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.

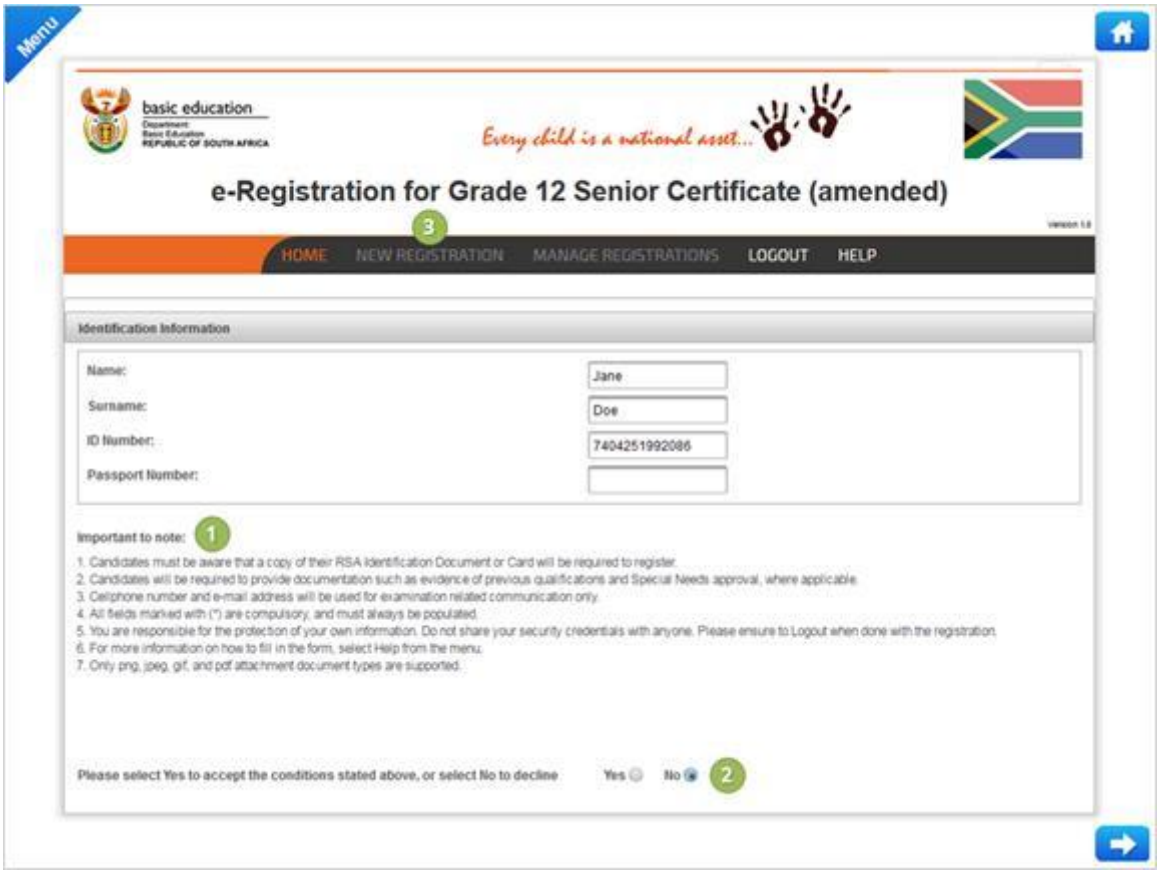
a) Section 1 – Capture a new registration
b) Section 2 – Amend a registration
c) Section 3 – View and print a registration
d) Section 4 – De-register a registration
e) Section 5 – How to use the online help tool

Section 1 - Capture a New Registration

1. Process to capture a new registration

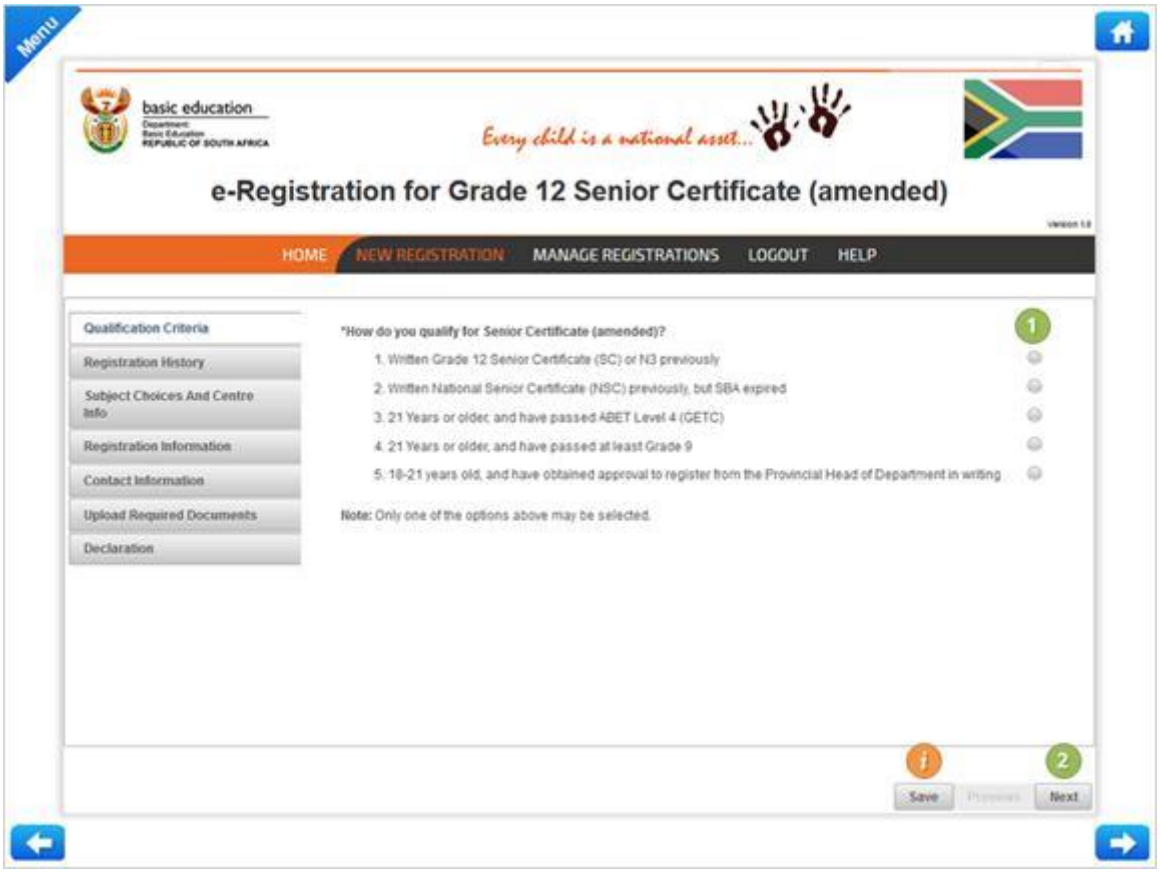
1. Login to the e-Registration for Grade 12 Senior Certificate (amended) system.

The e-Registration home screen will be displayed.



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.

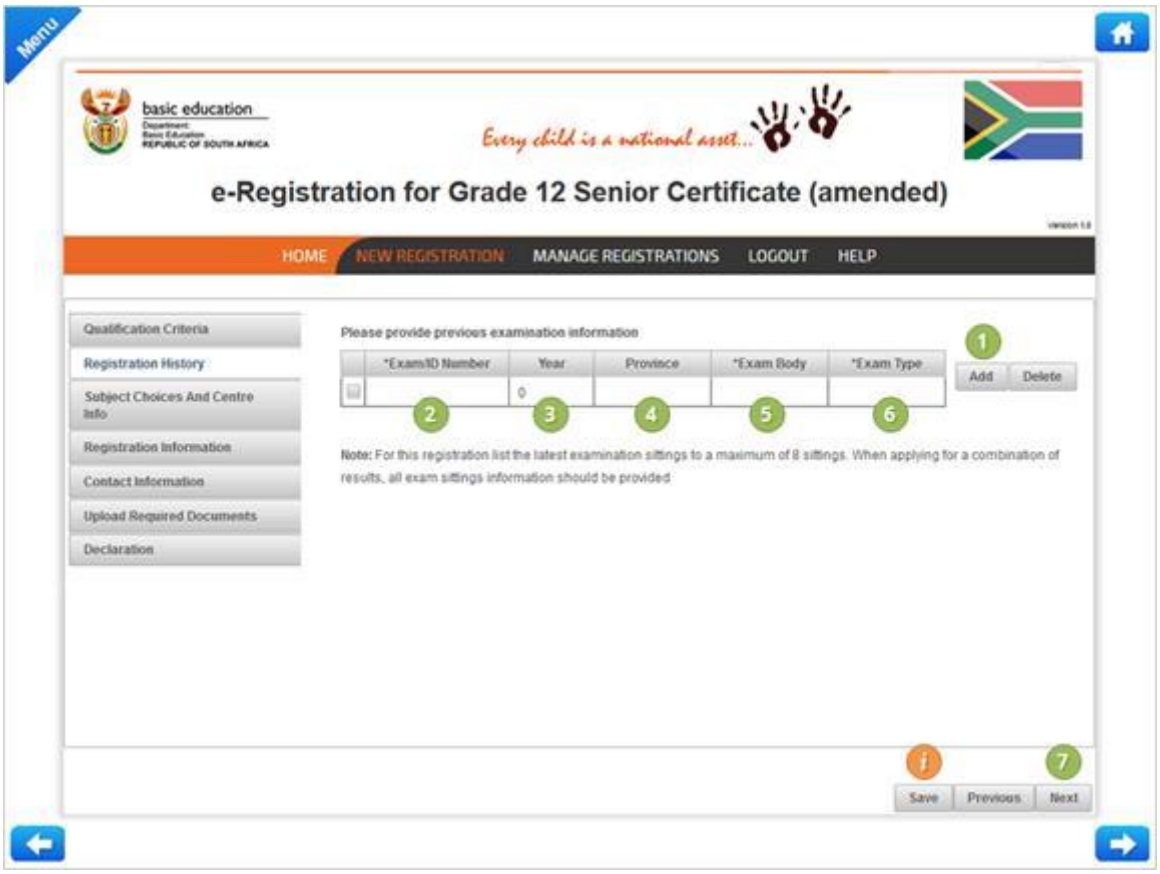


1. Select the applicable option on how you qualify for a Senior Certificate (amended).
2. Click on the **Next** button to navigate to the next screen within the registration process.

Note:

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

The Registration History screen will be displayed.

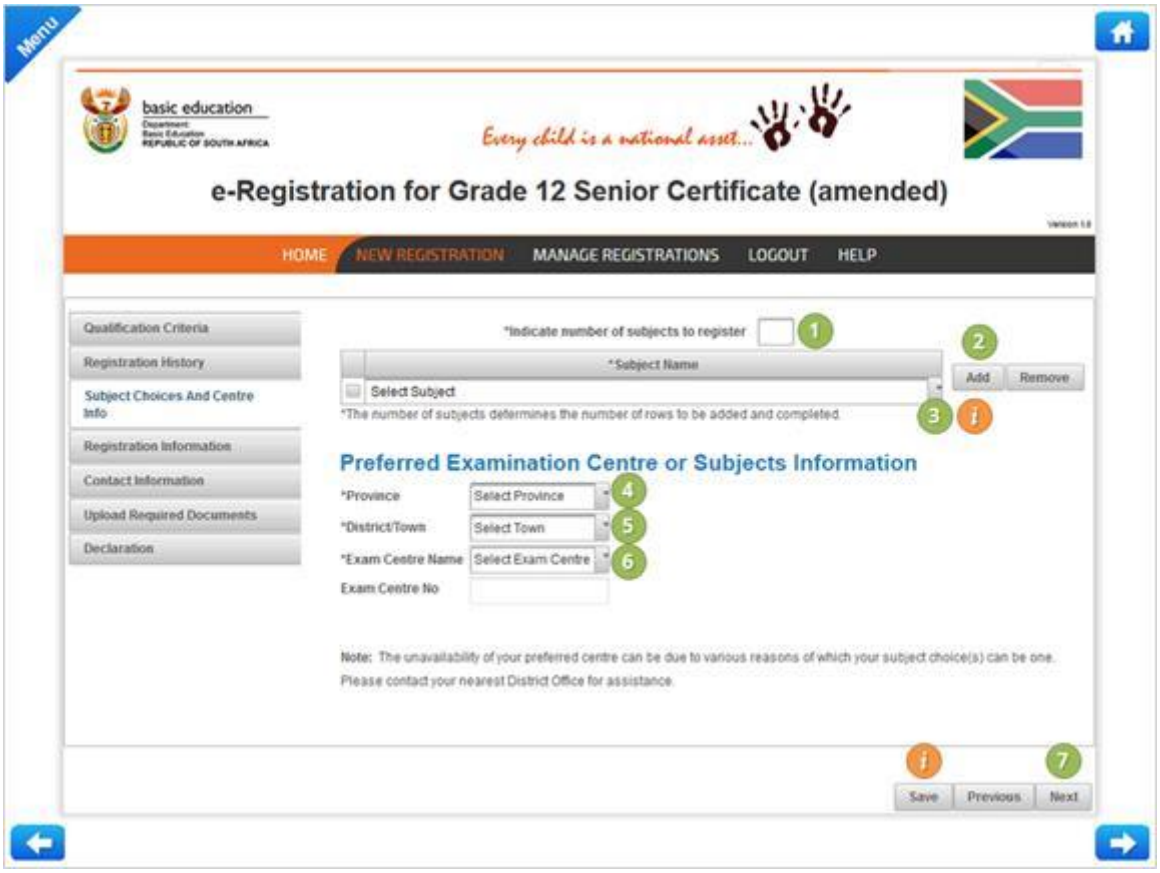


1. Click on the **Add** button to add a line where you will capture registration history information.
2. Enter your Examination number or your ID number.
3. By using the drop down menu, select the year you wrote Senior Certificate.
4. By using the drop down menu, select the province where you wrote Senior 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:

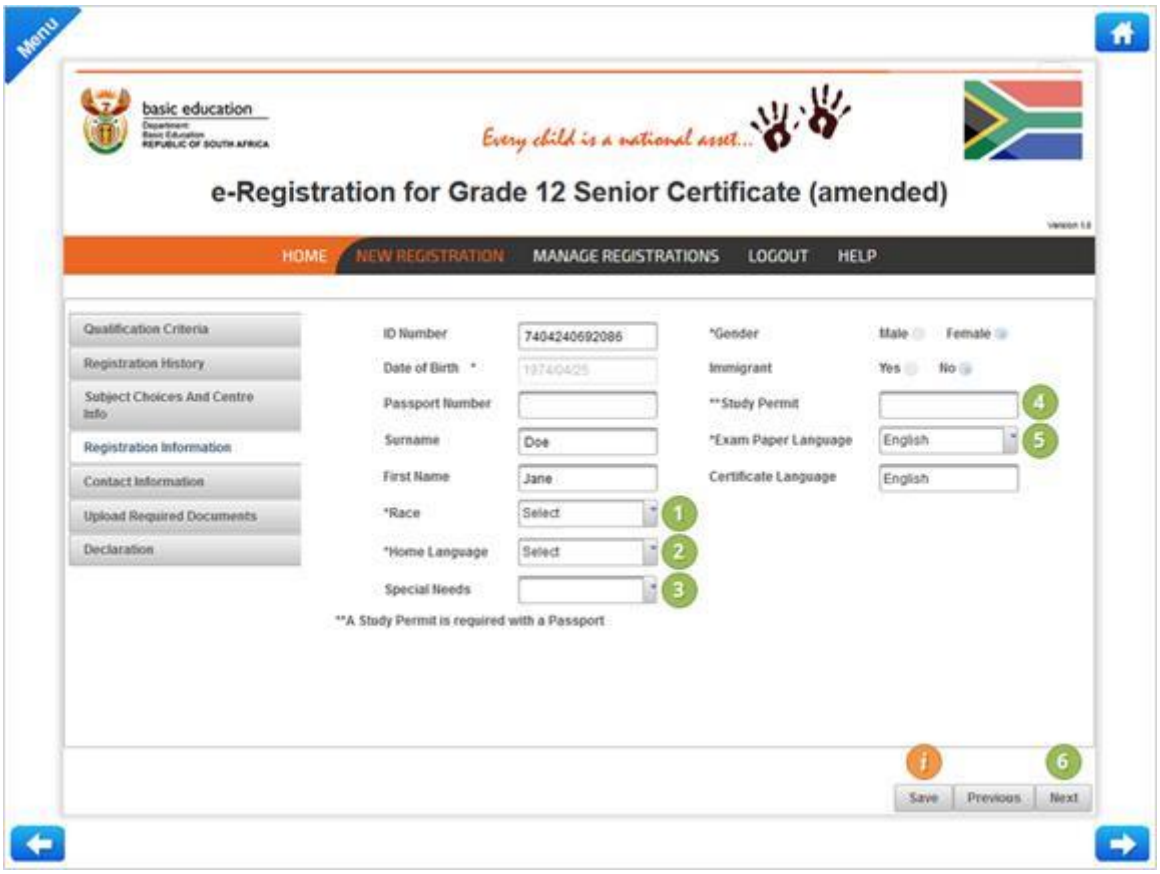
The total number of subject must be equal to the number of subject indicated at point 1.

