

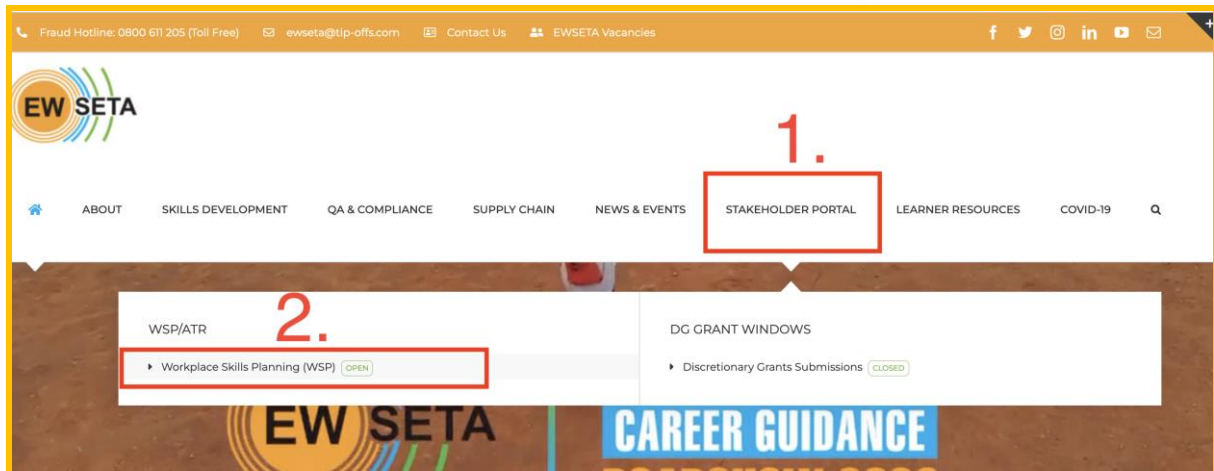


ENERGY AND WATER SECTOR EDUCATION AND TRAINING AUTHORITY

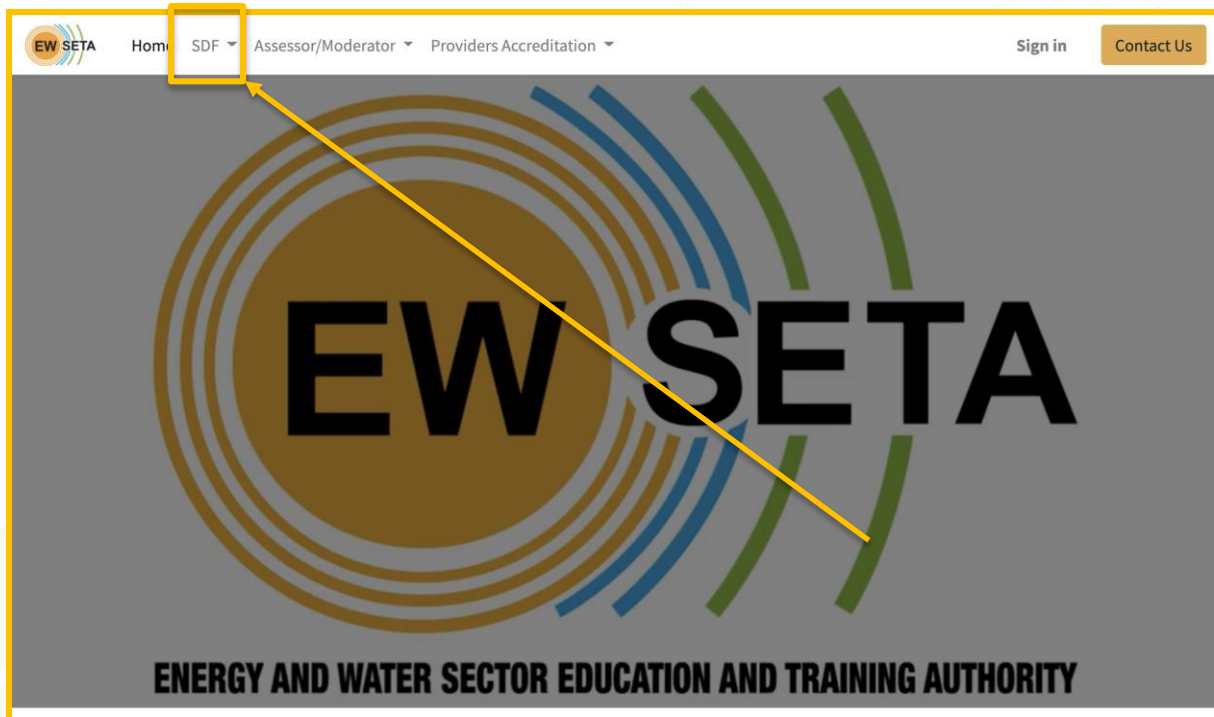
EWSETA MIS M.G (SDF REGISTRATION) TRAINING GUIDE

SDF Registration.

