STEP 1: YOU NEED A UNIQUE LOGIN AND PASSWORD ONLY ACCESSIBLE FOR SAPTG.

Obtain this login and password from the Library information desk or your librarian Mr. Molefi Nyofane, APK Level 2)

PLEASE NOTE THE PASSWORD IS ONLY ACTIVE ON LIBRARY PCS

STEP 2: ACCESS SAPTG UJ LIBRARY SITE:

STEP 3: AUTHENTICATE YOURSELF

Authentication Page: Log in to using your (STUDENT NUMBER and P/W)
STEP 4: LOG IN USING UNIQUE USERNAME AND P/W TO SAPTG

LAST TRANSFERS RECEIVED FROM THE DEEDS OFFICE: 2017-10-13

STEP 5: CLICK ON DEEDS PROPERTY

To start searching for your property, click on Deeds Property

STEP 6: CLEAR ALL THE FIELDS

Tip: Make sure all the fields are clear
Tip: Less is more

Searching for a property can be done by inserting the following information:

- City
- Suburb
- Street
- Sectional title/Complex
- Erf No
- Person ID/Full Name (Owner)

Tip: If you have person ID number, no need to put above information

STEP 7: SEARCHING FOR PROPERTY USING ONLY ID NUMBER

STEP 8: VIEW AND PRINT THE REPORT

8.1 Click on the STREET
8.2 Click on Property CAV and View report

8.3 Email or Print the Report

See example of the report below. It consists of about 3 pages or more. You can email or save the report.