LMIS USER GUIDE



SKILLS DEVELOPMENT LMIS User Registration Guide





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1 Introduction

Integrated Learner Management Information System was developed to help FP&M SETA facilitate the following:

i. Registration of User on LMIS.

This user manual only covers User Registration functionality. Below is the URL to access the application:

Application Name	Learner Management Information System
URL	https://fpmseta.endorseds.co.za/
Recommended Supported	 Google Chrome Mozilla Firefox
	 Apple Safari Microsoft Edge



2 Register as User

This section demonstrates and explains how a User can gain access to LMIS and start using the system.

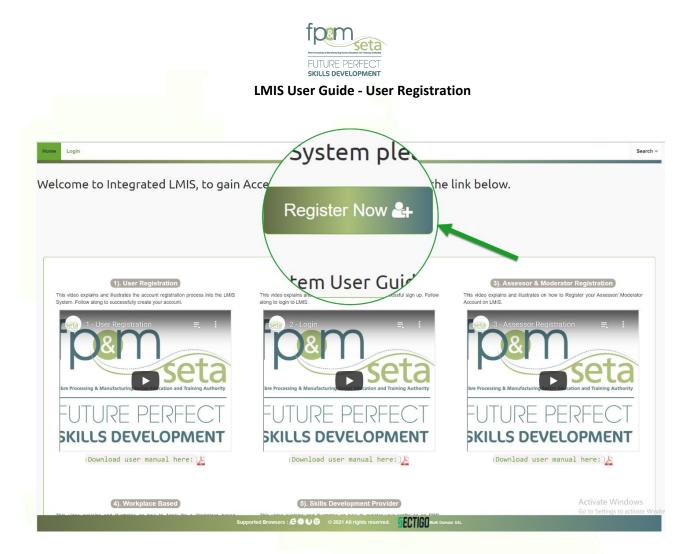
2.1 User Registration

A user needs to Register on the system as a User before gaining access to the following key features:

- i. Submit Mandatory Grants (WSP / ATR).
- ii. Apply for funding through Discretionary Grants (Projects) module.
- iii. Apply for Accreditation as a Training Provider.
- iv. Register as an Assessor or Moderator.
- v. Capture Learners and their PoE / Supporting Documents and more.

2.2 Register a User (With Any User Type)

i. To register on the LMIS System, you click on the "Register Now" button to open the Registration page as below:



i. You must complete your information shown in the screen below to register as a User choose your desired user type:

Login ister User			
User Name:	Userm3980		
E-mail Address:	userm3980@gmail.com		
User Type:	Skills Development Facilitator	*	
Password:			
Confirm password:			
Show Password(s)?:	I'm not a robot COPTCHA Reserve Terms		
	Register		



i. Once the registration information is successfully captured, a success message with instructions on how to activate the account will appear as below:

LMIS		
1	Your user profile has been registered successfully. Please check your mailbox for details.	
	ОК	

2.3 User Account Activation

FUTURE PERFECT SKILLS DEVELOPMENT	Welcome to FP&M SETA
fpenseta	
(Learner Management Information System)	
YOUR ACCOUNT I	S SUCCESSFULLY REGISTERED!

i. An activation email with an activation link is then sent to the applicant:

Dear User

Your login details for the LMIS (when logging in using this password we suggest you copy and paste the password to avoid any errors), details for the LMIS and Activation Code to avoid errors.

Your login details are as follows: Login: Username: **1** Password: **P** Activation Code: **1ff371c209a149cc8661f59717fefd5a**

The LMIS can be accessed by clicking the following link: Click here to log in



2.4 User Login

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A user will then have to open the Login page of LMIS to successfully activate the account. The User continues to enter their login details, the system will automatically populate the "User Type" field based on the Username. The user then clicks on the "Login" button to proceed.

		Welcome to SETA Learner
gin ┛		Notices i
ease enter your username and the pa rou are not a registered user yet, plea	ssword. ase contact the LMIS administrator for assistance.	ANNOUNCEMENT
Please provide login details		
User Name:	Userm3980	
Password:		
User Type:	Skills Development Facilitator +	
	Show Password?	
	Login Register	

i. Once the necessary information has been captured On the Login page, the system navigates to the "Verify Account" (New User Verification) page as below. The user enters (copy and paste) the Verification Code, then clicks on the "Verify" button to proceed.



