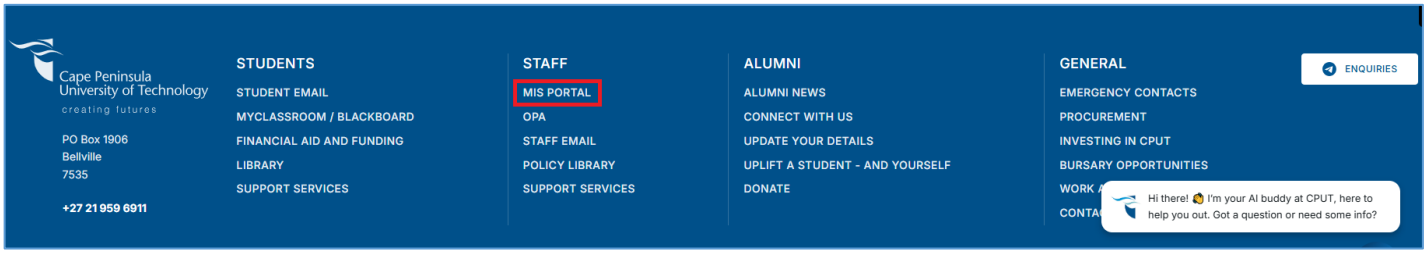
STAFF PROGRAMME ALLOCATION SUBMISSION PROCESS:

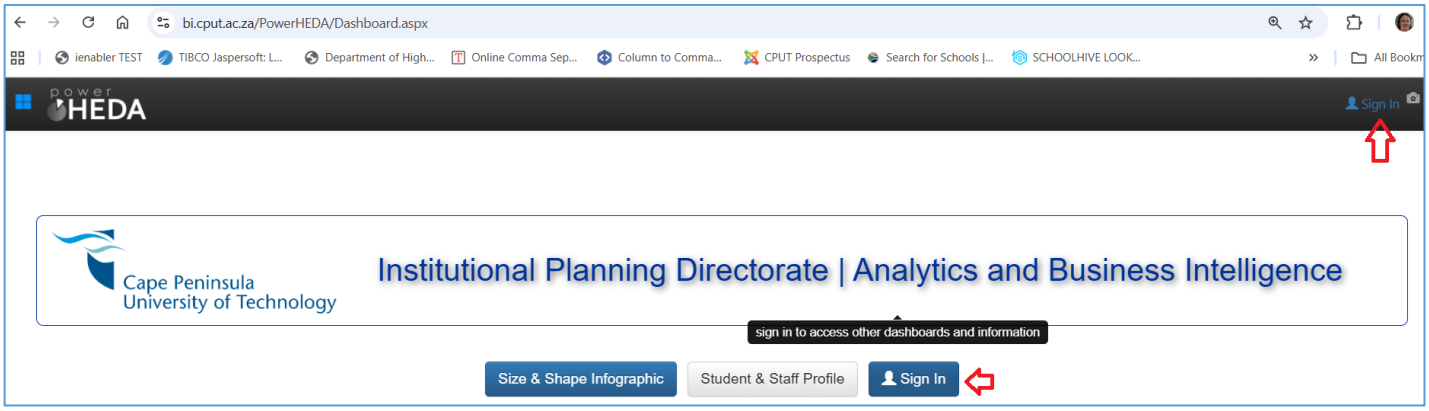
STEP 1: LOGIN TO POWERHEDA (MIS)

- Go to the CPUT website (www.cput.ac.za)
- **Scroll to the bottom of the CPUT website** and click on **MIS PORTAL**

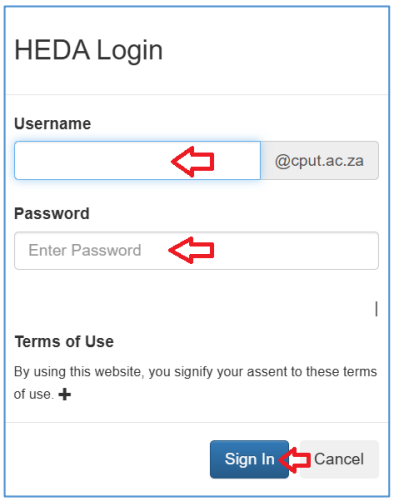


- Alternatively, go to the **Navigate section** and click on **"I am"**, select **"A staff member"** and click on **"Looking for"**, select **"Looking for the MIS portal"**

- The CPUT PowerHEDA landing page will open, click **Sign In** (either option).
- Complete the HEDA Login screen and click **Sign In**