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.

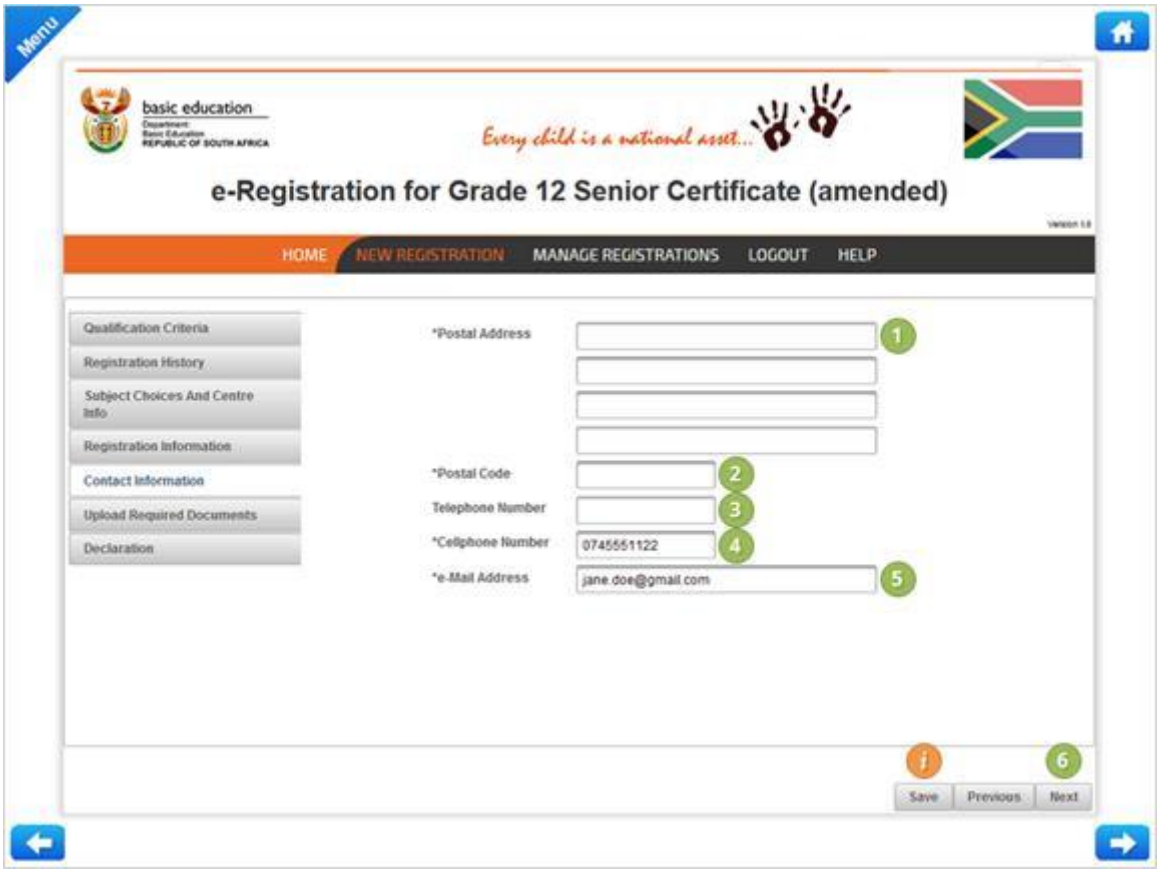


1. By using the drop down list, select your Race. e.g. Black, White or Indian.
2. By using the drop down list, select your Home Language. e.g. English or Afrikaans.
3. By using the drop down list, indicate should you have any special needs. e.g. Disability.
4. Enter your Study Permit number only if you 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.

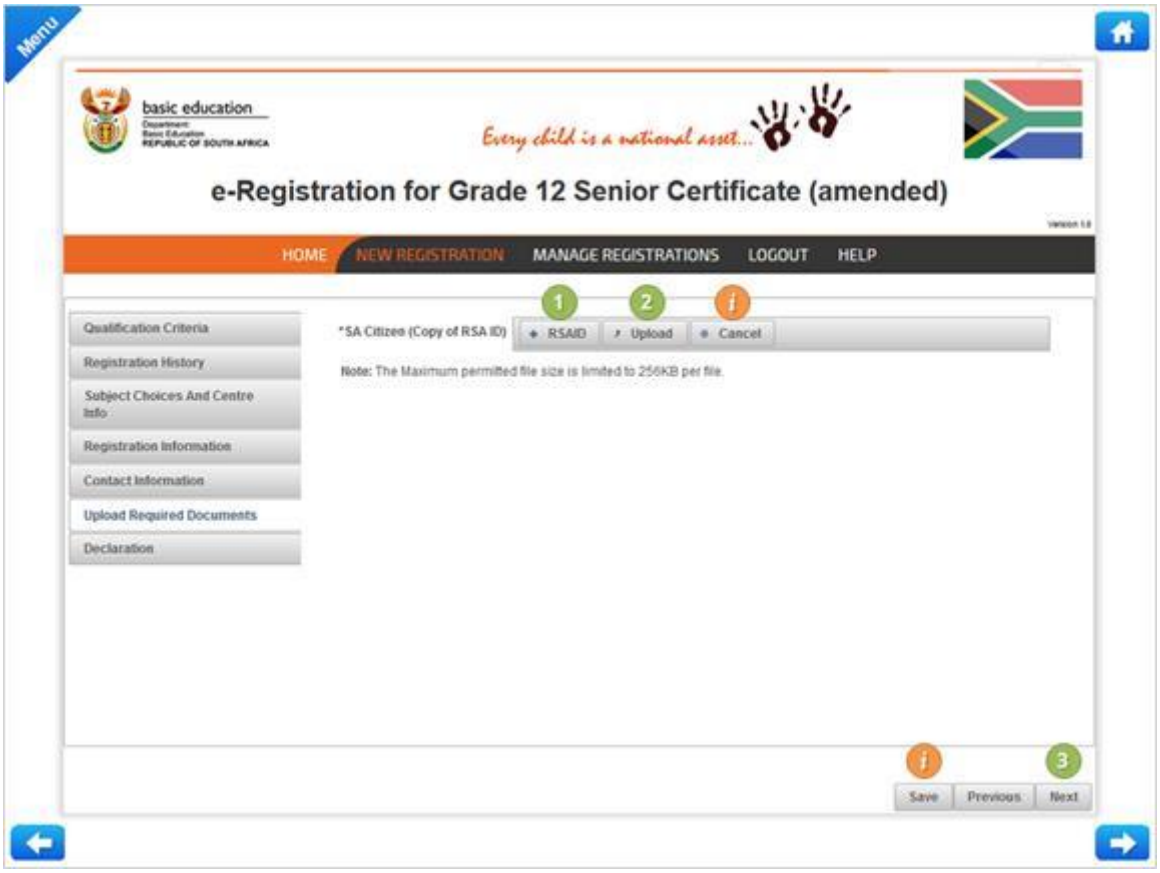


1. Enter your Postal Address.
2. Enter your Postal Code.
3. Enter your Telephone Number.
4. Enter your Cell phone Number.
5. Enter your Email Address.
6. Click on the **Next** button to navigate to the next screen within the registration process.

Note:

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

The Upload Required Documentation screen will be displayed.



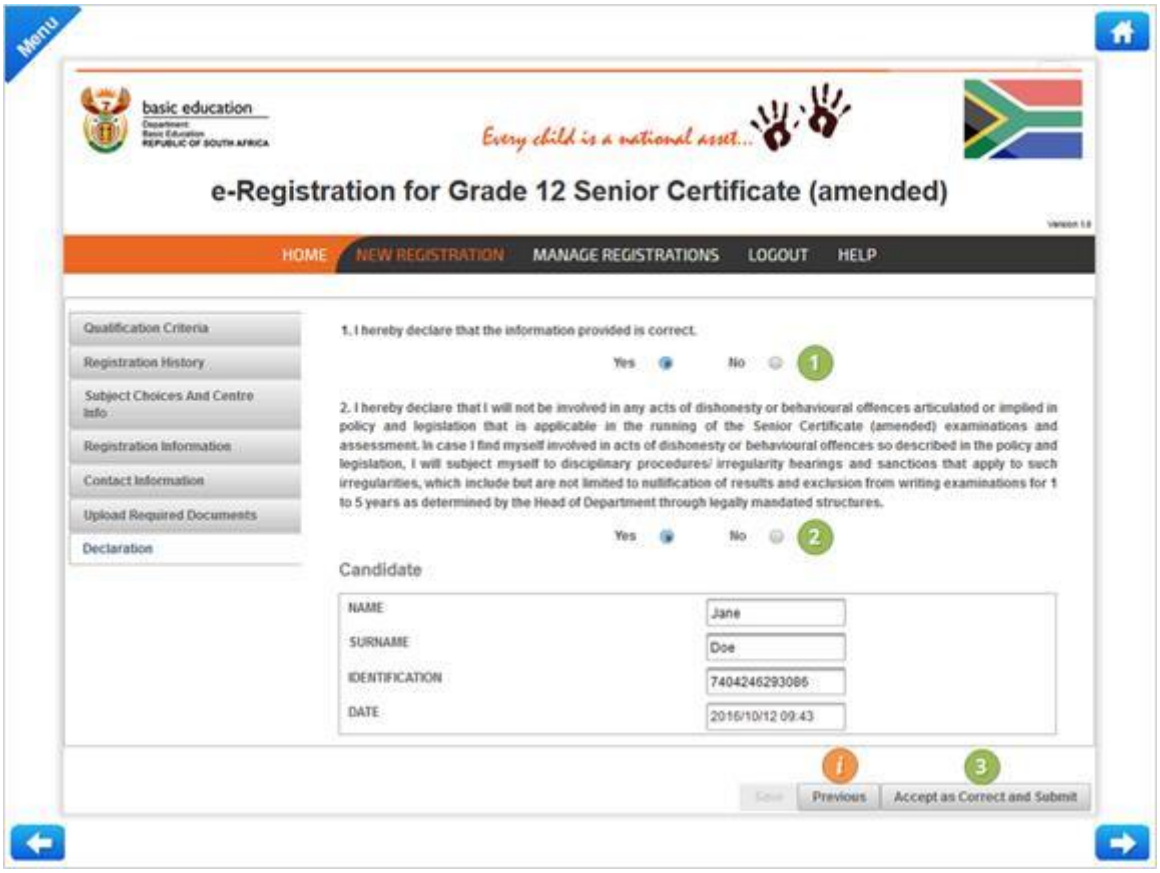
1. Click on the **RSAID** button to upload a copy of your RSA ID. Navigate to the location of the documentation and select the applicable document.
2. Once you have selected the applicable document to be uploaded, click on the **Upload** button.

   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.

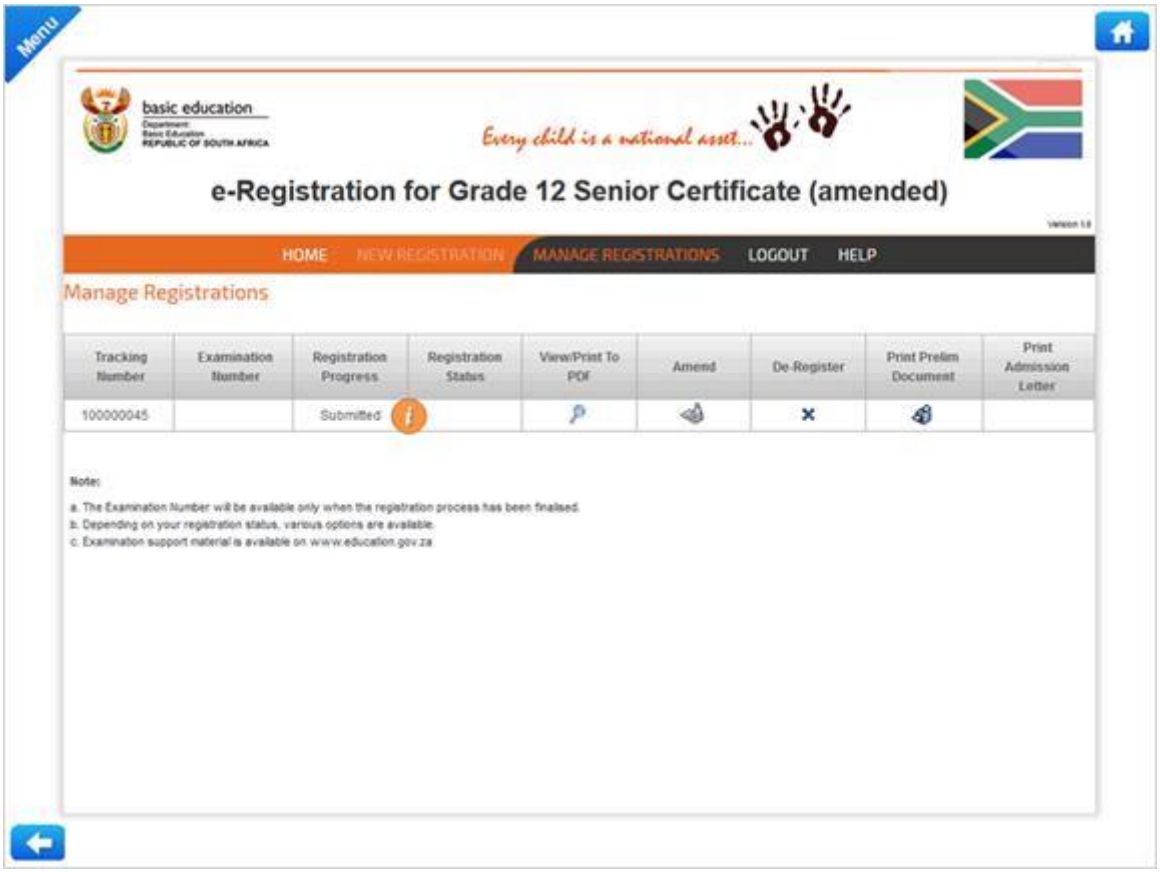


1. Read the declarations and click on the **Yes** radio button to accept the declaration.
2. Read the declarations and click on the **Yes** radio button to accept the declaration.
3. Click on the **Accept as Correct and Submit** button to confirm correctness and submit the registration.

Note:

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

The Manage Registrations screen will be displayed.



Note:

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

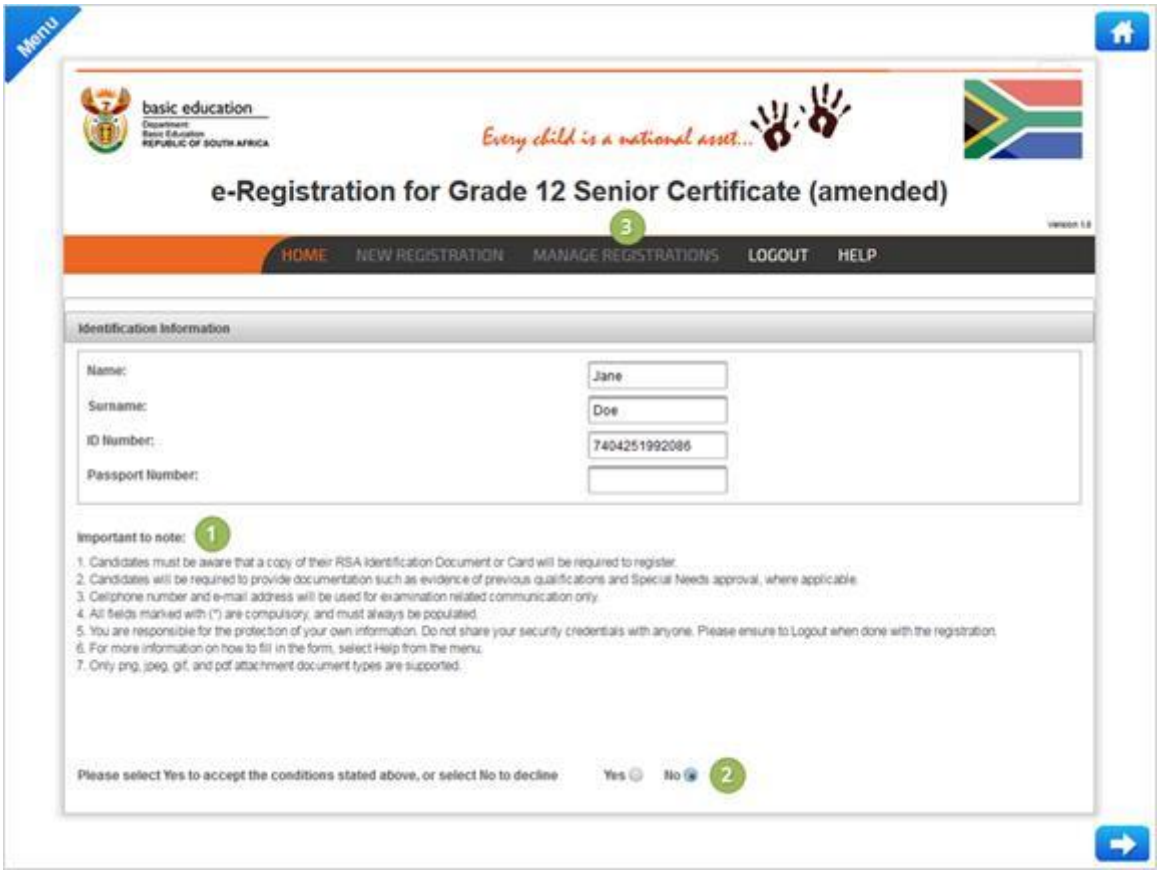
Section 2 -

Amend a Registration

1. Process to amend a registration

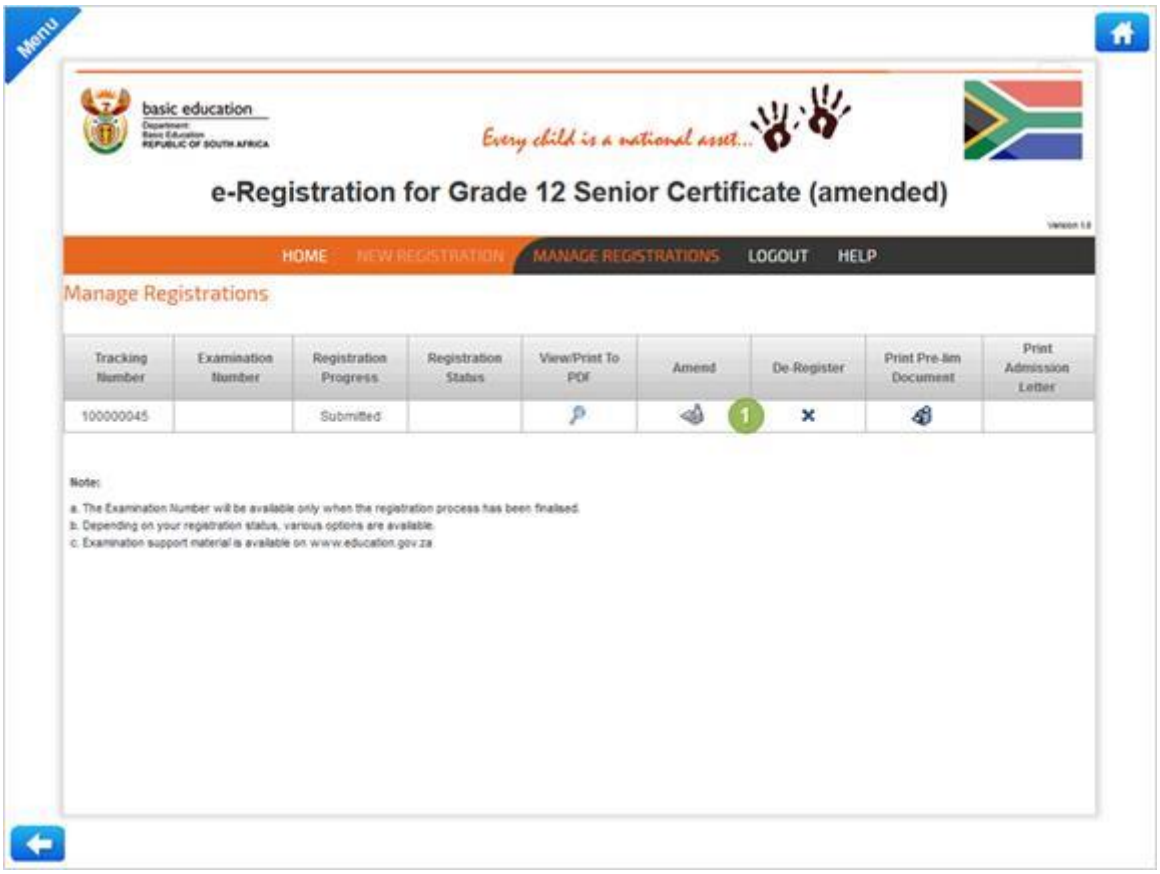
1. Login to the e-Registration for Grade 12 Senior Certificate (amended) system.

The e-Registration home screen will be displayed.



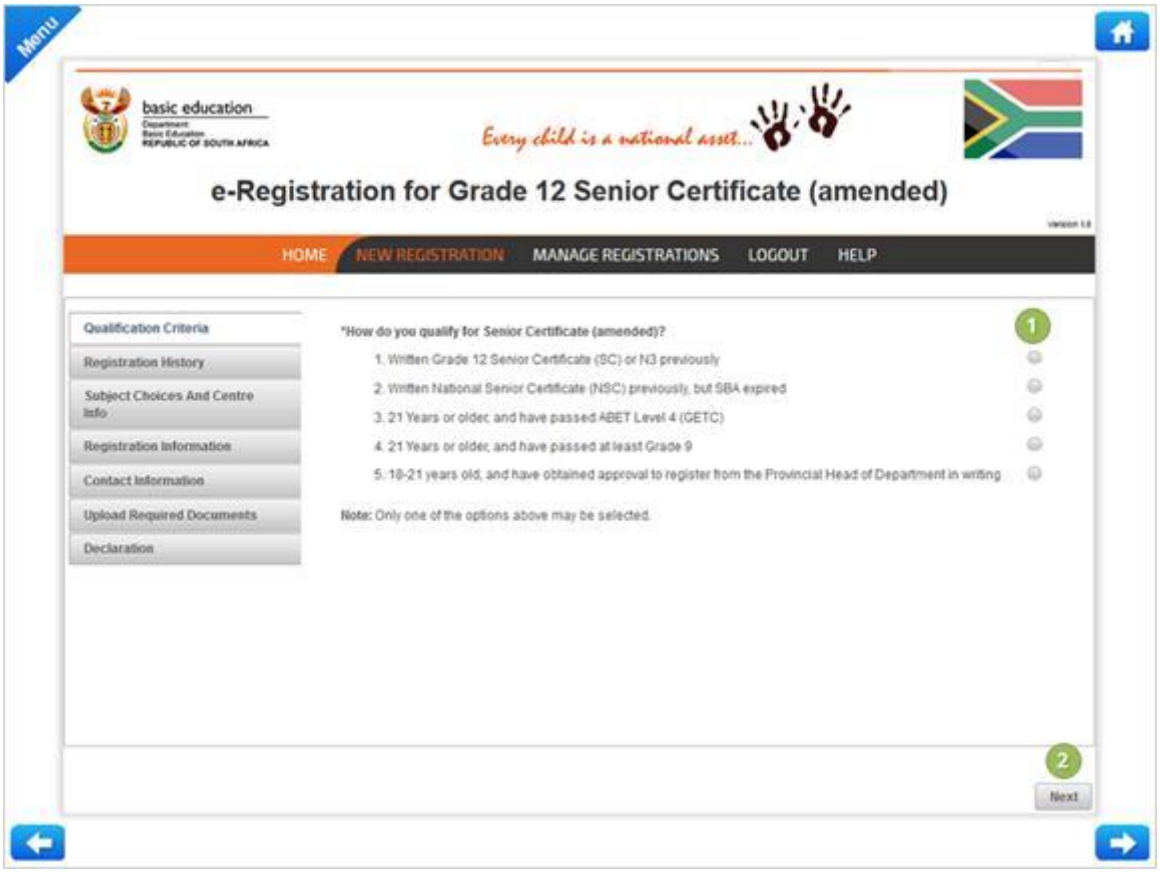
1. Please read the important notices before you continue.
2. Click on **Yes** to accept the conditions and to enable the menu.
3. Click on **Manage Registration** to start the registration process.

The Manage Registrations screen will be displayed.



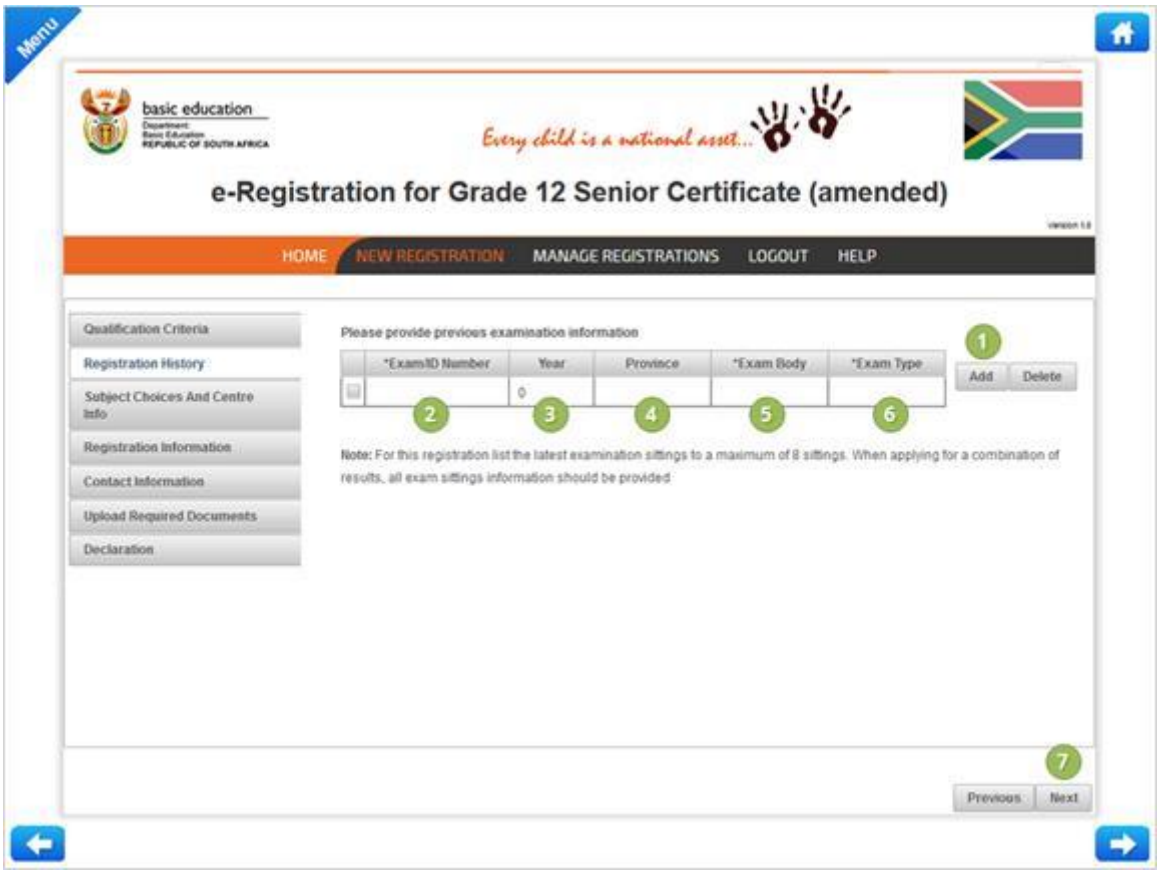
1. Click on the **Amend** button next to the applicable registration.

The Qualification Criteria screen will be displayed.



