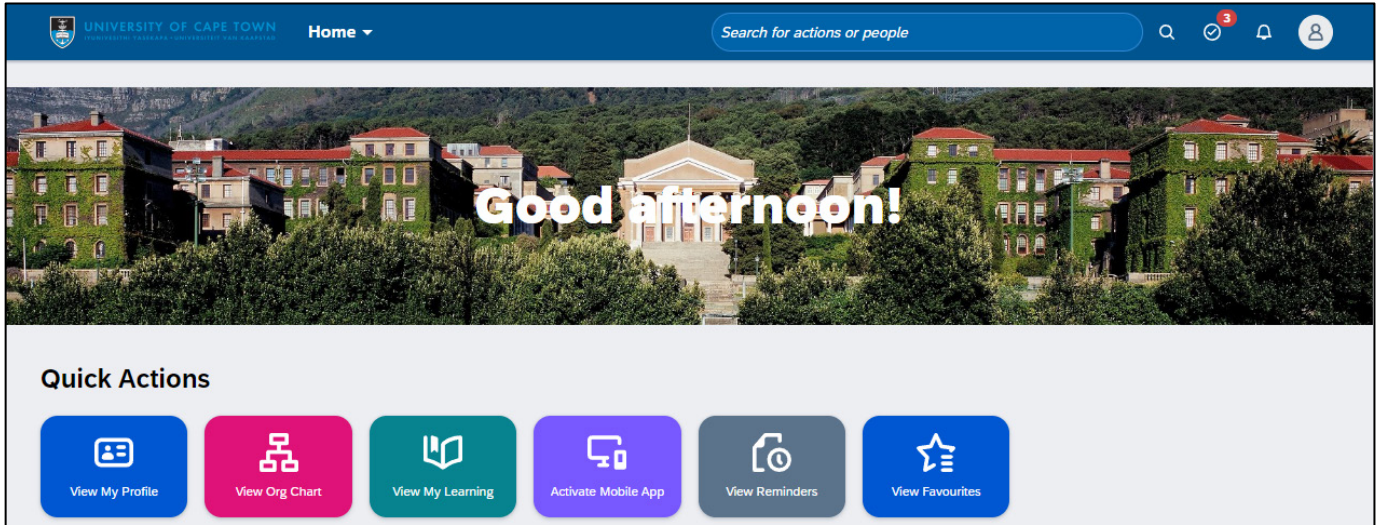


If you want to..	Then..
set your default page when logging in	<ul style="list-style-type: none"> - In the <i>Start Page</i> field, select the appropriate entry from the dropdown list e.g. Home, Learning, Recruiting <div data-bbox="488 1352 1227 1841" data-label="Image"> </div> <ul style="list-style-type: none"> - Click .

<p>set accessibility settings</p>	<ul style="list-style-type: none">- Click <i>Accessibility</i>.- The <i>Personal Accessibility Settings</i> section appears.<div data-bbox="491 203 1469 920" data-label="Complex-Block"><p>Personal Accessibility Settings</p><p>Accessibility refers to the ability of all users to access and interact with the application, including those who use assistive technologies. You can use these settings to optimise the application to suit your needs and preferences. Please note that Enhanced Keyboard Navigation, Enhanced Screen Reader Support, and Colour Vision Adjustments are not supported in all areas of the application.</p><ul style="list-style-type: none"><input type="checkbox"/> Enhanced Screen Reader Support <input type="checkbox"/> Colour Vision Adjustments<input type="checkbox"/> High Contrast<input type="checkbox"/> Enhanced Keyboard Navigation <p>Save</p></div>- Select one or more of the 4 available options and any additional options that may appear after your initial selection.- Click Save.
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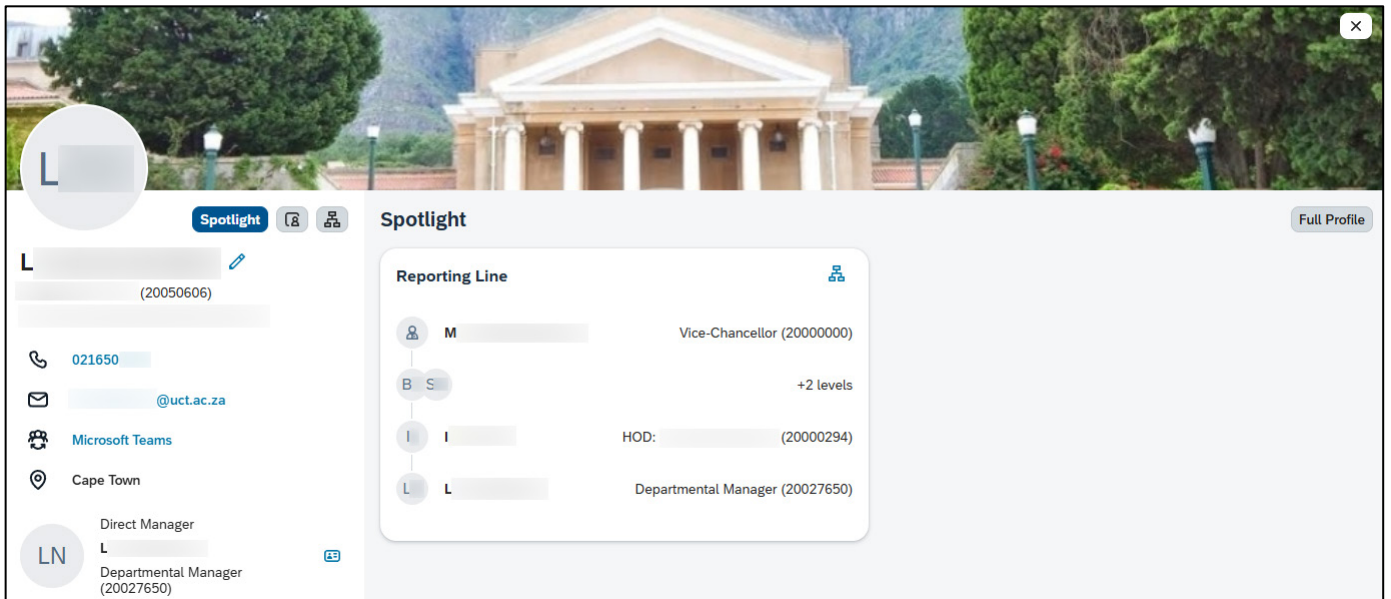
Viewing your public profile


1. [Log in to SuccessFactors and access the Home page.](#)



- In the top right of the screen, click  *Account Navigation* and choose *Public Profile*.

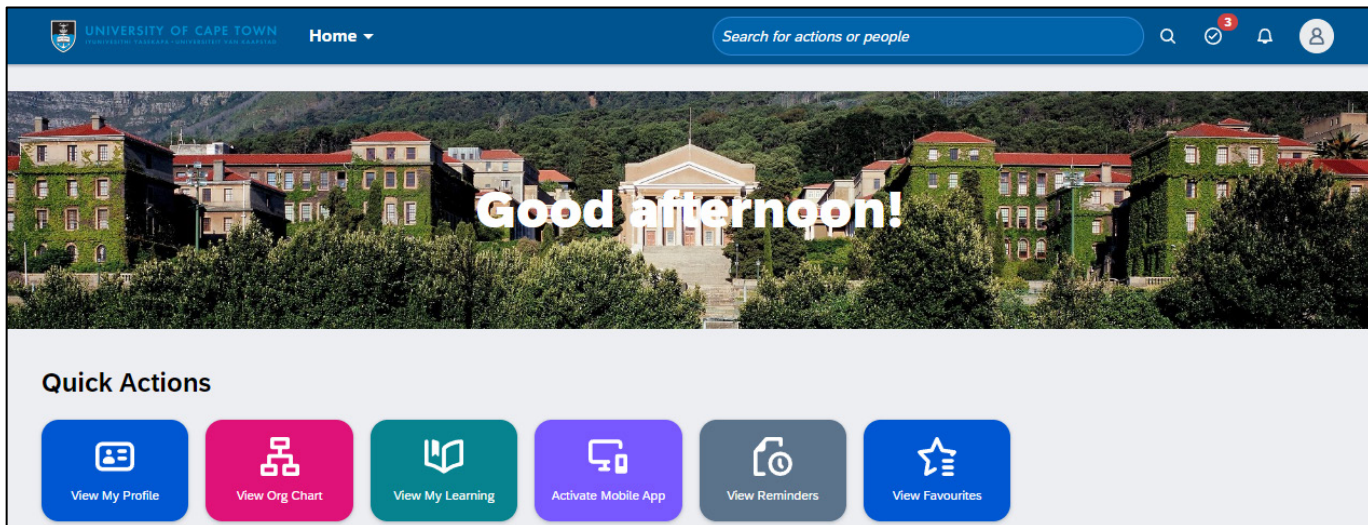
2. Your public profile appears from the right.



- Click *Full Profile* to [view your full employee profile](#).
- Click  *Open Organisation Chart* to [view the org chart](#).

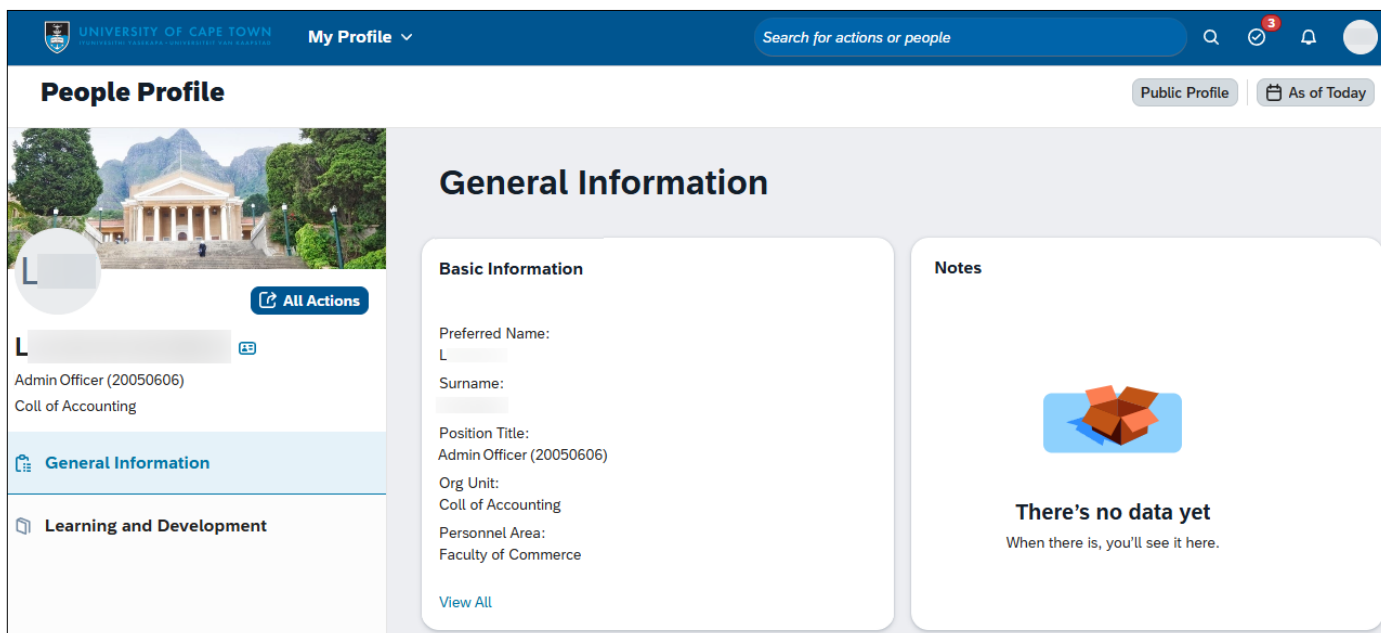
Viewing your full employee profile

1. [Log in to SuccessFactors and access the Home page.](#)



- Click the *View My Profile* tile.