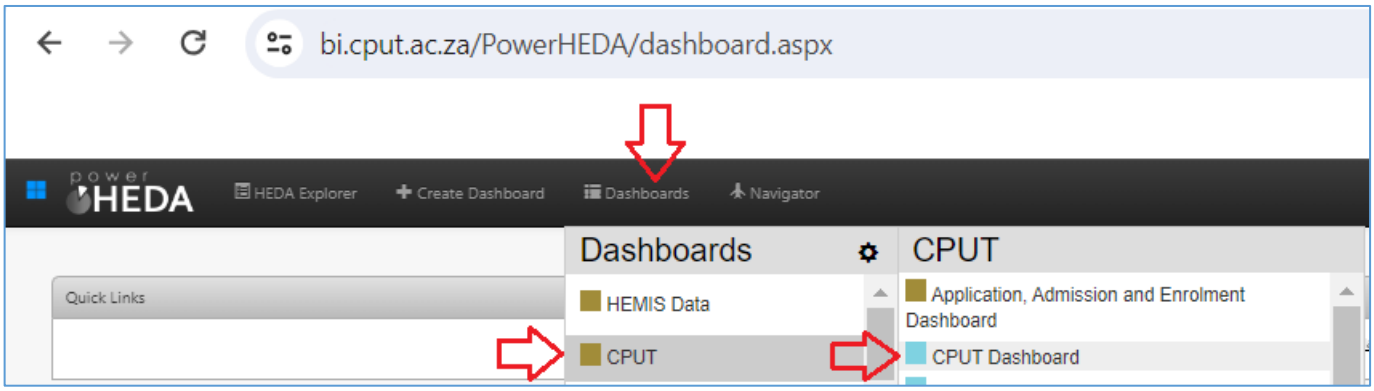
- Enter your ADS credentials *(Use the same username and password you use to access your computer and email)*
- *If you experience a password challenge, it might be that you have not been on campus connected to the network when you changed your password. Please connect while on campus and see if you can login to PowerHEDA.*



- If you are still unable to login to PowerHEDA after you were on campus, please contact Institutional Planning via email on ipd@cput.ac.za / behardieng@cput.ac.za **and provide your staff number and ADS username**.

STEP 2: GO TO THE CPUT DASHBOARD

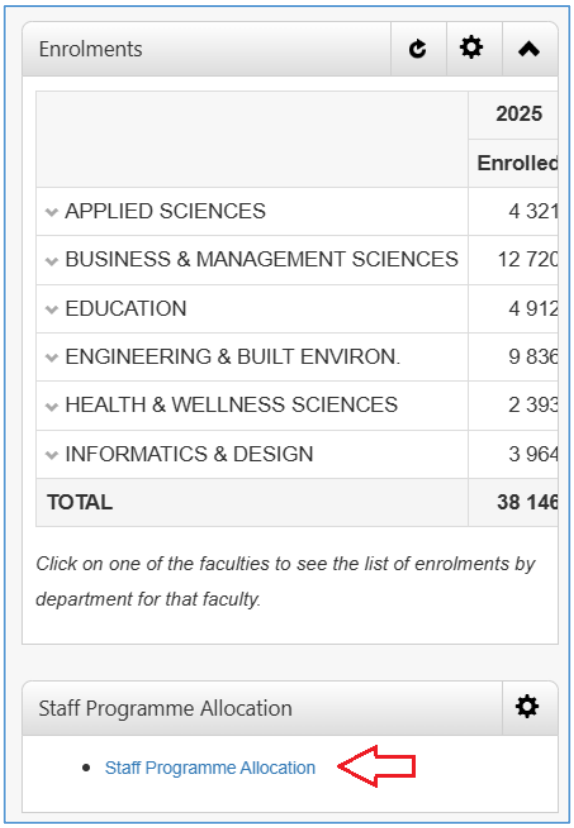
- The CPUT PowerHEDA facts and statistics page will open with a PowerHEDA Login screen.
- Click Dashboards, CPUT, CPUT Dashboard



STEP 3: GO TO THE STAFF PROGRAMME ALLOCATION

- Click the Staff Programme Allocation in the Quick Links at the top or at the bottom in the Staff Programme Allocation widget below Enrolments.

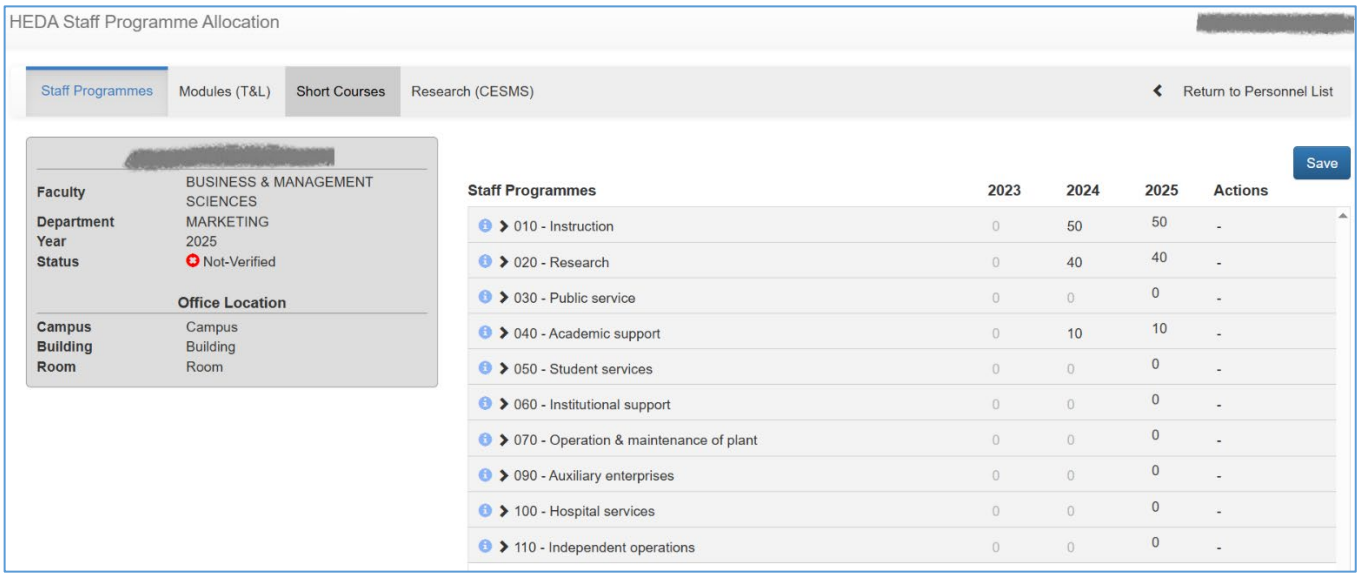
Or



- If you are unable to see the **Staff Programme Allocation** link, or unable to access it, please contact HEMIS on HEMIS@cput.ac.za and provide your staff number.

