



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA









e-Registration for Grade 12 Senior Certificate (amended)

Quick Reference Guide v1.0

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Navigation keys description

Button:	Description:
	Menu: Use the Menu button to see the list of pages and to navigate within the selected option.
	Home: Click on the Home button to navigate back to the home screen where you can select the options.
	Navigation: Use the navigation buttons to move to the next or the previous page within the selected option.
	Numbers: The numbers indicate the sequence in which the screen should be completed.
	Number: By holding the mouse pointer over the applicable number a message will be displayed indicating what should be done at this applicable number within the sequence.
	Information: By holding the mouse pointer over the applicable information indicator a message will be displayed indicating additional information.

Chapter 1 - e-Registration for Grade 12 Senior Certificate (amended)

This chapter consists of the learning units listed below.

- a) Section 1 – Capture a new registration
- b) Section 2 – Amend a registration
- c) Section 3 – View and print a registration
- d) Section 4 – De-register a registration
- e) Section 5 – How to use the online help tool

Section 1 – Capture a New Registration

1. Process to capture a new registration

1. Login to the e-Registration for Grade 12 Senior Certificate (amended) system.

The e-Registration home screen will be displayed.

Menu

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South African Flag

e-Registration for Grade 12 Senior Certificate (amended)

Version 1.0

HOME NEW REGISTRATION MANAGE REGISTRATIONS LOGOUT HELP

Identification Information

Name: Jane

Surname: Doe

ID Number: 7404251992086

Passport Number:

Important to note: 1

1. Candidates must be aware that a copy of their RSA Identification Document or Card will be required to register.
2. Candidates will be required to provide documentation such as evidence of previous qualifications and Special Needs approval, where applicable.
3. Cellphone number and e-mail address will be used for examination related communication only.
4. All fields marked with (*) are compulsory, and must always be populated.
5. You are responsible for the protection of your own information. Do not share your security credentials with anyone. Please ensure to Logout when done with the registration.
6. For more information on how to fill in the form, select Help from the menu.
7. Only png, jpeg, gif, and pdf attachment document types are supported.

Please select Yes to accept the conditions stated above, or select No to decline

Yes No 2

Next

1. Please read the important notices before you continue.
2. Click on **Yes** to accept the conditions and to enable the menu.
3. Click on **New Registration** to start the registration process.

The Qualification Criteria screen will be displayed.

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HOME NEW REGISTRATION MANAGE REGISTRATIONS LOGOUT HELP

Qualification Criteria

Registration History

Subject Choices And Centre Info

Registration Information

Contact Information

Upload Required Documents

Declaration

How do you qualify for Senior Certificate (amended)?

1. Written Grade 12 Senior Certificate (SC) or N3 previously
2. Written National Senior Certificate (NSC) previously, but SBA expired
3. 21 Years or older, and have passed ABET Level 4 (GETC)
4. 21 Years or older, and have passed at least Grade 9
5. 18-21 years old, and have obtained approval to register from the Provincial Head of Department in writing

Note: Only one of the options above may be selected.

Save Previous Next

1. Select the applicable option on how you qualify for a Senior Certificate (amended).
2. Click on the **Next** button to navigate to the next screen within the registration process.



Note:

Click on the **Save** button to save the progress made.

The Registration History screen will be displayed.

1. Click on the **Add** button to add a line where you will capture registration history information.
2. Enter your Examination number or your ID number.
3. By using the drop down menu, select the year you wrote Senior Certificate.
4. By using the drop down menu, select the province where you wrote Senior Certificate.
5. By using the drop down menu, select the Examination Body under which you wrote Senior Certificate.
6. By using the drop down menu, select the Examination Type of the qualification you wrote.
7. Click on the **Next** button to navigate to the next screen within the registration process.



Note:

Click on the **Save** button to save the progress made.

The Subject Choices and Centre Information screen will be displayed.

1. Enter the number of subjects you would like to register for by entering the number in the provided field.
2. Click on the **Add** button to add a line where you will select the applicable subject to register for.
3. By using the drop down list, select the subject you would like to register for.



Note:

The total number of subject must be equal to the number of subject indicated at point 1.

