

User Access User Guide

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This is a MIS (<https://mis.wrseta.org.za/>) user guide.

It entails detailed instructions to help access MIS.

This document is developed for W&RSETA Stakeholder & Internal Staff

Document History:		
Publication date	Version no.	changes
2025/02/21	1	Initial documentation.

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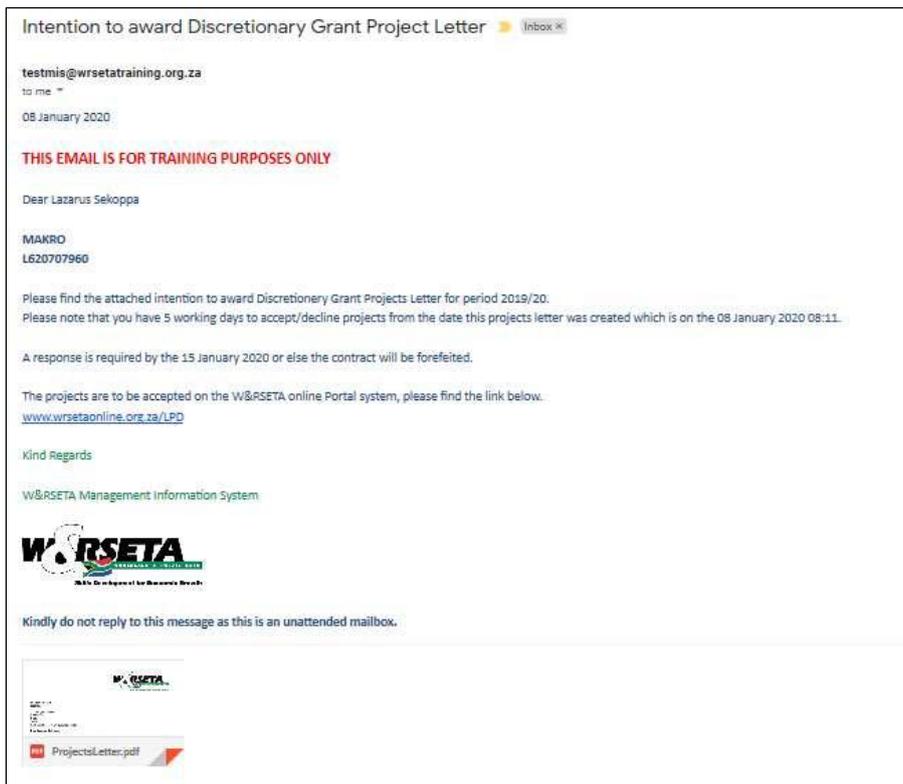
1. INTRODUCTION

The User Access User guide is to assist MIS users on how to access MIS.

2. REGISTERING, LOGIN IN AND RETRIEVING LOGIN DETAILS

If it is the first time that the organisation is awarded a project from the SETA, the main contact person at the organisation will receive the email below requesting them to do the following:

- If they don't have an account yet, they must first register an account.
- If they already have an account, they only need to login and accept/decline the allocation/award letter.