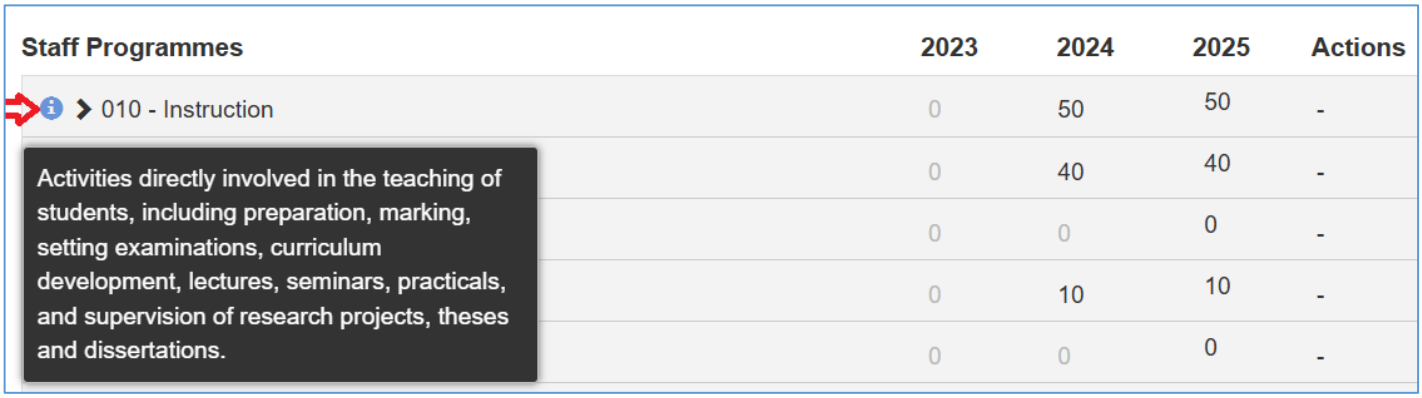
STEP 4: OPEN YOUR STAFF PROGRAMME ALLOCATION SHEET

- Now your staff allocation will open with your details.
- If you submitted your staff allocation for 2024, the 2025 information will be pre-populated with the 2024 data.
- *Note that we have made a few enhancements for 2025 to include additional layers under each allocation so in some instances you will need to correct the lower-level allocation.*
- Verify and update this information for the year 2025. If no submission was made for 2024, kindly complete your 2025 information.