4. By using the drop down list, select the Province where you would like to register at.
5. By using the drop down list, select the City, Town or Village where you would like to register at.
6. By using the drop down list, select the Examination Centre where you would like to register at.
7. Click on the **Next** button to navigate to the next screen within the registration process.



Note:

Click on the **Save** button to save the progress made.

The Registration Information screen will be displayed.

1. By using the drop down list, select your Race. e.g. Black, White or Indian.
2. By using the drop down list, select your Home Language. e.g. English or Afrikaans.
3. By using the drop down list, indicate should you have any special needs. e.g. Disability.
4. Enter your Study Permit number only if you have entered a Passport Number.
5. By using the drop down list, select the language you would like to write the examination in. e.g. English or Afrikaans.
6. Click on the **Next** button to navigate to the next screen within the registration process.



Note:

Click on the **Save** button to save the progress made.

The Contact Information screen will be displayed.

1. Enter your Postal Address.
2. Enter your Postal Code.
3. Enter your Telephone Number.
4. Enter your Cell phone Number.
5. Enter your Email Address.
6. Click on the **Next** button to navigate to the next screen within the registration process.



Note:

Click on the **Save** button to save the progress made.

The Upload Required Documentation screen will be displayed.

1. Click on the **RSAID** button to upload a copy of your RSA ID. Navigate to the location of the documentation and select the applicable document.
2. Once you have selected the applicable document to be uploaded, click on the **Upload** button.

Repeat step 1 & 2 to upload other documentation as well if required.



Note:

Click on the **Cancel** button to remove the uploaded document. You will be required to upload another document to continue with the registration.

The Declaration screen will be displayed.

1. Read the declarations and click on the **Yes** radio button to accept the declaration.
2. Read the declarations and click on the **Yes** radio button to accept the declaration.
3. Click on the **Accept as Correct and Submit** button to confirm correctness and submit the registration.






Note:

Click on the **Previous** button to navigate to the previous screen within the registration process.

The Manage Registrations screen will be displayed.

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HOME NEW REGISTRATION **MANAGE REGISTRATIONS** LOGOUT HELP

Manage Registrations

Tracking Number	Examination Number	Registration Progress	Registration Status	View/Print To PDF	Amend	De-Register	Print Prelim Document	Print Admission Letter
100000045		Submitted						

Notes:

- a. The Examination Number will be available only when the registration process has been finalised.
- b. Depending on your registration status, various options are available.
- c. Examination support material is available on www.education.gov.za

←



Note:

The registration progress will be displayed; this field will be updated as the registration is processed.

Section 2 – Amend a Registration

1. Process to amend a registration

1. Login to the e-Registration for Grade 12 Senior Certificate (amended) system.

The e-Registration home screen will be displayed.

The screenshot shows the e-Registration for Grade 12 Senior Certificate (amended) home screen. At the top, there is a header with the Department of Basic Education logo, the text "basic education", and the South African flag. Below this is a navigation bar with links: HOME, NEW REGISTRATION, MANAGE REGISTRATIONS, LOGOUT, and HELP. The main content area is titled "Identification Information" and contains a form with fields for Name, Surname, ID Number, and Passport Number. Below the form, there is a section titled "Important to note:" with a list of 7 points. At the bottom, there is a checkbox labeled "Please select Yes to accept the conditions stated above, or select No to decline" and a "Yes" button. A green circle with the number 1 is next to the "Important to note:" section, and a green circle with the number 2 is next to the "Yes" button.

1. Please read the important notices before you continue.
2. Click on **Yes** to accept the conditions and to enable the menu.
3. Click on **Manage Registration** to start the registration process.

The Manage Registrations screen will be displayed.

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HOME NEW REGISTRATION **MANAGE REGISTRATIONS** LOGOUT HELP

Manage Registrations

Tracking Number	Examination Number	Registration Progress	Registration Status	View/Print To PDF	Amend	De Register	Print Pre-lim Document	Print Admission Letter
100000045		Submitted			1			

Notes:

- a. The Examination Number will be available only when the registration process has been finalised.
- b. Depending on your registration status, various options are available.
- c. Examination support material is available on www.education.gov.za

1. Click on the **Amend** button next to the applicable registration.

The Qualification Criteria screen will be displayed.

