

WSS Submission

Stakeholder Training Guide

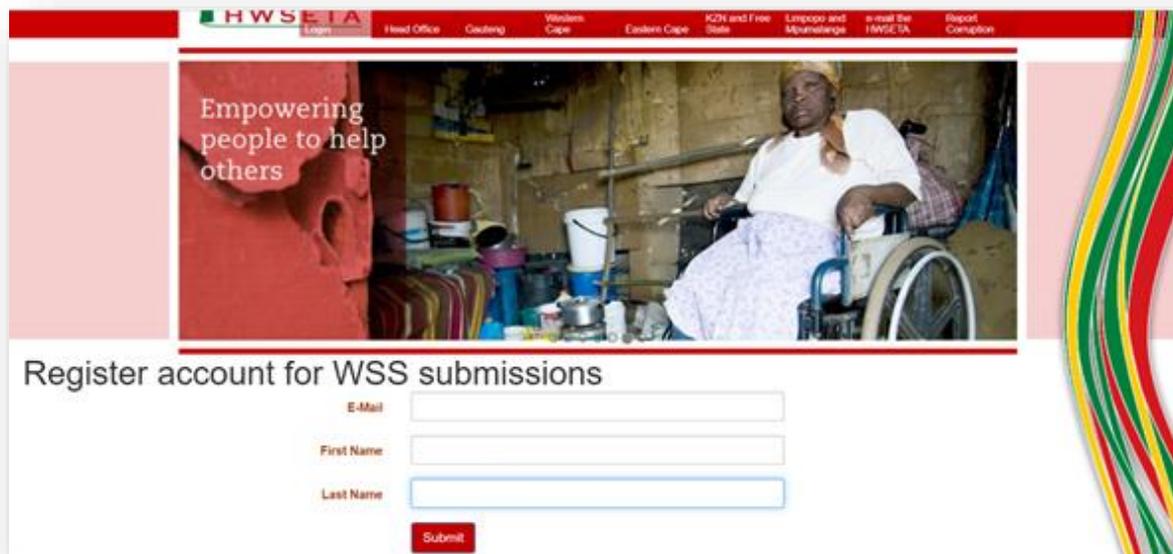
Ver. 1.0

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1. New user Registration

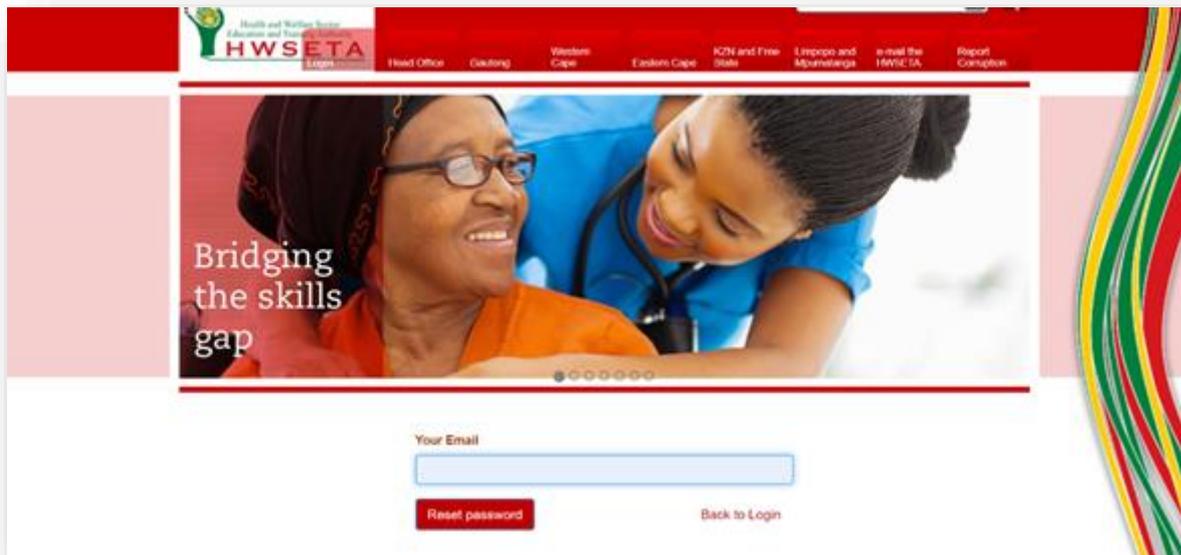
1. Navigate to <https://portal.hwseta.org.za/hwseta/wssdraftupload>
2. Fill in your email address, first name, and last name and click "Submit".



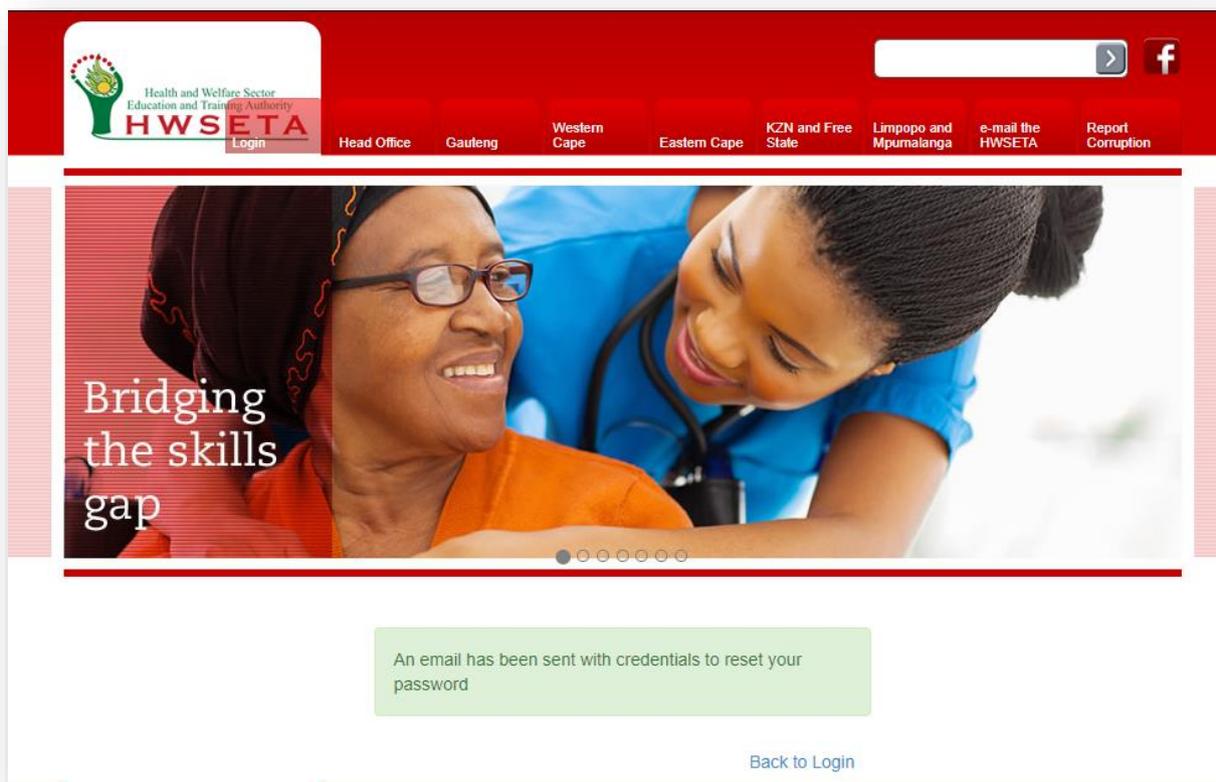
3. After clicking "Submit", you will need to reset your password by clicking on the "Password Reset" link.



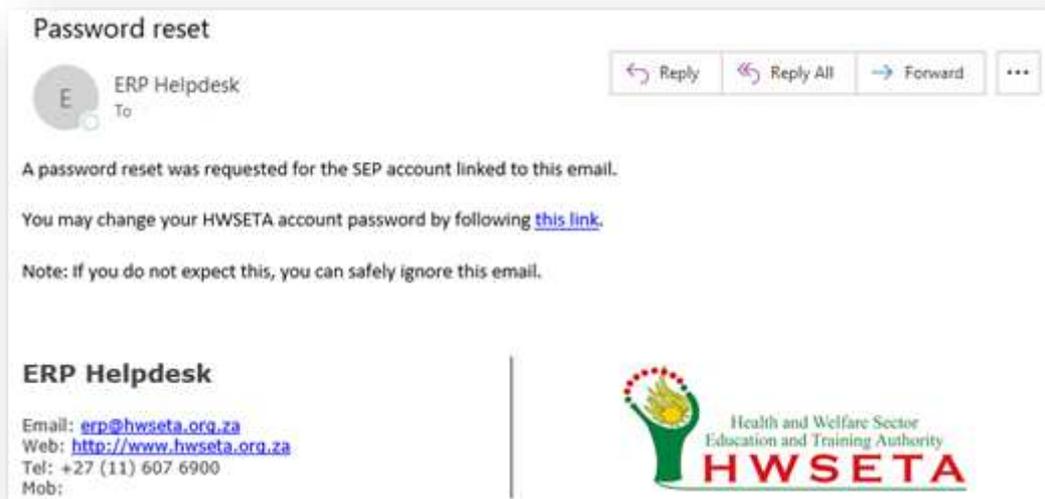
- 4. Enter your email address and click “reset password”.



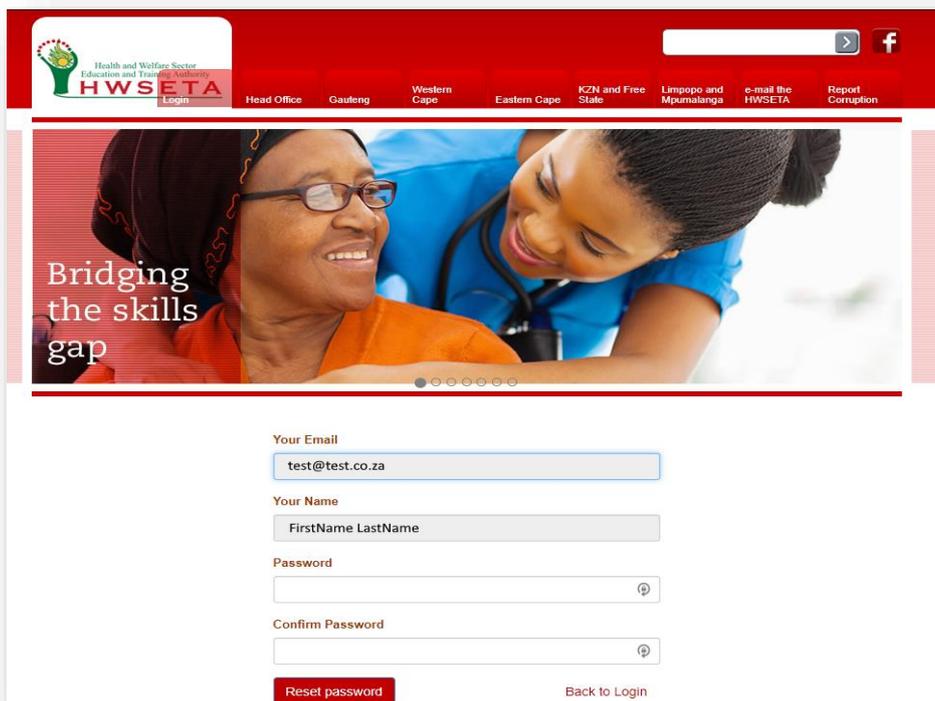
- 5. An email will be sent to you with a secure password reset link.



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



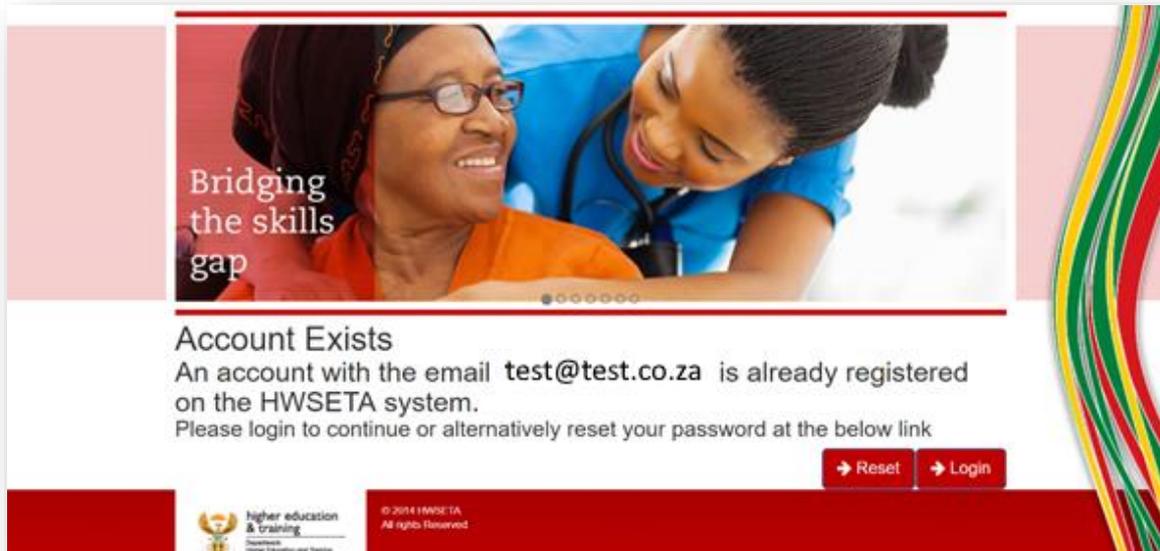
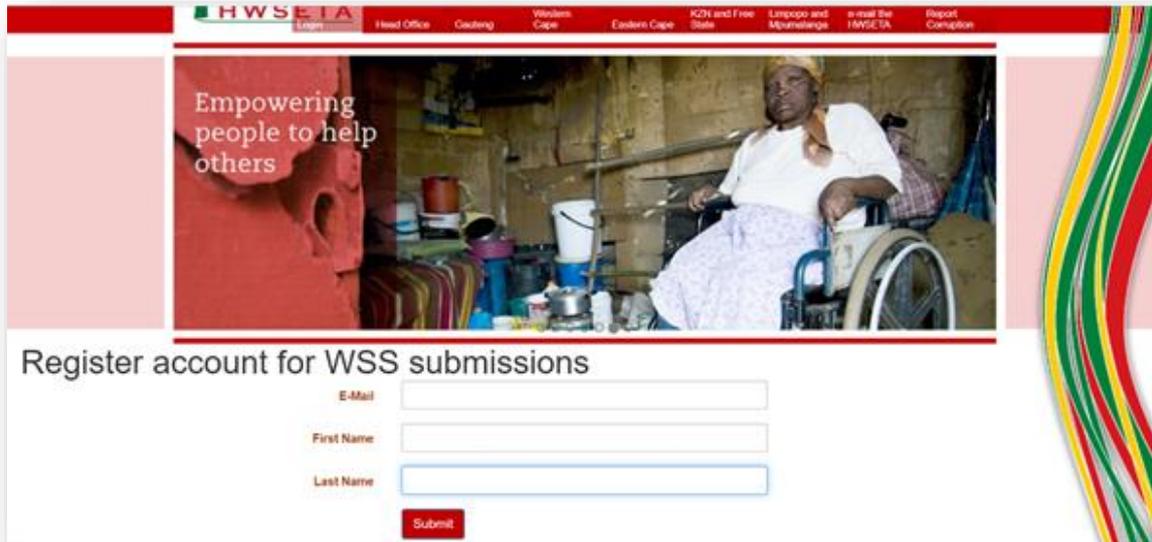
- 7. When you receive the e-mail from erp@hwseta.org.za, click on “this link” to reset your password. Enter your password by typing it into the password textbox and confirm your password by re-typing your password in the confirm password textbox and click “Reset Password”.