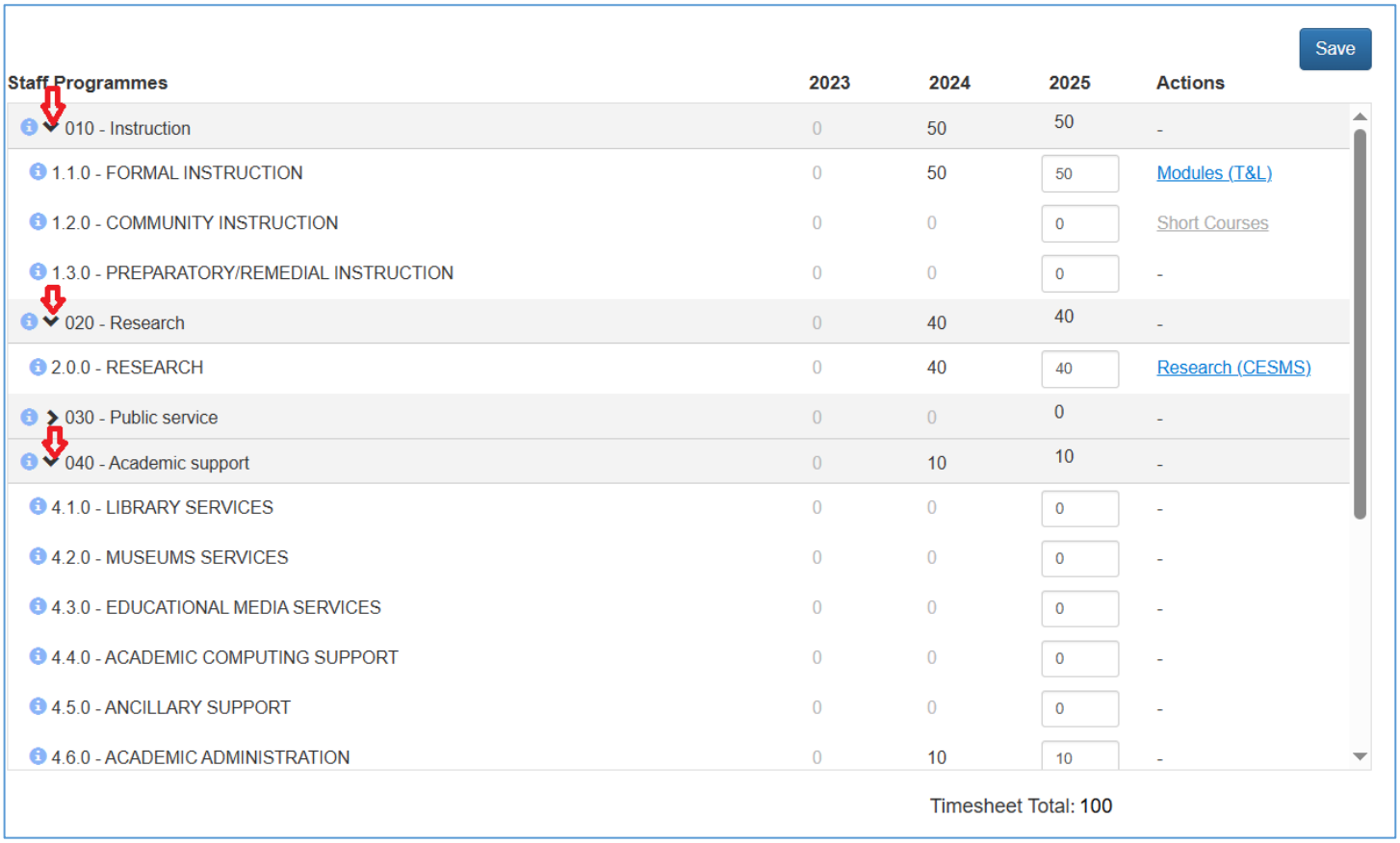


STEP 5: VERIFYING / UPDATING / CAPTURING YOUR STAFF PROGRAMME ALLOCATION

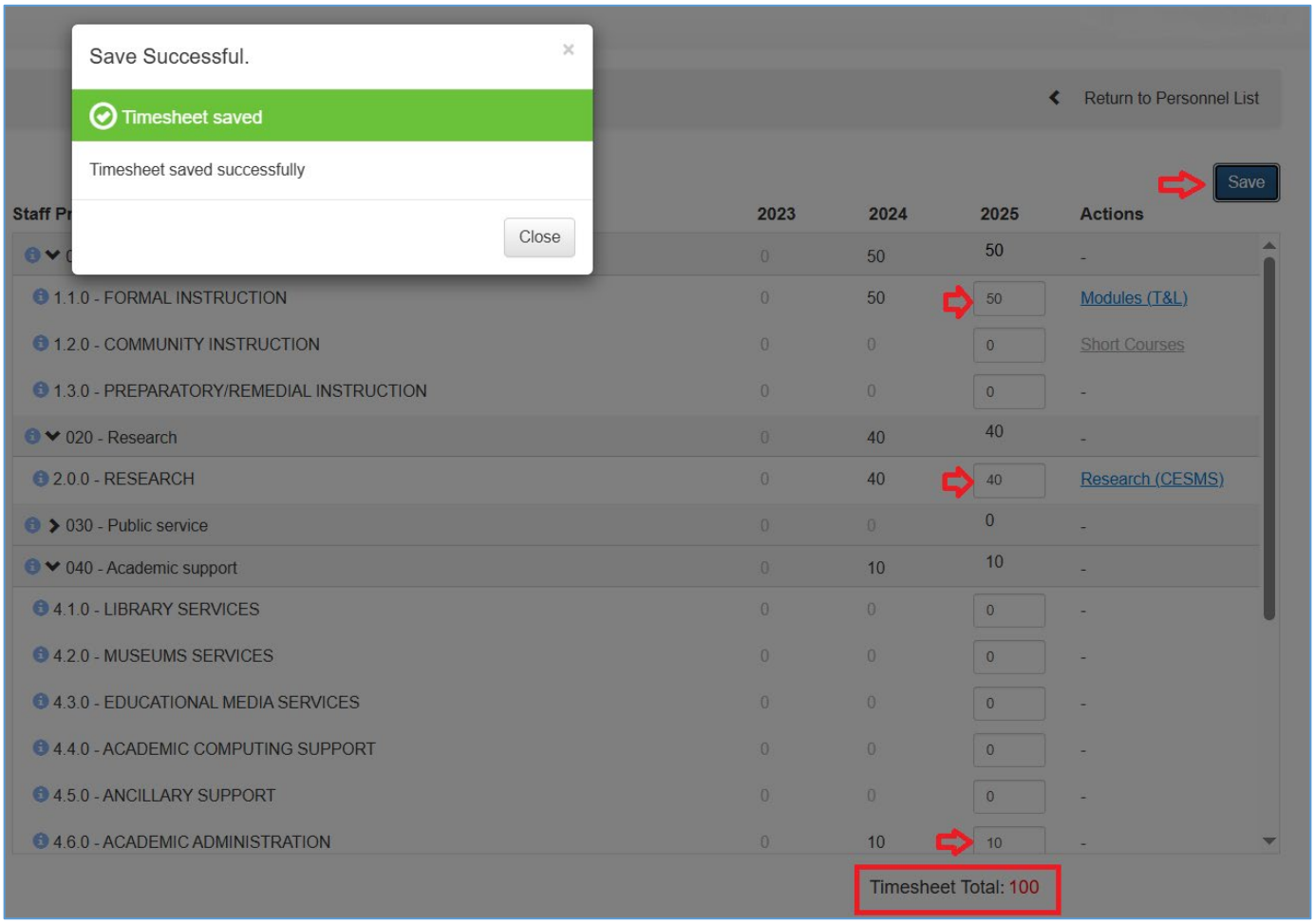
- Hover over the information icon to see a short summary of the classification structures
- The status will remain “Not-Verified” up until the submission has been saved



