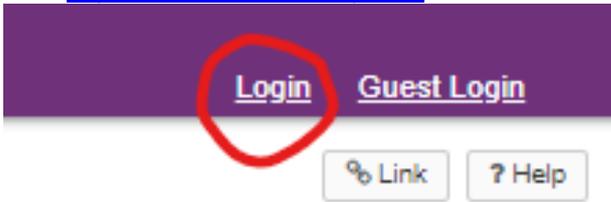
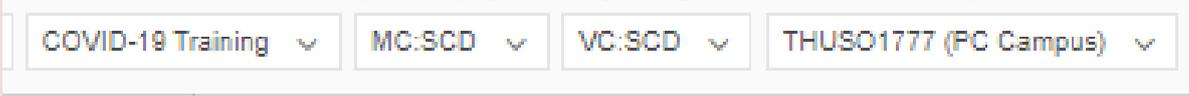
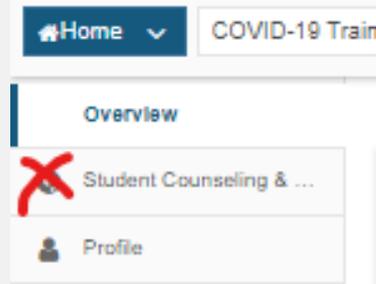
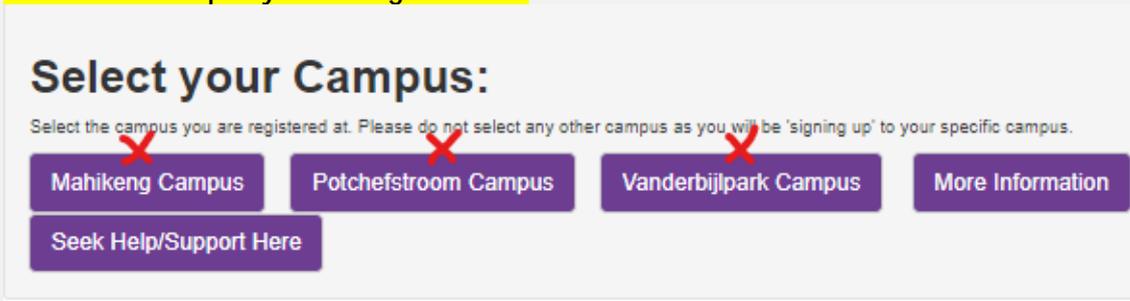
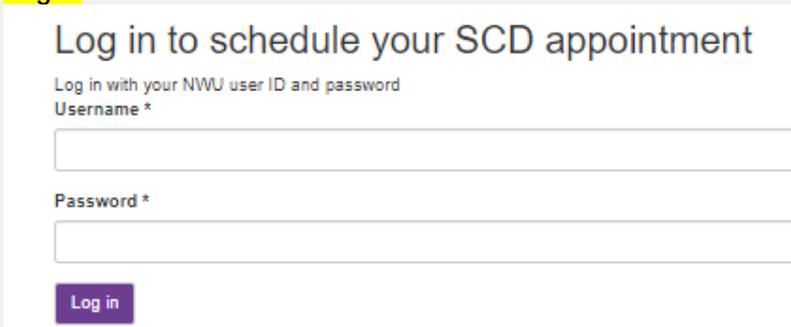


How to book an appointment for Student Counselling and Development (SCD) as a student on eFundi

<p>Step 1</p>	<p>Log into eFundi with your student number and password Login is at the top right corner Link: https://efundi.nwu.ac.za/portal/</p> 
<p>Step 2</p>	<p>If you have registered on SCD eFundi before: Click on one of the tabs at the top of the page where you registered at and follow step 3.</p>  <p>If you have not registered on SCD eFundi before: Click on Student Counselling and Development on the left corner.</p>  <p>Choose the campus you are registered at.</p>  <p>Log in</p> 