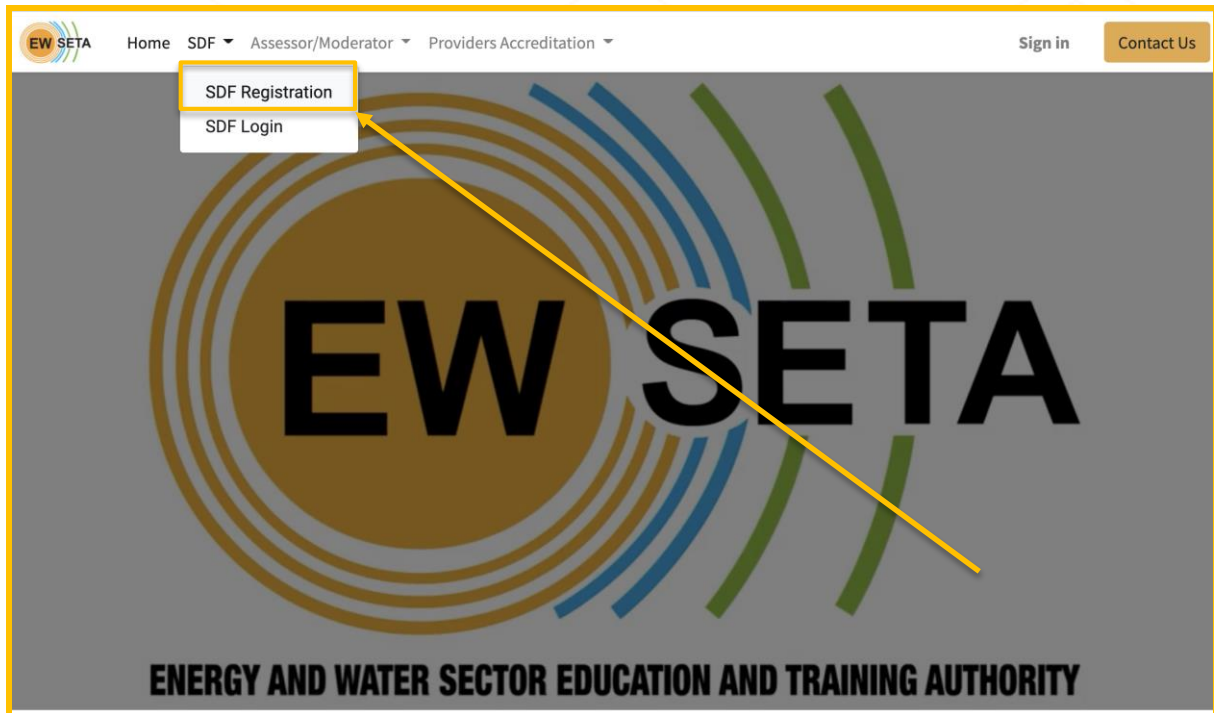
- To begin the registration process, go to your device browser and go to the EWSETA website <https://ewseta.org.za>.
- Click on **“Stakeholder Portal”**, then click **“Workplace Skills Planning (WSP)”**, which will redirect you to the MIS System link <http://mis.ewseta.org.za>.



- When you get to the MIS System (<http://mis.ewseta.org.za>), Click on the **“SDF”** Menu for additional SDF related options.

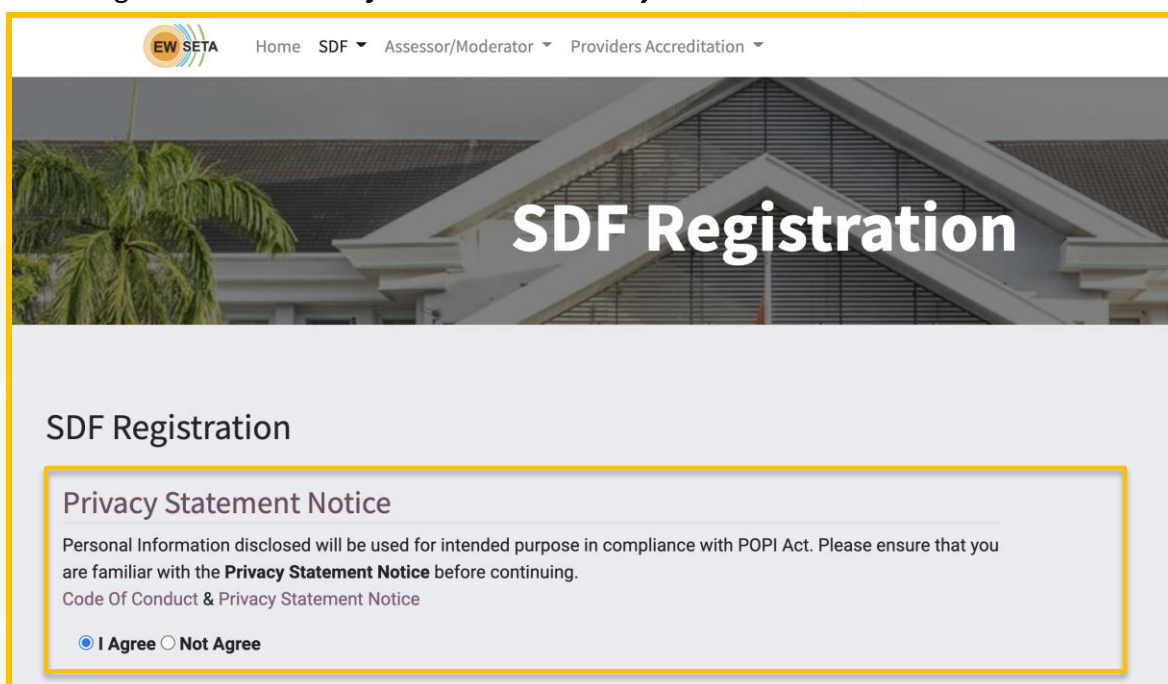


- Then click on “**SDF Registration**” Sub-Menu, and you will be redirected to the SDF Registration Page.