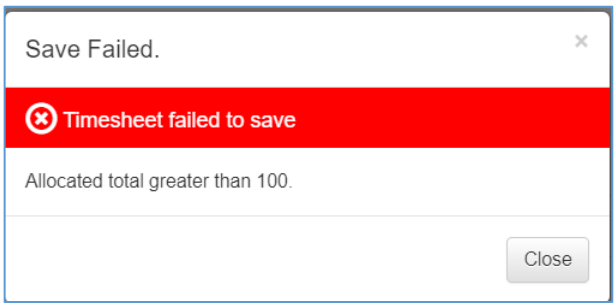
- In this section you must classify the utilization of your time according to the staff programme classification structure. These staff programmes usually apply to **academics**.
- *Note that Research is only applicable if you are conducting Research. This does not apply if you are supervising students who are doing research.*
- Make sure to zoom the screen small enough to see the save button
- Expand the classification structure where you want to enter information



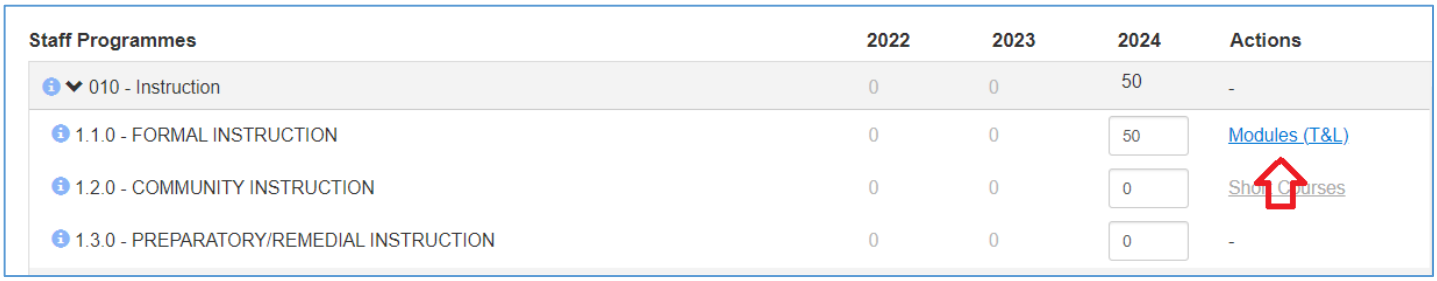
- Enter the information
    - *Example included:*
        - ***010 Instruction:*** *1.1.0 Formal Instruction = 50%*
        - ***020 Research:*** *2.0.0 Research = 40%*
        - ***040 Academic Support:*** *4.6.0 Academic Administration = 10%*
- Click Save. ***It takes a few seconds to save.*** **When the pop-up "Save Successful" shows, it saved.**



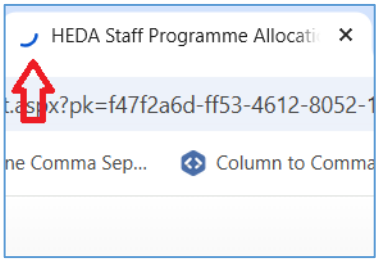
- The total percentage must add up to 100%, else the **Save** Failed box will display.



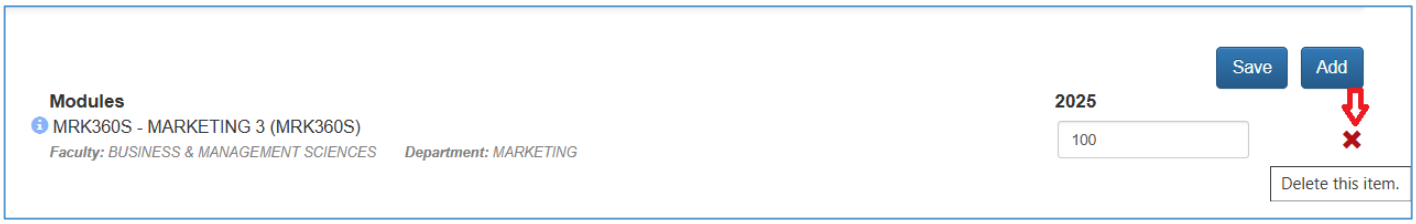
- Now, add the Modules on **Formal Instruction**: Click the **Modules link**



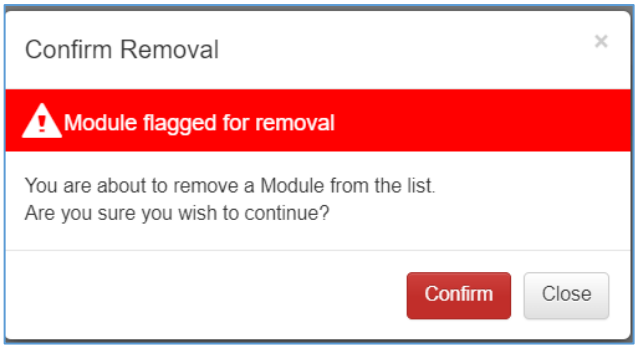
- *It can take some time to open. You will see the circle busy at the top of the website tab.*



