Task	Request Student Online Pin
Revision Date	07 February 2022
Description	*These are the procedures to be followed when a student has forgotten their Student Online Pin and requests the Pin to be sent to their **cell phone number and email address.***
Responsibility	The user has the responsibility to ensure that the **cellphone number** captured by the Admissions Team is **correct** and have access to their **UFH email address.**
Prerequisites	User must have a **student number** and know **UFH email address** password.

1. On your browser, in the address bar, type http://ufh.ac.za/

2. Select "**ONLINE SERVICES**"
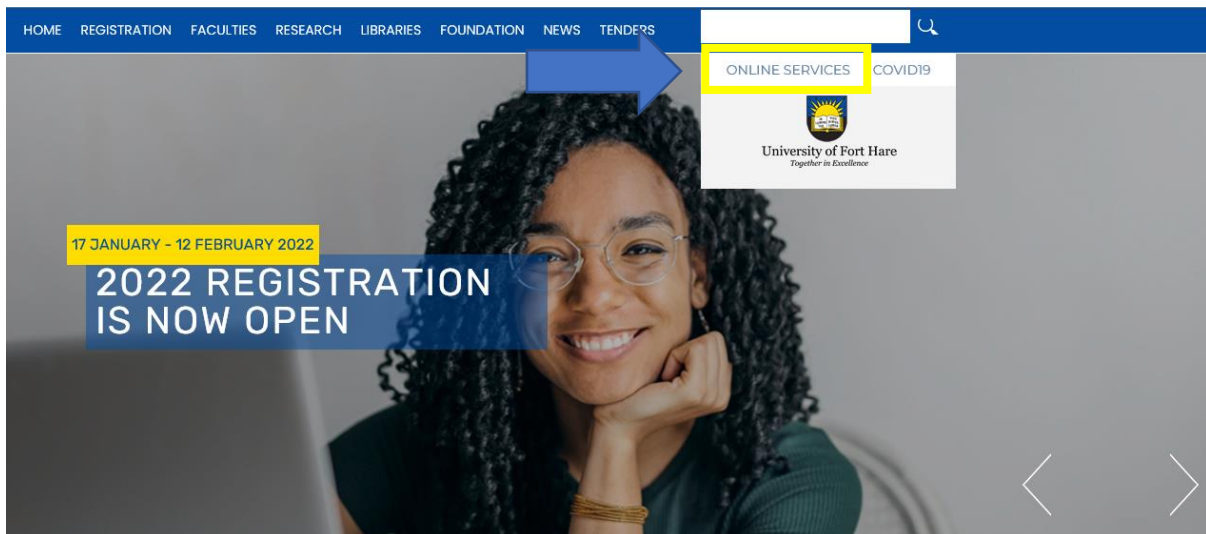
3. Ensure that the "**Student**" radio button is selected.
   a. Type in the **student number** and select "**Request A Pin**"
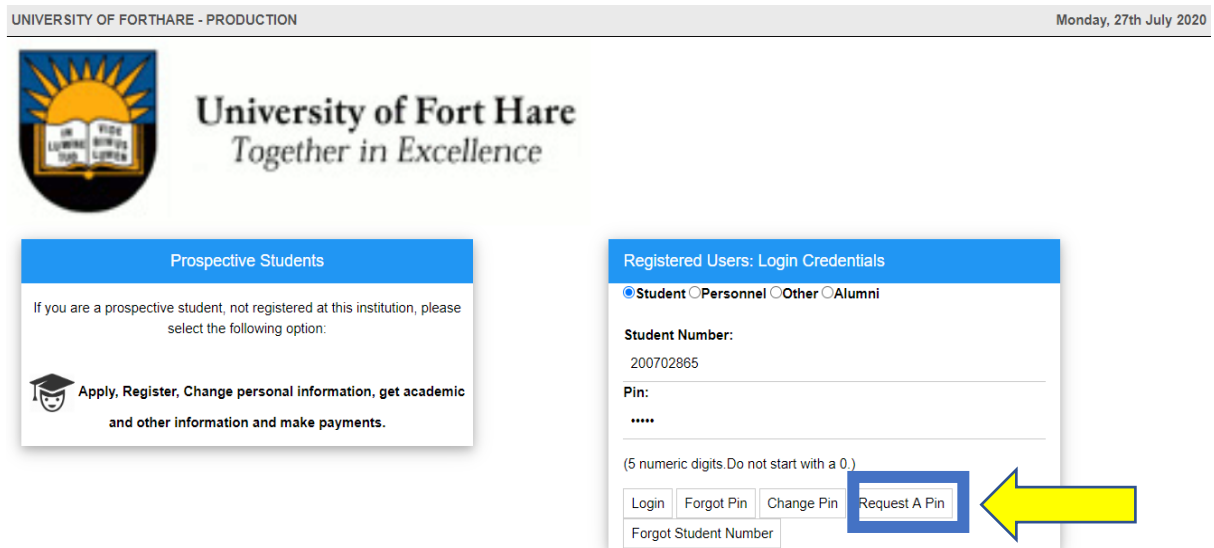
4. Upon Clicking on "**Request A Pin**" the Student Online Pin will automatically be sent via SMS and email.