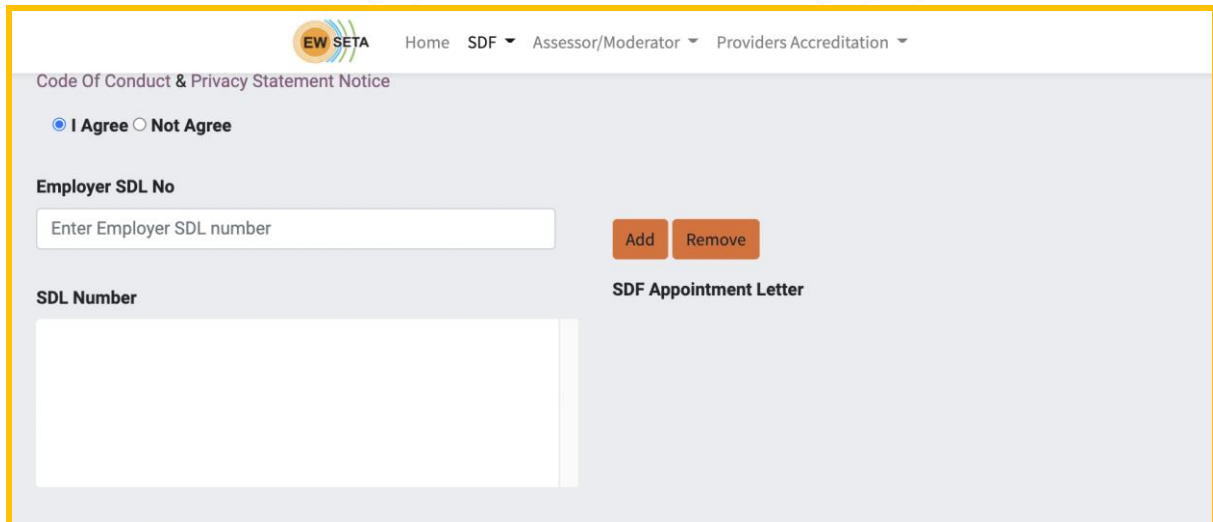
SDF Registration.

- On this page, you will see the Privacy Statement Notice which you need to agree on and proceed.
- Please click on the “**Code of Conduct**” & “**Privacy Statement Notice**” links to read more on these.
- Next, you need to click on the “I Agree” radio button to proceed, you cannot proceed if you do not agree to the “**Code of Conduct**” & “**Privacy Statement Notice**”.



Employer Linking.

- After agreeing to the **“Code of Conduct” & “Privacy Statement Notice”**, you can begin the registration process which requires you to enter the **“Employer SDL No”** you are registering against.



The screenshot shows the EW SETA website interface. At the top, there is a navigation bar with the EW SETA logo and links for Home, SDF, Assessor/Moderator, and Providers Accreditation. Below this is a section titled 'Code Of Conduct & Privacy Statement Notice' with radio buttons for 'I Agree' (selected) and 'Not Agree'. Underneath, there is a form for 'Employer SDL No' with a text input field containing the placeholder 'Enter Employer SDL number' and two buttons: 'Add' and 'Remove'. Below the input field is a large empty text area labeled 'SDL Number'. To the right of the 'Add' button is a section labeled 'SDF Appointment Letter'.

- Enter the **“Employer SDL No”** and click the Add Button.



This screenshot shows the same registration form as above, but with the 'Employer SDL No' field filled with the value 'L820718940'. The 'Add' button is highlighted with a blue square, and a yellow arrow points from the top right towards it. Another yellow arrow points from the bottom right towards the 'Add' button. The 'SDL Number' field remains empty, and the 'SDF Appointment Letter' section is still present.

- Once you click the **“Add”** button, the linked **Employer/Organisation** to the **“Employer SDL No”** you entered will reflect in the **“SDL Number”** section.
- After that you need to attach your **“SDF Appointment Letter”** by clicking on the **“Choose file”** button. This will take you to documents on your device to upload and attach.

