UNISA CYBERSECURITY AWARENESS

How to sign in and enrol

A short guide for Unisa staff to join the course on myStudentSkillsHub.

Together, we build a secure Unisa.



Who it is for	Time needed	Enrolment key
Unisa staff	A few minutes	Not required

Before you start

- Have your **Unisa staff email address and password** ready. You type these yourself, and only on Microsoft's sign-in page (Step 4).
- If your account asks you to approve sign-ins (multi-factor authentication), keep your **phone or authenticator app** nearby.
- Use any current web browser on a computer, tablet or phone.

COURSE LINK
https://adovh.unisa.ac.za/course/view.php?id=149

The six steps at a glance

1. Open the course link and click **Continue**
2. Click **Yes** (you are Unisa staff)
3. Choose **Use My Unisa Email Account**
4. Sign in on the Microsoft page
5. Click **Enrol me**
6. See **You are enrolled in the course**

Sign in and enrol in six steps

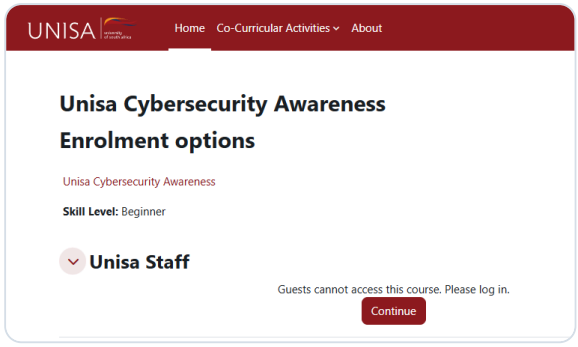
STEP 1

1 Open the course link

Open the course link in your web browser. You are not signed in yet, so the page says *Guests cannot access this course. Please log in.*

Click **Continue** to go to the login page.

Course link:
https://adovh.unisa.ac.za/course/view.php?id=149



The course link opens **Enrolment options**. Click **Continue**.

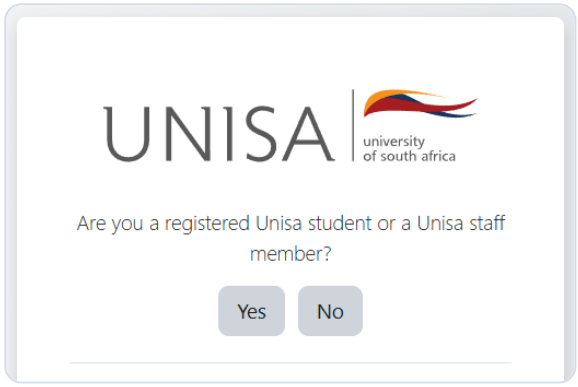
STEP 2

2 Tell the site you are Unisa staff

The login page asks: *Are you a registered Unisa student or a Unisa staff member?* Click **Yes**.

DO NOT CLICK NO

That route shows a separate username-and-password form with a *Create new account* option. It is not how Unisa staff join this course. If you clicked it by mistake, use **Go Back**.



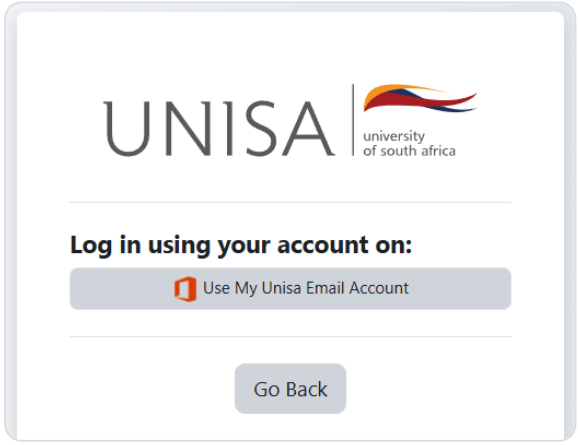
The login page asks whether you are a registered Unisa student or staff member.

STEP 3

3 Choose Use My Unisa Email Account

Under **Log in using your account on:**, click **Use My Unisa Email Account**.

This sends you to Microsoft, the service that checks your Unisa account.



Click the **Use My Unisa Email Account** button.

STEP 4

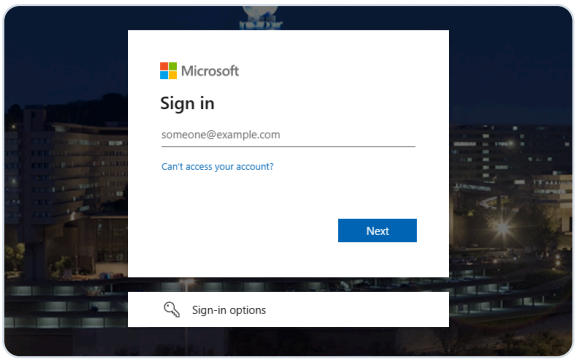
4 Sign in with your Unisa email account

On the Microsoft **Sign in** page, type your Unisa staff email address (for example, *yourname@unisa.ac.za*) and click **Next**.