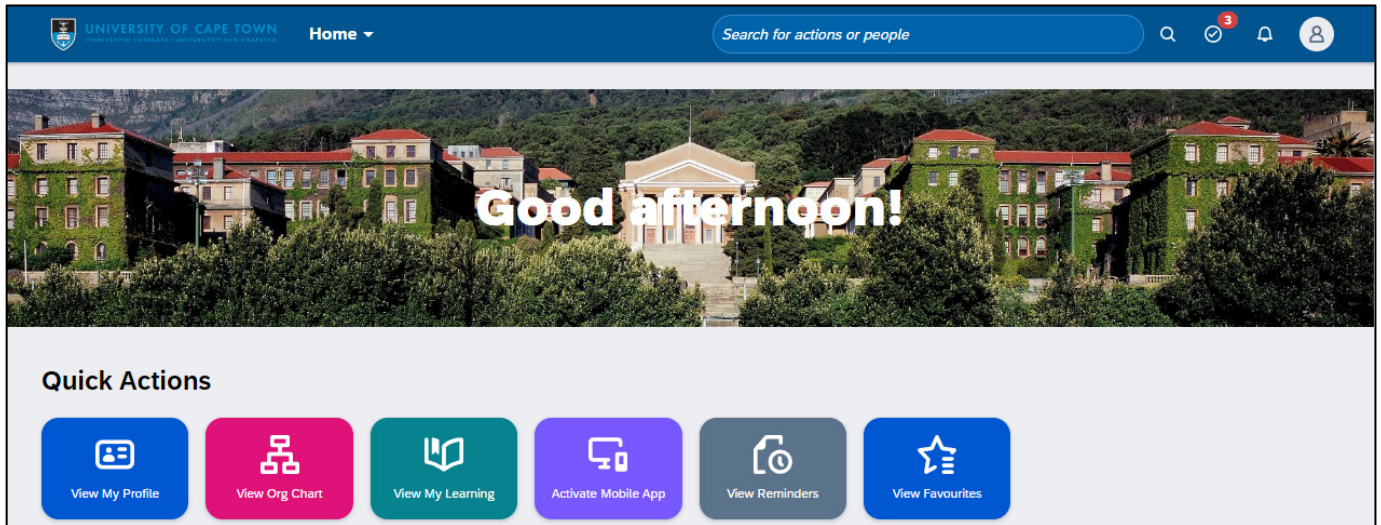
2. The *People Profile* page appears, displaying the *General Information* section.



- Click *Learning and Development* to view a high-level summary of your learning history and learning in progress.
- Click the UCT logo to return to the home page.

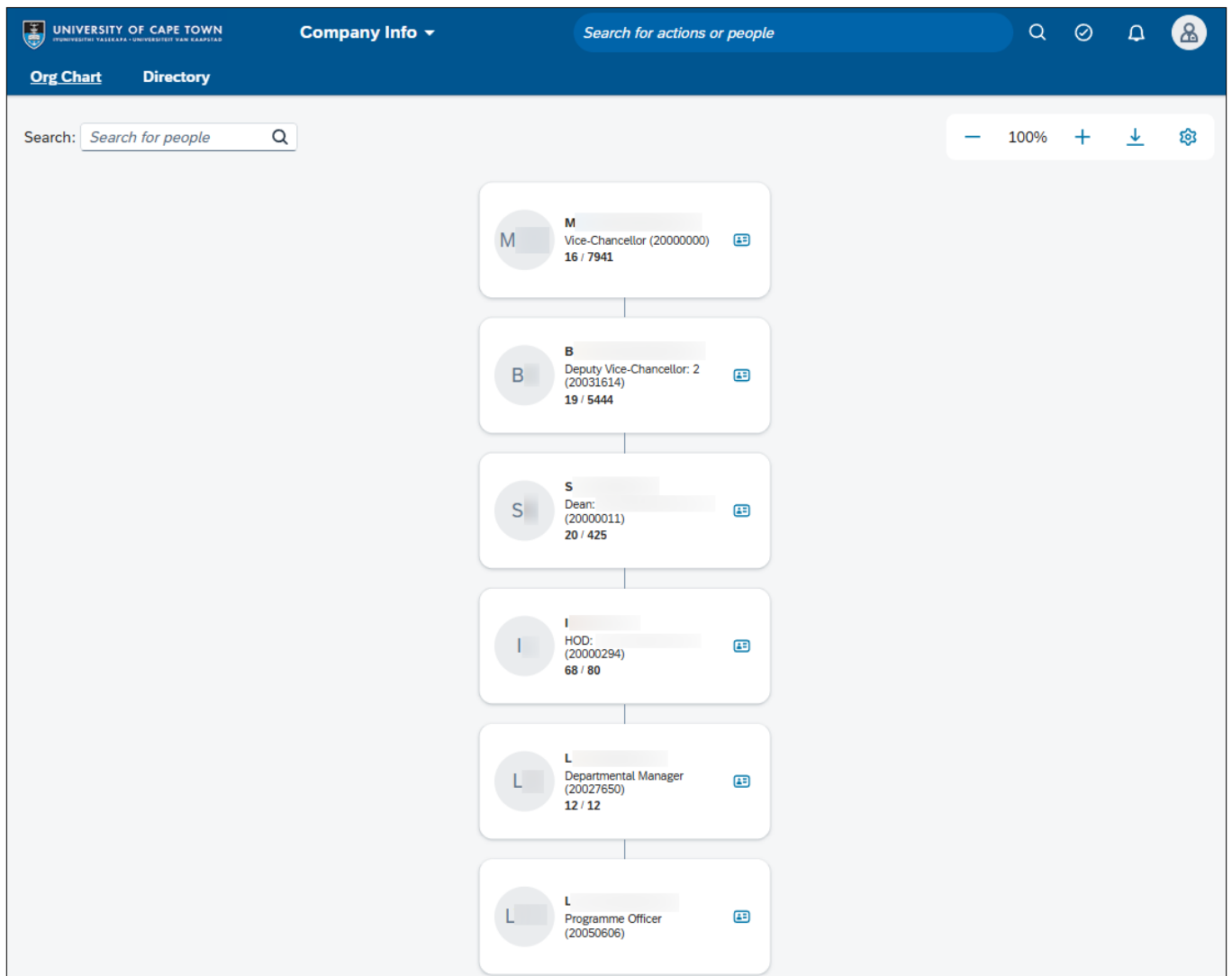
Viewing the org chart

1. [Log in to SuccessFactors and access the Home page.](#)



- Click the *View Org Chart* tile.

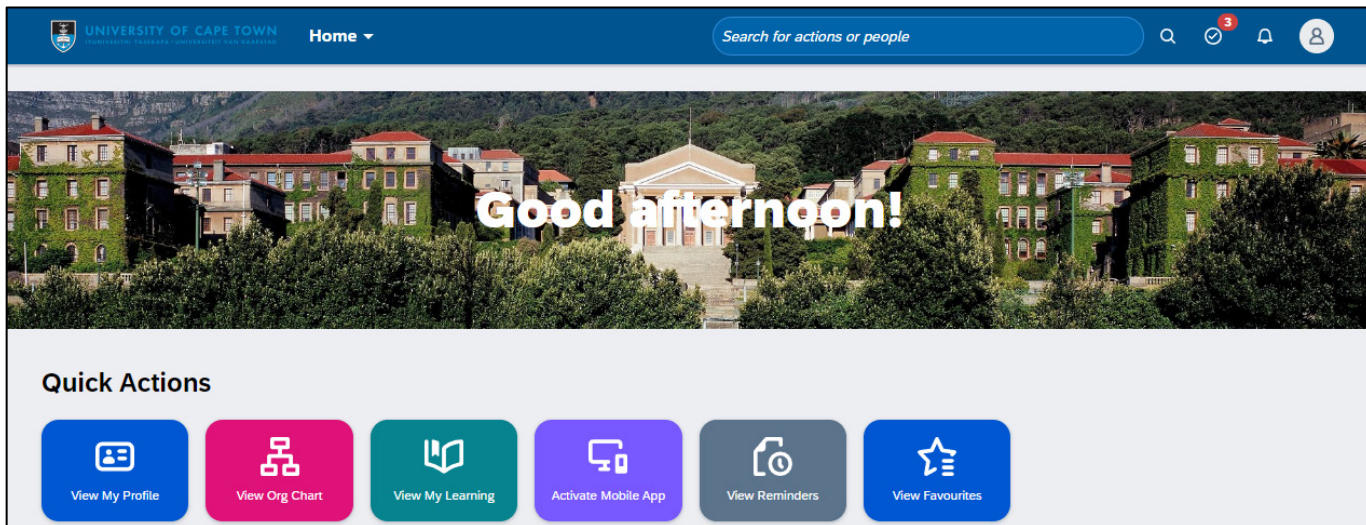
2. The *Org Chart* page appears.