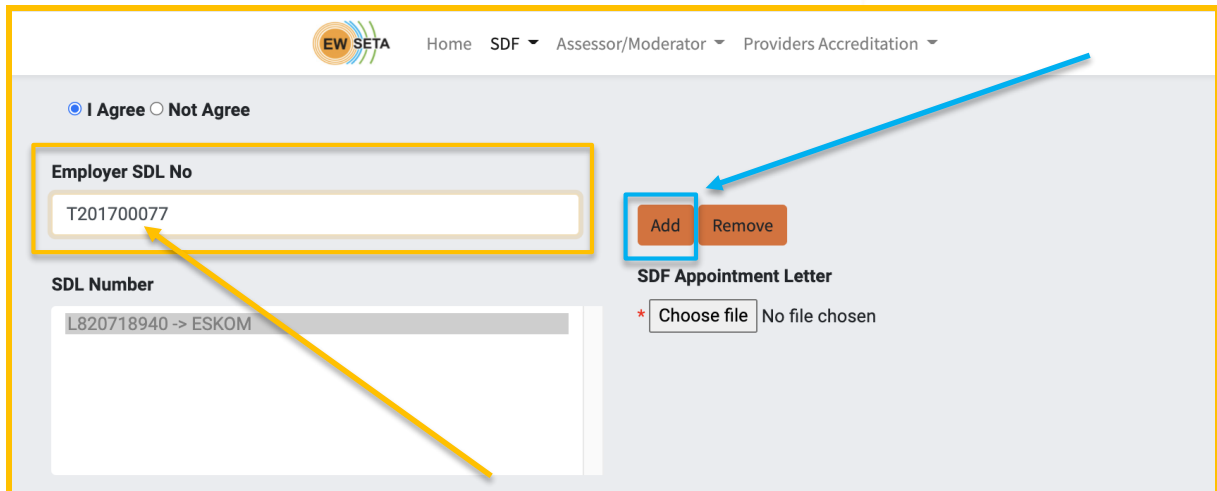
The screenshot shows the EW SETA web application interface. At the top, there is a navigation bar with the EW SETA logo and menu items: Home, SDF, Assessor/Moderator, and Providers Accreditation. Below the navigation bar, there is a section for adding an Employer SDL No. It includes a radio button for "I Agree" (selected) and "Not Agree". The "Employer SDL No" section has a text input field containing "Enter Employer SDL number" and two buttons: "Add" and "Remove". Below this, the "SDL Number" section displays "L820718940 -> ESKOM". To the right, the "SDF Appointment Letter" section has a "Choose file" button and the text "No file chosen". Yellow arrows point from the "Add" button to the "SDL Number" field and from the "Choose file" button to the "SDF Appointment Letter" section.

- If you enter a wrong **“Employer SDL No”** or one that does not exist, you will get a message saying **“Check your employer SDL number.”**, until you enter a valid number.

The screenshot shows the EW SETA web application interface with an error message. The navigation bar is the same as in the previous screenshot. The "Employer SDL No" section has a text input field containing "364563456". Below this, the "SDL Number" section is empty. To the right, the "SDF Appointment Letter" section has "Add" and "Remove" buttons. A blue error message box is displayed at the top right, containing the text "Check your employer SDL number." and an "OK" button. A blue arrow points from the error message box to the "Employer SDL No" input field. A yellow arrow points from the "Employer SDL No" input field to the "SDL Number" section.

Linking Multiple Employers

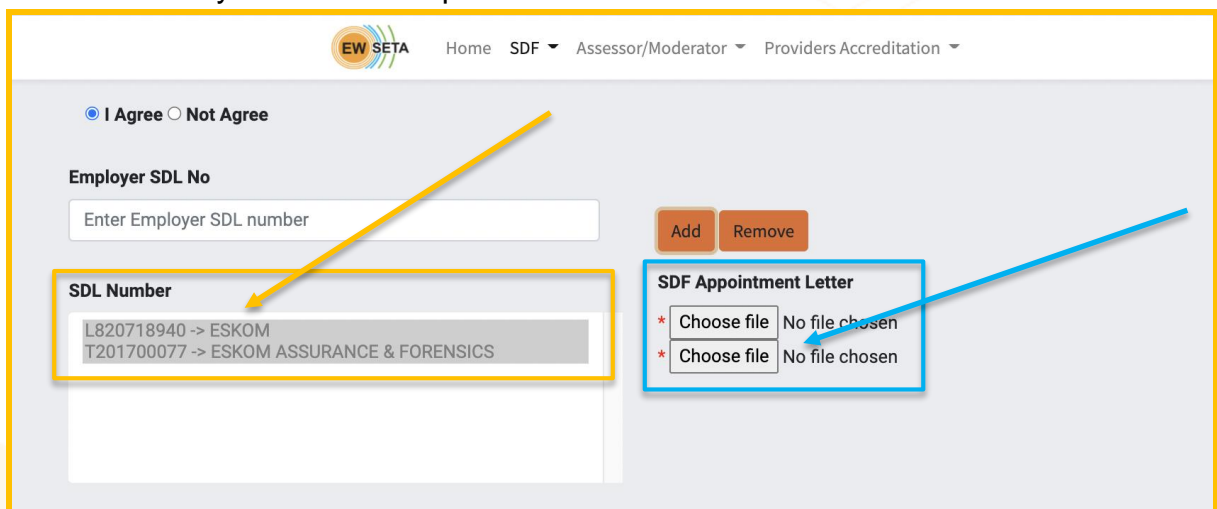
- In order to link your registration to more than one Employer, you need to add the next **“Employer SDL No”** and click the **“Add”** button again.



The screenshot shows the EW SETA registration interface. At the top, there is a navigation bar with the EW SETA logo and links for Home, SDF, Assessor/Moderator, and Providers Accreditation. Below the navigation bar, there are radio buttons for "I Agree" (selected) and "Not Agree". The form contains two main sections: "Employer SDL No" and "SDF Appointment Letter". In the "Employer SDL No" section, a text input field contains the value "T201700077". Below this, the "SDL Number" section displays a list of linked employers: "L820718940 -> ESKOM". In the "SDF Appointment Letter" section, there are "Add" and "Remove" buttons, and a "Choose file" button with the text "No file chosen". A blue arrow points from the "Add" button to the "Employer SDL No" input field, and a yellow arrow points from the "Employer SDL No" input field to the "SDL Number" list.

