LMIS USER GUIDE

fp&m seta
Fibre Processing & Manufacturing Sector Education and Training Authority

FUTURE PERFECT
SKILLS DEVELOPMENT

LMIS User Registration Guide

External

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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
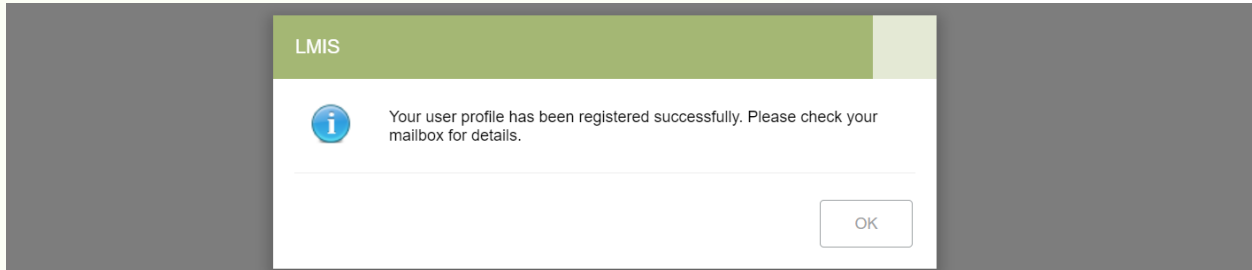   Registration page as below:

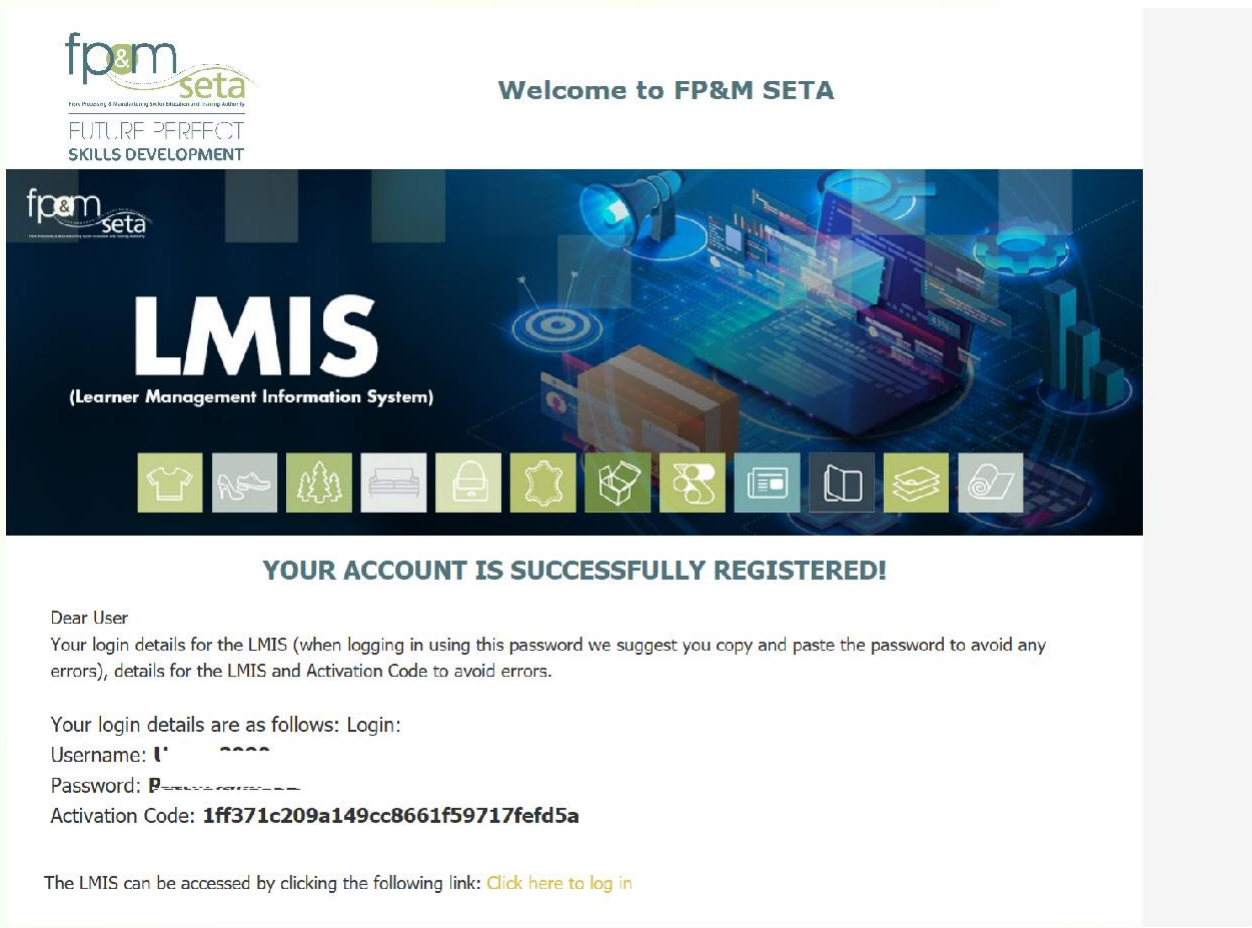i. **You must complete your information shown in the screen below to register as a User choose your desired user type:**

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

2.3 User Account Activation

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

Welcome to FP&M SETA

YOUR ACCOUNT IS SUCCESSFULLY REGISTERED!