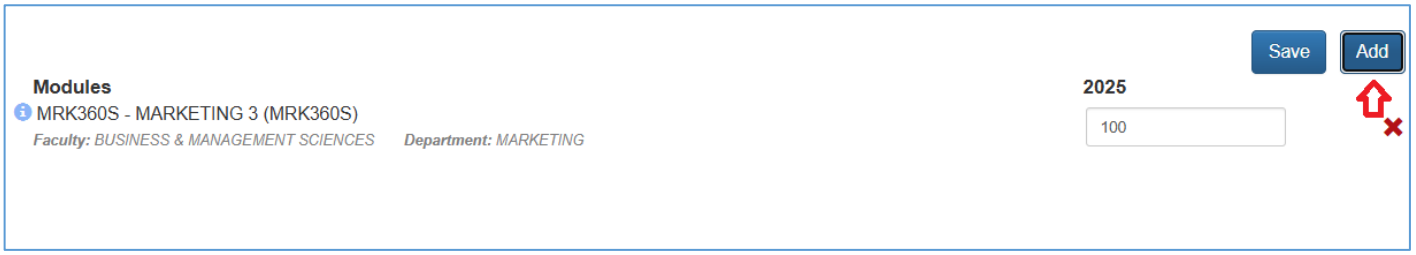
- If the information is still valid, click **save**, if not, edit the information
- To remove the current subject, click the red "**X**"



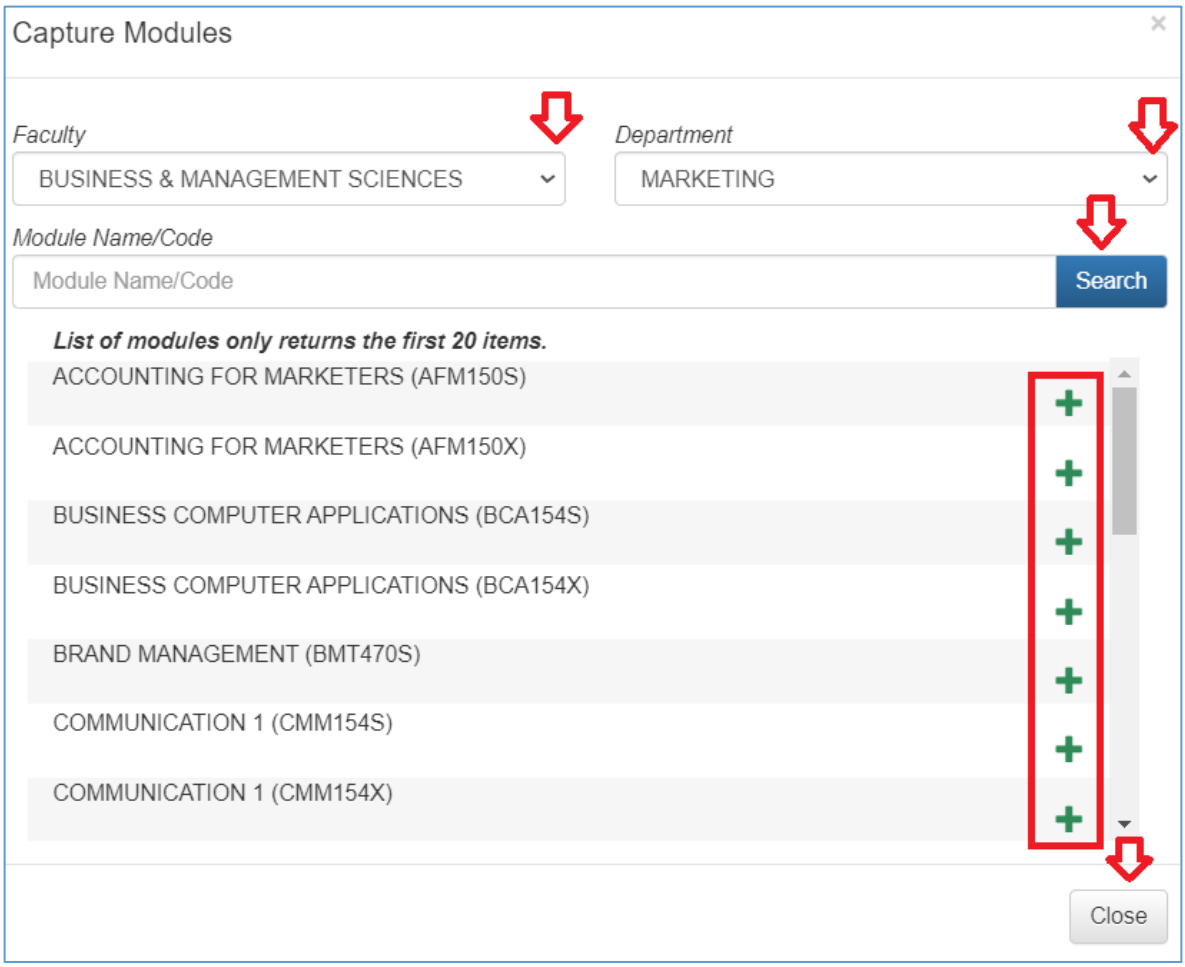
- The following window will pop up, click **confirm**