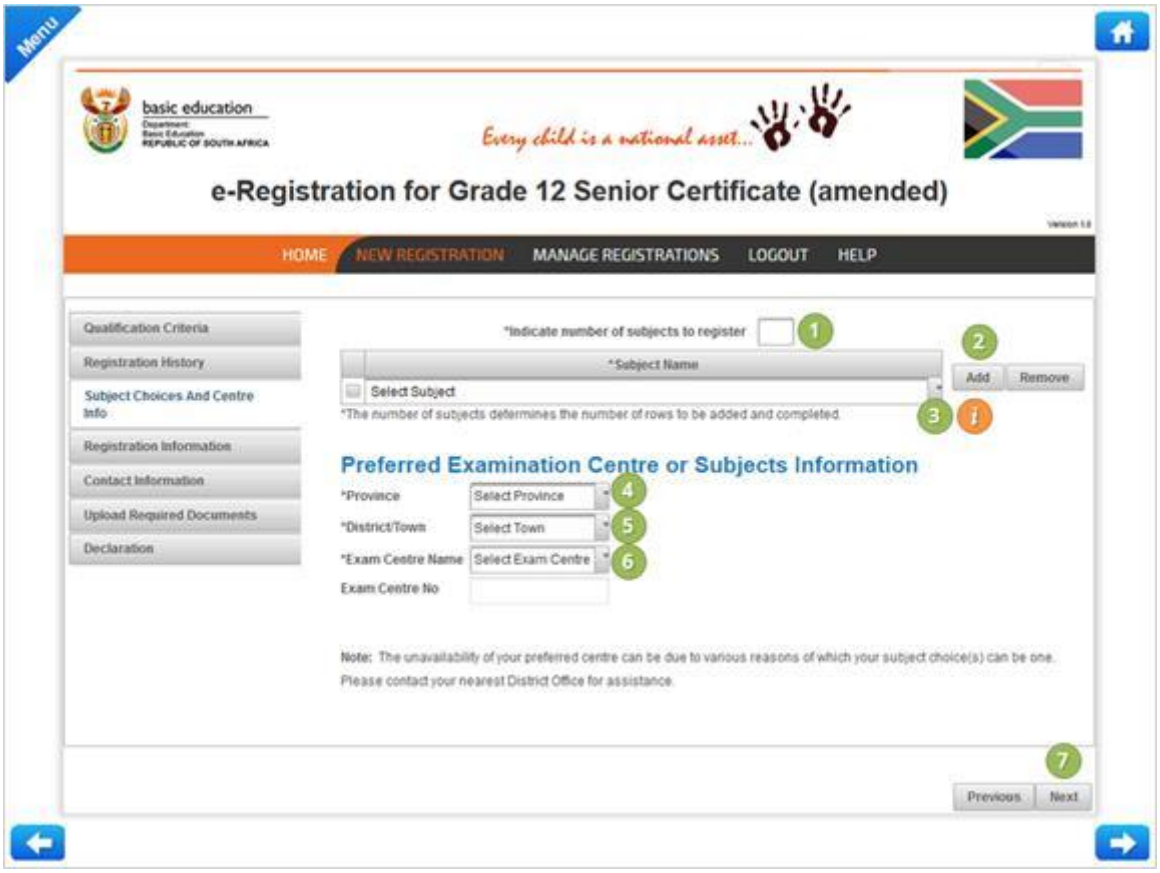
1. Select the applicable option on how you qualify for a Senior Certificate (amended).
2. Click on the **Next** button to navigate to the next screen within the registration process.

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.



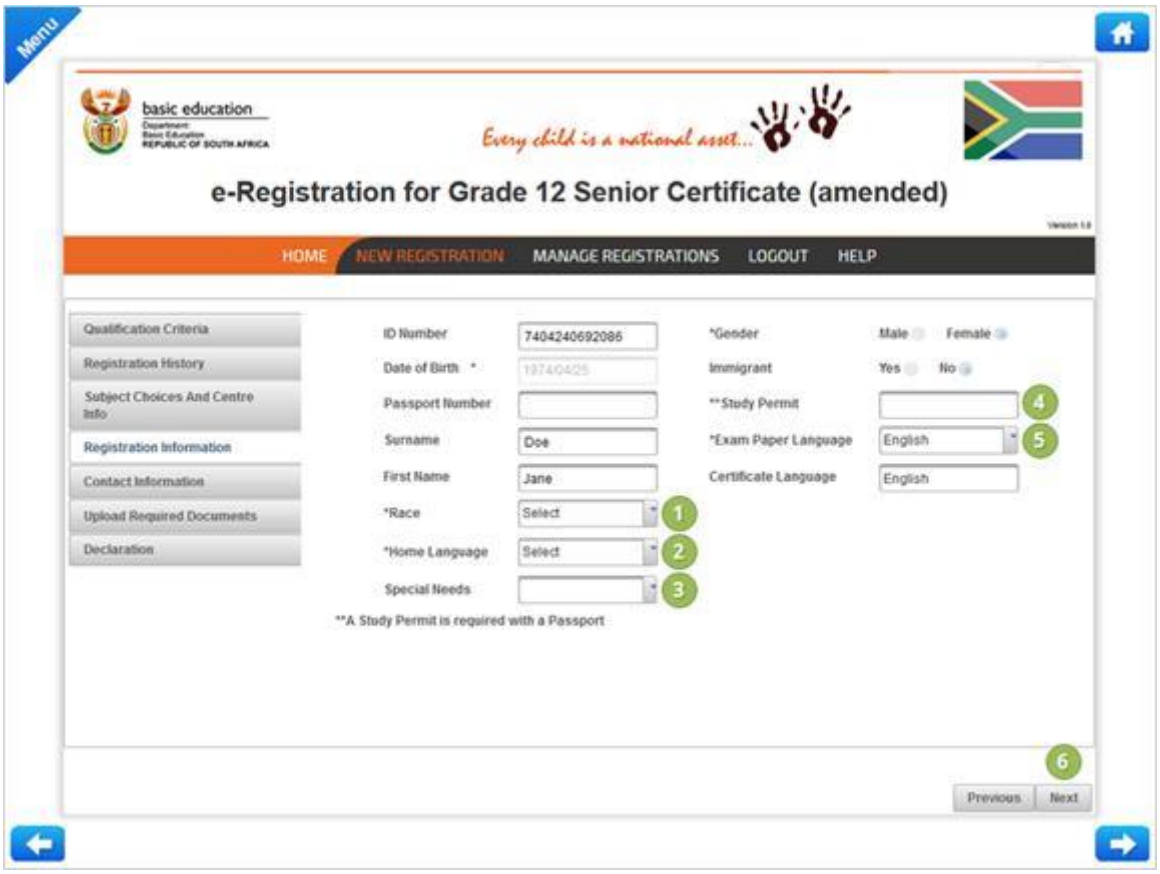
1. Enter the number of subjects you would like to register for by entering the number in the provided field.
2. Click on the **Add** button to add a line where you will select the applicable subject to register for.
3. By using the drop down list, select the subject you would like to register for.

Note:

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

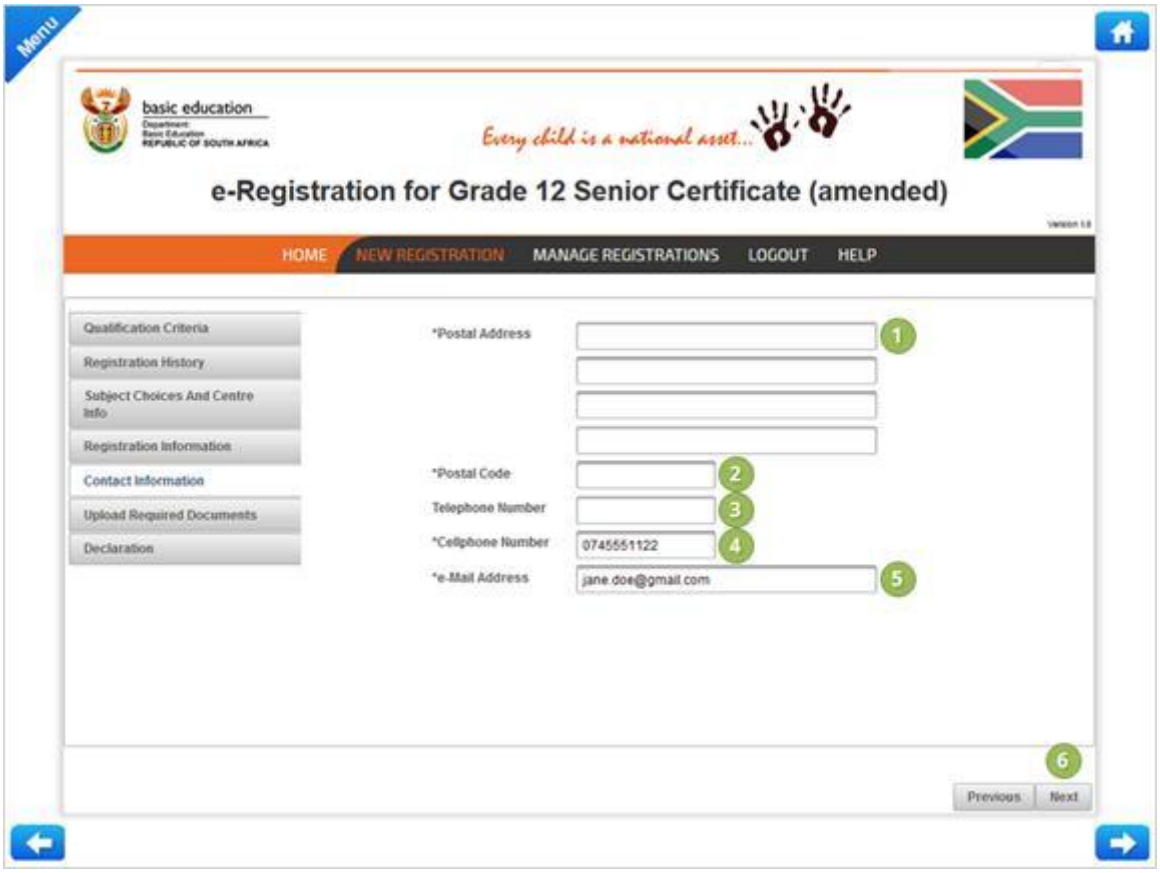
4. By using the drop down list, select the Province where you would like to register at.
5. By using the drop down list, select the City, Town or Village where you would like to register at.
6. By using the drop down list, select the Examination Centre where you would like to register at.
7. Click on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

The Registration Information screen will be displayed.



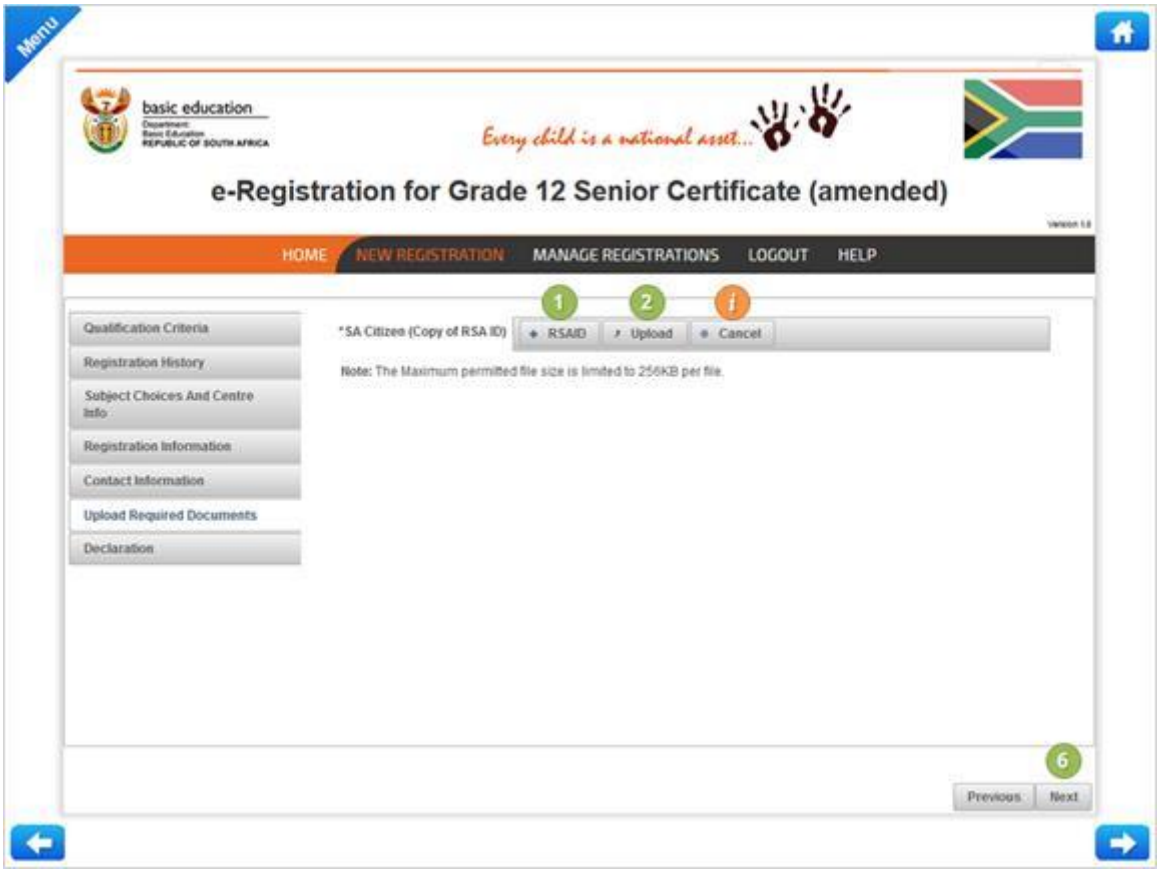
1. By using the drop down list, select your Race. e.g. Black, White or Indian.
2. By using the drop down list, select your Home Language. e.g. English or Afrikaans.
3. By using the drop down list, indicate should you have any special needs. e.g. Disability.
4. Enter your Study Permit number only if you 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.



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.