	<p>Complete the information.</p> <p>Category * <input type="text" value="Student"/></p> <p>Name * <input type="text" value="Student Name"/></p> <p>Surname * <input type="text" value="Surname"/></p> <p>Student/Staff Nr * <input type="text" value="12345678"/></p>																														
	<p>Click on booking</p>  																														
Step 3	<p>Click on 'Book a session'</p> 																														
Step 4	<ul style="list-style-type: none"> Remember to click on View and select 'Events available for sign-up'. Expand all recurring events. <p>Select/Click on the session you want to book.</p> <p>Events</p> <p>Click 'Add' to create a new event, or click a event title to modify or copy it.</p> <p>View: <input type="button" value="Events Available For Sign-up"/> By category: <input type="text" value="All"/> <input checked="" type="checkbox"/> Expand all recurring events.</p> <table border="1"> <thead> <tr> <th>Event Title</th> <th>Organiser</th> <th>Location</th> <th>Category</th> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Course Change Enquiries</td> <td>ILANA COETZEE</td> <td>Telephone/Email/online video platform</td> <td>Ilana Coetzee</td> <td>Tue, 30/06/20</td> <td>11:00 AM - 11:30 AM</td> </tr> <tr> <td>Psychometric Assessment</td> <td>SALOME SMITH</td> <td>Online</td> <td>Salome Smith</td> <td>Thu, 02/07/20</td> <td>9:00 AM - 12:00 PM</td> </tr> <tr> <td>Psychometric Assessment</td> <td>SALOME SMITH</td> <td>Online</td> <td>Salome Smith</td> <td>Tue, 07/07/20</td> <td>9:00 AM - 12:00 PM</td> </tr> <tr> <td>Psychometric Assessment</td> <td>SALOME SMITH</td> <td>Online</td> <td>Salome Smith</td> <td>Thu, 09/07/20</td> <td>9:00 AM - 12:00 PM</td> </tr> </tbody> </table>	Event Title	Organiser	Location	Category	Date	Time	Course Change Enquiries	ILANA COETZEE	Telephone/Email/online video platform	Ilana Coetzee	Tue, 30/06/20	11:00 AM - 11:30 AM	Psychometric Assessment	SALOME SMITH	Online	Salome Smith	Thu, 02/07/20	9:00 AM - 12:00 PM	Psychometric Assessment	SALOME SMITH	Online	Salome Smith	Tue, 07/07/20	9:00 AM - 12:00 PM	Psychometric Assessment	SALOME SMITH	Online	Salome Smith	Thu, 09/07/20	9:00 AM - 12:00 PM
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Step 5	<p>Select sign-up on the left.</p> 																														
Step 6	<p>Read through the information, complete the attached fill in pdf and email to the person you made a booking with and select sign-up.</p>																														

Time Period: 9:00 AM - 12:00 PM
 Sign-up Begins: Thursday, 18 June 2020, 9:00 AM
 Sign-up Ends: Monday, 29 June 2020, 12:00 PM
 Available To: [Show site\(s\)/group\(s\) details](#)

Dear students

Welcome to the online bookings for Psychometric Assessments.

Here you can make a booking for a psychometric assessment for:

- Career guidance
- Course changes

Description:

In order for us to fully assist you, please complete the form at the link below. This is where you will submit your biographical and contact information. This is necessary to register you on the complete the attached consent form. Without it, you will not be able to receive the online assessments.

Link for registration: <https://forms.gle/RpLxu2GE4yhMMZDq5>

You will receive the links to the psychometric assessments at the time of your appointment via the email address you provided. Please use the timeslot booked to complete the assessments 3 and 4 hours to complete and must be done in one session. If you do not complete the assessments in your booked time slot the link will be revoked and you will have to make another booking.

Feedback sessions can be scheduled 7 days after the completion of an assessment. Bookings are made in the same way on eFundI, by selecting the "psychometric assessment feedback".

Kind regards
 Salome

Attachments: [SCD Info and Consent Form 2020 \(Fill In\).pdf\(134kb\)](#)

Time Slot	Available Places	Participants	Your Status	Action
9:00 AM - 12:00 PM	4	Private		Sign Up

Complete the sign-up by indicating your preferred method (zoom, email, skype, call, etc.) at the 'add a comment section'.

Complete Sign-Up

Title: Psychometric Assessment
 Location: Online
 Time Slot: 9:00 AM - 12:00 PM, Thursday, 02 July 2020
 Participant Name: JUAN-RI POTGIETER

[Add a comment](#)

[Finish](#) [Cancel](#)

Step 7 **Select finish.**

- Ensure you have emailed the attached documentation to the staff member you made a booking with.
- Please cancel the session if you are not able to attend.

To Note

1. Please complete the fill in documents before the session.
2. Book with one staff member at a time, except if it is for a different type of service.
3. Do not email other staff members except for the person you made a booking with.
4. If you cannot attend the session, cancel the booking.
5. To view the video on how to make a booking, Click here:
<https://drive.google.com/file/d/18PheR-7CSaF6AWaviJW5pWRPUcF8YQpW/view?usp=sharing>
6. For queries contact your respective campus:

Potchefstroom Campus Email: SCDpotch@nwu.ac.za	Mahikeng Campus Email: MC-SCD@nwu.ac.za	Vanderbijlpark Campus Contact details: 016 910 3195
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