WSS Submission

Stakeholder Training Guide

Ver. 1.0

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1. New user Registration

- 1. Navigate to <u>https://portal.hwseta.org.za/hwseta/wssdraftupload</u>
- 2. Fill in your email address, first name, and last name and click "Submit".



3. After clicking "Submit", you will need to reset your password by clicking on the "Password Reset" link.



4. Enter your email address and click "reset password".



5. An email will be sent to you with a secure password reset link.



6. When you receive the e-mail from erp@hwseta.org.za, click on "this link" to reset your password.



7. When you receive the e-mail from erp@hwseta.org.za, click on "this link" to reset your password. Enter your password by typing it into the password textbox and confirm your password by re-typing your password in the confirm password textbox and click "Reset Password".

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8. You will now be automatically logged into the HWSETA portal. Go to "WSS Record Creation" to continue.

2. Existing user

- 1. If you are an existing user and you have navigated to https://portal.hwseta.org.za/hwseta/wssdraftupload, and you have filled in your email address, first name, and last name and clicked "Submit".
- 2. The system will inform you that the email address you are registering with is already registered on the HWSETA system. You can log on to the system by clicking on "Login".





3. Enter your username and password and click "Login" to login to the HWSETA portal. Go to "WSS Record Creation" to continue.

3. Existing user – Forgotten Password

 If you are an existing user and you have navigated to <u>https://portal.hwseta.org.za/hwseta/wssdraftupload</u>, and you have filled in your email address, first name, and last name and clicked "Submit".



2. The system will inform you that the email address you are registering with is already registered on the HWSETA system. You can reset your password by clicking on "Reset".



3. Enter your email address and click "reset password".



4. An email will be sent to you with a secure password reset link.



5. When you receive the e-mail from erp@hwseta.org.za, click on "this link" to reset your password.



6. When you receive the e-mail from erp@hwseta.org.za, click on "this link" to reset your password. Enter your password by typing it into the password textbox and confirm your password by re-typing your password in the confirm password textbox and click "Reset Password".

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7. You will now be automatically logged into the HWSETA portal. Go to "WSS Record Creation" to continue.

4. WSS record creation

1. After you have logged in to the HWSETA system click on the WSS icon on the top Navigation bar (marked here by the red rectangle box).

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2. Click "Create" button to start capturing the WSS data for submission.

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3. Fill in the SDL/T number for the organisation you are capturing information and click the "Check my SDL" button to check if the organisation exists on the system.

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4. Fill in your valid personal and contact details then click "Next"

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	Last Name	khgv		E-Mail	dyi biğigməli com			
	Job Title	director		Cellphone Number	0721231234			
	Citizenship Status	South African	•					
	SA/Foreign ID Number	12345678910						

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5. Fill in the valid employer details and click "Next".

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 Fill in TEP (total employment profile) records by clicking on "Add an Item". Add a new item for each person. You can delete a line by clicking on Bin icon at the end of the line. Once you have added all the lines in the TEP click "Next".

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7. Fill in Training Needs records by clicking on "Add an Item". Add a new item for each person. You can delete a line by clicking on Bin 💼 icon at the end of the line. Once you have added all the lines in the Training Needs click "Next".

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8. Add a valid proof of authorisation document by clicking on "Select" next to "Proof of Authorisation".

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9. Add a valid proof of authorisation document by clicking on the document and clicking on "Open"

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11. Click save by clicking on the "Save" button as depicted by the red rectangular box.

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12. You may submit by clicking on the "Submit WSS" button as depicted by the red rectangular box.

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5. Create Multiple WSS Submissions for organisations

NOTE: The creation of multiple WSS submissions is only for users submitting on behalf of multiple organisations. You may only create 1 WSS submission per organisation. Any duplicate submissions will result in processing delays and potential rejection of all the WSS submissions for the organisation.

1. Click the blue "WSS Submission" link to go back into your list of submissions

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2. Click the create button and start filling in data again for the next Organisation from step ...

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