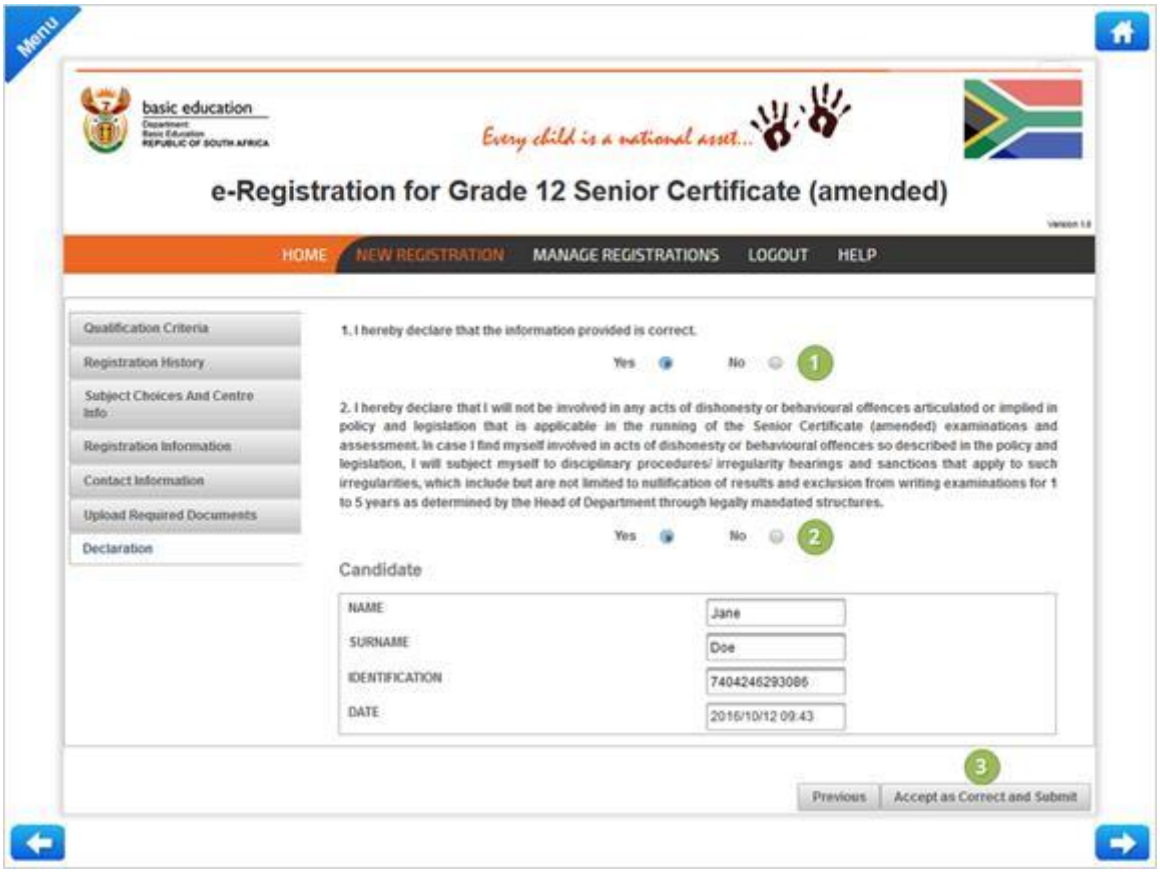
1. Click on the **RSAID** button to upload a copy of your RSA ID. Navigate to the location of the documentation and select the applicable document.
2. Once you have selected the applicable document to be uploaded, click on the **Upload** button.

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

Note:

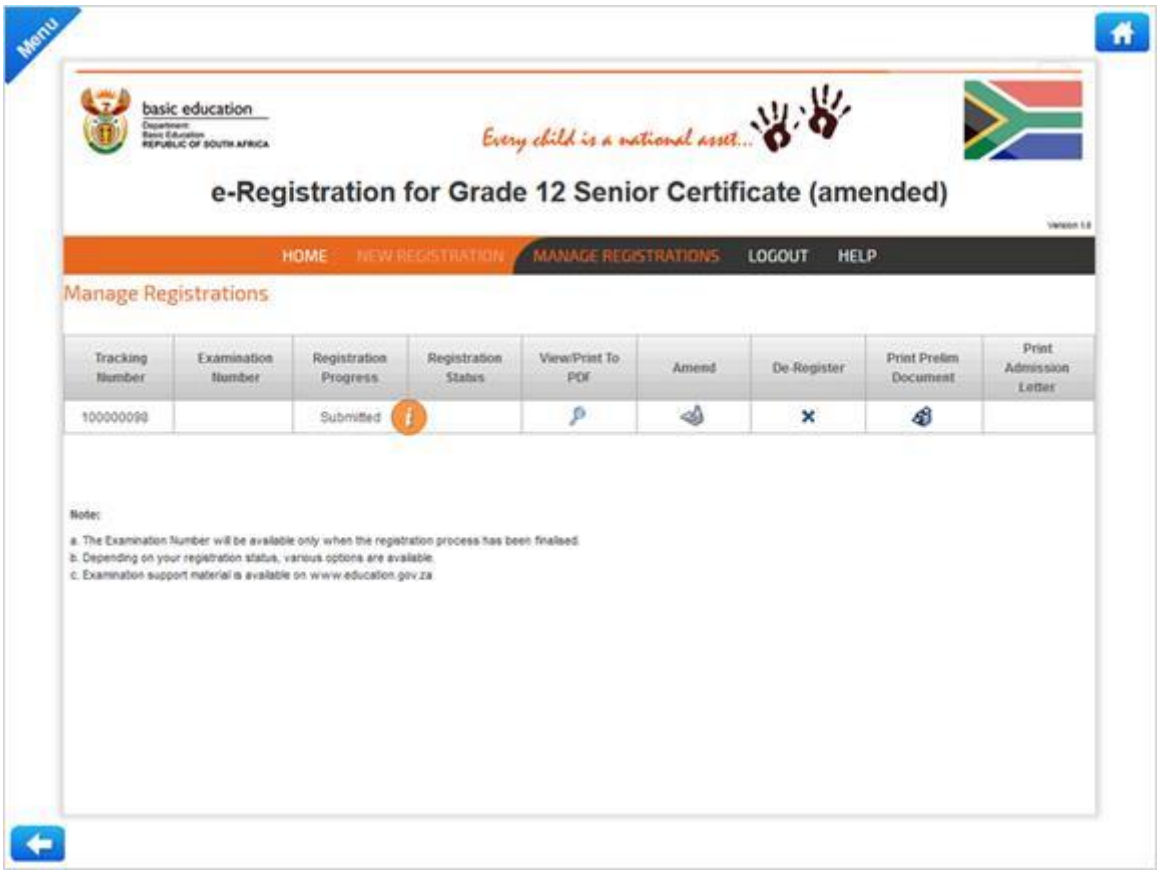
Click on the **Cancel** button to remove the uploaded document. You will be required to upload another document to continue with the registration.

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.



Note:

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

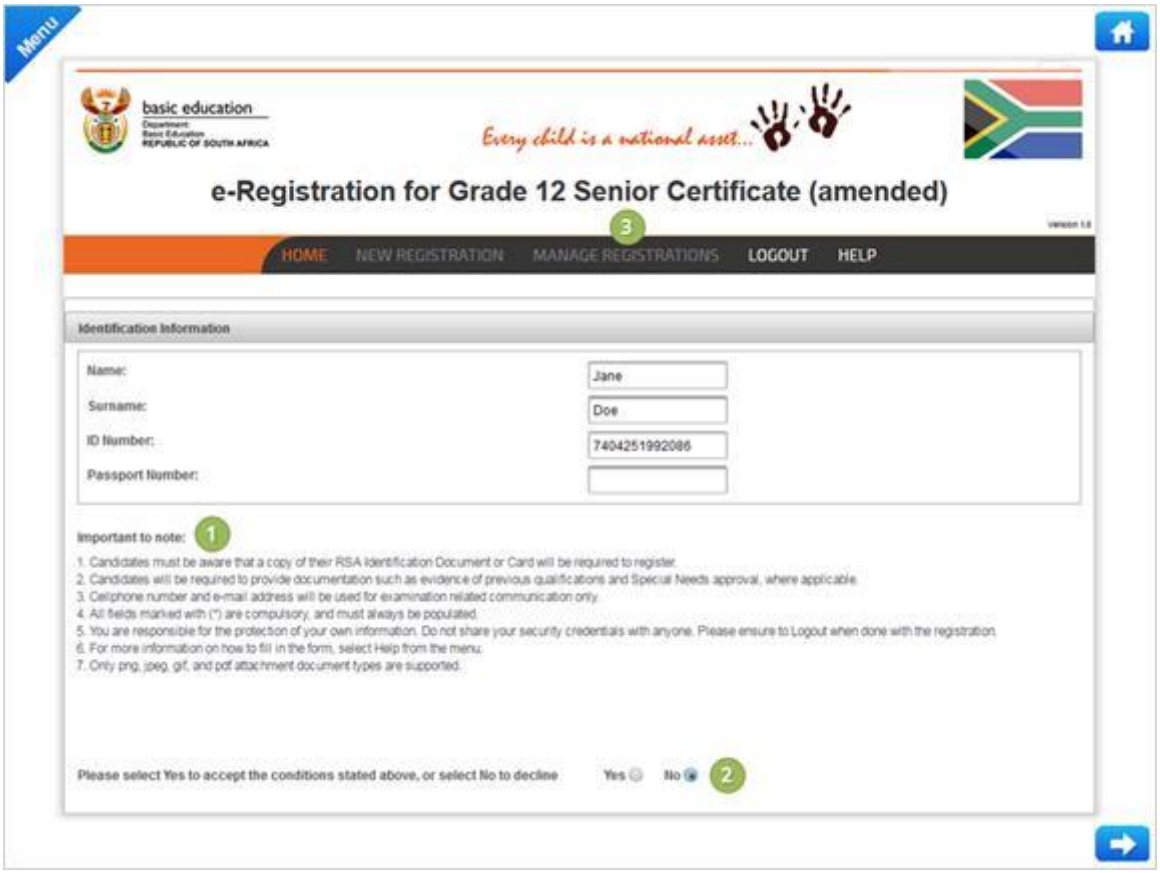
Should the candidate have changed the Province in which he/she would like to write the examination, the system will de-register the previously captured registration and create a new registration with a new tracking number.

Section 3 - View & Print a Registration

1. Process to view and print a registration

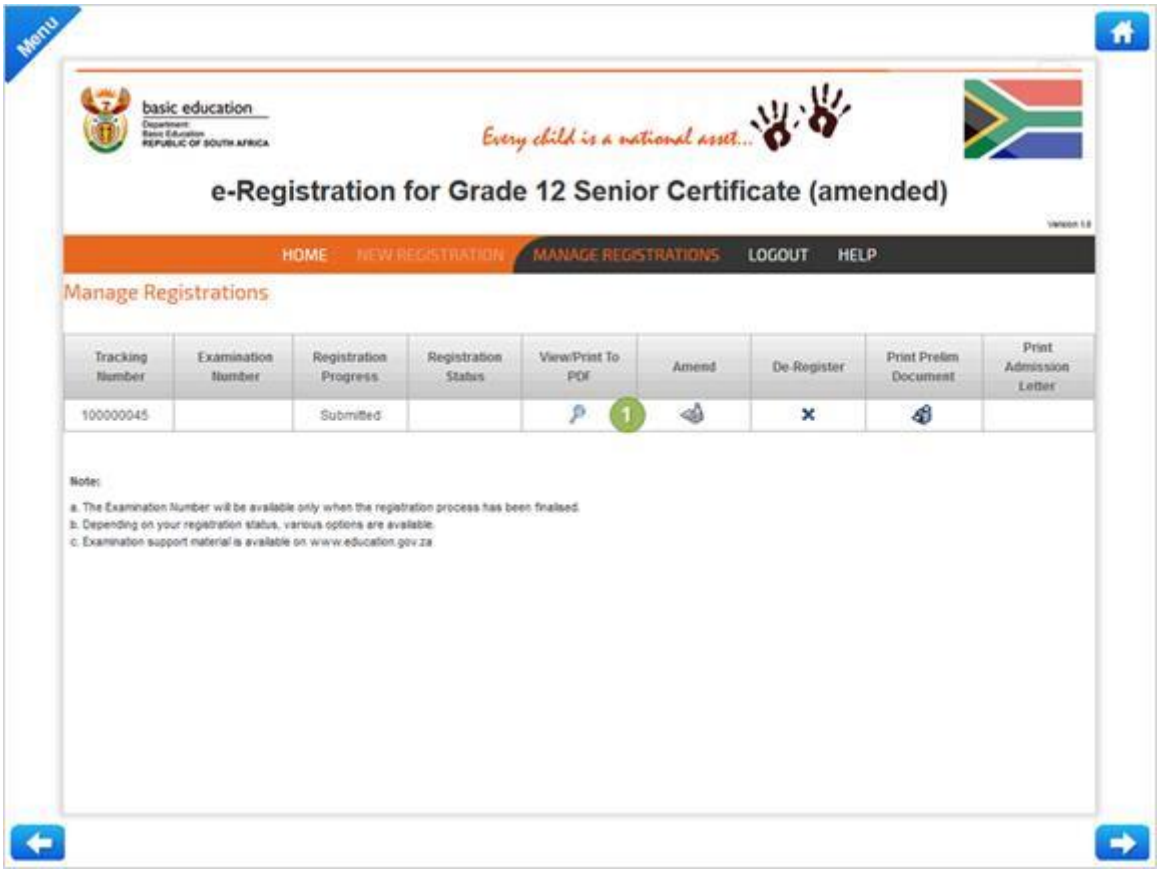
1. Login to the e-Registration for Grade 12 Senior Certificate (amended) system.

The e-Registration home screen will be displayed.



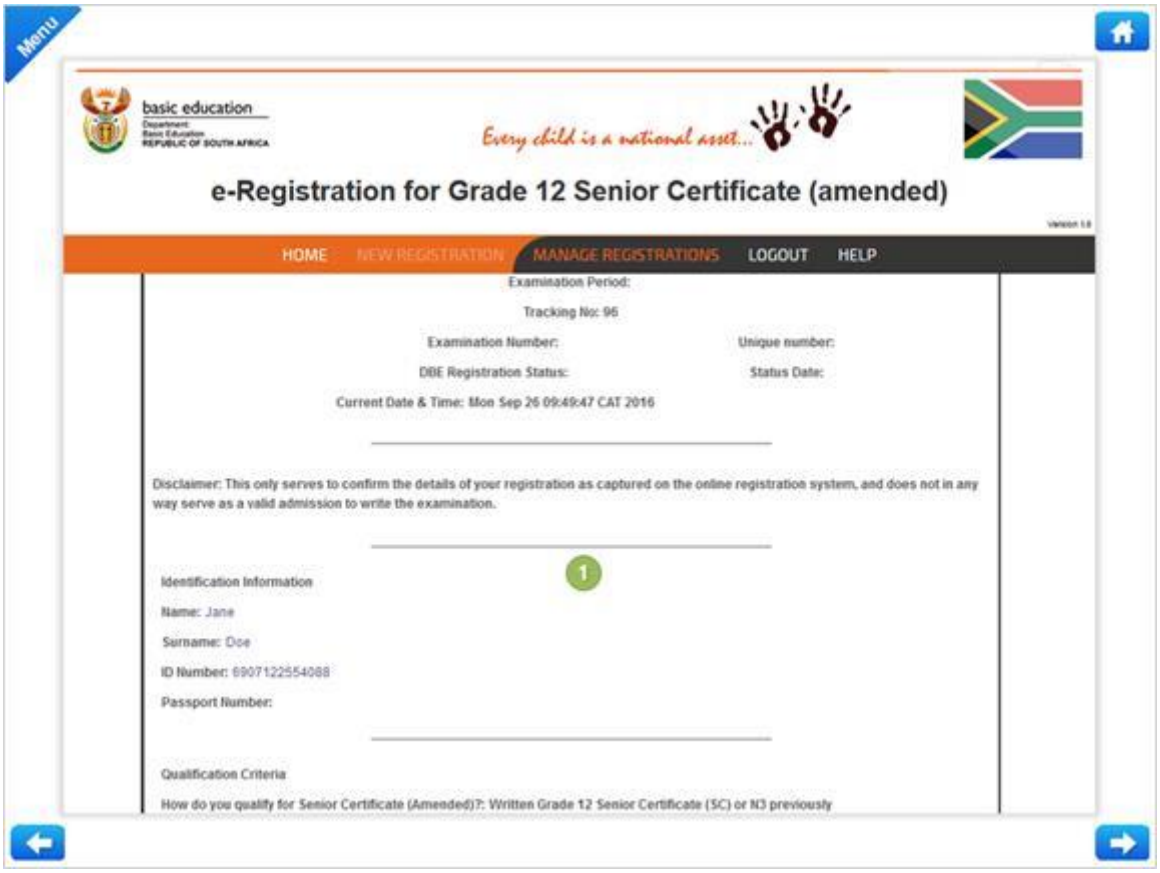
1. Please read the important notices before you continue.
2. Click on **Yes** to accept the conditions and to enable the menu.
3. Click on **Manage Registration** to start the registration process.