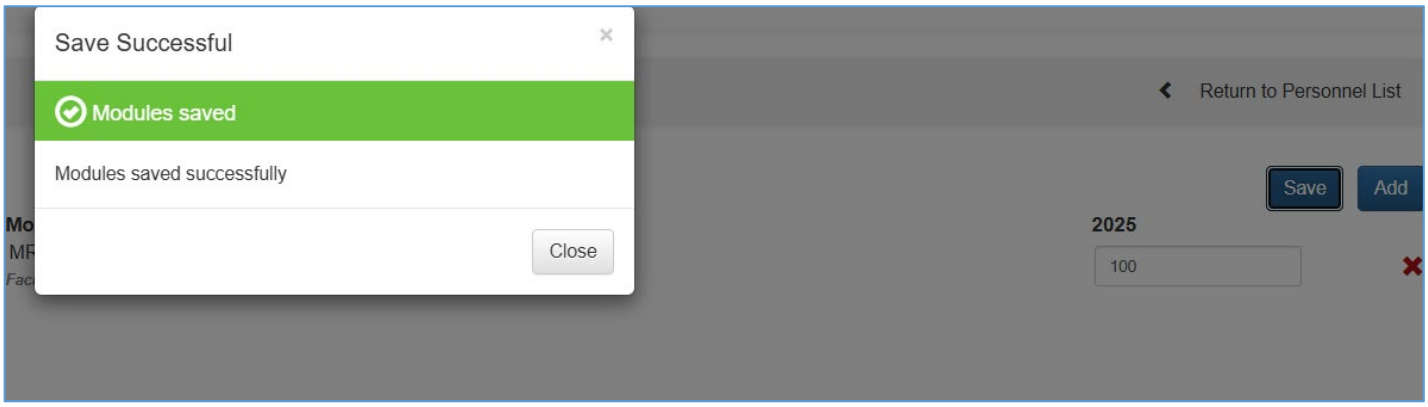
- Click **Add button** to add your Modules



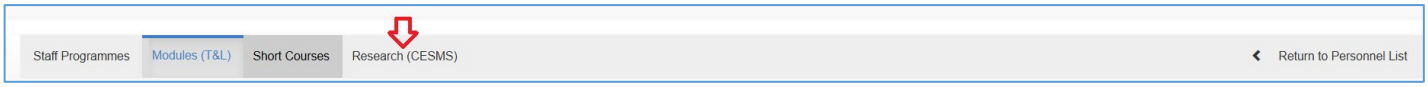
- Select your **Faculty / Unit**
- *Note it can take some time to update the screen.*
- Select your **Department**
- Add your Module by clicking the **green "+" add button** (*only active subjects on the ITS curriculum academic structure that contains student registrations will display for selection)*
- *The **Search** function can be used to quickly search for a subject code*
- Once all subjects have been added, click the **Close button**



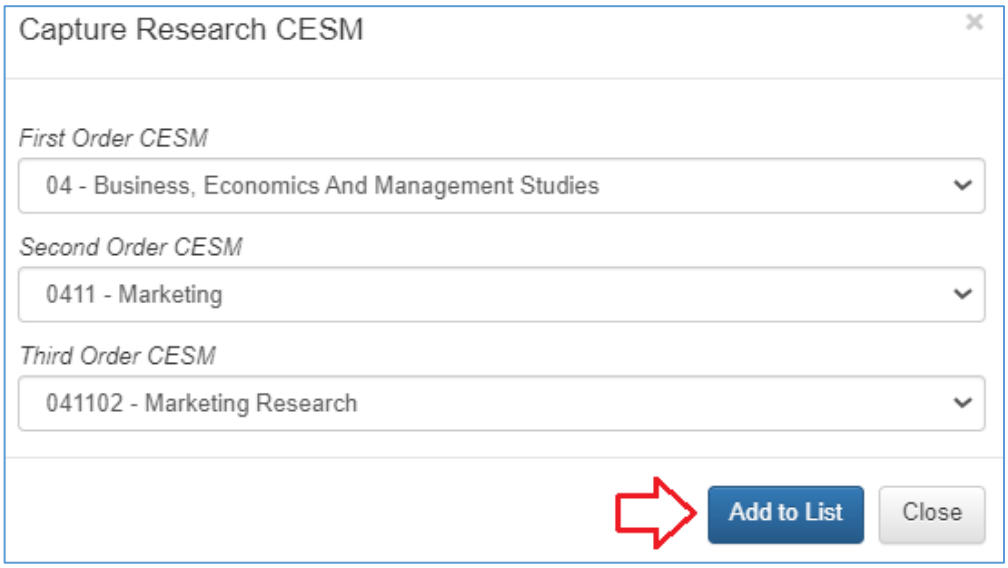
- Allocate percentages to the subjects (the total of the subjects must add to 100%.)
- *If a decimal allocation is needed,* ***only one decimal placing can be accepted*** *(i.e., 33.3, 33.3, 33.4).*
- Click the **Save button** and the **Save Successful** box will display
- ***Note it can take some time to update the screen.***
- Click the **Close button**



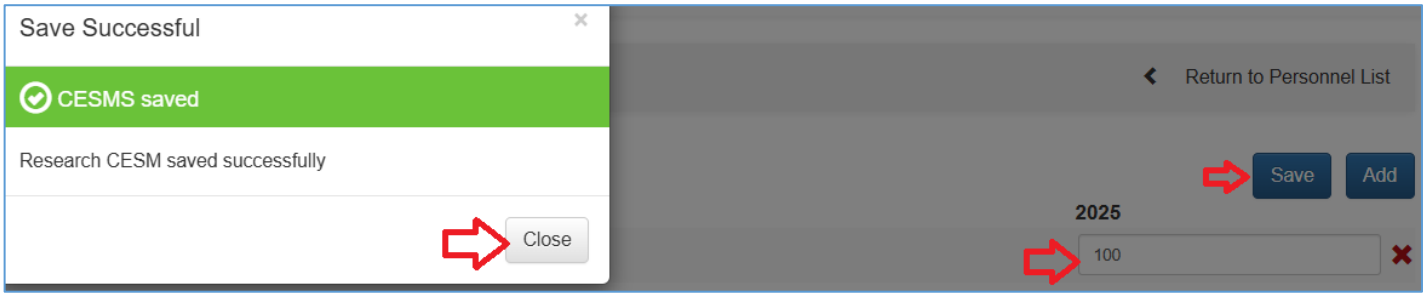
- Note that the **Research CESMS** must still be completed
- Click the **Research (CESM)** Tab



