How to:

Get Started in Vula

Vula 2.6 (Last updated: 17 Dec 2008)
Center for Educational Technology, UCT

Welcome to Vula!

Vula is the University of Cape Town's official online learning system. It houses websites for academic courses, student societies, study and research groups, faculty and departmental groups, as well as assorted projects and initiatives.

If you are a UCT staff member or registered student, you can access your sites by logging into the system using your network username and password. You may also create new sites which can be used, among other things, to store data, communicate with Vula users, simplify administration, collaborate with your peers, and present online content.

Getting started is easy. Simply follow the login instructions below and then begin exploring 'My Workspace' and your other sites. There are further 'How To' documents in Help to orientate you, as well as detailed, indexed content to guide you through the system. If you need further assistance or would like to talk to a member of the Vula team about setting up new sites on Vula, email help@vula.uct.ac.za

Logging in

1. Open an internet browser and type http://vula.uct.ac.za into the address bar. Alteratvely, go to the UCT homepage at http://www.uct.ac.za and use the Vula quick link.
2. If you are a UCT staff member or registered student, login by entering your network username and password in the top right hand corner.
3. If you are a guest user in Vula, use the login information that was sent to you via email.
   Note: Your username is your email address. If you don't remember your password, click the 'Reset Password' link in the left menu to have a new one sent to you.
4. Click 'Login'

If you can't login

- Students: Reset your password using the self service tool on the ICTS website
- Staff: Log a call with the ICTS Helpdesk on x4500
- Guests: Contact the Vula team at help@vula.uct.ac.za

Arriving inside Vula

When you login to Vula you will find yourself in **My Workspace**. This is your own private site in Vula where you can manage your profile and preferences, store data, view consolidated calendar and announcement information, and create new sites.

Along to the top of the screen you will see a series of **tabs**, beginning with 'My Workspace'. The number of tabs will depend on your membership to other sites. (If you don't belong to any sites yet, you will only see 'My Workspace'.) If you are already a member of many sites, you may see a tab titled '**My Active Sites**' which, when clicked, will reveal a list of all your sites. Click the site names to enter the sites.

When you first arrive in Vula, click on 'Profile' in the left menu to **update your details**. You can also use the 'Preferences' tool to **edit your tabs** and **adjust your notification options**. (If you'd like step by step instructions on how to use these tools, separate 'How To' documents are available in Help.)

For further assistance please contact help@vula.uct.ac.za