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HOME NEW REGISTRATION MANAGE REGISTRATIONS LOGOUT HELP

Qualification Criteria

Registration History

Subject Choices And Centre Info

Registration Information

Contact Information

Upload Required Documents

Declaration

How do you qualify for Senior Certificate (amended)?

1. Written Grade 12 Senior Certificate (SC) or N3 previously
2. Written National Senior Certificate (NSC) previously, but SBA expired
3. 21 Years or older, and have passed ABET Level 4 (GETC)
4. 21 Years or older, and have passed at least Grade 9
5. 18-21 years old, and have obtained approval to register from the Provincial Head of Department in writing

Note: Only one of the options above may be selected.

Next

1. Select the applicable option on how you qualify for a Senior Certificate (amended).
2. Click on the **Next** button to navigate to the next screen within the registration process.

The Registration History screen will be displayed.

1. Click on the **Add** button to add a line where you will capture registration history information.
2. Enter your Examination number or your ID number.
3. By using the drop down menu, select the year you wrote Senior Certificate.
4. By using the drop down menu, select the province where you wrote Senior Certificate.
5. By using the drop down menu, select the Examination Body under which you wrote Senior Certificate.
6. By using the drop down menu, select the Examination Type of the qualification you wrote.
7. Click on the **Next** button to navigate to the next screen within the registration process.

The Subject Choices and Centre Information screen will be displayed.

1. Enter the number of subjects you would like to register for by entering the number in the provided field.
2. Click on the **Add** button to add a line where you will select the applicable subject to register for.
3. By using the drop down list, select the subject you would like to register for.



Note:

The total number of subject must be equal to the number of subject indicated at point 1.

4. By using the drop down list, select the Province where you would like to register at.
5. By using the drop down list, select the City, Town or Village where you would like to register at.
6. By using the drop down list, select the Examination Centre where you would like to register at.
7. Click on the **Next** button to navigate to the next screen within the registration process.

The Registration Information screen will be displayed.

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HOME NEW REGISTRATION MANAGE REGISTRATIONS LOGOUT HELP

Qualification Criteria
Registration History
Subject Choices And Centre Info
Registration Information
Contact Information
Upload Required Documents
Declaration

ID Number: 7404240692086
Date of Birth: 19740405
Passport Number:
Surname: Doe
First Name: Jane
*Race: Select
*Home Language: Select
Special Needs:
*Gender: Male Female
Immigrant: Yes No
**Study Permit:
*Exam Paper Language: English
Certificate Language: English

**A Study Permit is required with a Passport

Previous Next

1. By using the drop down list, select your Race. e.g. Black, White or Indian.
2. By using the drop down list, select your Home Language. e.g. English or Afrikaans.
3. By using the drop down list, indicate should you have any special needs. e.g. Disability.
4. Enter your Study Permit number only if you have entered a Passport Number.
5. By using the drop down list, select the language you would like to write the examination in. e.g. English or Afrikaans.
6. Click on the **Next** button to navigate to the next screen within the registration process.

The Contact Information screen will be displayed.

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HOME NEW REGISTRATION MANAGE REGISTRATIONS LOGOUT HELP

Qualification Criteria
Registration History
Subject Choices And Centre Info
Registration Information
Contact Information
Upload Required Documents
Declaration

*Postal Address 1

*Postal Code 2

Telephone Number 3

*Cellphone Number 4 0745551122

*e-Mail Address 5 jane.doe@gmail.com

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Previous Next

1. Enter your Postal Address.
2. Enter your Postal Code.
3. Enter your Telephone Number.
4. Enter your Cell phone Number.
5. Enter your Email Address.
6. Click on the **Next** button to navigate to the next screen within the registration process.

The Upload Required Documentation screen will be displayed.

1. Click on the **RSAID** button to upload a copy of your RSA ID. Navigate to the location of the documentation and select the applicable document.
2. Once you have selected the applicable document to be uploaded, click on the **Upload** button.

Repeat step 1 & 2 to upload other documentation as well if required.



Note:


Click on the **Cancel** button to remove the uploaded document. You will be required to upload another document to continue with the registration.



The Declaration screen will be displayed.