- 8. You will now be automatically logged into the HWSETA portal. Go to “**WSS Record Creation**” to continue.

2. Existing user

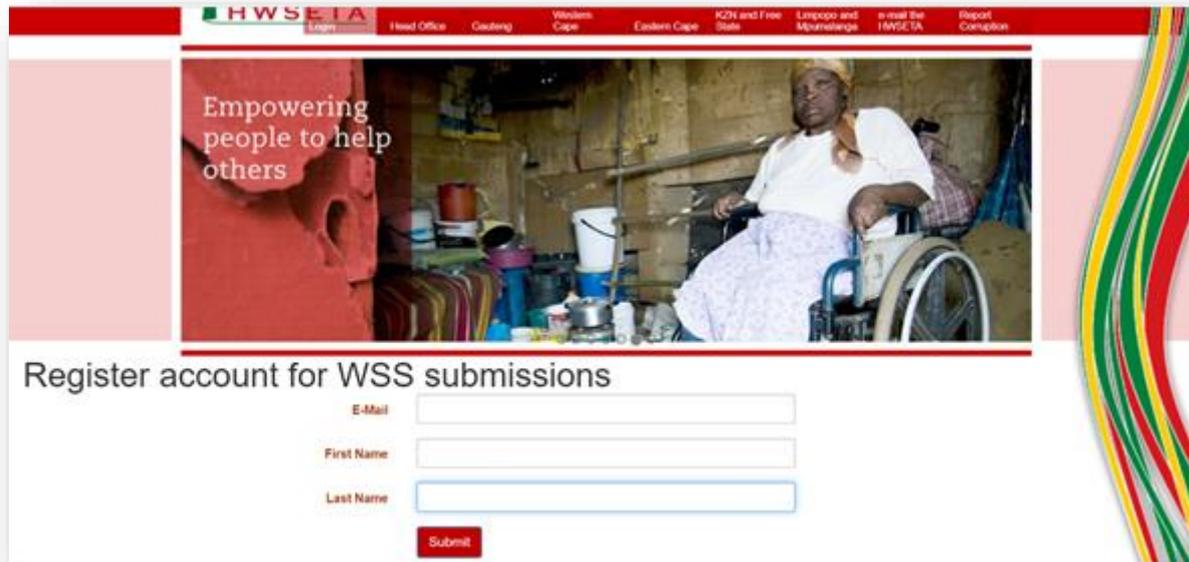
1. If you are an existing user and you have navigated to <https://portal.hwseta.org.za/hwseta/wssdraftupload>, and you have filled in your email address, first name, and last name and clicked “Submit”.
2. The system will inform you that the email address you are registering with is already registered 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

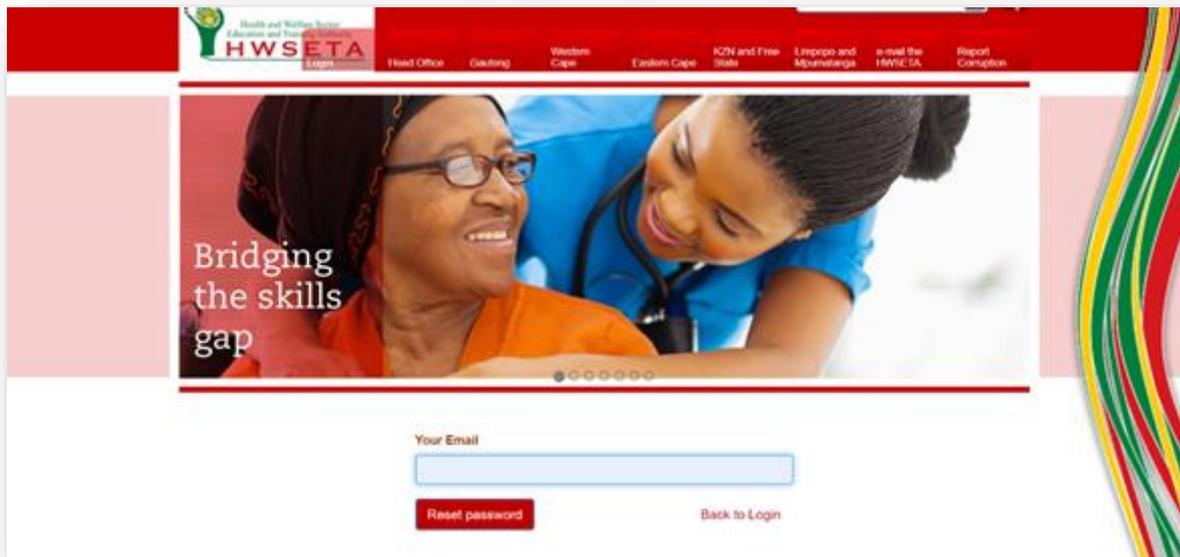
1. If you are an existing user and you have navigated to <https://portal.hwseta.org.za/hwseta/wssdraftupload>, and you have filled in your email address, first name, and last name and clicked “Submit”.



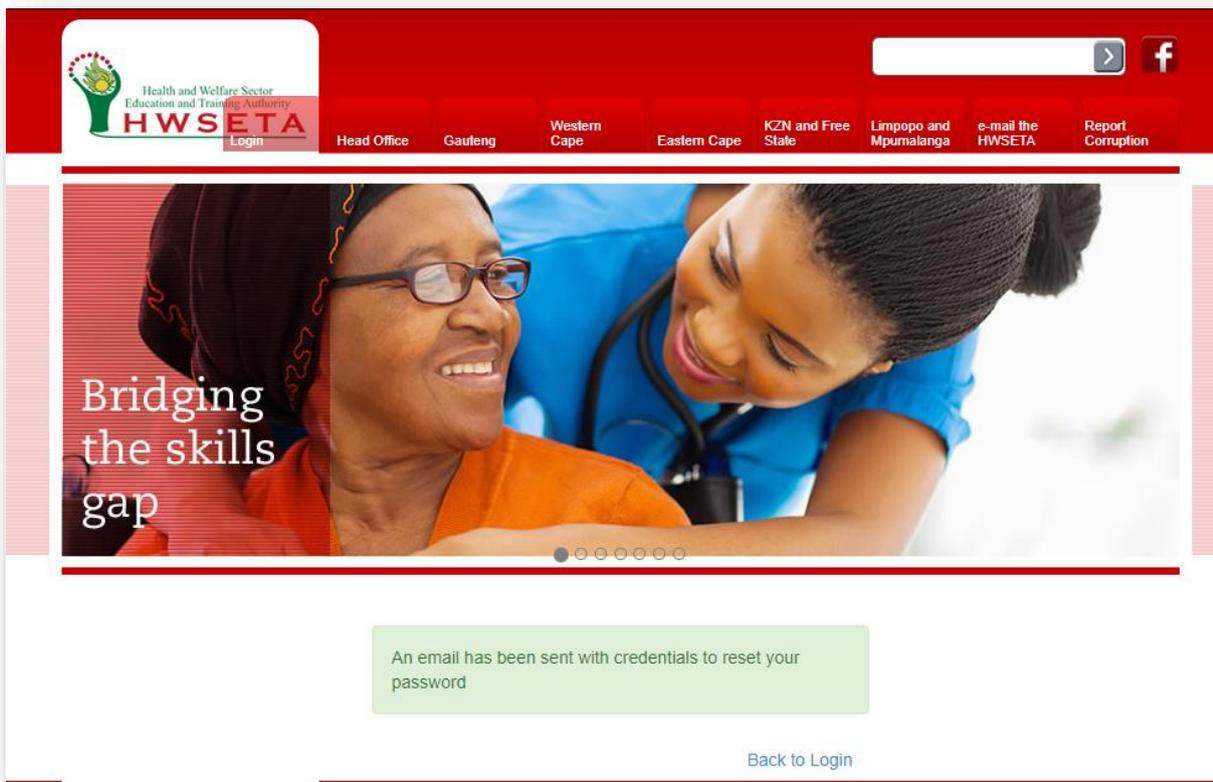
2. The system will inform you that the email address you are registering with is already registered on the HWSETA system. You can reset your password by clicking on “Reset”.



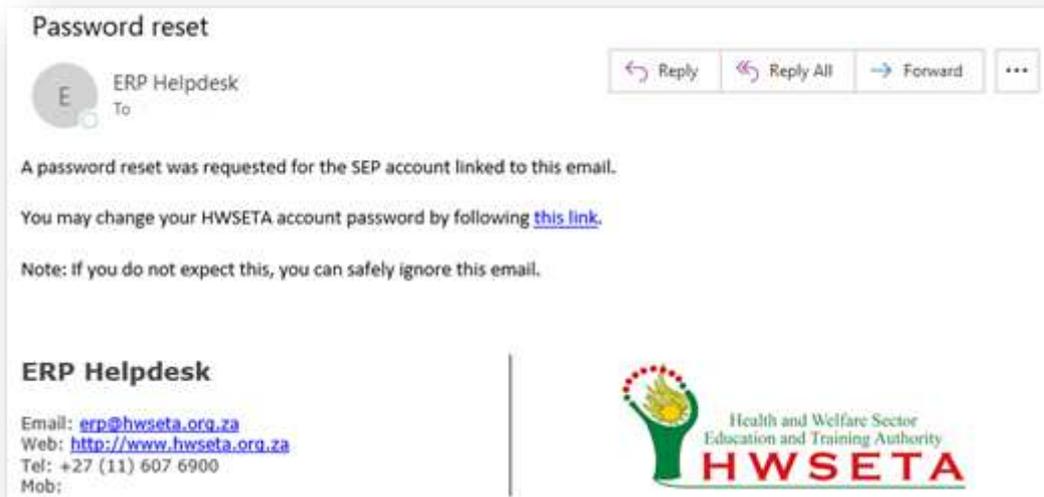
3. Enter your email address and click “reset password”.



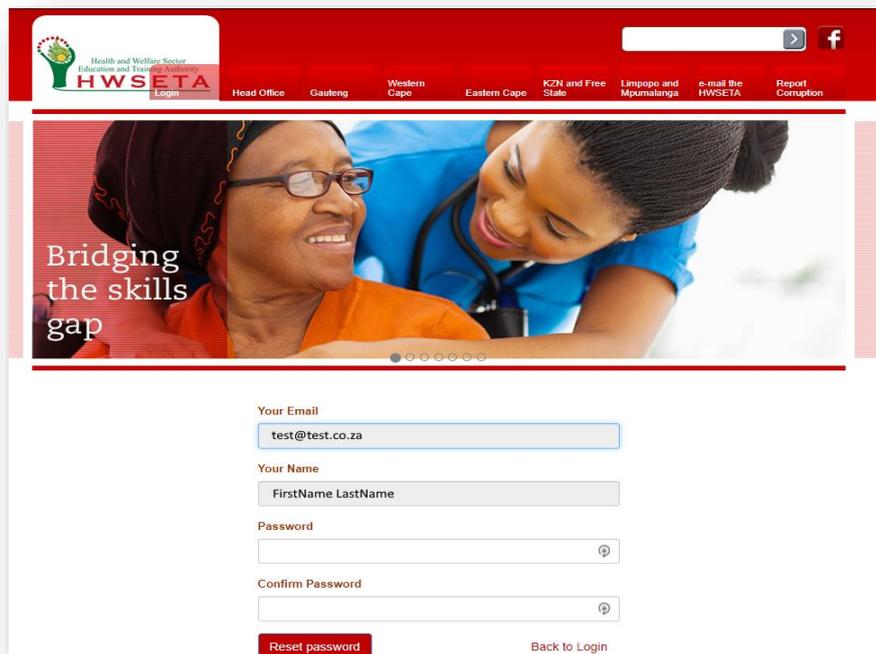
4. An email will be sent to you with a secure password reset link.



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



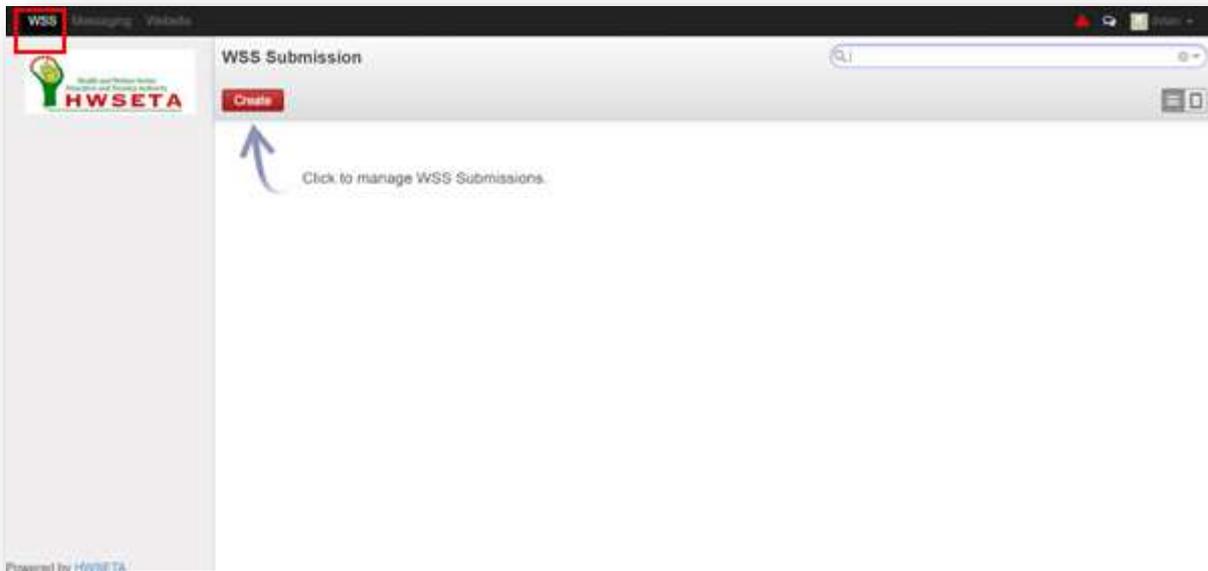
- When you receive the e-mail from erp@hwseta.org.za, click on “this link” to reset your password. Enter your password by typing it into the password textbox and confirm your password by re-typing your password in the confirm password textbox and click “Reset Password”.



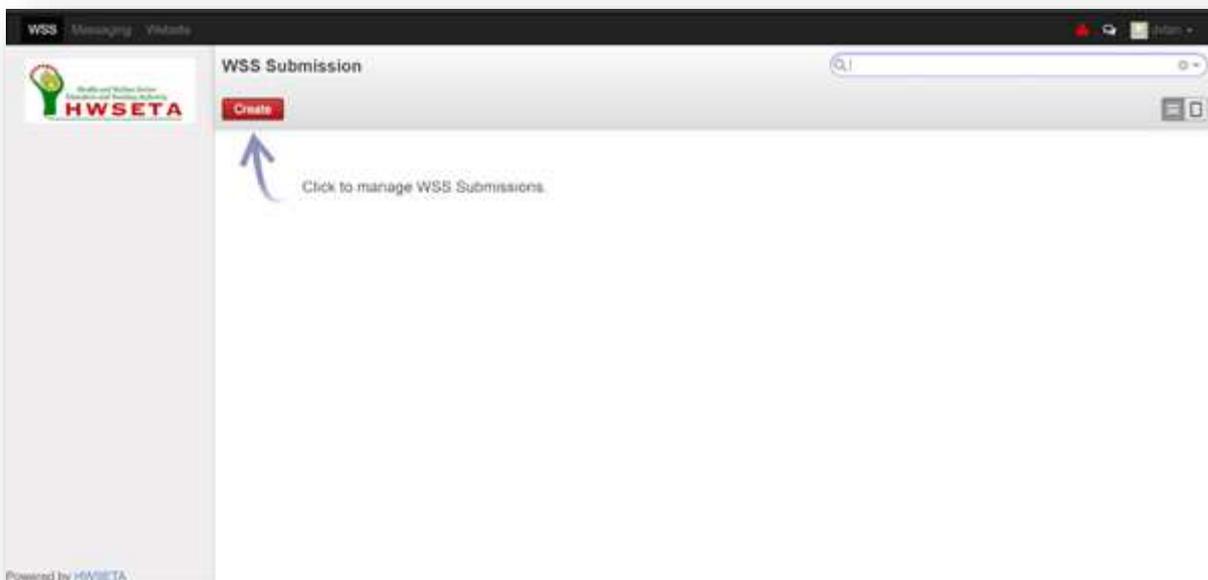
- You will now be automatically logged into the HWSETA portal. Go to “**WSS Record Creation**” to continue.

4. WSS record creation

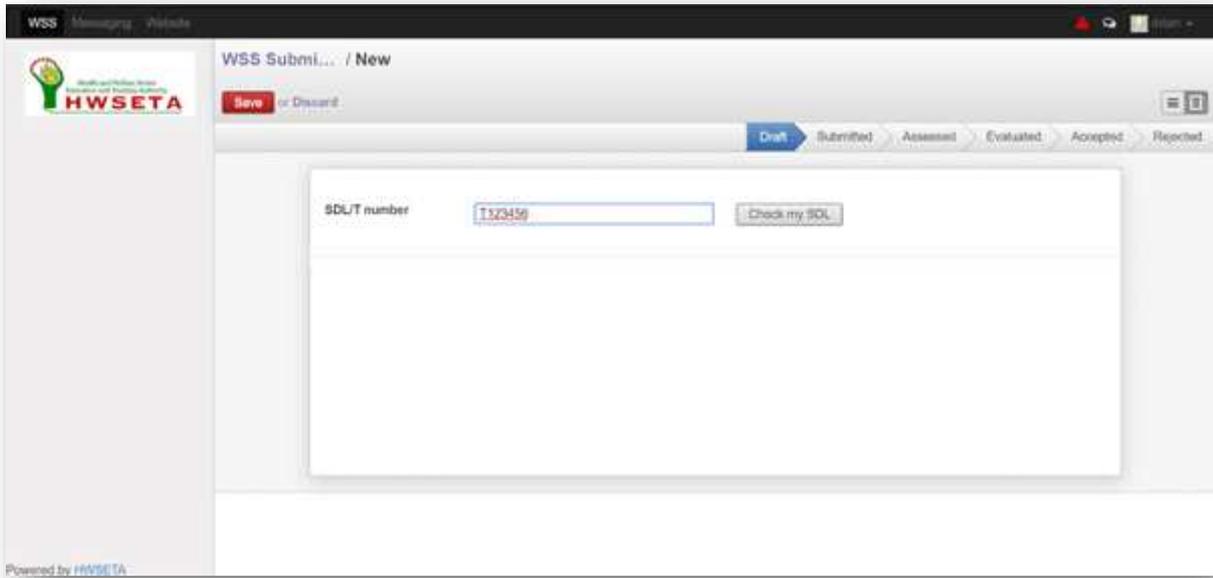
1. After you have logged in to the HWSETA system click on the WSS icon on the top Navigation bar (marked here by the red rectangle box).



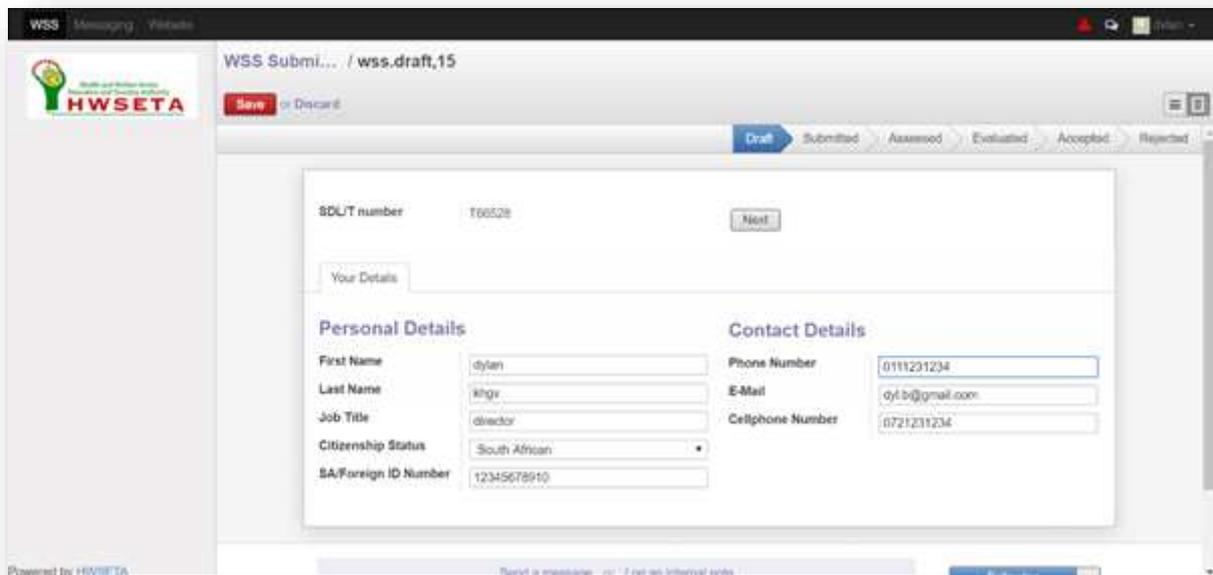
2. Click "Create" button to start capturing the WSS data for submission.



- 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.



- Fill in your valid personal and contact details then click “Next”



- Fill in the valid employer details and click “Next”.

The screenshot shows a web browser window with the URL 'WSS Submi... / wss.draft,15'. The page title is 'WSS Submission' and the logo for 'HWSETA' is visible. The form contains the following fields:

- Employer Name:** Hetzner
- Employer Type:** NPC
- Main Business Activity:** hosting and networking
- Address Details:**
 - Physical Address:**
 - Street: 123 test street
 - Street 2: Bryanston
 - Country: South Africa
 - Province: Gauteng
 - Postal Code: 2194
 - Municipality: Ekurhuleni Metro
 - Urban or Rural: Urban
 - Postal Address:**
 - Street: 321 test road
 - Street 2: null
 - Country: South Africa
 - Province: Mpumalanga
 - Postal Code: 2298

- 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”.

The screenshot shows the 'Total Employment Profile' section of the WSS Submission form. It includes a summary table and a list of employees.

Total Employment Profile Summary:

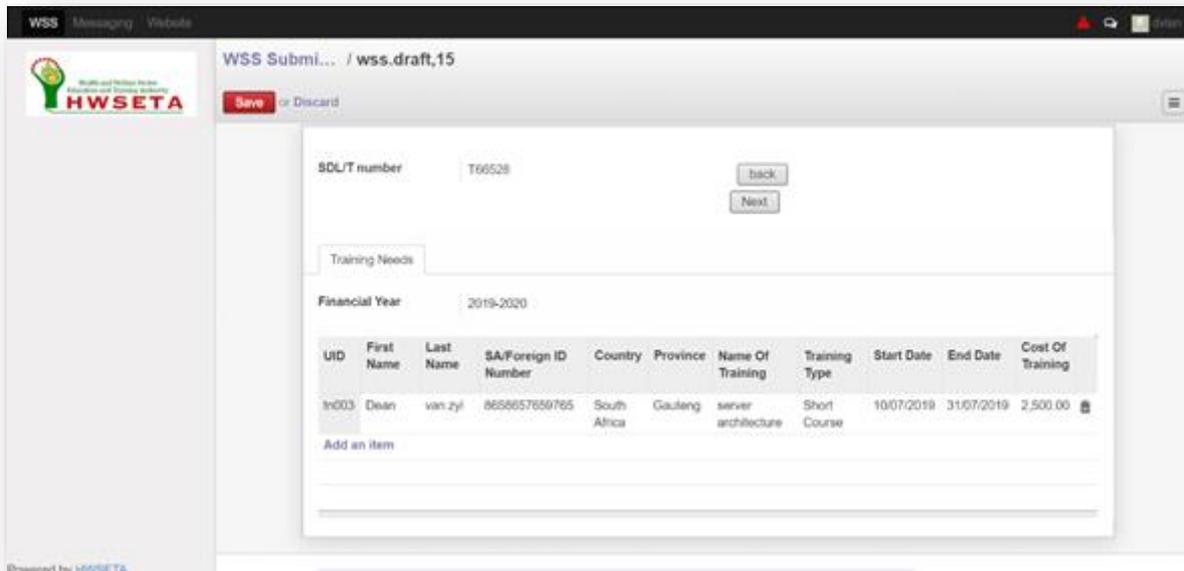
Total Number Of Employees	1
Permanent	1
Temporary	0
Volunteer	0

Employee List:

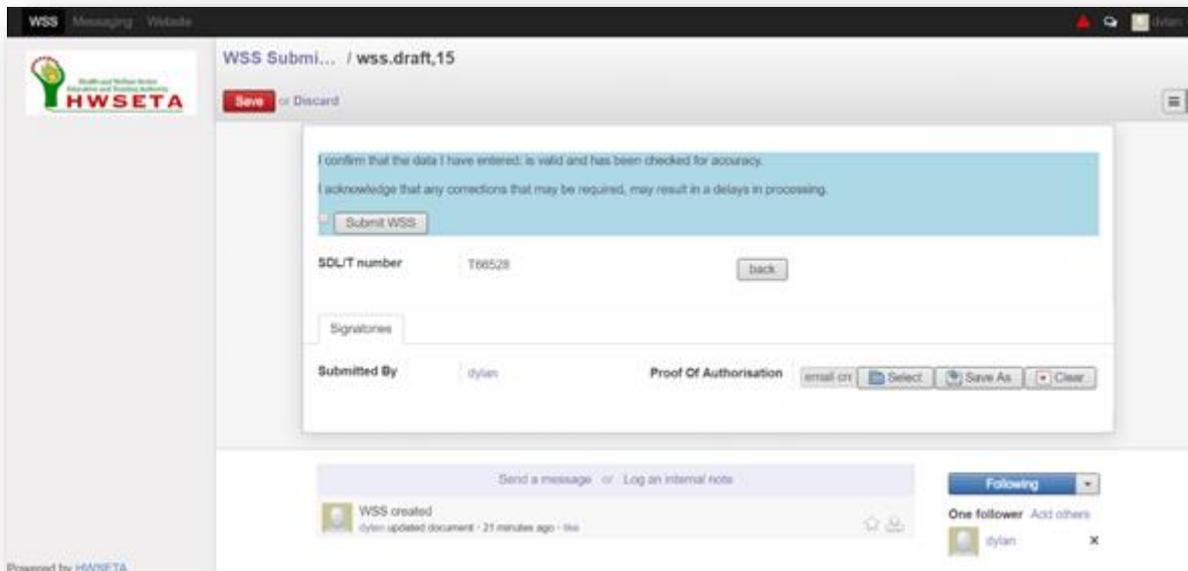
UID	First Name	Last Name	SA/Foreign ID Number	Country	Province	Race	Gender	Disabled Y/N	Job Title	Highest Qualification	Employment Status
TEP008	Dean	van zyl	0980077356	South Africa	Northern Cape	White	Male	<input type="checkbox"/>	programmer	post graduate	Permanent

Below the table is an 'Add an item' button and a form for adding new employees.

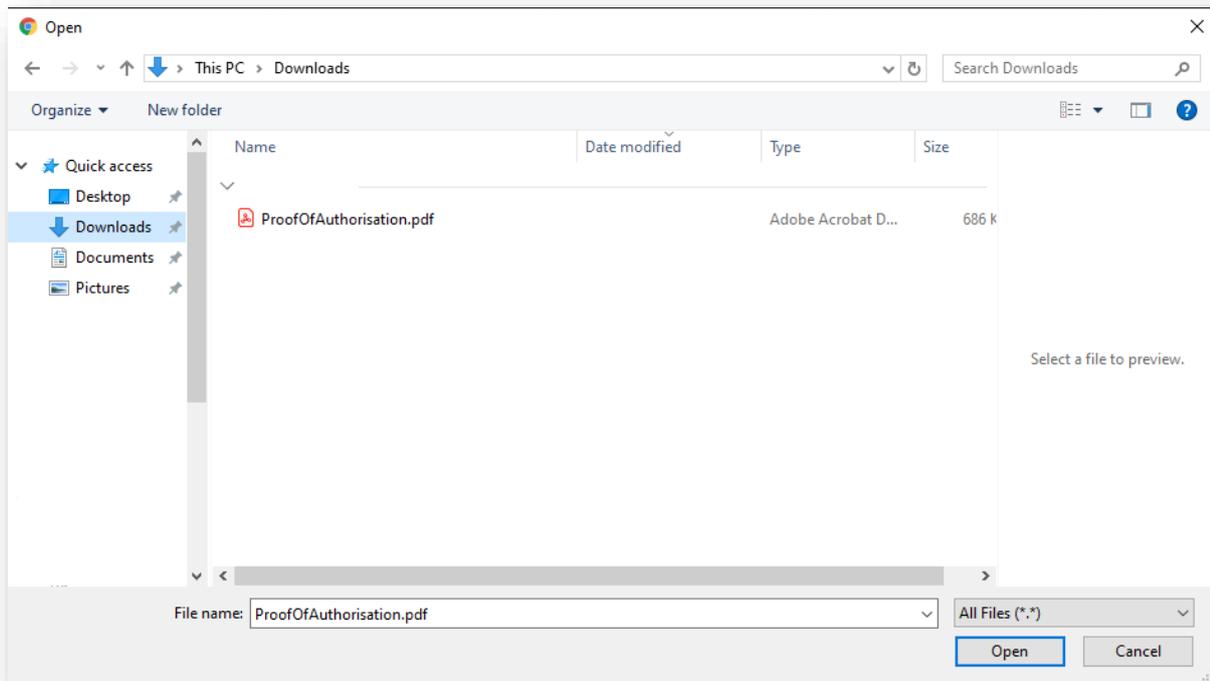
- Fill in Training Needs records by clicking on “Add an Item”. Add a new item for each person. You can delete a line by clicking on Bin  icon at the end of the line. Once you have added all the lines in the Training Needs click “Next”.



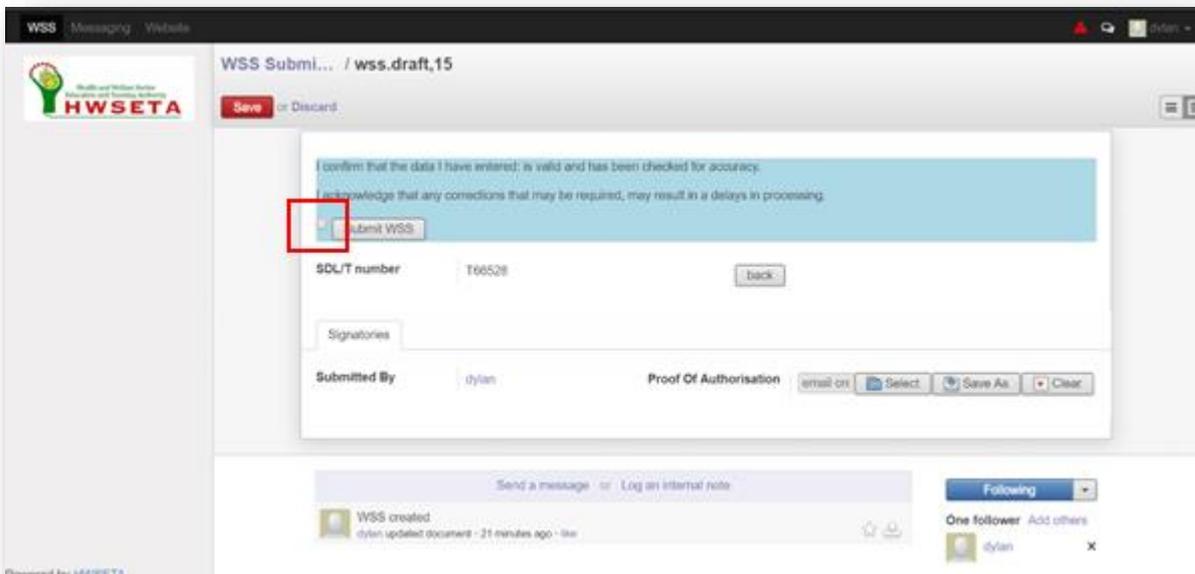
- Add a valid proof of authorisation document by clicking on “Select” next to “Proof of Authorisation”.