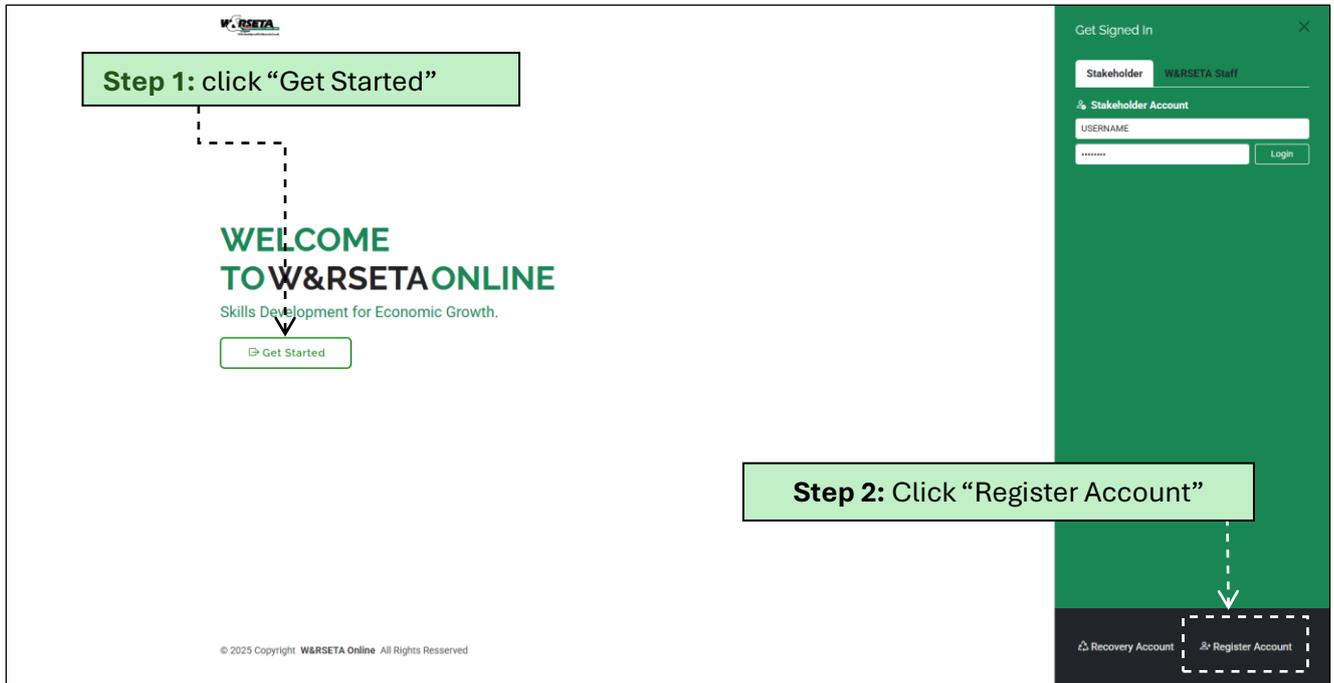


NB: The user will be able to download and open the letter attached to the email but this letter that should be signed must be generated from the system after accepting the project.

2.1. REGISTERING

To create a new account :

LOGIN SCREEN:

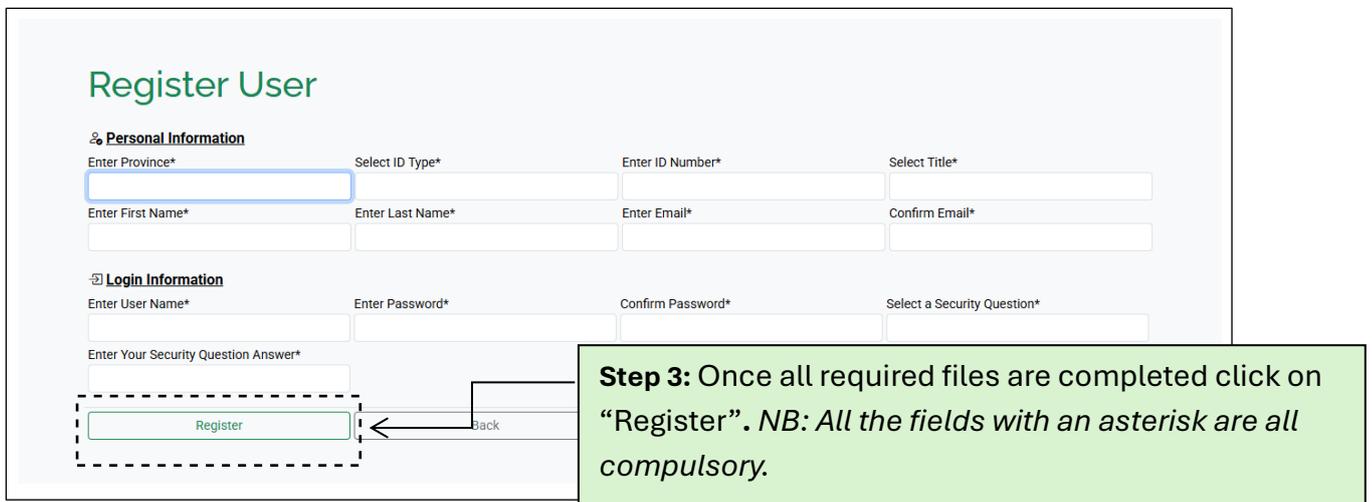


Step 1: click "Get Started"

WELCOME TO W&RSETA ONLINE
Skills Development for Economic Growth.

Step 2: Click "Register Account"

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Register User

Personal Information

Enter Province* Select ID Type* Enter ID Number* Select Title*

Enter First Name* Enter Last Name* Enter Email* Confirm Email*

Login Information

Enter User Name* Enter Password* Confirm Password* Select a Security Question*

Enter Your Security Question Answer*

Step 3: Once all required files are completed click on "Register". NB: All the fields with an asterisk are all compulsory.

Dear Marco Blaauw

Thank you for registering an account at W&RSETA. Your account has been created successfully.

Your Login Details are as follows:

Username: Marco@1
Password: *****

Please use your username and the password you supplied to login into the system.