1. Read the declarations and click on the **Yes** radio button to accept the declaration.
2. Read the declarations and click on the **Yes** radio button to accept the declaration.
3. Click on the **Accept as Correct and Submit** button to confirm correctness and submit the registration.

The Manage Registrations screen will be displayed.

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HOME NEW REGISTRATION **MANAGE REGISTRATIONS** LOGOUT HELP

Manage Registrations

Tracking Number	Examination Number	Registration Progress	Registration Status	View/Print To PDF	Amend	De-Register	Print Prelim Document	Print Admission Letter
100000099		Submitted						

Notes:

- a. The Examination Number will be available only when the registration process has been finalised
- b. Depending on your registration status, various options are available
- c. Examination support material is available on www.education.gov.za

←



Note:

The registration progress will be displayed; this field will be updated as the registration is processed.

Should the candidate have changed the Province in which he/she would like to write the examination, the system will de-register the previously captured registration and create a new registration with a new tracking number.

Section 3 – View & Print a Registration

1. Process to view and print a registration

1. Login to the e-Registration for Grade 12 Senior Certificate (amended) system.

The e-Registration home screen will be displayed.

The screenshot shows the e-Registration home screen. At the top, there is a header with the Department of Basic Education logo, the text 'basic education', and the South African flag. Below this is a navigation bar with links: HOME, NEW REGISTRATION, MANAGE REGISTRATIONS, LOGOUT, and HELP. The main content area is titled 'Identification Information' and contains a form with fields for Name, Surname, ID Number, and Passport Number. Below the form is a section titled 'Important to note:' with a list of 7 points. At the bottom, there is a checkbox for 'Please select Yes to accept the conditions stated above, or select No to decline' and a 'Yes' button.

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HOME NEW REGISTRATION MANAGE REGISTRATIONS LOGOUT HELP

Identification Information

Name: Jane
Surname: Doe
ID Number: 7404251992086
Passport Number:

Important to note:

1. Candidates must be aware that a copy of their RSA Identification Document or Card will be required to register.
2. Candidates will be required to provide documentation such as evidence of previous qualifications and Special Needs approval, where applicable.
3. Cellphone number and e-mail address will be used for examination related communication only.
4. All fields marked with (*) are compulsory, and must always be populated.
5. You are responsible for the protection of your own information. Do not share your security credentials with anyone. Please ensure to Logout when done with the registration.
6. For more information on how to fill in the form, select Help from the menu.
7. Only png, jpeg, gif, and pdf attachment document types are supported.

Please select Yes to accept the conditions stated above, or select No to decline Yes No

1. Please read the important notices before you continue.
2. Click on **Yes** to accept the conditions and to enable the menu.
3. Click on **Manage Registration** to start the registration process.

The Manage Registrations screen will be displayed.

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HOME NEW REGISTRATION **MANAGE REGISTRATIONS** LOGOUT HELP

Manage Registrations

Tracking Number	Examination Number	Registration Progress	Registration Status	View/Print To PDF	Amend	De Register	Print Prelim Document	Print Admission Letter
100000045		Submitted		1				

Notes:

- a. The Examination Number will be available only when the registration process has been finalised.
- b. Depending on your registration status, various options are available.
- c. Examination support material is available on www.education.gov.za

1. Click on the **View/Print to PDF** button next to the applicable registration.

The Registration Form screen will be displayed.

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HOME NEW REGISTRATION **MANAGE REGISTRATIONS** LOGOUT HELP

Examination Period:
Tracking No: 96

Examination Number: Unique number:
DBE Registration Status: Status Date:
Current Date & Time: Mon Sep 26 09:49:47 CAT 2016

Disclaimer: This only serves to confirm the details of your registration as captured on the online registration system, and does not in any way serve as a valid admission to write the examination.

1

Identification Information
Name: Jane
Surname: Doe
ID Number: 6907122554088
Passport Number:

Qualification Criteria
How do you qualify for Senior Certificate (Amended)? Written Grade 12 Senior Certificate (SC) or N3 previously

← →

1. View the registration and scroll to the bottom of the page.

The Registration Form screen will be displayed.

