

ETQA

UPDATE PERSONAL DATA: ASSESSOR/ MODERATOR PROFILES

Creating a Transaction

Version 1.0

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1. How to Login

- a. Navigate to: "https://portal.hwseta.org.za/web/login"
- b. Enter Email and Password and click "Log in".



- 2. Creating an Update Personal Data Transaction
 - a. Click on Update personal Data

Portal Website						n test a	ss fname -
	Assessors				Q		0 -
HWSETA						No of Records 1-1 of 1	= 0 ::
Stakeholders	Assessor ID	Name	Work Phone	Work Email	Start Date	End Date	
Assessors		test_ass_fname		test_ass@hwseta.org.za	02/03/2020	11/08/2022	
Moderators							
Transactions							
Assessors and Moderators							
Assessor Links							
Moderator Links							
Link Stakeholder							
Update Personal Data							

b. Accept the terms and condition

Portal Website						test ass	fname 🗸
	Assessors An	SETA update personal info	×				0 -
	Create	Terms & Conditions Contact Status Citizenship General Address Personal Address Postal A	ddress		No o	f Records 1-4 of 4	
Stakeholders	Reference	Business Documents Disclaimer		lerator	Re- registration	Extension of Scope	Status
Assessors	R-ASS8930	Terms and Conditions					Approved
Moderators	R-MOD2010	Personal Profile	Test Profile HWSETA .				Approved
Transactions	R-ASS8945		Terms & conditions				Approved
Assessors and Moderators Assessor Links	© R-ASS10111	Inese terms and condutors are a binding agreement between you and the HVISE IA; concerning your access and use of this site. You agree that by accessing this site, you have read, understand and agree to be bound by the terms of use of this site. If you do not agree with the terms of use, then you will not be able to proceed using this site.					Rejected
Moderator Links							
Link Stakeholder							
Update Personal Data		Cancel					

c. Click on contact and enter updated details.

Portal Website	Accessors	CETA undata parson	al infe			A (5000)	- 1000000
Butti and Baltar Anton Interaction and Parately Anthenia HWSETA	A33033013	Terms & Conditions	Contad Status Citizenship General Address Personal Address Postal Address			No of Records 1-1 of 1	
Stakeholders	Assessor ID	Business Documents	Disclaimer		Start Date	End Date	
Assessors	HVXXXXXXX	General Details			14/09/2015	14/09/2020	
Transactions		Title	Mr	~			
Assessors and Moderators Assessor Links		Initials First Name	TT Test Transaction				_
Moderator Links		Last Name	Surname				
Link Stakeholder		Highest Education	Diploma				
Update Personal Data		Job Title	Administrator				
		Current Occupation	Admin				
		Years in Occupation	5				
		Department	CS Test				
		Manager	Test Mayor				
		Home Number	0116076900				
		Cell Phone Number	0801234567				
		Office Number	0116076900				
		Work Phone	0116076900				
		Fax Number	0116076900				
Powered by HWSETA		Cancel					

d. Click on Status and enter details.

Portal Website						- IXXXXXXXXX 📷 🔺
	Assessors	SETA update personal in	nfo	×		0.
HWSETA		Terms & Conditions > Cont	act Status Citizenship General Address. Personal Address Postal Address			No of Records 1-1 of 1
takeholders	D Assessor ID	Business Documents D	lisclaimer		Start Date	End Date
Assessors Moderators		Status			14/09/2015	14/09/2020
Transactions		Marital Status	Single	~		
Assessors and Moderators		Disability Status	No	~		
Assessor Links		Disability	None	~		
Moderator Links		Socio Economic Status	Employed	~		
Link Stakeholder		Equity	Black African	~		
Update Personal Data	_					
		Cancel				
				_		

e. Click on Citizenship and enter details.