Kind Regards

W&RSETA Management Information System

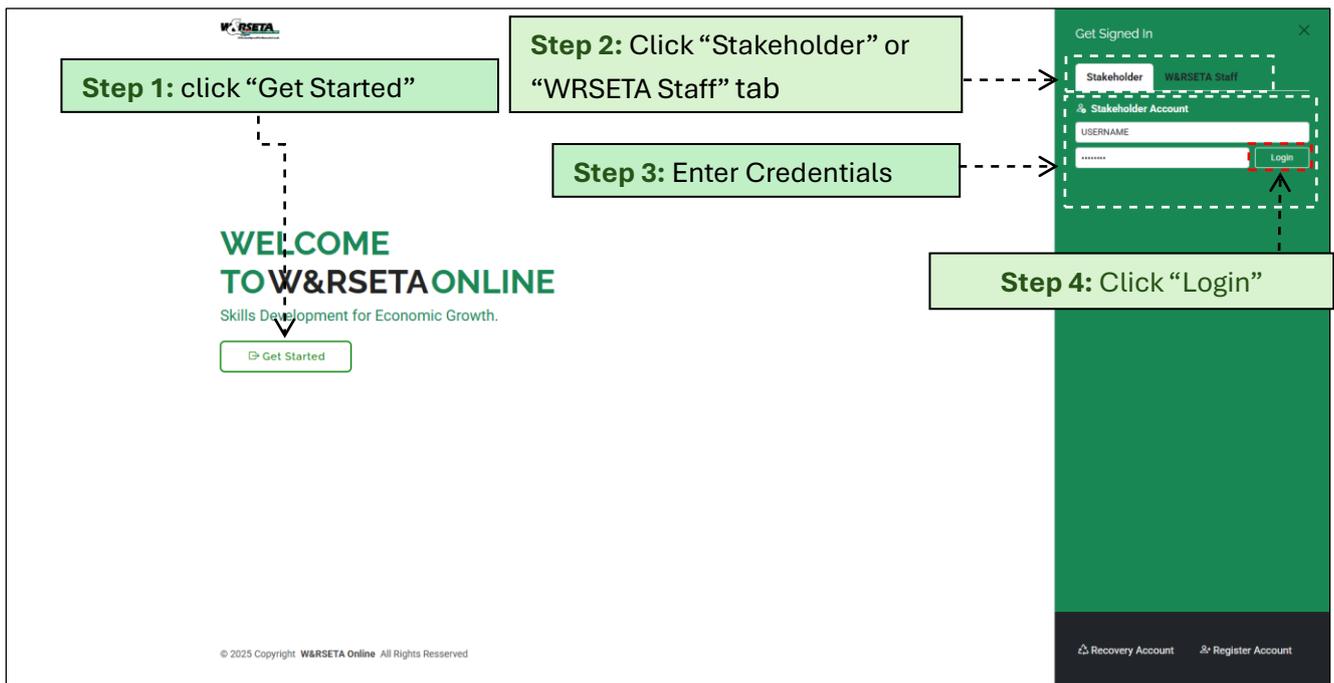


Kindly do not reply to this message as this is an unattended mailbox.

After clicking the Register button on the screen above, the system will send an auto generated email to the user with the user's Login details. The user can then go back to the Login screen and use the login details to Log into the system.