- Once you click the “Add” button, the linked **Employer/Organisation** to the second **“Employer SDL No”** you entered will reflect in **the “SDL Number”** section.

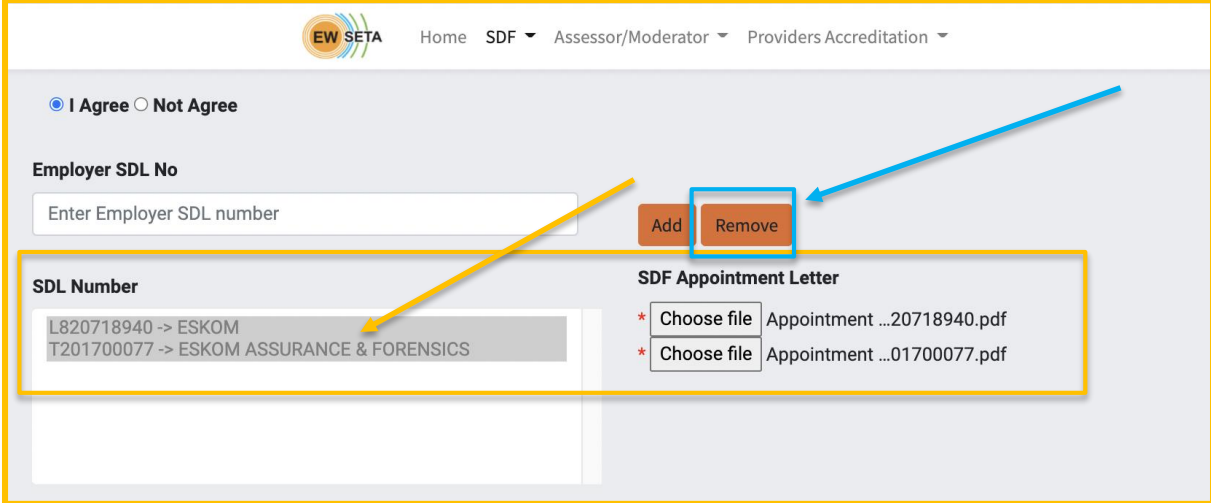
- After that you need to attach your **“SDF Appointment Letter”** for the second Employer by clicking on the second **“Choose file”** button. This will take you to documents on your device to upload and attach.



The screenshot shows the EW SETA registration interface after adding a second employer. The navigation bar and "I Agree" radio buttons are the same. In the "Employer SDL No" section, the text input field now contains the placeholder "Enter Employer SDL number". In the "SDL Number" section, the list of linked employers has been updated to include both: "L820718940 -> ESKOM" and "T201700077 -> ESKOM ASSURANCE & FORENSICS". In the "SDF Appointment Letter" section, there are "Add" and "Remove" buttons, and two "Choose file" buttons, each with the text "No file chosen". A yellow arrow points from the "Employer SDL No" input field to the "SDL Number" list, and a blue arrow points from the second "Choose file" button to the "SDF Appointment Letter" section.

Removing SDL Number

- If you would like to remove any one of these SDL's that you would have added, you can simply click on the SDL record and click the **"Remove"** button.



The screenshot shows the EW SETA SDF interface. At the top, there is a navigation bar with the EW SETA logo and links for Home, SDF, Assessor/Moderator, and Providers Accreditation. Below the navigation bar, there are radio buttons for 'I Agree' (selected) and 'Not Agree'. A text input field labeled 'Employer SDL No' contains the placeholder text 'Enter Employer SDL number'. To the right of this field are 'Add' and 'Remove' buttons. A blue arrow points to the 'Remove' button. Below the input field is a table with two columns: 'SDL Number' and 'SDF Appointment Letter'. The 'SDL Number' column contains two entries: 'L820718940 -> ESKOM' and 'T201700077 -> ESKOM ASSURANCE & FORENSICS'. A yellow arrow points to the first entry. The 'SDF Appointment Letter' column contains two entries, each with a 'Choose file' button and a file name: 'Appointment ...20718940.pdf' and 'Appointment ...01700077.pdf'.

EW SETA Home SDF Assessor/Moderator Providers Accreditation

I Agree Not Agree

Employer SDL No

Enter Employer SDL number

Add Remove

SDL Number	SDF Appointment Letter
L820718940 -> ESKOM	* Choose file Appointment ...20718940.pdf
T201700077 -> ESKOM ASSURANCE & FORENSICS	* Choose file Appointment ...01700077.pdf

General Information

- When you are done with linking the Employer(s) and the **“Appointment Letters”**, you now need to complete the fields on the **“General Information”** section.
- **NOTE: Only fields with an Asterisk are mandatory to fill in, the rest you can always update the information later.**
- You will also be required to specify if you are an **“Internal”** employee to the Organisation you linked at the top, or you are a **“Consultant”**.
- If you are an **“Internal”** employee, then you should also specify if you are the **“Primary”** SDF or you are a **“Secondary”** SDF for the Organisation.
- After that click on the **“Next”** Button.