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: U_____2___
Password: P_____
Activation Code: **1ff371c209a149cc8661f59717fefd5a**

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

2.4 User Login

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.

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

User Name:	Banda
E-mail Address:	
Activation Code:	7f1f93542b5bb85fb5d230a8d46

Verify

FP and M SETA — Tue, Dec 7, 5:25 PM (10 days ago)
to me, william.mueze

LMIS
(Learner Management Information System)

SDF REGISTRATION

Dear Skills Development Facilitator

Your profile has been created successfully.

Kind Regards

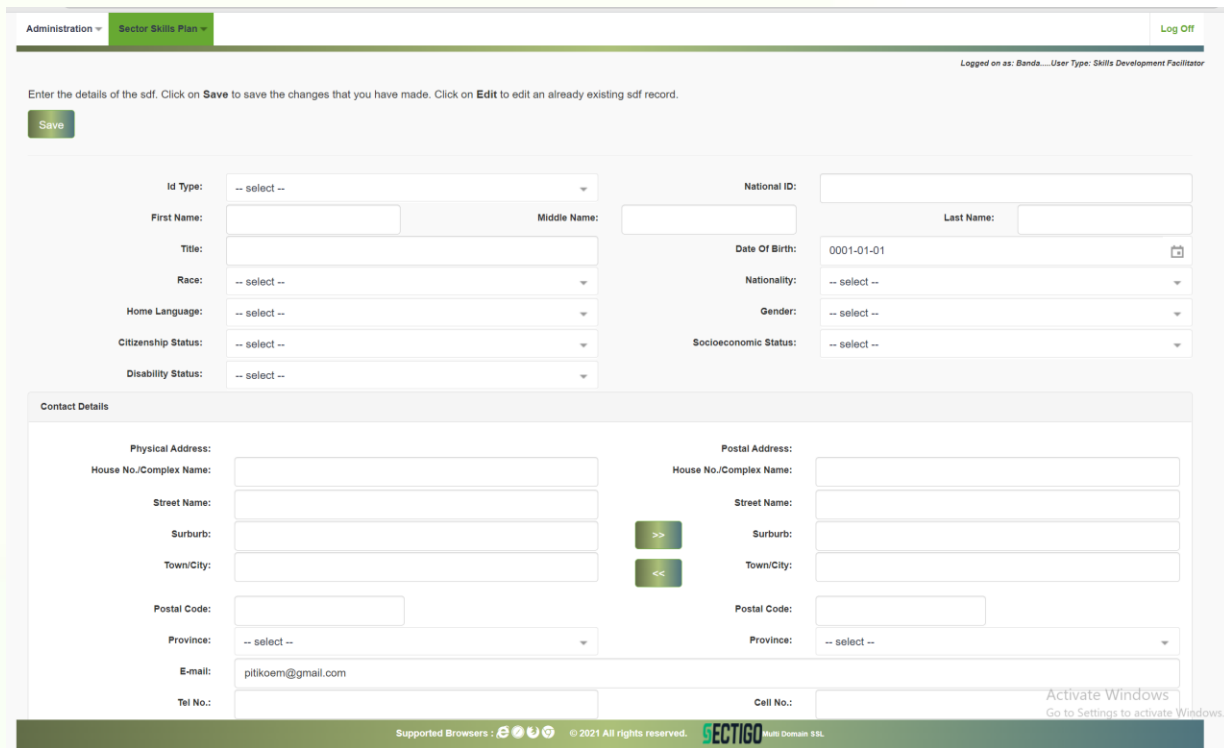The LMIS can be accessed by clicking the following link: Click here to log in

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Information & Communications Technology

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:

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:**

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.

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

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** to edit an already existing person record.

Edit

Id Type: National ID	**National ID:** 0002128062345	
First Name: mthoko	**Middle Name:**	**Last Name:** Mthoko
Title: Ms	**Date Of Birth:** 2000-02-12	
Race: African	**Nationality:** South Africa	
Home Language: isiZulu	**Gender:** Male	
Citizenship Status: Permanent Resident	**Socioeconomic Status:** Employed	
Disability Status: None		

Contact Details

Physical Address	Postal Address
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:** Killarney
Town/City: Johannesburg	**Town/City:** Johannesburg
Postal Code: 2000	**Postal Code:** 2000
Province: Gauteng	**Province:** Gauteng
E-mail: jarnekwane@gmail.com	
Tel No.: 0114031700	**Cell No.:**