- Click [Export](#) to save a copy of the organisational chart, either as a PDF or an image file.
- Click the UCT logo to return to your home page.

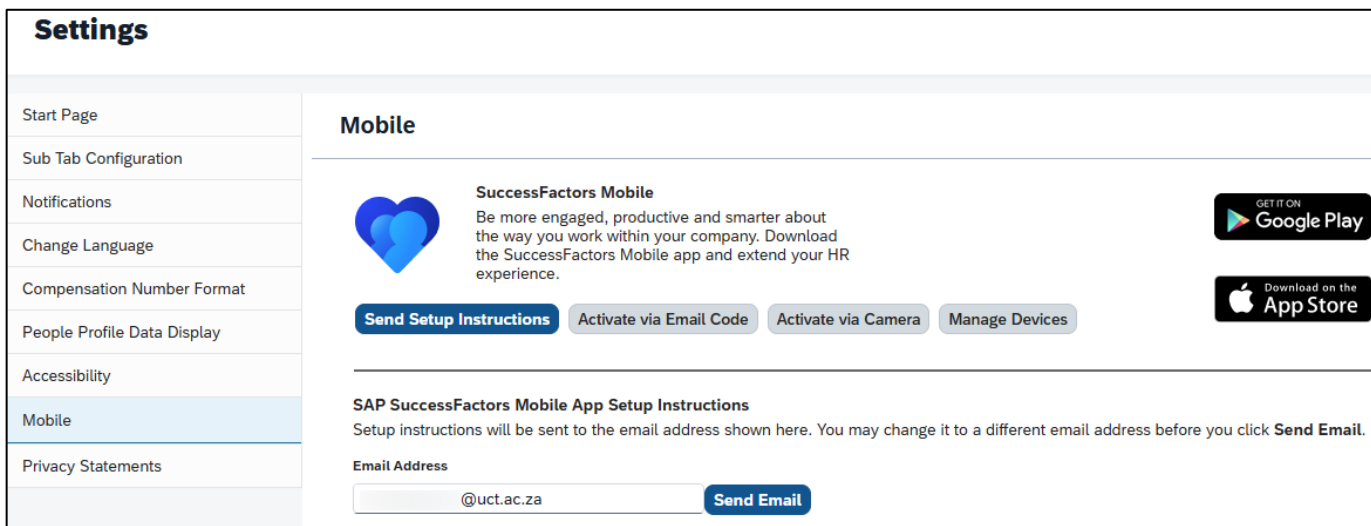
Installing the SuccessFactors mobile application

1. [Log in to SuccessFactors and access the Home page.](#)



- Click the *Activate Mobile App* tile.

2. The *Settings* page appears.



- On your Android or Apple device, download the *SuccessFactors* app from the Google Play or Apple App Store.
- Once the app is downloaded, find the link to log in with a QR code (if applicable, allow the app access to your device's camera).
- In *SuccessFactors*, click **Activate via Camera**.

Installing the SuccessFactors mobile application (continued)


3. The *Scan QR Code* section appears.

Scan QR Code

Using the camera on your mobile device, scan the QR code below. The code will expire in 30 seconds.

Seconds Remaining

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- Hold your device up to the computer screen so the *SuccessFactors Mobile* app can scan the QR code to connect your UCT account to the mobile app.
- Click the UCT logo to return to your home page.