Internal Primary Employee / SDF

General Information

Title * Mr.	Name * Benjamin
Surname * Maimba	Work Email * benjamin@eskom.co.za
<input checked="" type="radio"/> Internal <input type="radio"/> Consultant	<input checked="" type="radio"/> Primary <input type="radio"/> Secondary
Cell Phone * 0844546604	
<input type="button" value="Next"/>	

Internal Secondary Employee / SDF

General Information

Title * Mr.	Name * Benjamin
Surname * Maimba	Work Email * benjamin@eskom.co.za
<input checked="" type="radio"/> Internal <input type="radio"/> Consultant	<input type="radio"/> Primary <input checked="" type="radio"/> Secondary
Cell Phone * 0844546604	
<input type="button" value="Next"/>	

Consultant SDF

General Information

Title *
Mr.

Name *
Benjamin

Surname *
Maimba

Work Email *
benjamin@eskom.co.za

Internal Consultant

Cell Phone *
0844546604

Next

Public Information

- When you are done filling in the **“General Information”**, you now need to complete the fields on the **“Public Information”** section and click the **“Next”** button.
- If you wish to go back to the previous page, click on the **“Back”** button.
- **NOTE: Only fields with an Asterisk are mandatory to fill in, the rest you can always update the information later.**

EW SETA Home SDF Assessor/Moderator Providers Accreditation

Public Information

Working Address *
22 Wellington Road

Working Address1
Parktown

Working Address2
Work Address3

Province
Gauteng

City
Alberton

Suburb
Brenkondown

Country
South Africa

Zip
1448

Position

Department
Enter Your Department

Job Title
Enter Your Job Title

Manager
Manager

Notes
Other Information

Back Next

Contact & Citizenship Information

- When you are done filling in the **“Public Information”**, you now need to complete the fields on the **“Contact & Citizenship Information”** section and click the **“Next”** button.
- If you wish to go back to the previous page, click on the **“Back”** button.
- On the **“Citizenship Information”** section, choose the appropriate **“Citizen Resident Status”** that you are linked to.
- If you are a **South African** citizen, then you need to enter a valid **R.S.A Identification No.** and also attach a copy of your certified **R.S.A Identification document.**
- If you are **NOT** a **South African** citizen, then you need to enter a valid **Passport No.** and also attach a copy of your certified **Passport document.**
- **NOTE: Only fields with an Asterisk are mandatory to fill in, the rest you can always update the information later.**

EW SETA Home SDF Assessor/Moderator Providers Accreditation

Contact Information

Contact Number Home: 0844546604

Contact Number Office: 0844546604

Citizenship Information

Citizen Resident Status *: SA - South Africa

Country Of Nationality: South Africa

R.S.A Identification No *: 8801235111011

Birth Date: 23/01/1988

National ID: Nationality Id

Home Language: isiZulu

Passport No: Passport No.

ID Document/Passport Upload *: Choose file ID Copy.pdf

Status

Gender: Male

Disability: No

Back Next

Personal Home and Postal Address Information

- When you are done filling in the **“Contact & Citizenship Information”**, you now need to complete the fields on the **“Home and Postal Address Information”** section and click the **“Submit”** button.
- If you wish to go back to the previous page, click on the **“Back”** button.
- ***NOTE: Only fields with an Asterisk are mandatory to fill in, the rest you can always update the information later.***

EW SETA Home SDF Assessor/Moderator Providers Accreditation

Home Address2
Beverly Gardens

Home Address3
Randburg

Province
Gauteng

City
Alberton

Suburb
Brenkondown

Country
South Africa

Zip
1448

Postal Address

Postal Address Same as Home Address

Postal Address *
16 Pakenwood Drive

Postal Address2
Beverly Gardens

Postal Address3
Randburg

Province
Gauteng

City
Alberton

Suburb
Brenkondown

Country
South Africa

Zip
1448

Back Submit

- If the **Postal Address** is the same as your **Personal Address**, click on the **“Postal Address Same as Home Address”** Tick Box, and then click the **“Submit”** button.
- If you wish to go back to the previous page, click on the **“Back”** button.

The screenshot shows the 'Address Information' section of the EW SETA registration form. It includes fields for 'Personal Address', 'Home Address *' (16 Pakenwood Drive), 'Home Address2' (Beverly Gardens), and 'Home Address3' (Randburg). There are dropdown menus for 'Province' (Gauteng), 'City' (Alberton), 'Suburb' (Brenkondown), 'Country' (South Africa), and 'Zip' (1448). A checkbox labeled 'Postal Address Same as Home Address' is checked. At the bottom, there are 'Back' and 'Submit' buttons. A blue arrow points to the 'Submit' button, and a yellow arrow points to the checked checkbox.

Submission

- After clicking on the **“Submit”** button in previous page, your information will be submitted and you will be presented with a box with information of your **Successful Registration** and **Reference Number**.

The screenshot shows a success message box with the following text: 'Registration Successful', 'Thank you for your SDF application. Your application will be evaluated.', and 'Your Reference Number is : R016'. A yellow arrow points to the reference number 'R016'.

Confirmation Emails

- After a successful submission, you will also receive confirmation emails for your submission, which will also contain the information you entered and also the

Reference number.

- Note: A successful registration submission does not mean that you have been “Approved” as a valid SDF at EWSETA.