Then enter your password and, if asked, approve the sign-in on your phone or authenticator app.

YOU ENTER THESE YOURSELF

Before you type your password, check that the address bar shows **login.microsoftonline.com**.



The Microsoft sign-in page. Your own details are typed here, never into any other page.

STEP 5

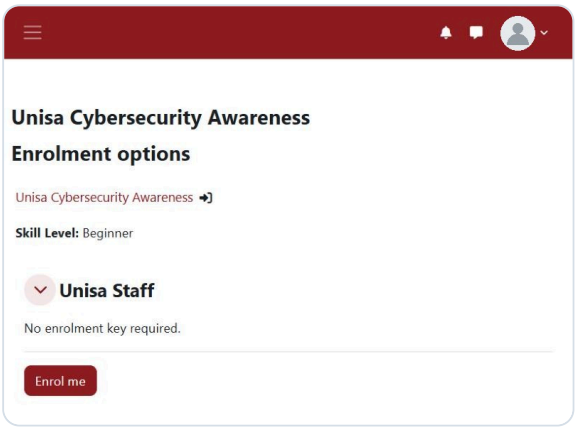
5 Enrol yourself in the course

After you sign in, you arrive at **Enrolment options** for *Unisa Cybersecurity Awareness*.

Under **Unisa Staff** the page says *No enrolment key required.* Click **Enrol me**.

ONCE ONLY

You only enrol one time. After that, the course opens straight from your account.



Under **Unisa Staff**, click **Enrol me**. Screen shown in the compact layout.

STEP 6

6 Confirm that you are enrolled

The course opens with the message **You are enrolled in the course**.

You will see the Welcome banner, the Introduction Video and your **Overall progress**. You are ready to learn.



The green message confirms your enrolment.

Safe action: protect your sign-in

- Type your Unisa password **only** on Microsoft's sign-in page.
- Never share your password or a sign-in code with anyone, including someone who says they are from Unisa.
- Approve a sign-in request only if **you** started it. If you did not, deny it and report it through official Unisa channels.

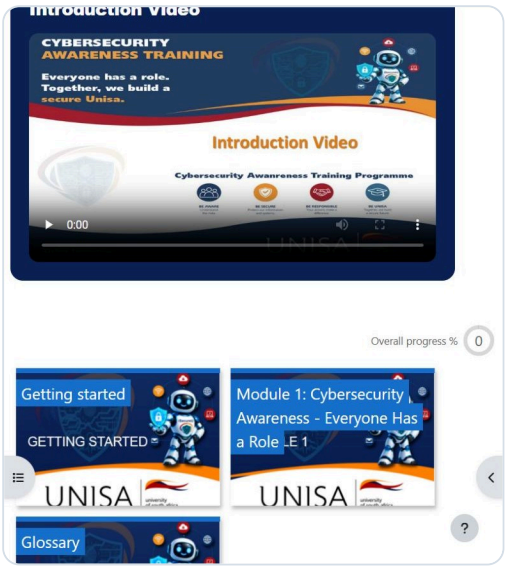
What you will see in the course

The course page opens with a Welcome banner and an **Introduction Video**. Below it are your **Overall progress** indicator and three tiles:

- **Getting started** – how the course works and what to expect.
- **Module 1: Cybersecurity Awareness – Everyone Has a Role**.
- **Glossary** – key terms in one place.

WHERE TO BEGIN

Watch the Introduction Video, then open **Getting started**.



The Introduction Video, progress indicator and course tiles.

Coming back later

1. Go to **adovh.unisa.ac.za** and choose **Log in**, then **Yes** and **Use My Unisa Email Account** (Steps 2–4).
2. Open **My courses** in the top menu and choose **Unisa Cybersecurity Awareness**, or use the course link above.

You do not need to enrol again.

If something does not look right

▼ I see a username and password form instead of the Unisa email option.

You probably clicked **No**. Click **Go Back**, then choose **Yes**. Do not create a new account.

▼ I do not see Unisa Staff or the Enrol me button.

Sign out, then sign in again with your Unisa staff email account (Steps 2–4). If the option is still missing, send a screenshot of the page and email to **ICT-Help@unisa.ac.za** for further assistance.

▼ A page asks me for an enrolment key.

Staff enrolment does not need a key. Stop, take a screenshot of the page and escalate your query through the appropriate support channels for further assistance.

▼ Microsoft cannot find my account, or I forgot my password.

On the Microsoft page, use **Can't access your account?** or follow the standard Unisa password-reset process. Never type your Unisa password on any other page.

▼ I want to continue where I stopped.

Open the course link or choose the course under **My courses**. You are already enrolled, so you do not need to enrol again.

Your next step

You are ready to start. Open the course, watch the Introduction Video and continue to Getting started.

Open Unisa Cybersecurity Awareness

Screens were captured in October 2026 and may change slightly over time.