	Assessors	SETA update persona	al info	×			0.*
HWSETA		Terms & Conditions	Contact Status Citizenship General Address Personal Address Postal Address			No of Records 1-1 of 1	
keholders	C Assessor ID	Business Documents	Disclaimer		Start Date	End Date	
isessors oderators		Citizenship & Of	ther Info		14/09/2015	14/09/2020	
nsactions		Citizen Status	SA - South Africa	~			
ssessors and Moderators		Country of Nationality	South Africa	•			
ssessor Links		R.S.A.Identification No.	XXXXXXXXXXXX				
oderator Links		ID Document	example PNG	• 🖻			
ink Stakeholder		Birth Date	14/11/1990				
odate Personal Data		Gender	Female	~			
		Language	tshivenda	•			
		Cancel					

f. Click on General Address and enter the address.

Portal Website						🔺 🔤 Xəbiə	
G	Assessors	SETA update persona	al info	*			0+
HWSETA		Terms & Conditions > C	Contact Status Critizenship General Address Personal Address Postal Address			No of Records 1-1 of 1	
Stakeholders	Assessor ID	Business Documents	Disclaimer		Start Date	End Date	
Assessors Moderators		Work Address	1		14/09/2015	14/09/2020	
Transactions		Address Line 1	Enter your address				
Assessors and Moderators		Address Line 2	Enter your address				
Assessor Links		Address Line 3	Enter your address				
Moderator Links		Suburb	select suburb				
Link Stakeholder		City	select city				
Update Personal Data		Municipality	select municipality				
		Province	Gauteng	•			
		Postal Code	000000				
		Country	South Africa	•			
		Cancel					

g. Click on Personal Address and enter address.

	Assessors	SETA update pers	onal info	-26			0-
HWSETA		Terms & Conditions	Contact Status Citizenship General Address Personal Address Postal Address			No of Records 1-1 of 1	
akeholders	Assessor ID	Business Documents	a Disclaimer		Start Date	End Date	
Assessors Moderators		Home Addres	s		14/09/2015	14/09/2020	
insactions		Address Line 1	Enter your address				
Assessors and Mederators		Address Line 2	Enter your address				
kssessor Links		Address Line 3	Johannesburg				
Inderator Links		Suburb	Select suburb				
ink Stakeholder		City	Select city				
pdate Personal Data	_	Municipality	Select municipality				
		Province	Gauteng	•			
		Postal Code	00000				
		Country	South Africa				
		Cancel					

h. Click on postal address and enter address.

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6	Assessors	SETA update personal in	fo	ж			.0.*)
HWSETA		Terms & Conditions > Conta	act Status Citizenship General Address Personal Address Postal Address			No of Records 1-1 of 1	- 0 =
takeholders	Assessor ID	Business Documents Di	sclaimer		Start Date	End Date	
Assessors Moderators		Postal Address			14/09/2015	14/09/2020	
ansactions		Same As Home Address	0				
Assessors and Moderators		Address Line 1	Enter your address				
Assessor Links		Address Line 2	Enter your address				
Moderator Links		Address Line 3	Enter your address				
Link Stakeholder		Suburb	Select suburb				
Update Personal Data		City	select city				
		Municipality	select municipality	•			
		Province	Gauteng	•			
		Postal Code	000000				
		Country	South Africa	۲			
		Cancel					
		- Second					

i. Click on Business Documents and attach documents that you want to update.

Portal Website						🦀 🗖 Asio	
6	Assessors	SETA update personal info		ж.			0 *
HWSETA		Terms & Conditions Contact Status Citizen	ship 🧹 General Address 🔪 Personal Address 📎 Postal Address 📎			No of Records 1-1 of 1	
Stakeholders	Assessor ID	Business Documents Disclaimer			Start Date	End Date	
Assessors Moderators		Business Documents			14/09/2015	14/09/2820	
Transactions Assessors and Moderators		Please note:	These fields do not populate for you, if you add a file here, it will b replaced!	e			
Assessor Links		Registration Documents	Test doc.pdf	• [*			
Moderator Links		Professional Body					
Link Stakeholder		Statement	Test doc.pdf	• 🗠			
Update Personal Data		CV Document		•			
		Cancel		I	J		

j. Click on Disclaimer and click the "Update" button to send the transaction or "cancel" to discard.

