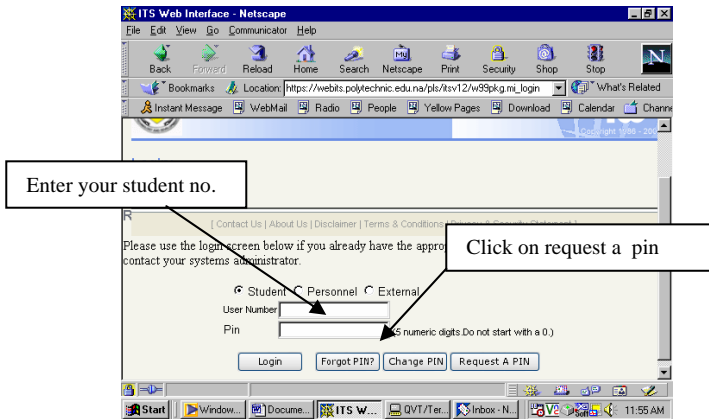


**Polytechnic Student Services available on the internet**  
**[www.students.polytechnic.edu.na](http://www.students.polytechnic.edu.na)**

**PART 1 - STUDENT KIOSK**

Allow you to check the following services concerning your studies:

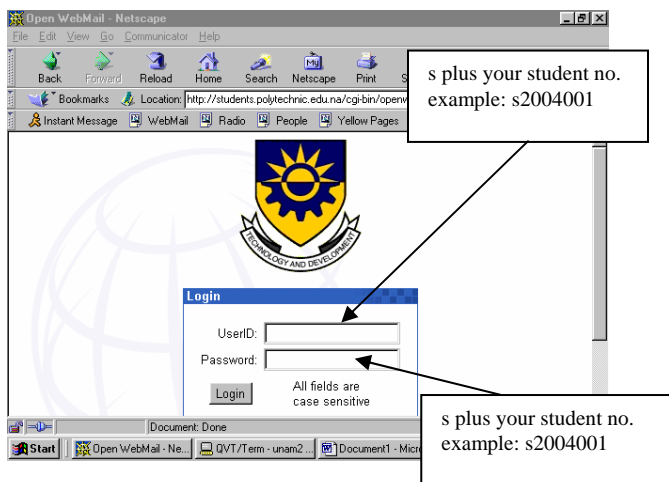
Financial statements, examination time-tables, examination results, progress reports, academic records; proof of registration, financial awards / bursaries; query admission status (for Current students only!)



A message will appear "Pin requested successfully"  
**PLEASE FOLLOW NOW PART 2 OF THE INSTRUCTIONS**

**PART 2 - STUDENT WEB MAIL**

It is a free email service for all registered students of the Polytechnic of Namibia. The e-mail account for each student shall be active for the duration of his/her studies. This free service allows you to retrieve your e-mail from any PC that has Internet Access, anywhere in the world



Read the information on webmail services and follow the instructions.

**PART 3 – CHANGING OF PASSWORD – STUDENT WEBMAIL**

**It is very important to change your PASSWORD IMMEDIATELY after accessing your webmail!!!**

Tip: It is easier to remember your password if you change it according to the pin for the student kiosk i.o.w. if your pin for the student kiosk is **12345** then change your password for student webmail to **12345s** (it should be a mixture of numbers and letters).

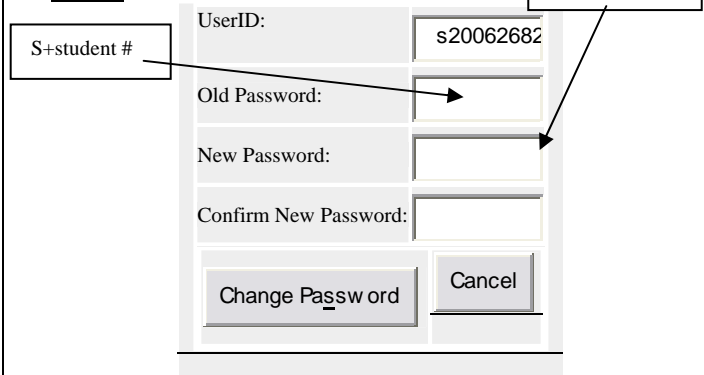
**STEP 1: on TOOLBAR**



**STEP 2: ON TOOLBAR**



**STEP 3**



**REMEMBER YOUR PASSWORD!!!**

If you forget your password you will have to pay an administrative fee of N\$10 to get your mail re-opened.

*If you experience any problem, please do not hesitate to contact me.*

*Happy browsing!*

*Petro Karutjaiva,*

*email: [pkarutjaiva@polytechnic.edu.na](mailto:pkarutjaiva@polytechnic.edu.na)*

*Tel: 2072056*