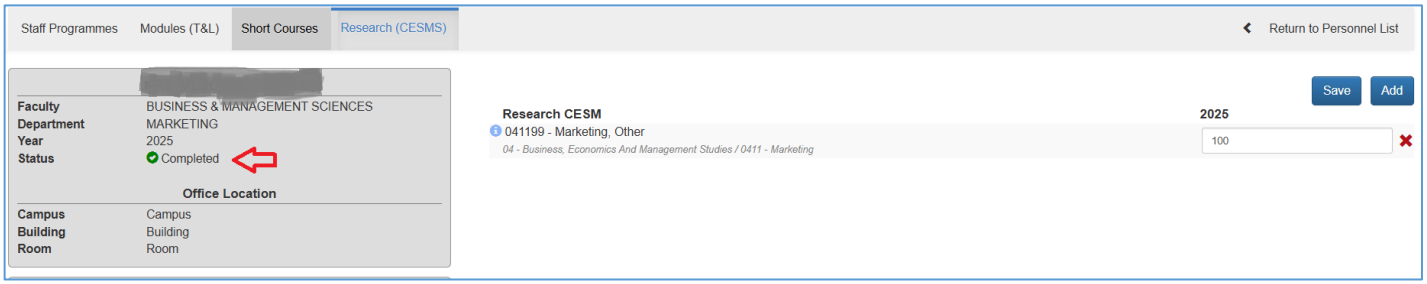
- Add the CESM by specifying the **First Order**, **Second Order** and **Third Order**
- Click **Add to List**
- More than one CESM can be added, but the percentage allocation needs to **add up to 100%,** else the submission will be incomplete

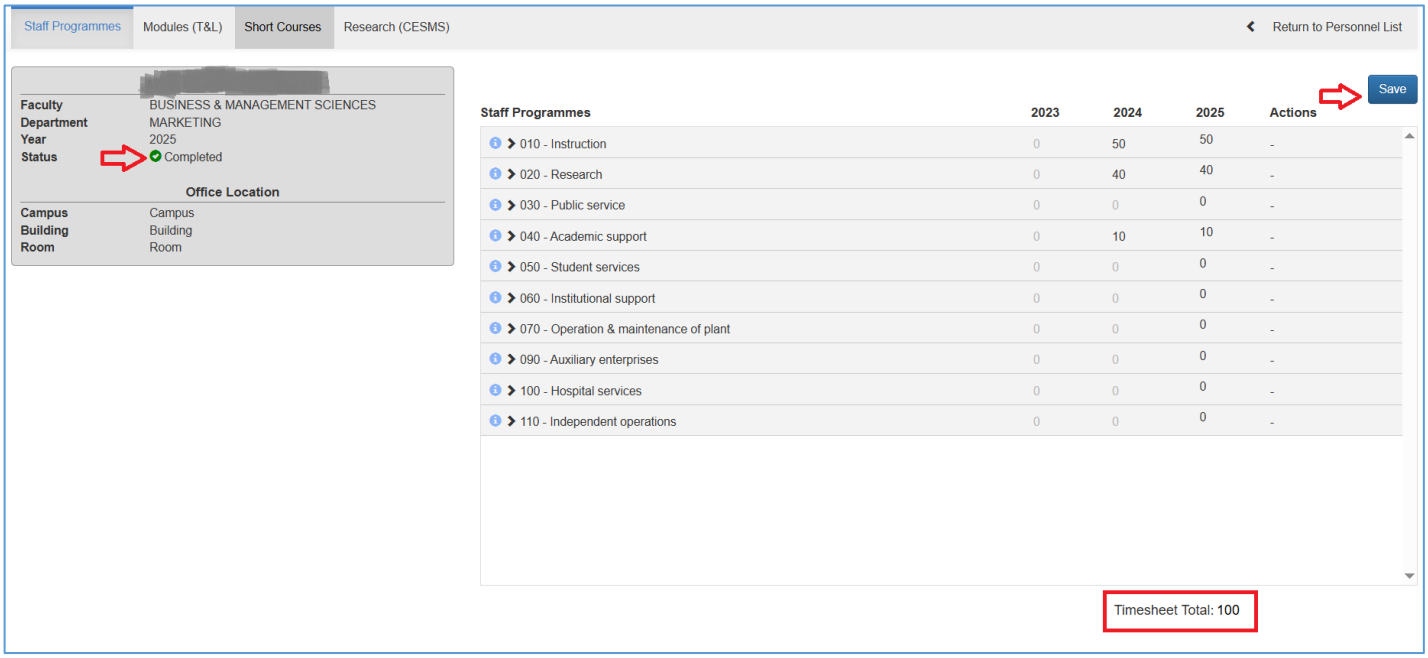


- Enter the **percentage** and **Save**
- The **Save Successful** box will display.
- Click the **Close** button



- The Status will now show **Completed**
- Click the **Staff Programmes tab** / **Return to Personnel List** to go back to the main screen
- Click the **Save button** *(if it shows not-verified / incomplete)*
- Click the **Close button**
- **Thank you for successfully submitting your information**





If you have any queries, please contact HEMIS on HEMIS@cput.ac.za