Portal Website						🔲 tost ass	
6	Assessors An	SETA update personal info	×				07
HWSETA	Create	Terms & Conditions Contact Status Citizenship General Address Personal Address Postal Address			Noiot	Records 1-4 of 4	
Stakeholders	Reference	Business Documents Disclaimer		erator	Re-	Extension of	Status
Assessors	R-ASS8930	Disclaimer				12	Approved
Moderators	R-MOD2010	Discialiter				22	Approved
Transactions Assessors and Moderators	C R-ASS8945	I, the Assessor and/or Moderator registered with the Health and Weifare Update Sector Education and Training Authority (HWSETA), take full				5	Approved
Assessor Links	C R-ASS10111	responsibility for the amendments I make to my personal information on my profile. I will not hold the HWSETA liable for any claims, loss, errors,				-	Rejected
Moderator Links	_	inaccuracies or omissions that may occur from the changing or updating of the information berein					
Link Stakeholder							
Update Personal Data							
		Cancel					
			_				

**Updating Personal Data completed.

- 3. Reviewing the Update Personal Data Transaction
  - a. Click on Assessor or moderator then click the assessor/ moderator line

	Assessors				<u>୍</u> ୱା	0.
Buth and Weffact Server Divating and Datating Authority HWSETA					No	o of Records 1-1 of 1
takeholders	Assessor ID	Name	Work Phone	Work Email	Start Date	End Date
Assessors		Test Profile HWSETA	0112347876	test_ass@hwseta.org.za	02/03/2020	11/08/2022
Moderators						
ransactions						
Assessors and Moderators						
Assessor Links						
Moderator Links						
Link Stakeholder						

b. Click on updates, you will see the reference number of the transaction submitted and the status (status will change to Approved or Rejected as and when the transaction gets processed).

Portal Website							io test ass fname +				
	Assessors / Test Profile HWSETA										
Stakeholders Assessors Moderators	Test Profile HWSETA										
Transactions Assessors and Moderators Assessor Links Moderator Links Link Stakeholder Update Personal Data	Work Email Mobile Number Start Date Active	test_ass@hwseta.o 0869090897 02/03/2020	rg 28	Type Assessor ID End Date	Permanent XXXXXXXXXXXXX 11/08/2022	SXX					
	Public Information	Updates Person Reference UPD-023	Address Qualifica	tion History Ratings Provider Created on 03/11/2020 12:37:11 03/11/2020 12:44:33	Action date 03/11/2020	Action partner Carol Nesengani	Status Approved				
		UPD-035	Test Profile HWSETA	05/11/2020 15:13:00	0311/2020	varur rrestrigdill	Submitted				

c. Click on the reference number line to review and compare changes

Portal Viebsite							i 🔤 bist ass there -
Constant by HWEETA	Assessors / Assess	Open: Update ids				×	
					Submitted Approved	Rejected	= 0 :
		Personal Profile Disclaimer Reference	Test Profile HWSETA				
		Previous Information		Updated Inform	Updated Information		
		General Details		General Details	General Details		
		Title Initials	Adv. TT	Title Initials	Adv. TT		
	Update ids	Name First Name	Test Profile HWSETA Test Profile	Name First Name	Test Profile HWSETA Test Profile	tion partner rol Nesengan	Status Approved
		Highest Education	Diploma 7	Highest Education	Diploma 7	irol Nesengan	i Approved Submitted
		Current Occupation Years in Occupation Department	Admin Admin CS	Current Occupation Years in Occupation Department	Admin Admin		
		Manager Home Number	Rao 0619087656	Manager Home Number	Test Manager 0000000000	g ····································	
		Cell Phone Number Office Number Work Phone	0869090897 0116071234 0112347876	Cell Phone Number Office Number Work Phone	000000000000000000000000000000000000000	_foame	

NB: Changes will only reflect to the assessor or moderator profile after approval.