3.1. Registration procedure

3.1.1. How to start registration
3.1.2. How to complete registration for Lecturers
3.1.3. How to complete registration for LSS managers
3.1.4. How to complete registration for DHET officials
3.1.5. How to complete registration for College managers
3.1.6. How to register as Site facilitator
3.1.1. How to start registration

Registration on the TVET LSS Portal

Open your Web browser and navigate to the following page:
http://www.tvet-lecturer-support.co.za
3.1.2. How to complete registration for Lecturers

Registering as a Lecturer
On the **HOME PAGE** fill out the **Registration** form with your details, select **Lecturer** as your current position:

When you have completed your details, click:

Register

Lecturer: Complete your registration

Congratulations! You are now registered on the **TVET LSS Portal** but we are not quite finished. You still need to **Complete your registration** to gain access to your **Portal**
Lecturer: Complete your registration (Qualifications)

The first step is to tick the **Qualifications** that you currently teach.

**WHAT DO YOU TEACH?**
- [ ] NC(V)  
- [ ] Report 191

**WHAT DO YOU TEACH?**
- [ X] NC(V)  
- [ ] Report 191

Lecturer: Complete your registration (Programmes)

Next tick the **NC(V) Programmes** that you teach:

<table>
<thead>
<tr>
<th>SELECT YOUR NC(V) PROGRAMMES</th>
<th>SELECT YOUR NC(V) PROGRAMMES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fundamentals</strong></td>
<td><strong>Fundamentals</strong></td>
</tr>
<tr>
<td>Afrikaans</td>
<td>Afrikaans</td>
</tr>
<tr>
<td>English</td>
<td>English</td>
</tr>
<tr>
<td>IsiXhosa</td>
<td>Life Orientation</td>
</tr>
<tr>
<td></td>
<td>Mathematical Literacy</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
</tr>
<tr>
<td><strong>Programmes</strong></td>
<td><strong>Programmes</strong></td>
</tr>
<tr>
<td>Civil Engineering and</td>
<td>Marketing</td>
</tr>
<tr>
<td>Building Construction</td>
<td>Mechatronics</td>
</tr>
<tr>
<td>Drawing Office Practice</td>
<td>Office Administration</td>
</tr>
<tr>
<td>Education and Development</td>
<td>Primary Agriculture</td>
</tr>
<tr>
<td>Electrical Infrastructure</td>
<td>Primary Health</td>
</tr>
<tr>
<td>Construction</td>
<td>Process Instrumentation</td>
</tr>
<tr>
<td>Engineering and Related</td>
<td>Process Plant Operations</td>
</tr>
<tr>
<td>Design</td>
<td></td>
</tr>
</tbody>
</table>

Not all programmes have subject sites, but as they are created access will automatically granted to all users that select the respective programmes.
Lecturer: Complete your registration (Workplace)

Select the College and Campus where you are based:

WHERE DO YOU WORK?
- Please Select your college
- Please Select Your Campus

WHERE DO YOU WORK?
- Ehlanzeni
- Nelspruit

Once selected, click:

Request Approval

An approval request will be sent to your College LSS manager and you will be notified via email when you have been approved.

Lecturer: Awaiting Approval

When you request approval, you will be taken to the following page

Thank You, Jane Doe for registering as a Lecturer

Your request for registration is now being processed. You will be notified via email when the Lecturer Support System Manager at your College has approved your request.

Sign Out

And you will receive an email like this:

Thank you for your request on TVET Lecturer Support System

From:
- Jane Doe
- jane.doe@college.ac.za

Date: Today 3:39

Priority: Normal

Your request for registration is now being processed. You will be notified via email when the Lecturer Support System Manager at your College has approved your request.

request details:
- college: Ehlanzeni
- campus: Nelspruit
- qualifications:
  - NQF

programmes:
- Engineering and Related Design
- English
- TEE Orientation
- Mathematics
Lecturer: Approved

Once you have been approved by your College LSS manager, you will receive the following email:

![Email Image]