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HOME NEW REGISTRATION MANAGE REGISTRATIONS LOGOUT HELP

Home Language: TSHVENDA Certificate Language: English
Special Needs: ASD, AD and ADD

Contact Details

Postal Address: 665 Church Street
Moreletapark Telephone Number: 4223422342
Pretoria Cellphone Number: 0743494392
Gauteng Email Address: janedoe@gmail.com
Postal Code: 4214

Submitted Attachments

SA Citizen(Copy of RSA ID): Yes
Immigrant (Copy of Passport): No
Study Permit: No
Approval from HoD: No
Special Needs (Supporting Docs): Yes

1
Generate PDF Close

1. Click on the **Generate PDF** button.

The Registration Form screen will be displayed.

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HOME | **NEW REGISTRATION** | MANAGE REGISTRATIONS | LOGOUT | HELP

Home Language: TSHVENDA Certificate Language: English
Special Needs: ASD, AD and ADD

Contact Details

Postal Address: 665 Church Street
Moreletapark Telephone Number: 4223422342
Pretoria Cellphone Number: 0743494392
Gauteng Email Address: janedoe@gmail.com
Postal Code: 4214

Submitted Attachments

SA Citizen(Copy of RSA ID): Yes
Immigrant (Copy of Passport): No
Study Permit: No
Approval from HoD: No
Special Needs (Supporting Docs): Yes

1
Print to PDF Close

1. Click on the **Print to PDF** button.

The PDF screen will be displayed.

Menu

Registration for Grade 12 Senior Certificate(amended)
 Examination Period: *June 2017*
 Tracking Number: 22
 Examination Number:
 Registration Status: *Registered*
 Current Date & Time : 2016/10/17 08:51

Unique number:
 Status Date: 2016/10/17 08:51

Disclaimer: This only serves to confirm the details of your registration as captured on the online registration system, and does not in any way serve as a valid admission to write the examination.

Identification Information
 Name: *prov*
 Surname: *prov*
 ID Number: 8103020747089
 Passport Number:

1

Qualification Criteria
 How do you qualify for Senior Certificate (Amended)?: *Written Grade 12 Senior Certificate (SC) or N3 previously*

Registration History
 Have you ever entered and wrote Grade 12? (Yes /No): *Yes*

Exam/ID Number	Year	Province	Exam Body	Exam Type
5256	1997	<i>Eastern Cape</i>	<i>Mpumalanga Education Department</i>	<i>ASC</i>

←

1. Use the default PDF reader functionality to print or save to your computer.

Section 4 – De-register a Registration

1. Process to de-register a registration

1. Login to the e-Registration for Grade 12 Senior Certificate (amended) system.

The e-Registration home screen will be displayed.

The screenshot shows the e-Registration for Grade 12 Senior Certificate (amended) home screen. At the top, there is a header with the Department of Basic Education logo, the text "basic education", and the South African flag. Below this is a navigation bar with links: HOME, NEW REGISTRATION, MANAGE REGISTRATIONS, LOGOUT, and HELP. The main content area is titled "Identification Information" and contains a form with fields for Name, Surname, ID Number, and Passport Number. Below the form, there is a section titled "Important to note:" with a list of 7 points. At the bottom, there is a checkbox labeled "Please select Yes to accept the conditions stated above, or select No to decline" and a "Yes" button. A green circle with the number 1 is next to the "Important to note:" section, and a green circle with the number 2 is next to the "Yes" button.

1. Please read the important notices before you continue.
2. Click on **Yes** to accept the conditions and to enable the menu.
3. Click on **Manage Registration** to start the registration process.

The Manage Registrations screen will be displayed.