Public user – a minute ago
Subject: *SDF Registration Submission*
SDF Name : Benjamin Maimba

Name of Organisation : ESKOM

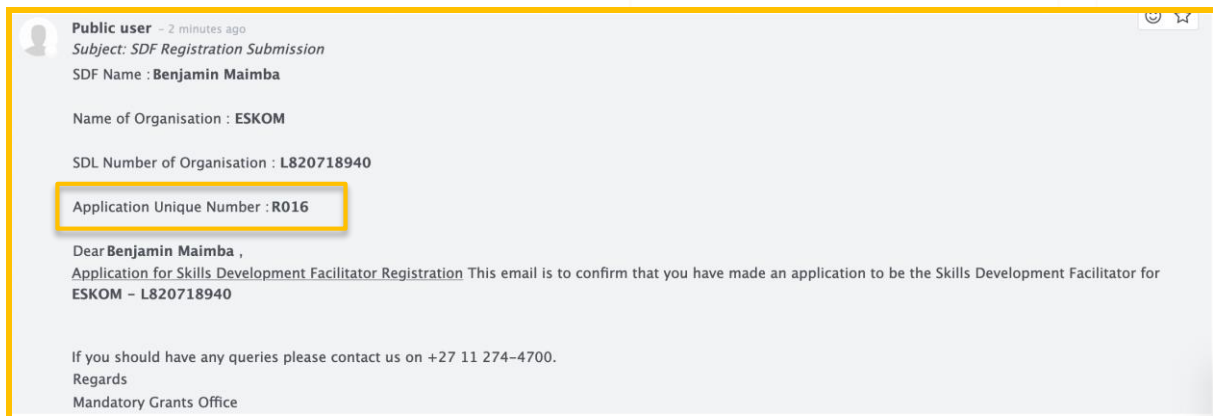
SDL Number of Organisation : L820718940

Application Unique Number : R016

Dear Benjamin Maimba ,
Application for Skills Development Facilitator Registration

This email is to confirm that you have made an application to be the Skills Development Facilitator for ESKOM – L820718940 Your application will be sent through to your Organisations Primary Contact for Verification and then to the EWSETA for finalisation.
If you should have any queries please contact us on +27 11 274-4700.

Regards
Mandatory Grants Office



Public user – 2 minutes ago
Subject: *SDF Registration Submission*
SDF Name : Benjamin Maimba

Name of Organisation : ESKOM

SDL Number of Organisation : L820718940

Application Unique Number : R016

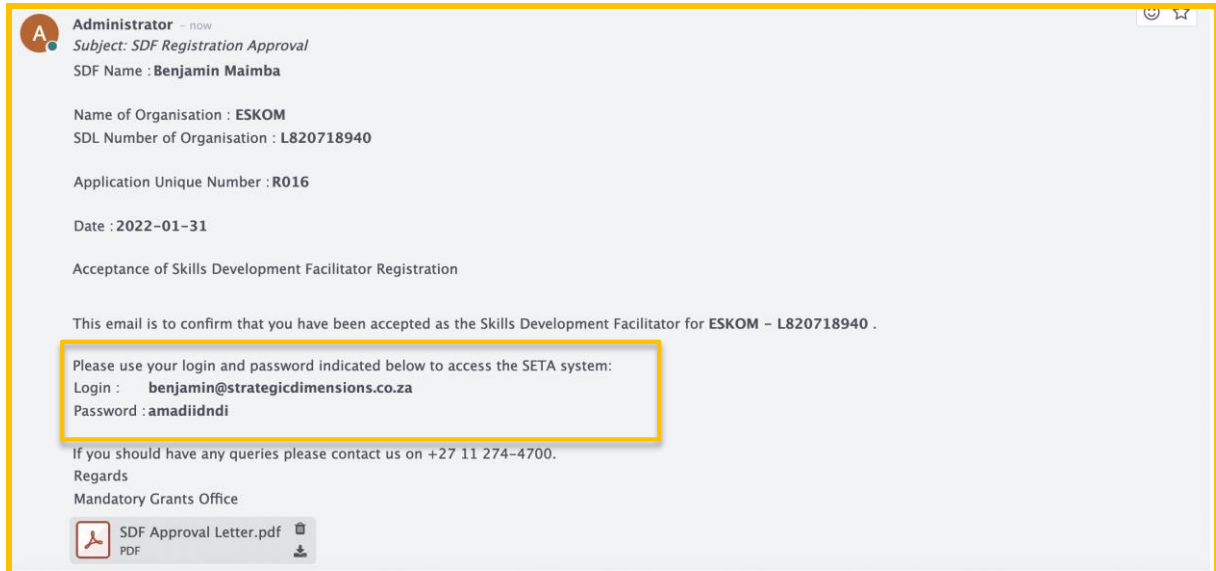
Dear Benjamin Maimba ,
Application for Skills Development Facilitator Registration This email is to confirm that you have made an application to be the Skills Development Facilitator for ESKOM – L820718940

If you should have any queries please contact us on +27 11 274-4700.