The Manage Registrations screen will be displayed.



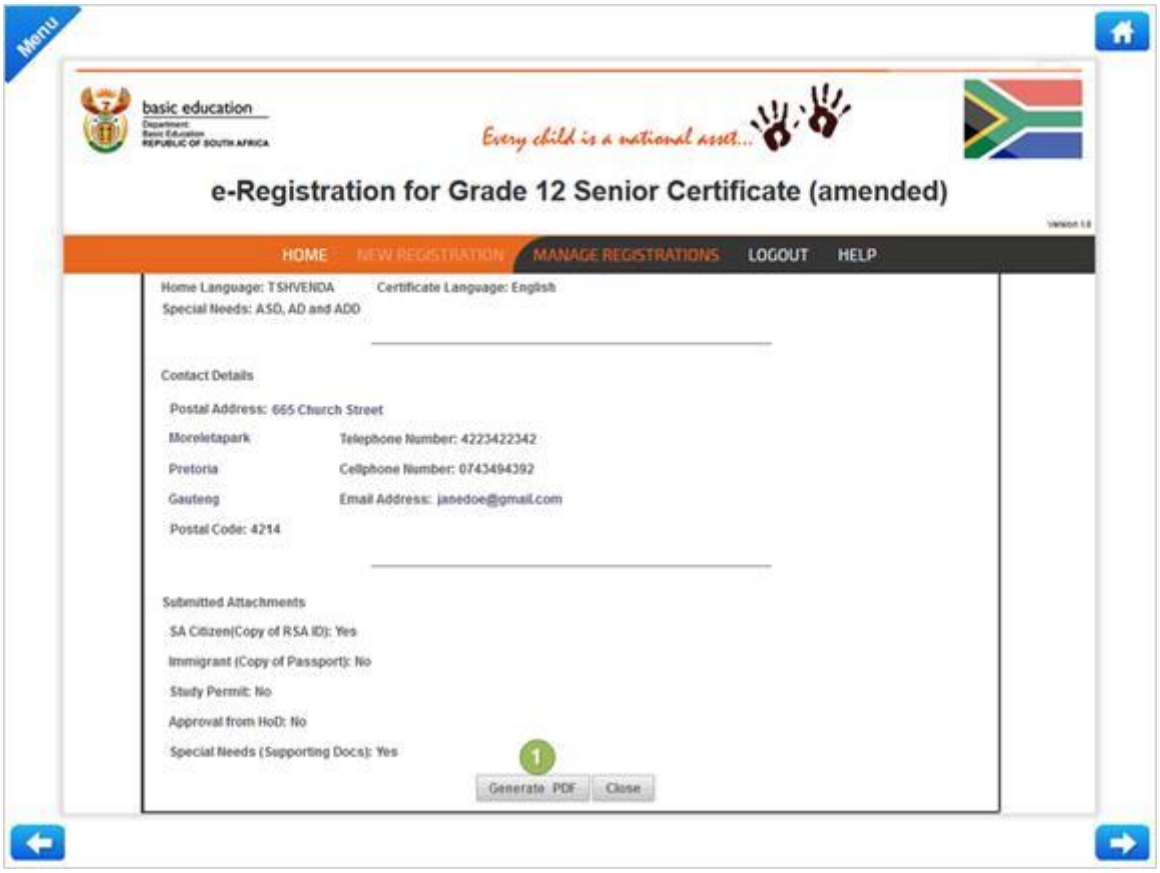
1. Click on the **View/Print to PDF** button next to the applicable registration.

The Registration Form screen will be displayed.



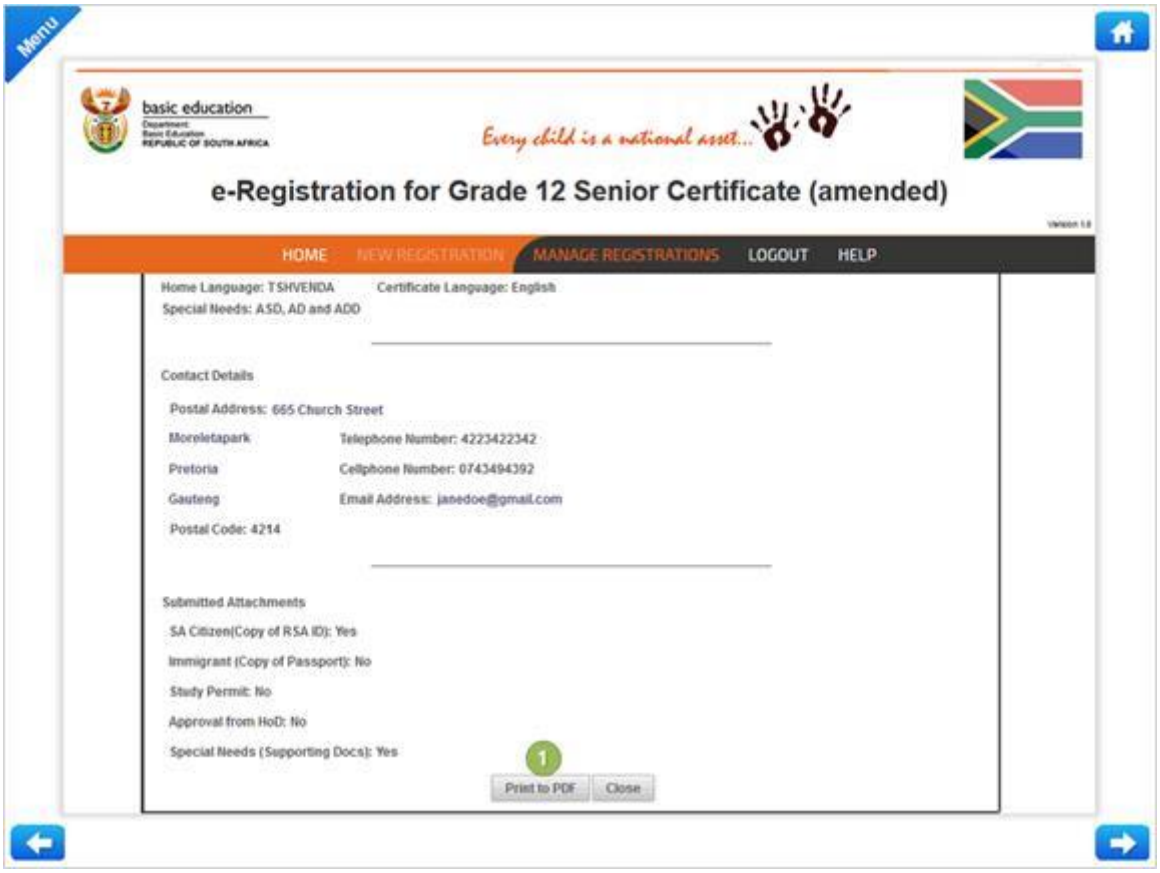
1. View the registration and scroll to the bottom of the page.

The Registration Form screen will be displayed.



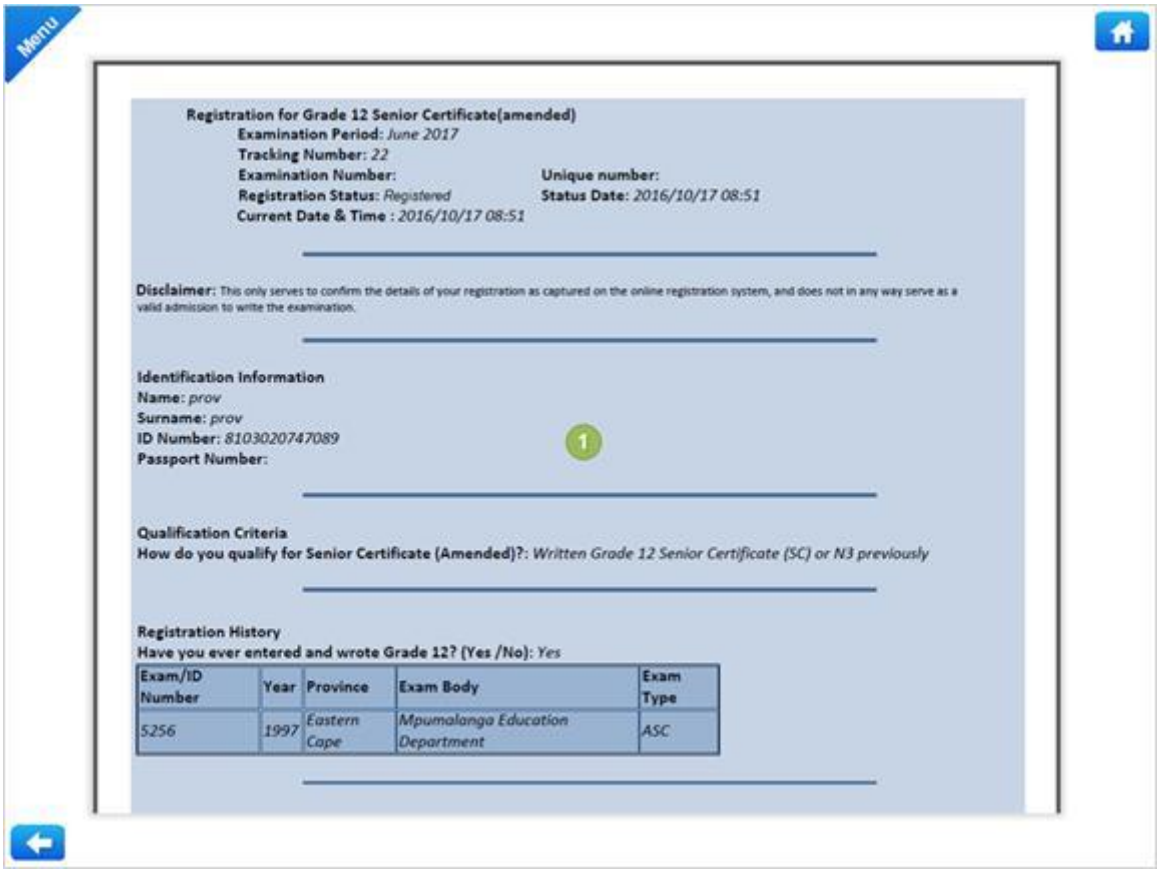
1. Click on the **Generate PDF** button.

The Registration Form screen will be displayed.



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

The PDF screen will be displayed.



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

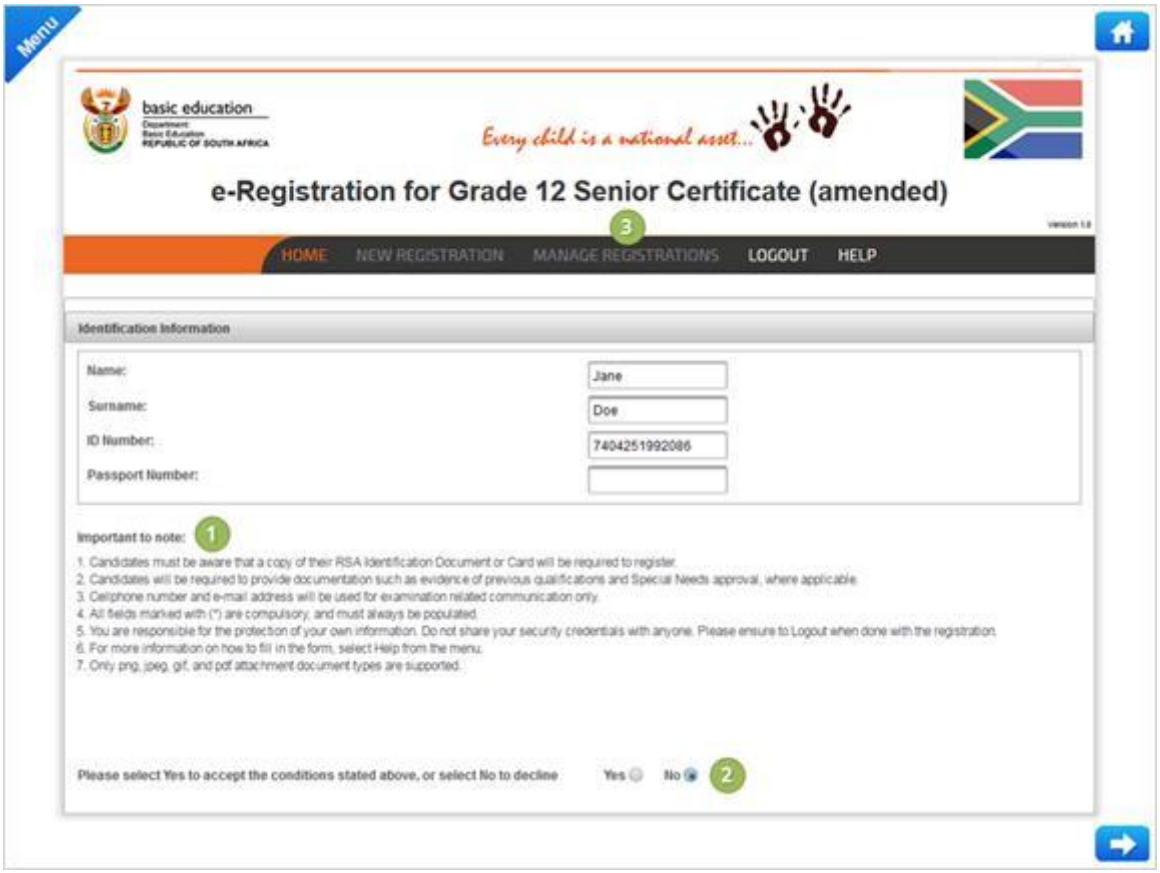
Section 4 -

De-register a Registration

1. Process to de-register a registration

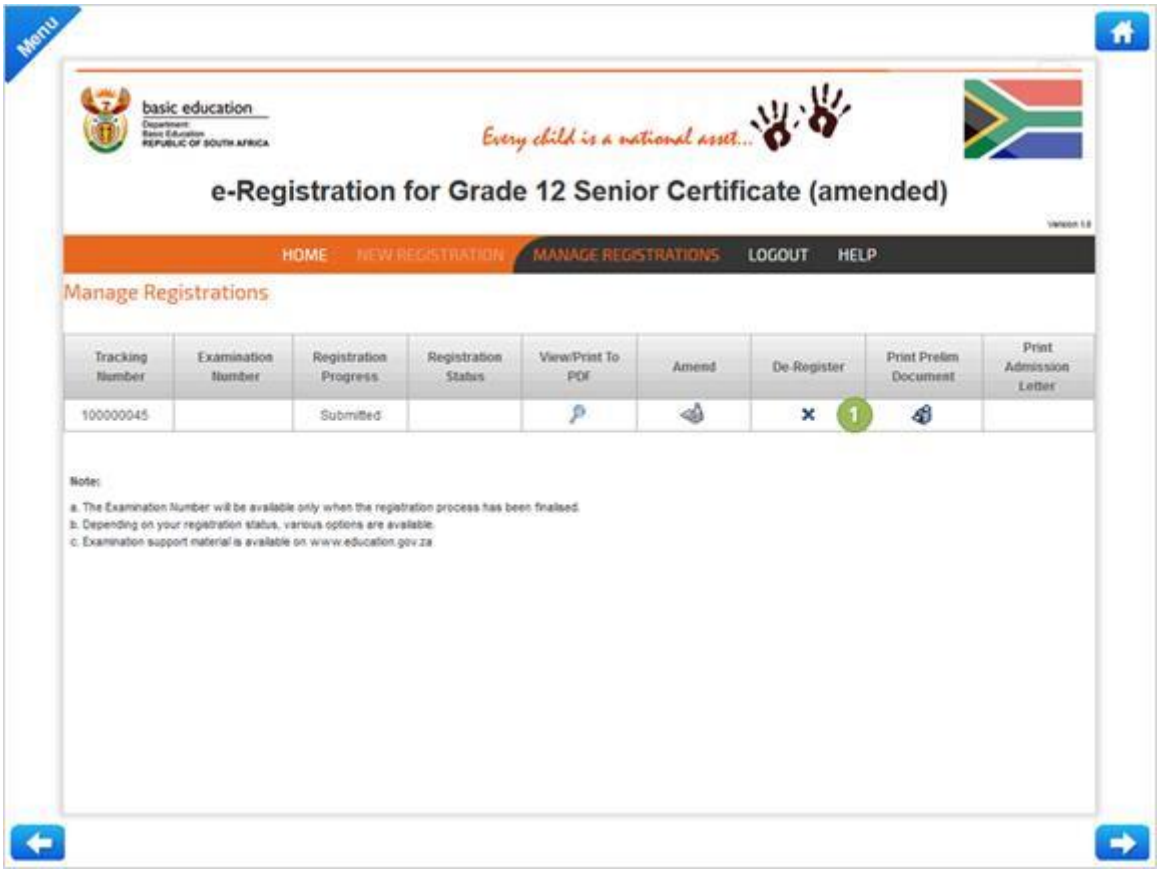
1. Login to the e-Registration for Grade 12 Senior Certificate (amended) system.