Click the link to Sign in to your Portal and sign in with your E-mail address and Password:

**E-mail Address** [Input Field]

**Password** [Input Field]

And click

Sign In

Lecturer: My Portal

When you sign in as an approved lecturer, you will be directed to your portal:

**MY PORTAL**

Jane Doe

From here you can:

- Access generic information and resources
- View the announcements
- Access subject sites
- Edit your profile
- Update your registration
Accessing the TVET LSS Portal

Open your **Web browser** and navigate to the following page:
http://www.tvet-lecturer-support.co.za

As approved lecturer you can directly sign in by providing your email address and password
3.1.3. How to complete registration for LSS managers

LSS managers will be appointed by the College management and will receive a generic email address with a pre-defined password to be used to register and sign in on the LSS portal.
Manager: Complete your registration (Qualifications)

The first step is to tick the **Qualifications** which are currently offered at your **College**

<table>
<thead>
<tr>
<th>Qualifications Offered at Your College</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC(V) □ Report 191</td>
</tr>
</tbody>
</table>

Manager: Complete your registration (Programmes)

Next tick the **NC(V) Programmes** that are offered by your college:

**SELECT NC(V) PROGRAMMES OR RELATED REPORT 191 SUBJECT FIELDS**

- **Fundamentals**
  - Afrikaans
  - English
  - IsiXhosa
- **Programmes**
  - Civil Engineering and Building Construction
  - Marketing
  - Mechatronics
  - Office Administration
  - Primary Agriculture

**SELECT NC(V) PROGRAMMES OR RELATED REPORT 191 SUBJECT FIELDS**

- **Fundamentals**
  - Life Orientation
  - Mathematical Literacy
  - Mathematics
- **Programmes**
  - Civil Engineering and Building Construction
  - Marketing
  - Mechatronics
  - Drawing Office Practice

_Not all programmes have subject sites, but as they are created access will automatically be granted to all users that select the respective programmes_
Manager: Complete your registration (Workplace)

Select your **College**
(You will automatically be assigned to your **Central Office** as your **Campus**)

WHERE DO YOU WORK?
Please Select your college

WHERE DO YOU WORK?
Ehnzeni

Once selected, click:
Request Approval

Manager: Awaiting Approval

When you request approval, you will be taken to the following page:

Thank You, John Doe for registering as a Manager

Your request for registration is now being processed. You will be notified via email when your College has been approved as a Lecturer Support System user

Sign Out

The approval request will be sent to the **Portal management** and you will be notified via email when you have been approved.
Accessing the TVET LSS Portal

Open your **Web browser** and navigate to the following page:

http://www.tvet-lecturer-support.co.za

As approved LSS manager you can directly sign in by providing your email address and password.

Manager: My Portal

When you **sign in** as an approved manager, you will see your portal.

**MY PORTAL**

From here you can:

- See all lecturers registered at your college
- Edit lecturer approval requests
- Approve lecturers
- View announcements and resources
- Access subject sites
- Edit your profile
- Update your registration
3.1.4. How to complete registration for DHET officials

As DHET official, follow the registration procedure for lecturers. Please select “DHET Official” at the Please Select Your Current Position field.

For being a DHET official, your request for approval will be send directly to the Portal manager after clicking Register. You will be directed to a page saying Thank you for registration.

Your request will be processed by the Portal manager and you will be notified by e-mail when approved.

3.1.5. How to complete registration for College managers

As College manager follow the registration procedure for lecturers. Please select “College manager” at the Please Select Your Current Position field.

When completing your registration, select the programmes and subjects you are interested in and/or you are responsible for.

Your request will be approved by the LSS manager of your college and you will be notified by e-mail when the approval has been processed.

3.1.6. How to register as Site facilitator

You will be formally appointed to act as site facilitator for a specific subject.

Your registration will be handled by the Portal manager and a subject specific e-mail address and password will be generated.

You need to use this email address to sign in on the LSS portal.

Communication from lecturers will be received by accessing a webmail software and using the same subject specific e-mail address and password.