

CCP Dashboard

A Basic Guide to Changing your Pin

1. Visit www.ccp.uct.ac.za to access the Quick Links Tab.
2. Select *CCP Dashboard* and insert your *Login ID* (UCT Staff/ Student Number) and *Password*. Should you be a visitor, please use your Card and Pin Number. Select *Login*.
3. Select the relevant option:
 - *Change my User PIN*
 - Tick change PIN box.
 - Insert *Current Pin*.
 - Insert *New PIN*.
 - *Confirm your New Pin*.
 - Select *Change PIN*.
 - *View my print jobs*
 - Under *Jobs View* select a print job. The right hand pane will show the job details once selected.
 - Select *Delete* if you no longer want the print job.
 - To return to the dashboard, select *Back to User Dashboard*
 - *Account Report (Students and Visitors only)*
 - Select *Account*
 - Select *View Report*.
 - Close new tab.
 - To return to the dashboard, select *Back to User Dashboard*.
4. Select *Logout* to exit.