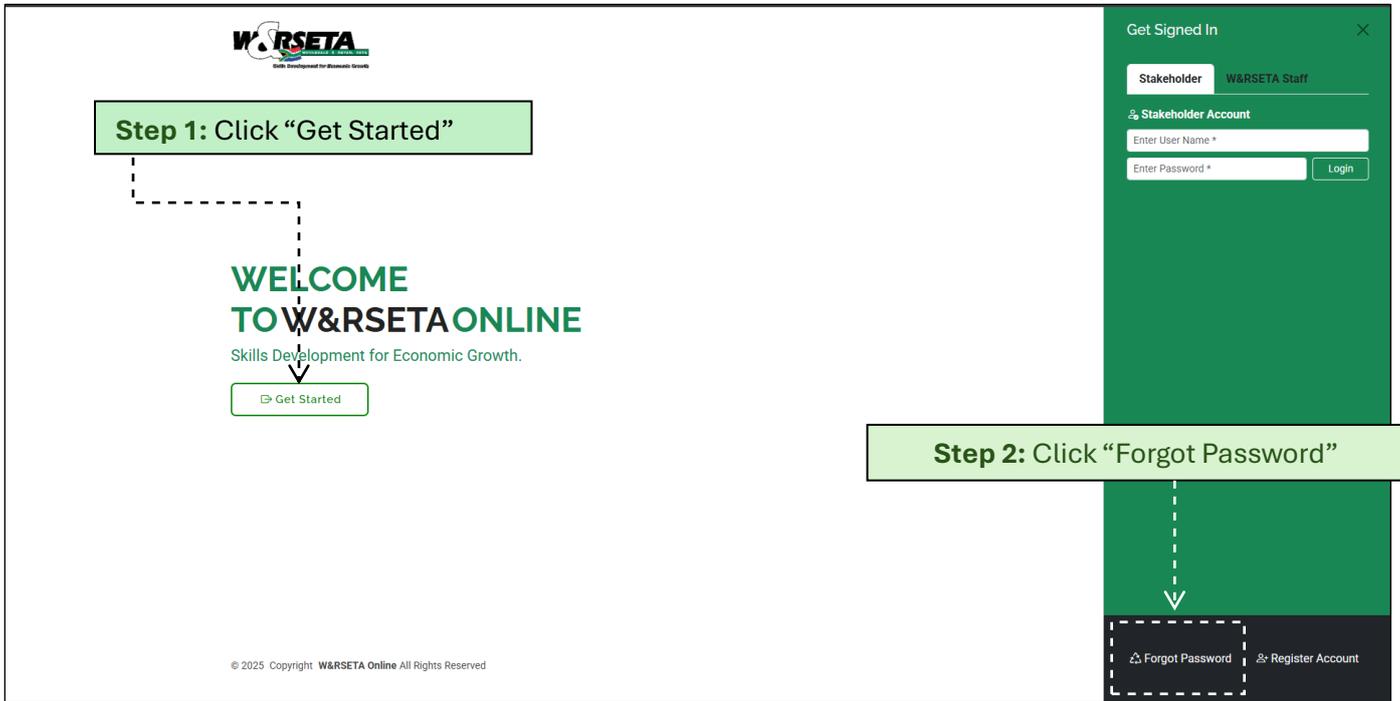
2.2. LOGGING IN

To log in as a Stakeholder or WRSETA Staff :



2.3. HOW TO RETRIEVE LOG IN DETAIL

To retrieve forgotten login details:

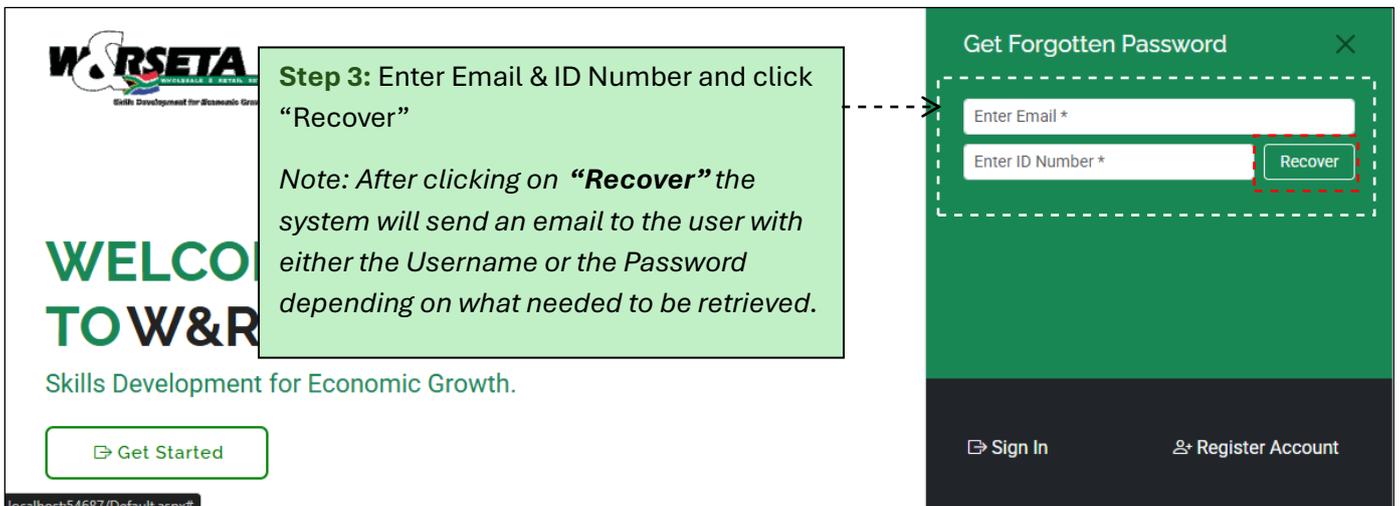


Step 1: Click "Get Started"

WELCOME TO W&RSETA ONLINE
Skills Development for Economic Growth.

Step 2: Click "Forgot Password"

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Step 3: Enter Email & ID Number and click "Recover"

Note: After clicking on "Recover" the system will send an email to the user with either the Username or the Password depending on what needed to be retrieved.

Get Forgotten Password

Enter Email *
Enter ID Number *
Recover

localhost:54687/Default.aspx#