The e-Registration home screen will be displayed.



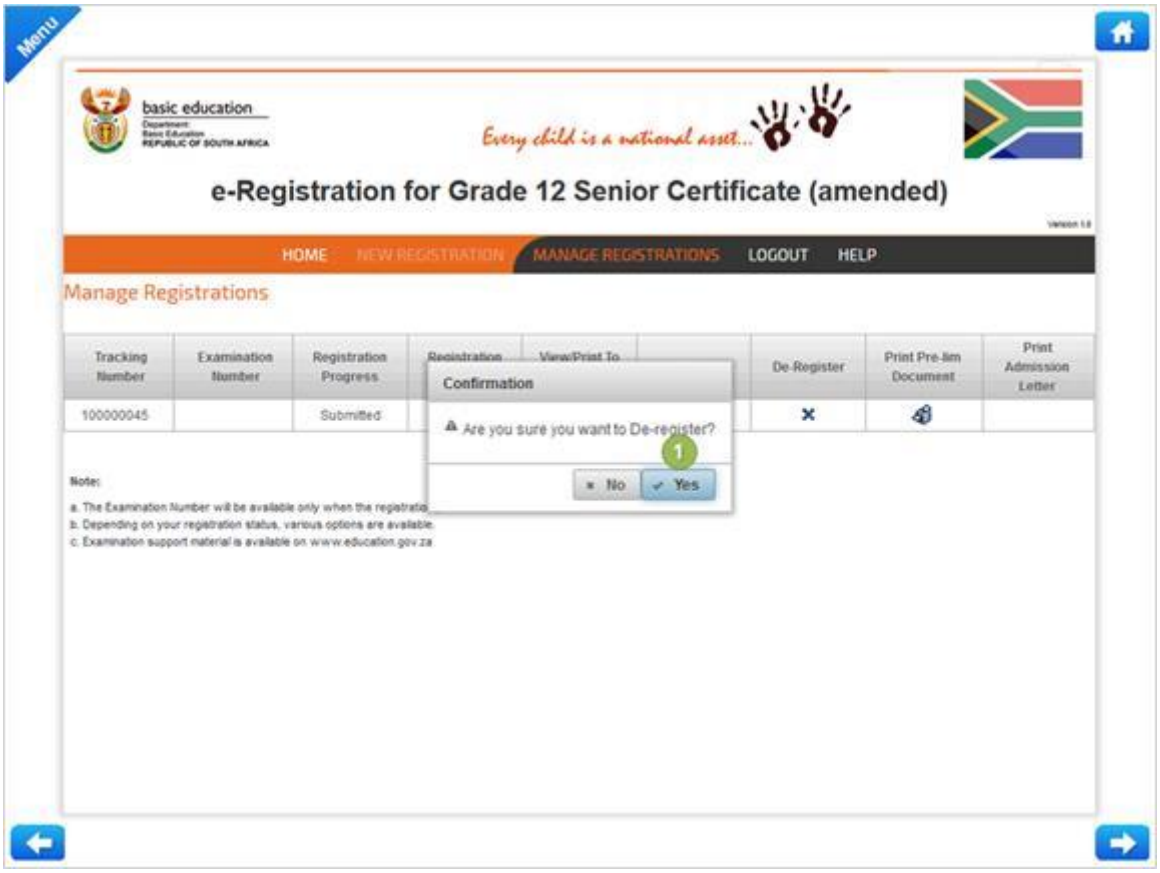
1. Please read the important notices before you continue.
2. Click on **Yes** to accept the conditions and to enable the menu.
3. Click on **Manage Registration** to start the registration process.

The Manage Registrations screen will be displayed.



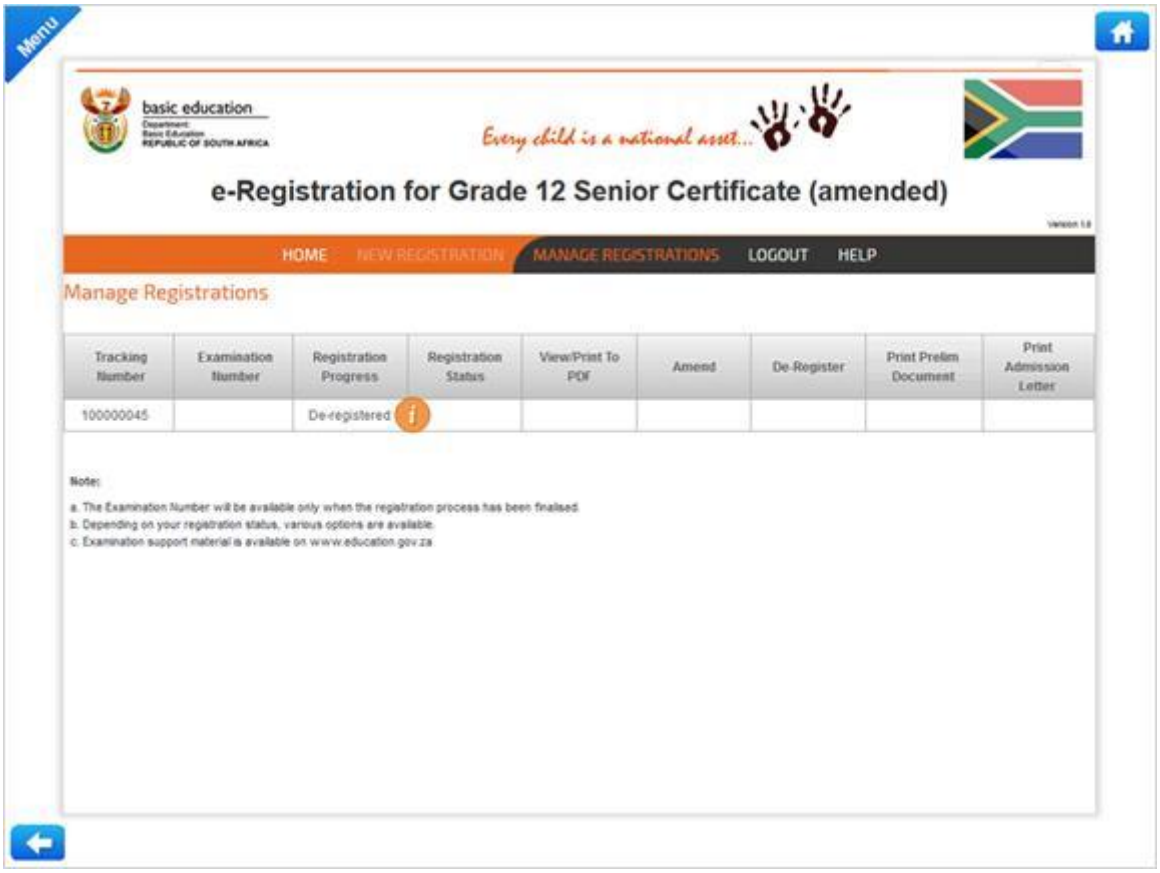
1. Click on the **De-register** button next to the applicable registration.

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.



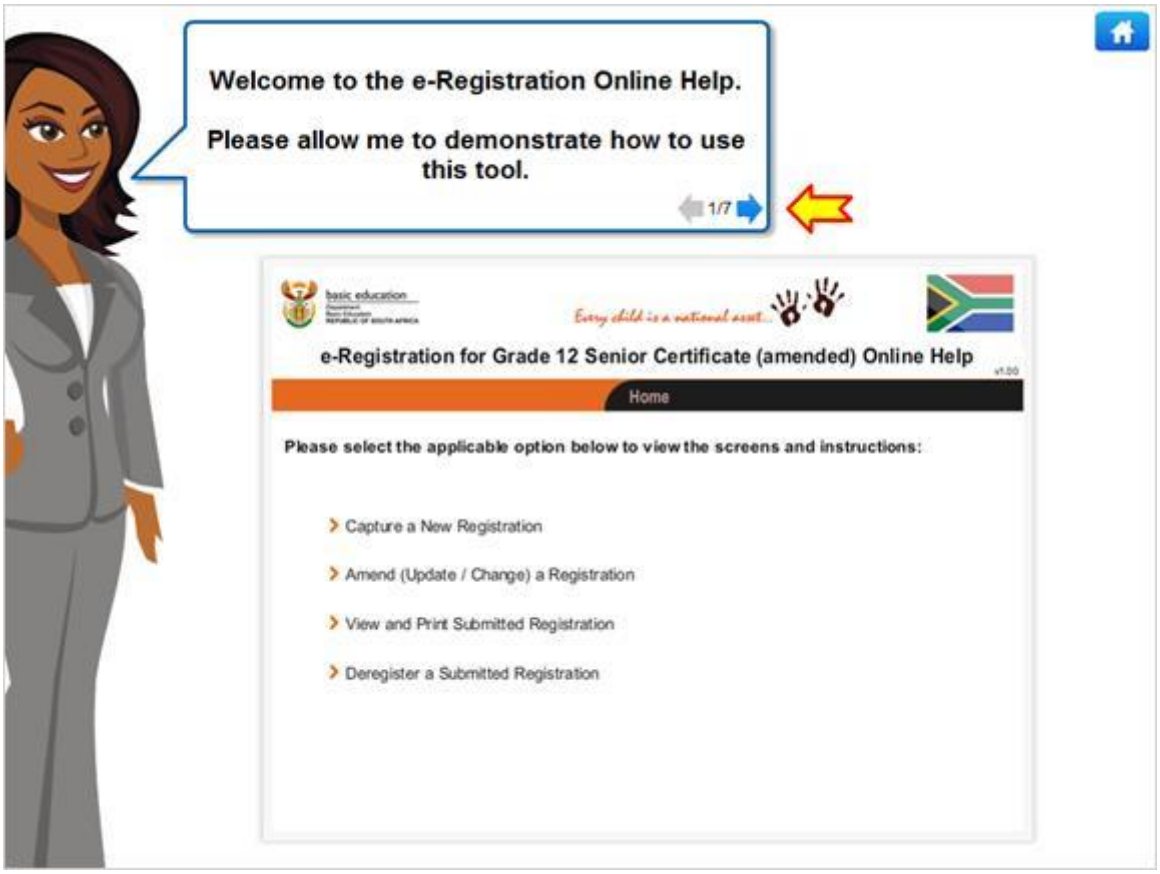
Note:

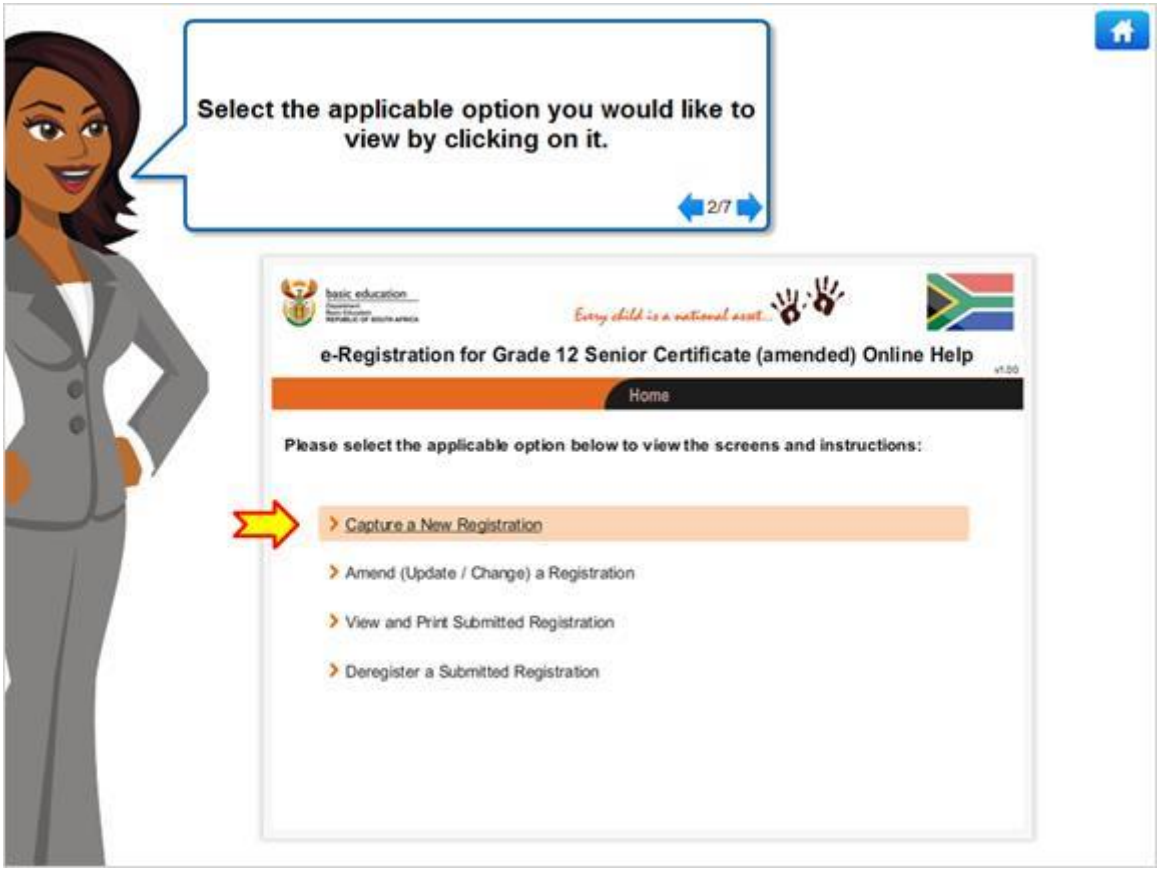
The registration progress status will now be de-registered.

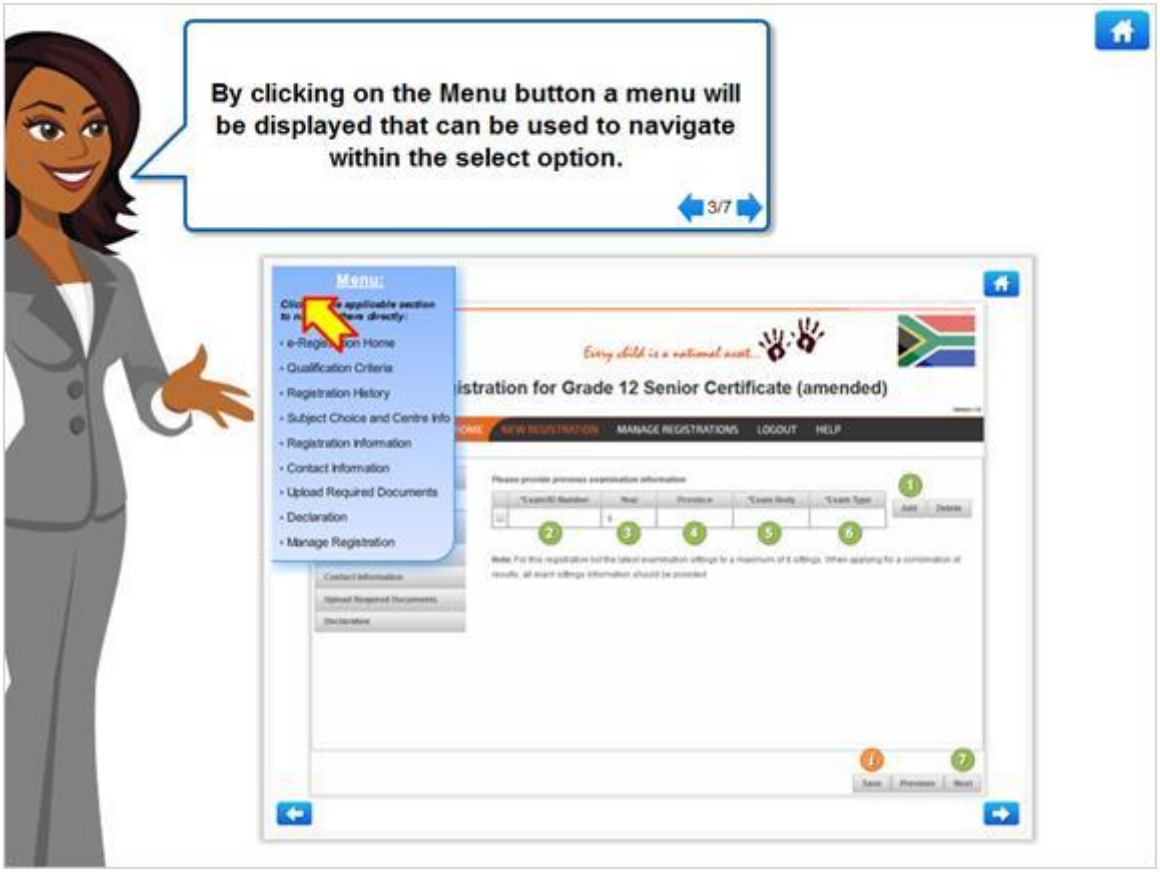
Section 5 -

How to use the Online Help Tool

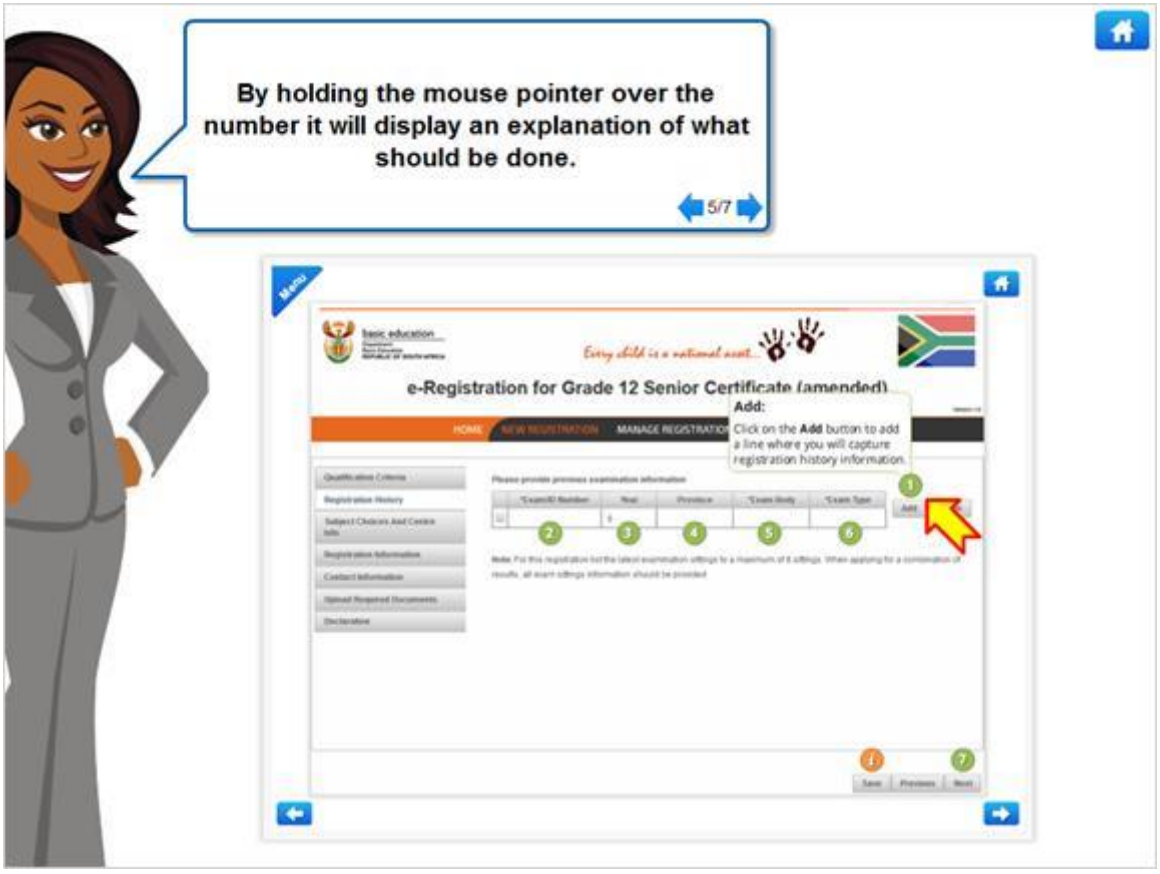
1. How to use the online help tool

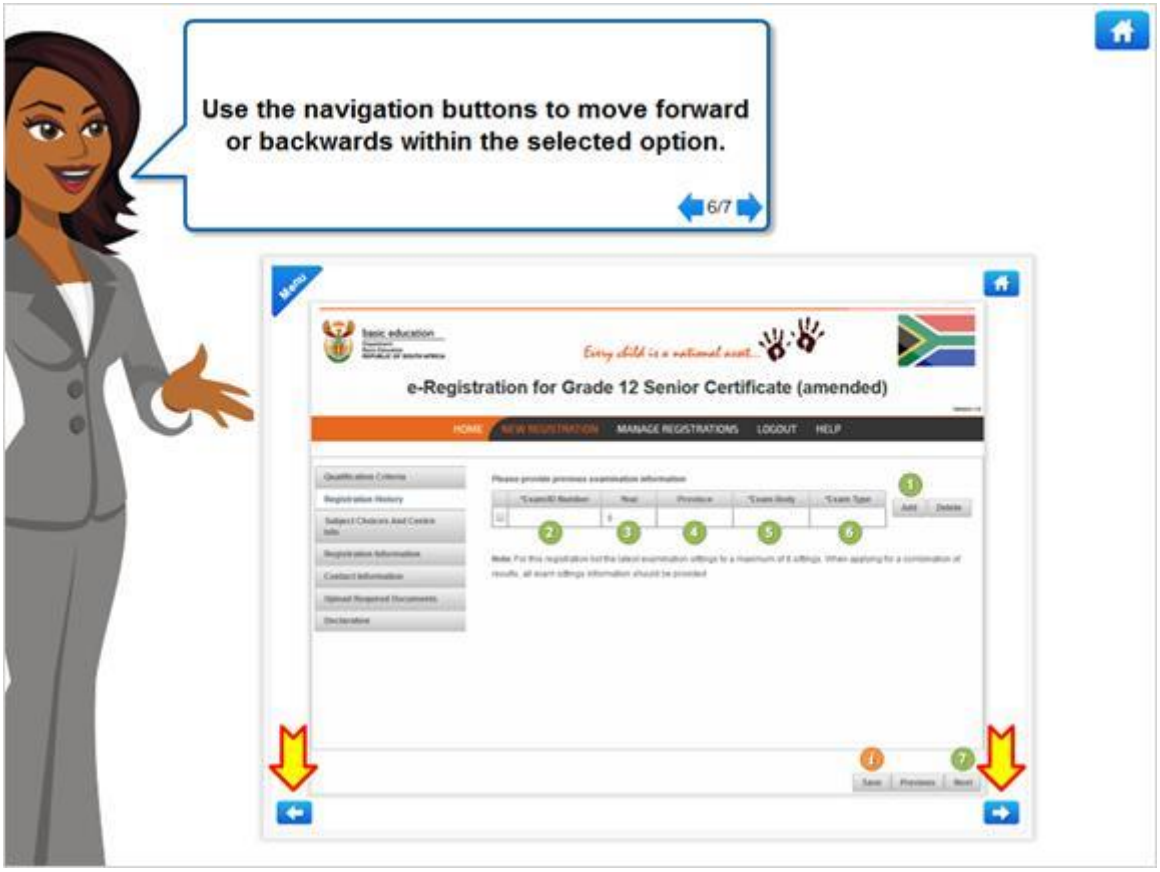


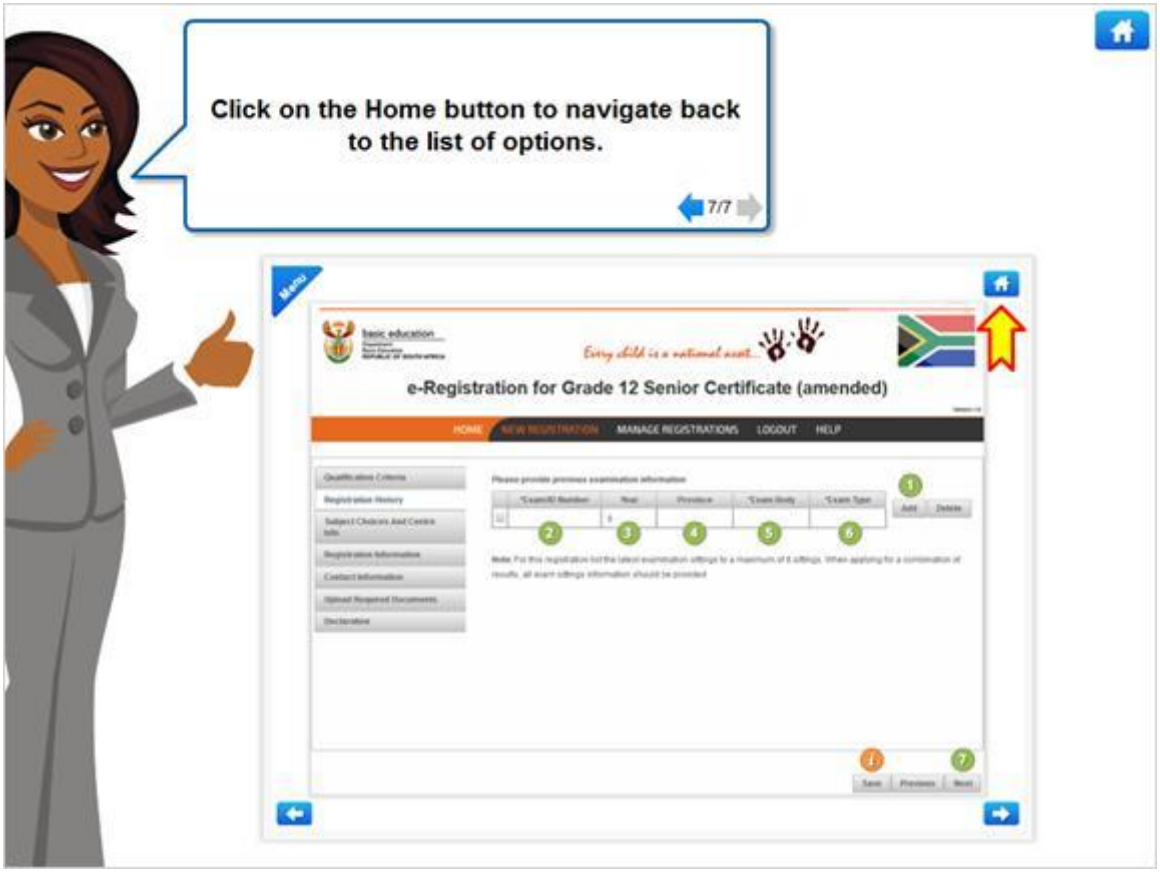

Select the applicable option you would like to view by clicking on it.
2/7
basic education
Every child is a national asset...
e-Registration for Grade 12 Senior Certificate (amended) Online Help
v1.00
Home
Please select the applicable option below to view the screens and instructions:
Capture a New Registration
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:
e-Registration Home
Qualification Criteria
Registration History
Subject Choice and Centre Info
Registration Information
Contact Information
Upload Required Documents
Declaration
Manage Registration
Every child is a national asset...
istration for Grade 12 Senior Certificate (amended)
NEW REGISTRATION
MANAGE REGISTRATIONS
LOGOUT
HELP


On each screen numbers will indicate the sequence in which the screen should be completed.
4/7
e-Registration for Grade 12 Senior Certificate (amended)
HOME
NEW REGISTRATION
MANAGE REGISTRATIONS
LOGOUT
HELP


By holding the mouse pointer over the number it will display an explanation of what should be done.
5/7
e-Registration for Grade 12 Senior Certificate (amended)
Add:
Click on the Add button to add a line where you will capture registration history information.


Use the navigation buttons to move forward or backwards within the selected option.
6/7
e-Registration for Grade 12 Senior Certificate (amended)
HOME
NEW REGISTRATION
MANAGE REGISTRATIONS
LOGOUT
HELP


Click on the Home button to navigate back to the list of options.
7/7
e-Registration for Grade 12 Senior Certificate (amended)
HOME
NEW REGISTRATION
MANAGE REGISTRATIONS
LOGOUT
HELP