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HOME NEW REGISTRATION **MANAGE REGISTRATIONS** LOGOUT HELP

Manage Registrations

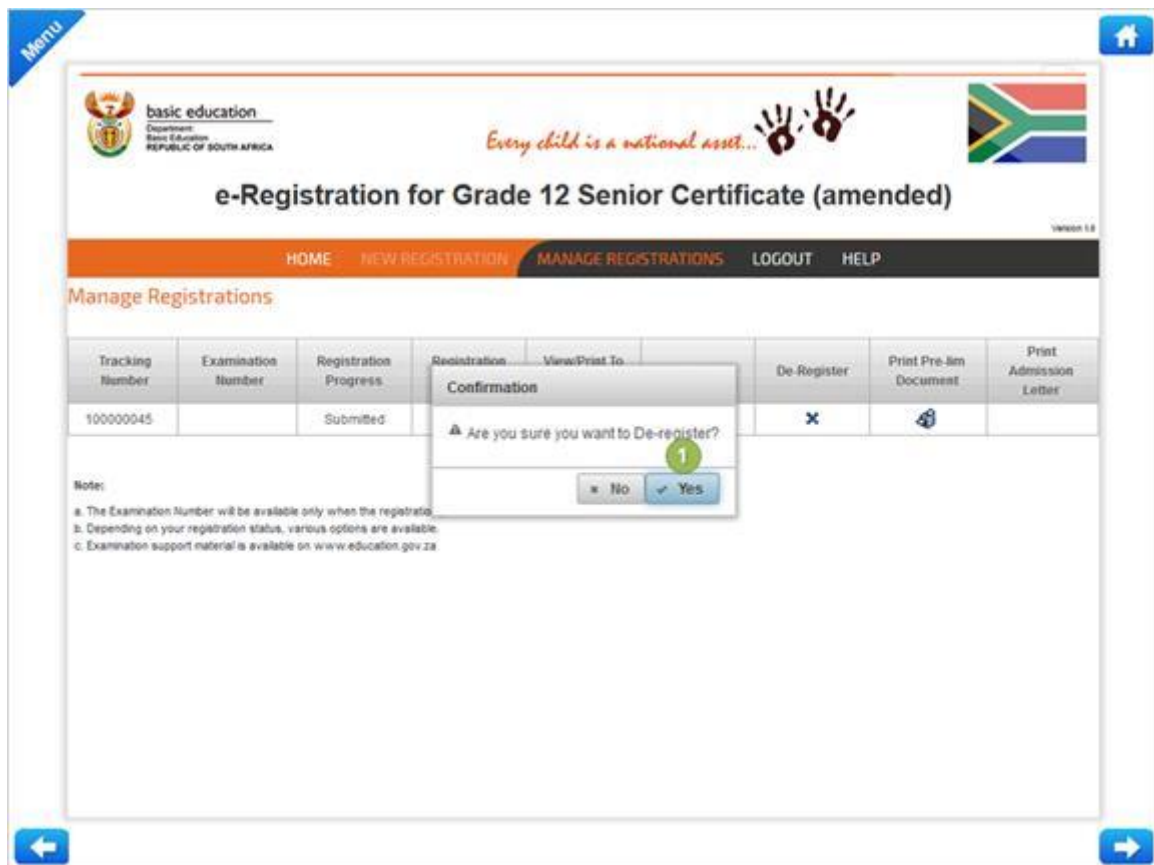
Tracking Number	Examination Number	Registration Progress	Registration Status	View/Print To PDF	Amend	De-Register	Print Prelim Document	Print Admission Letter
100000045		Submitted				1		

Notes:

- a. The Examination Number will be available only when the registration process has been finalised.
- b. Depending on your registration status, various options are available.
- c. Examination support material is available on www.education.gov.za

1. Click on the **De-register** button next to the applicable registration.


The Confirmation Message screen will be displayed.





1. If you are sure you would like to de-register, click on the **Yes** button.

The Manage Registrations screen will be displayed.

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Tracking Number	Examination Number	Registration Progress	Registration Status	View/Print To PDF	Amend	De-Register	Print Prelim Document	Print Admission Letter
100000045		De-registered						

Notes:

- a. The Examination Number will be available only when the registration process has been finalised
- b. Depending on your registration status, various options are available
- c. Examination support material is available on www.education.gov.za

←

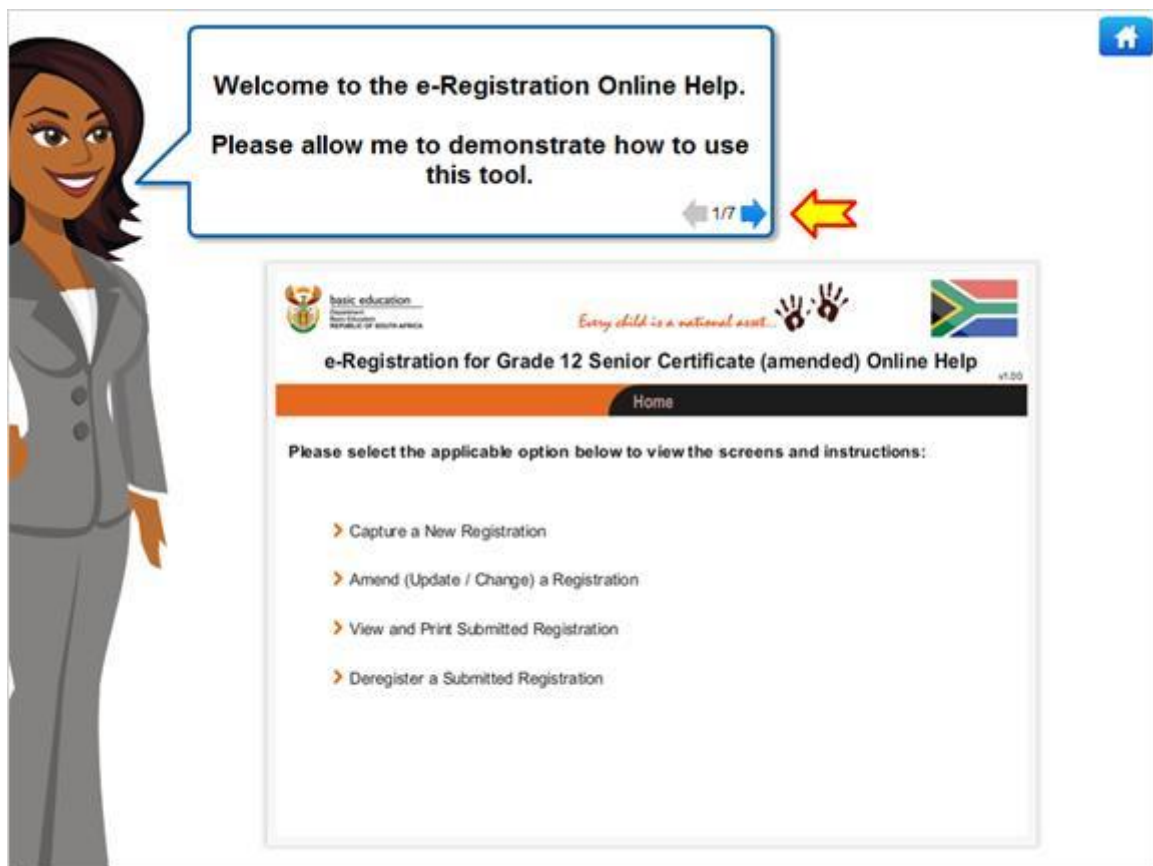


Note:

The registration progress status will now be de-registered.

Section 5 – How to use the Online Help Tool

1. How to use the online help tool



Select the applicable option you would like to view by clicking on it. 2/7

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e-Registration for Grade 12 Senior Certificate (amended) Online Help v1.00

Home

Please select the applicable option below to view the screens and instructions:

- > Capture a New Registration
- > Amend (Update / Change) a Registration
- > View and Print Submitted Registration
- > Deregister a Submitted Registration

By clicking on the Menu button a menu will be displayed that can be used to navigate within the select option. 3/7

Menu:

Click on the applicable section to navigate directly:

- e-Registration Home
- Qualification Criteria
- Registration History
- Subject Choice and Centre Info
- Registration Information
- Contact Information
- Upload Required Documents
- Declaration
- Manage Registration

e-Registration for Grade 12 Senior Certificate (amended)

HOME NEW REGISTRATION MANAGE REGISTRATIONS LOGOUT HELP

Please provide previous examination information

Examination Number	Year	Province	Exam Body	Exam Type
1	2	3	4	5

Note: For this registration list the latest examination offerings for a maximum of 5 offerings. When applying for a comparison of results, all exam offerings information should be provided.

1 2 3 4 5 6 7

Save Previous Next

On each screen numbers will indicate the sequence in which the screen should be completed.

4/7

By holding the mouse pointer over the number it will display an explanation of what should be done.

5/7

Use the navigation buttons to move forward or backwards within the selected option.

6/7

Click on the Home button to navigate back to the list of options.

7/7