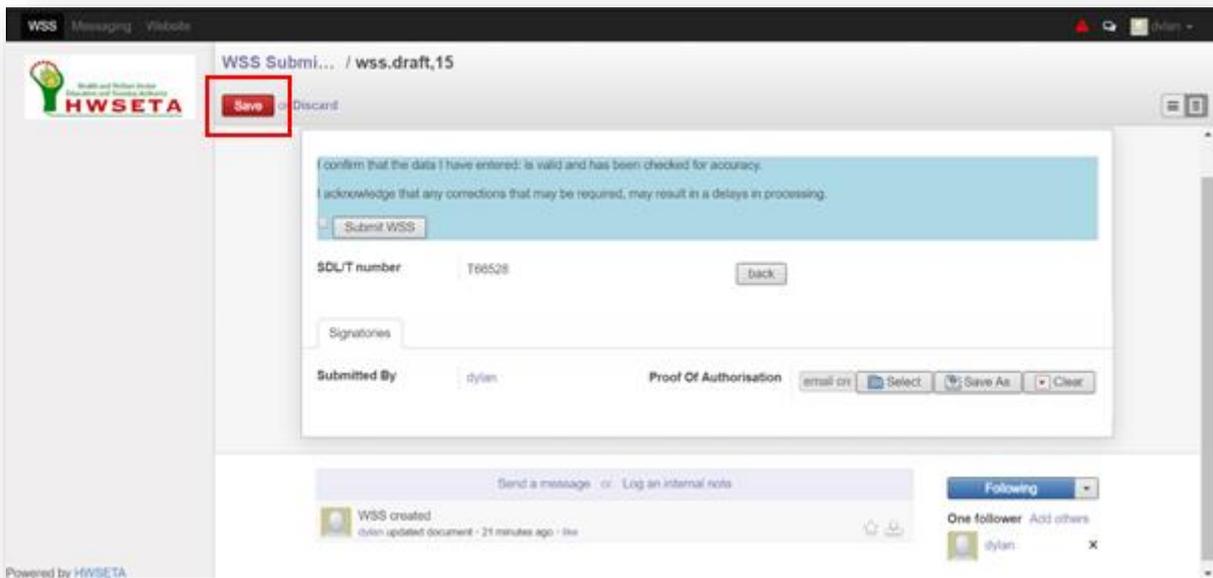
9. Add a valid proof of authorisation document by clicking on the document and clicking on “Open”



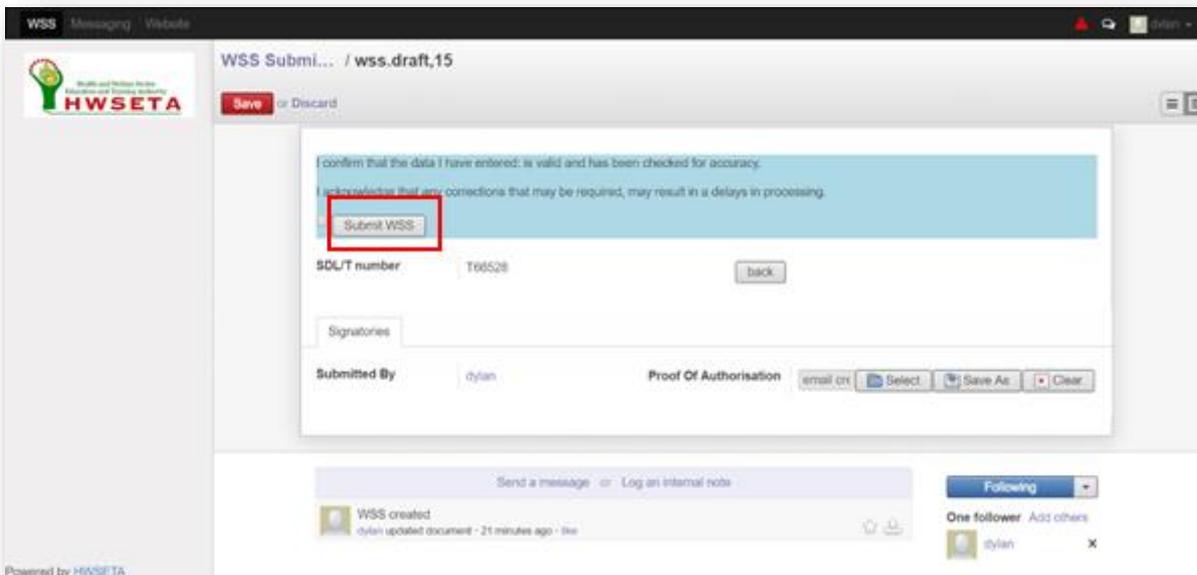
10. Tick the box to verify the validity and accuracy of your data as depicted by the red rectangular box.



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



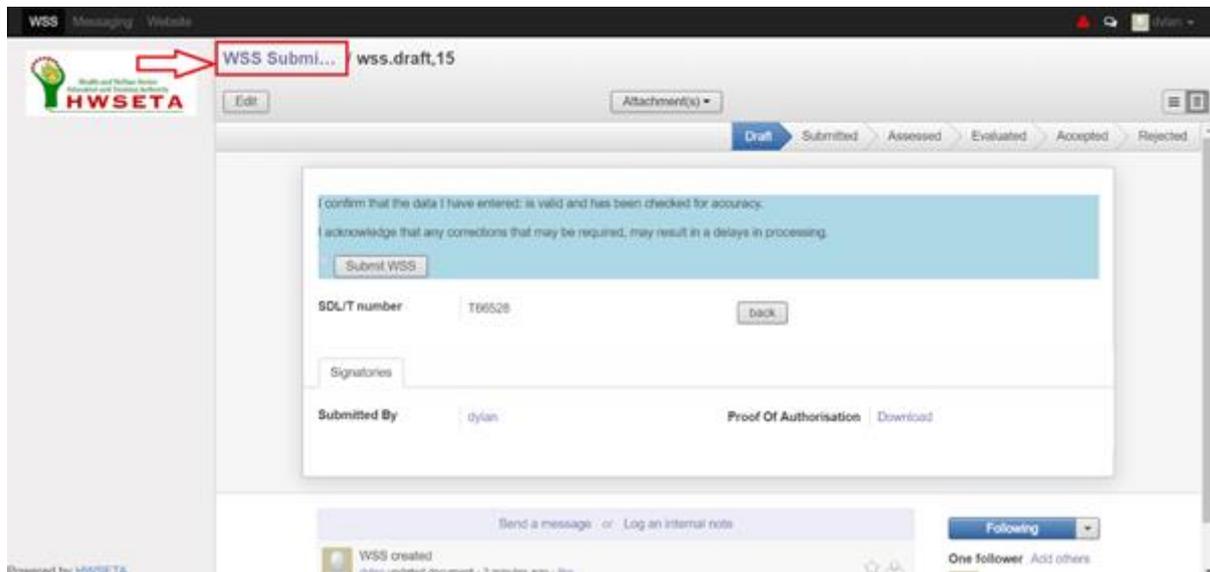
12. You may submit by clicking on the “Submit WSS” button as depicted by the red rectangular box.



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



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