Regards
Mandatory Grants Office

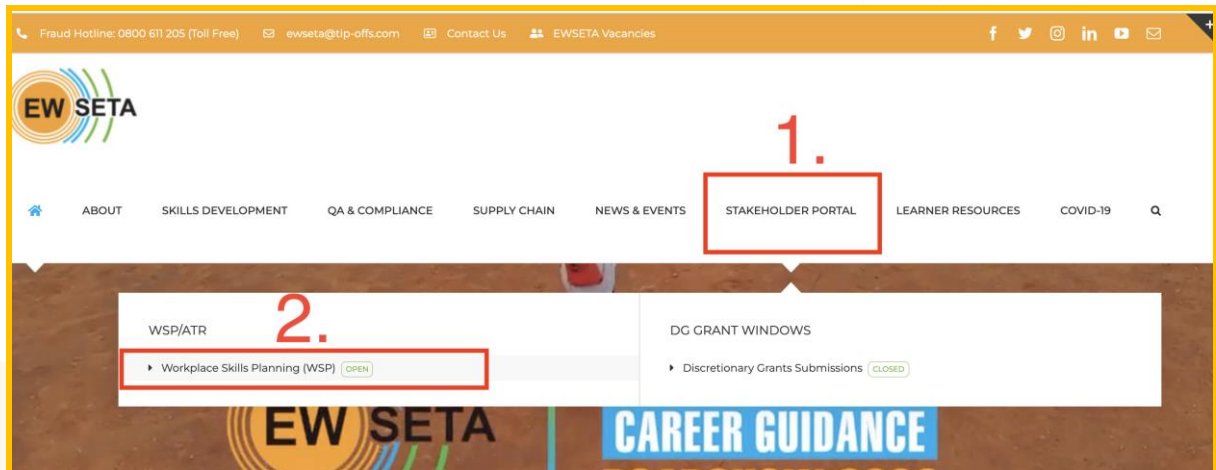
Approval of Submission

- When your submission has been approved, then you will also receive an **“Approval Confirmation”** email.
- This email will also contain your login details and an attached **“SDF Approval Letter”**.

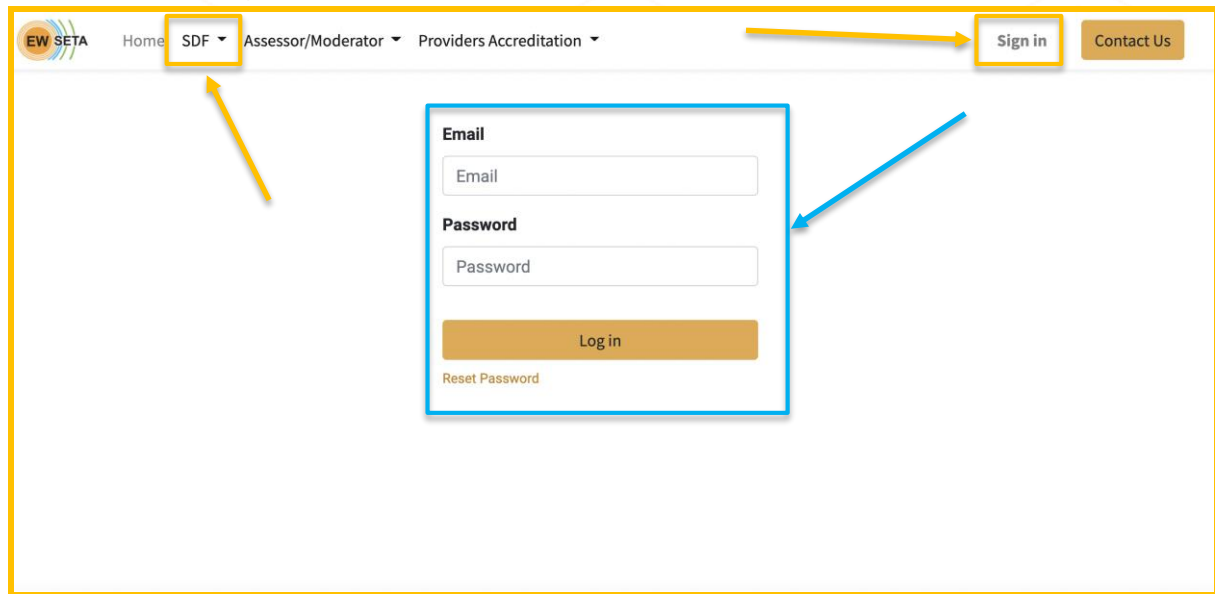


Logging In

- When you receive your approval email with login and password, you will need to go back to the EWSETA website <https://ewseta.org.za>.
- Click on **“Stakeholder Portal”**, then click **“Workplace Skills Planning (WSP)”**, which will redirect you to the MIS System link <http://mis.ewseta.org.za>.



- Click the SDF Menu then choose SDF Login, or Click on the Sign In Button and then enter the login details you received via Email.



The screenshot displays the top navigation bar of the EW SETA website. The navigation menu includes 'Home', 'SDF', 'Assessor/Moderator', and 'Providers Accreditation'. The 'SDF' menu item is highlighted with a yellow box and an arrow pointing to it. To the right of the navigation bar, there is a 'Sign in' button and a 'Contact Us' button. The 'Sign in' button is also highlighted with a yellow box and an arrow pointing to it. Below the navigation bar, a central login form is displayed, enclosed in a blue border. The form contains two input fields: 'Email' and 'Password'. Below these fields is a 'Log in' button and a 'Reset Password' link. A blue arrow points to the 'Log in' button.