Verify Account
Verify Account User Name: E-mail Address: Activation Code: Verify Verify
FP and M SETA Tue, Dec 7, 5:25 PM (10 days ago)
SDF REGISTRATION
Dear Skills Development Facilitator
Your profile has been created successfully.
Kind Regards
The LMIS can be accessed by clicking the following link: Click here to log in
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FP&M SETA Team Information & Communications Technology

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2.5 Personal Details

i. Login as an User and the system will navigate you to the profile screen, in write mode. Complete the User profile as show below:

Administration - Sector Skills Plan -					Log O
Enter the details of the sdf. Click on Save Save	to save the changes that you have	made. Click on Edit to edit an already exi	sting sdf record.	Logged on as :	BandaUser Type: Skills Development Facilit
Id Type:	select	•	National ID:		
First Name:		Middle Name:		Last Name:	
Title:			Date Of Birth:	0001-01-01	Ċ
Race:	select	·	Nationality:	select	Ŧ
Home Language:	select	•	Gender:	select	Ŧ
Citizenship Status:	select	v	Socioeconomic Status:	select	v
Disability Status:	select	*			
Contact Details					
Physical Address:			Postal Address:		
House No./Complex Name:			House No./Complex Name:		
Street Name:			Street Name:		
Surburb:			>> Surburb:		
Town/City:			<< Town/City:		
Postal Code:			Postal Code:		
Province:	select	•	Province:	select	-
E-mail:	pitikoem@gmail.com				
Tel No.:			Cell No.:		Activate Windows
		را Supported Browsers : 🖉 🖉 🏷 🌀 🛛 © 2021	All rights reserved.	\$SL	Go to Settings to activate Wi

i. Enter the necessary information on the person profile and click the Save.



Should you attempt to click on "Save" button without filling the form in full, the system will highlight the compulsory information in "Red" as below:

				Logged on as: i	BandaUser Type: Skills Development Fa
he details of the odf. Click on Sa	ve to save the changes that you have made. Click on	Edit to adit on already existing of	f record		
	ve to save the changes that you have made. Click on	Edit to edit an already existing so	riecord.		
			National ID:		
ld Type:	select	· ·	National ID:		
	Id Type value is required			National ID value is required	
First Name:		Middle Name:		Last Name:	
	First Name value is required				First Name value is required
Title:			Date Of Birth:	0001-01-01	
Race:	select	-	Nationality:	select	
	Race value is required			Nationality value is required	
Home Language:	select	*	Gender:	select	
	Home Language value is required			Gender value is required	
Citizenship Status:	select	-	Socioeconomic Status:	select	
	Citizenship Status value is required			Socioeconomic Status value is required	
Disability Status:	- select -	· ·			
	Disability Status value is required				
act Details					
Physical Address:			Postal Address:		
House No./Complex Name:			House No./Complex Name:		
	House No./Complex Name value is required			House No./Complex Name value is required	
Street Name:			Street Name:		
Surburb:			>> Surburb:		
-					
Town/City:			<< Town/City:		
Postal Code:			Postal Code:		Activate Windows
Postal Code.			Postal Gode.		

ii. Once all the information has been captured and the User clicks on "Save", LMIS saves the information and you will see the next screen with designated Menu items.

10 | Page

Dashboard + Levies and Grants + WSP and ATR +

Logged on as: Mthoko.....User Type: Skills Development Facilitator

Log Off

Administration > User Administration > Overview > Bio Data

PROFILE BIO DATA Enter the details of the person. Click on Save to save the changes that you have made. Click on Edit	Edit to edit an already existing person record.	
Id Type: National ID First Name: nthoko	Middle Name :	National ID: 0002128062345 Last Name : Mitroko
Title: Ms	mode vane:	
		Date Of Birth: 2000-02-12
Race: African		Nationality: South Africa
Home Language : IsiZulu		Gendor: Male
Citizenship Status : Permanent Resident	So	ocioeconomic Status : Employed
Disability Status: None		
Contact Details		
Physical Address :		Postal Address :
House No./Complex Name : Nedbank Old building	House	No./Complex Name: Nedbank Old building
Street Name : Newtown Road		Street Name : Newtown Road
Surburb : Killarney		Surburb : Killamey
Town/City: Johannesburg		Town/City: Johannesburg
Postal Code: 2000		Postal Code: 2000
Province: Gauteng		Province : Gauteng
E-mail: jamekwane@gmail.com		
Tel No.: 0114031700		Cell No.: