INDICIUM

ACCESS/LOG IN MANUAL FOR NEW SDFs

(For NEW SDFs/First time registration)

14
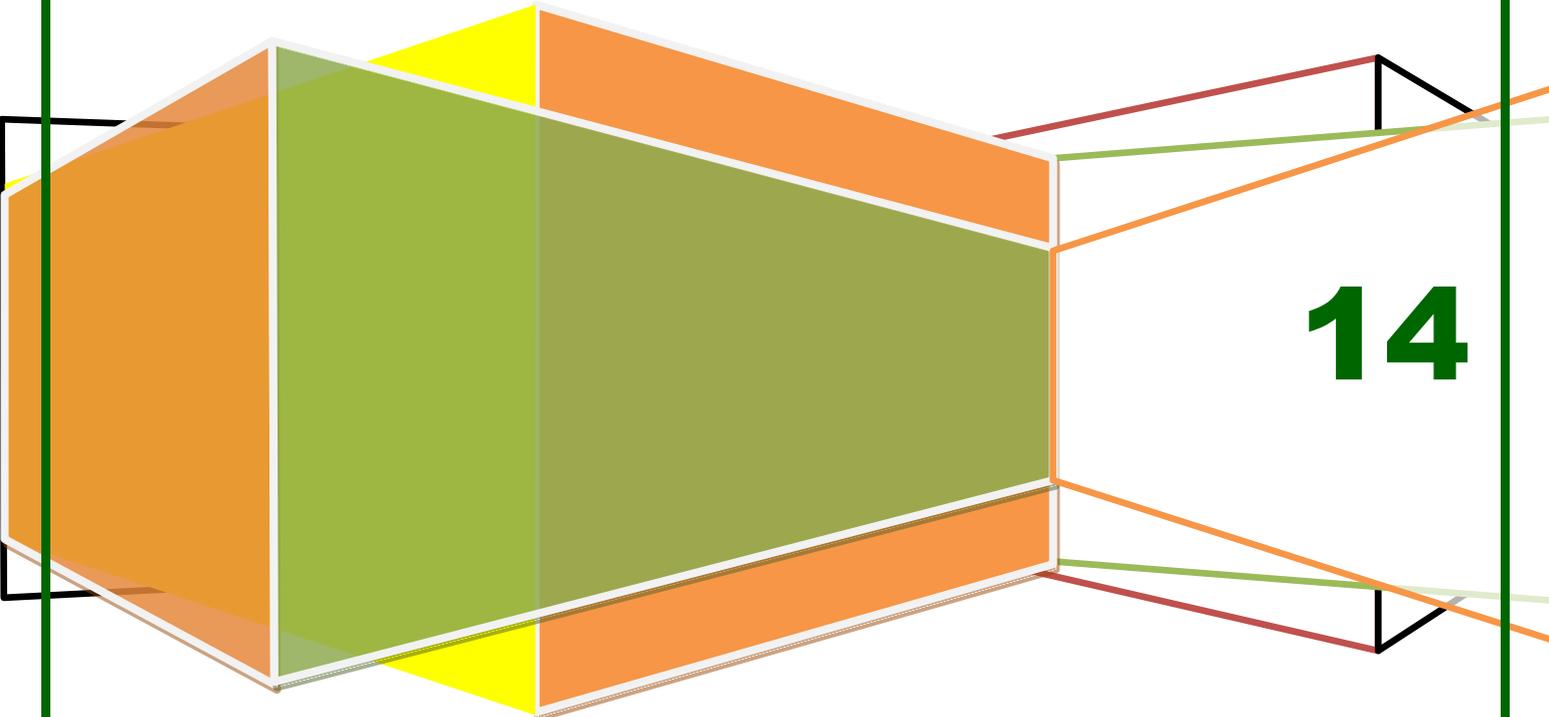
HOW TO ACCES INDICIUM:

Whe are aware that the access function on Indicium created a bit of confusion and frustration. We have simplified the system and kindly request that all SDFs follow the following procedures to access Indicium

INDICIUM are best viewed/accesable via Google and Google chrome

Go to our website: www.agriseta.co.za

On the home page, click on

Or

Go to the following link:
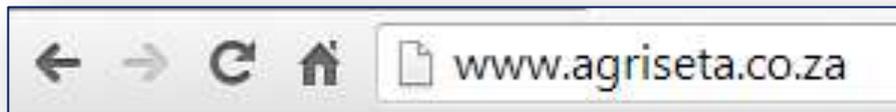
http://indicium.agriseta.co.za/AgriSETAIndicium/Account/Login.aspx
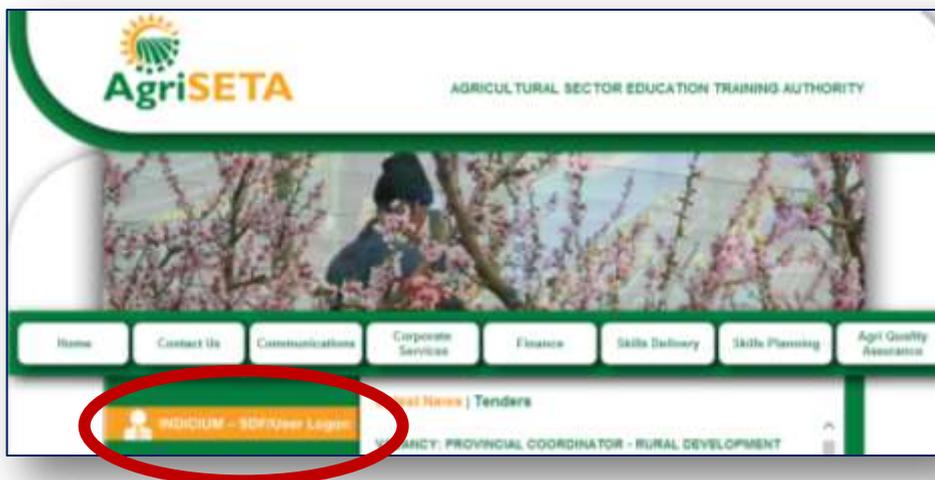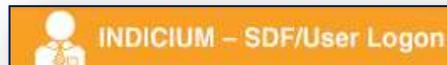
Once the system has opened, click on the star in the right hand corner and save the link as a bookmark *(e.g. INDICIUM – AgriSETA Login)*
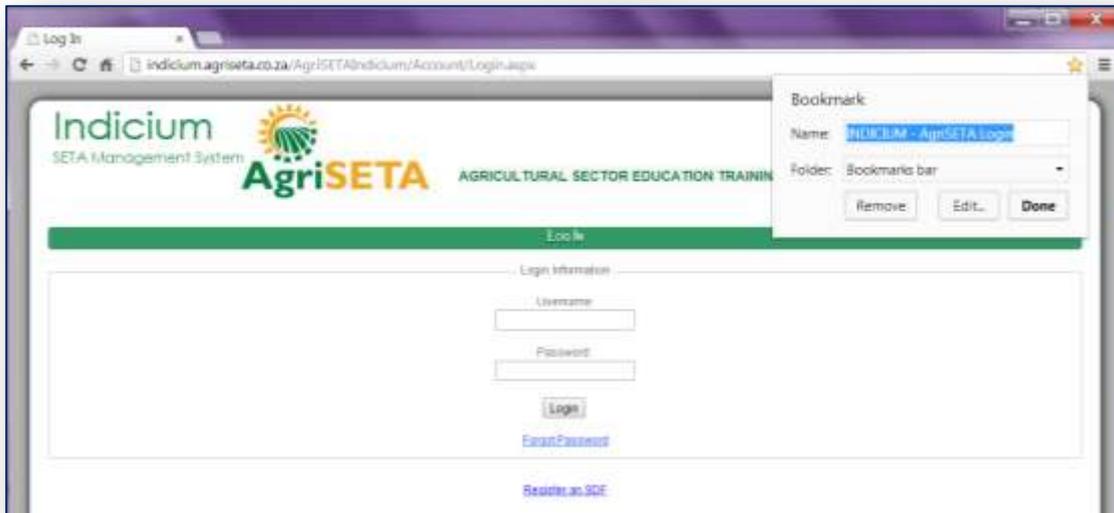
Add it to your bookmark bar. This will give you easy access to Indicium the next time you open Google.

The system wil open on the Log In screen.
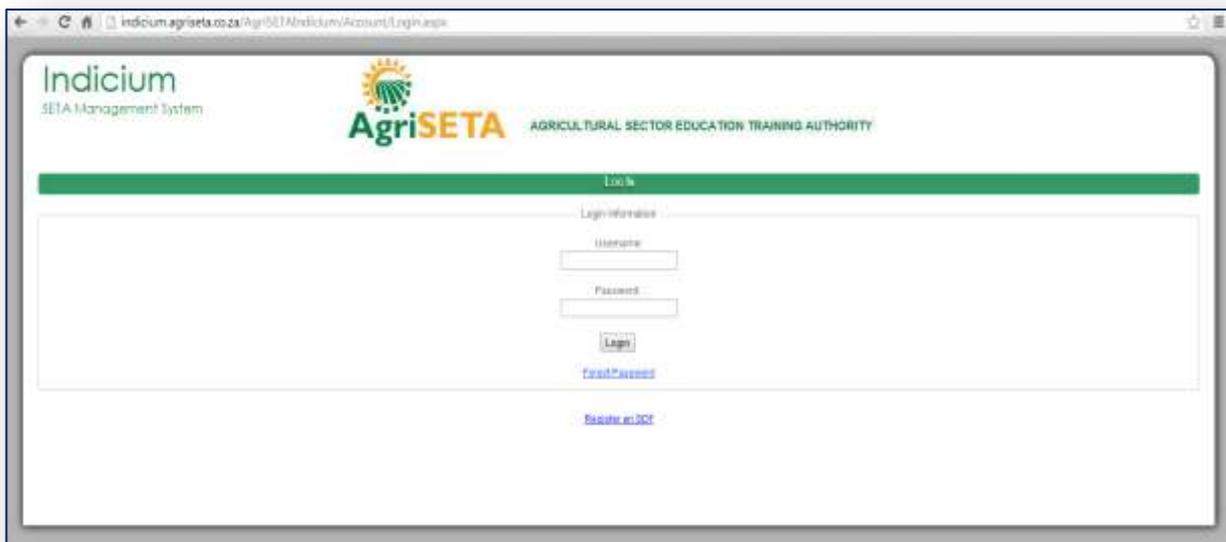
To register as a new SDF click on **Register an SDF** at the bottom.

Confirm by clicking on Register
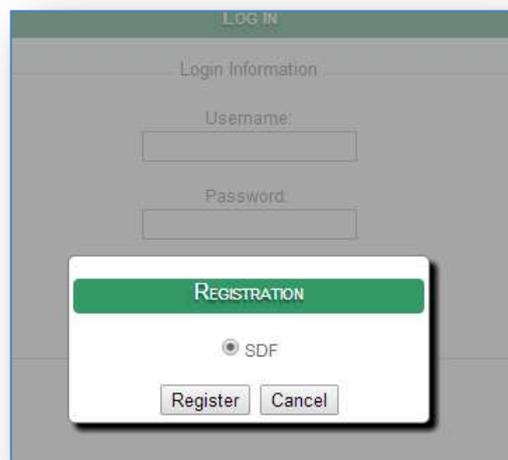
Complete personal details in full:

Remember to press Save & Proceed

Save and Proceed
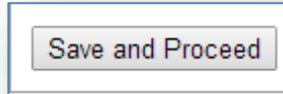
Add organization by clicking on the Magnifying glass

Ensure you have the correct SDL number.

Type in the SDL number, press Search, click on SDL number and press select

You are now required to upload the signed SDF appointment letter.

Click on Choose File. Locate and select the relevant document and upload it.
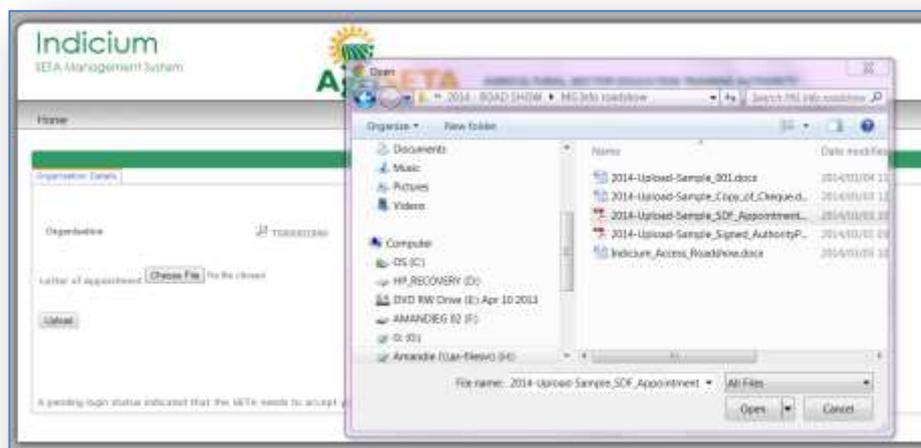
Once document has been added (green), select upload

The organization wil now be listed with the uploaded document.
Press Finalize Application

AgriSETA will be informed of your registration and will activate you shorlty.
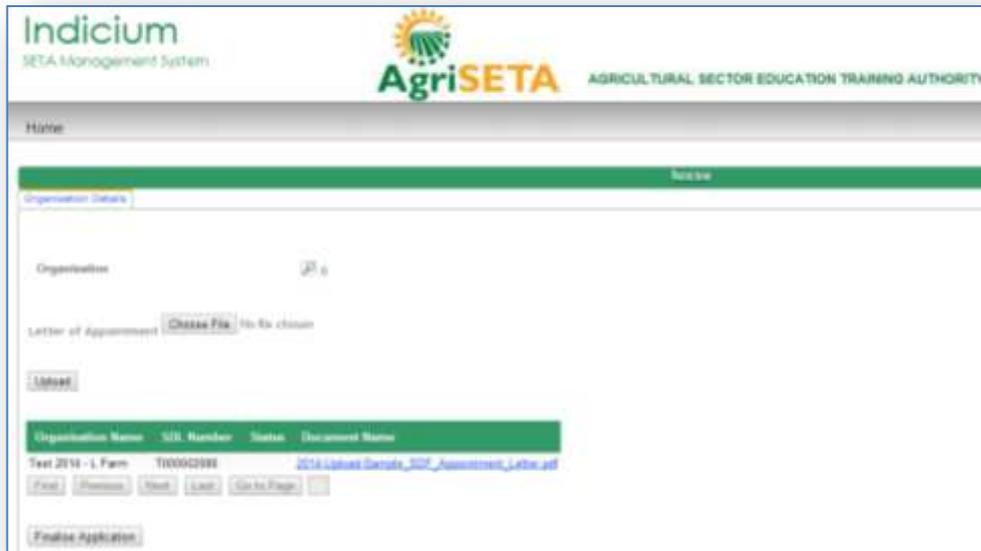
Later if you wish to add more organizations please do so on your SDF Dashboard
At Register Organization

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Go to the following link:

http://indicium.agriseta.co.za/AgriSETAIndicium/Account/Login.aspx
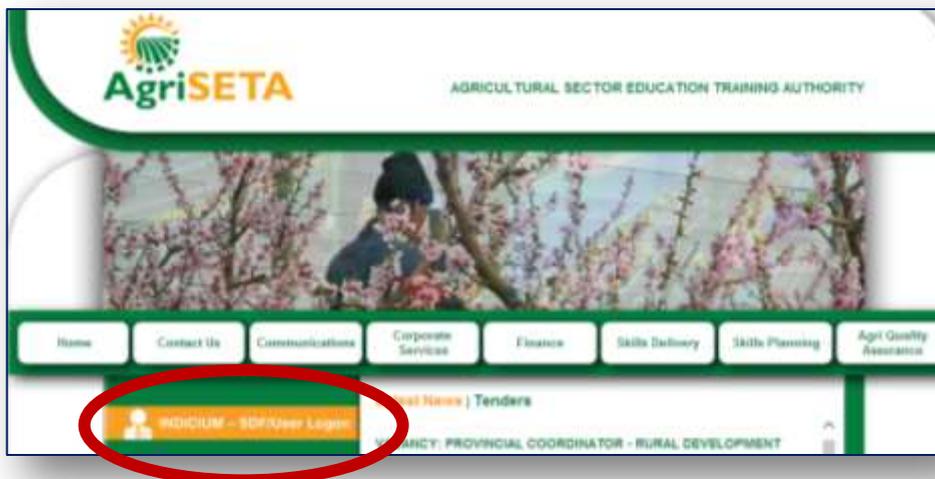
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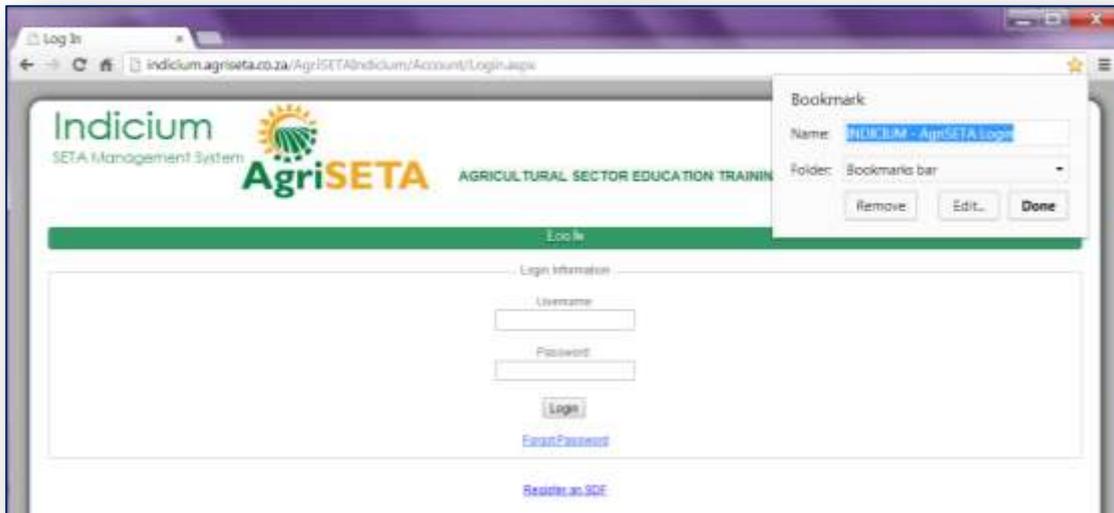
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The system wil open on the Log In screen.
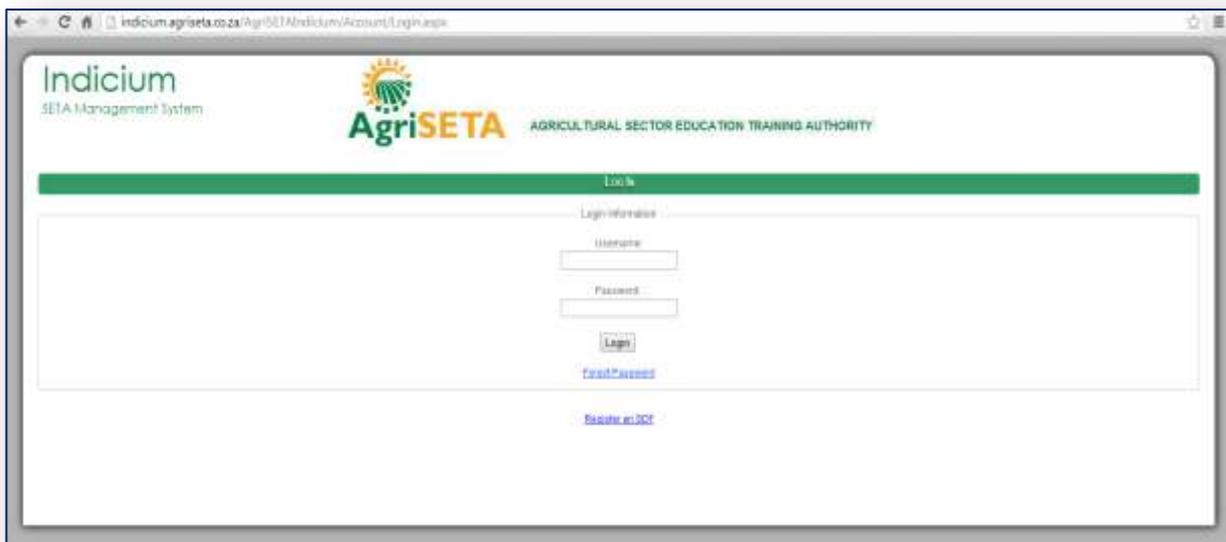
Click on   **Forgot Password**

When accessing Indiciume for the second time and onwards you will use your new username and password untill informed when to change.

LOG IN

Login Information

Username:

Password:

Login

Forgot Password

Register an SDF

The system will direct you to Request Password
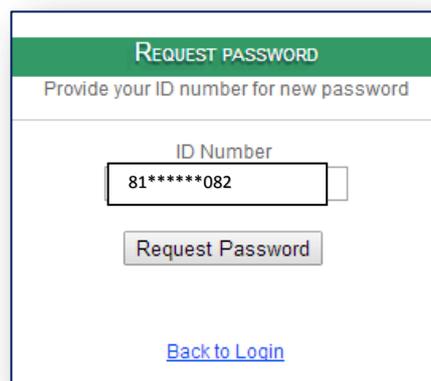
REQUEST PASSWORD

Provide your ID number for new password

ID Number

81******082

Request Password

Back to Login

Enter your ID number and press the   Request Password   button

The system will sent you an e-mail in a few minutes, as per message on the screen.

You will receive an e-mail in your inbox from wspno-reply@agriseta.co.za

The e-mail provide you with a new temporary password

Highlight the password, right click on the mouse and copy the password

Go back to Indicium, enter you ID NUMBER as your username, and right click on password and past the copied password (as per the e-mail)
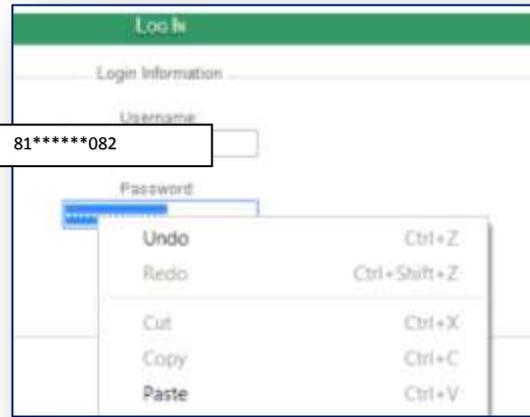
After you have entered the temporary password, click on Login

The system will inform you that your password has expired. You are required to enter a new password.

Create your own new Password, then confirm the new password and click on the Change Password button:

If your password is not correct, the system will inform you.

To go back and create a new password, click on

Then click on Back to Login

Enter your ID number (username) and just quickly copy your temporary password again and past it.
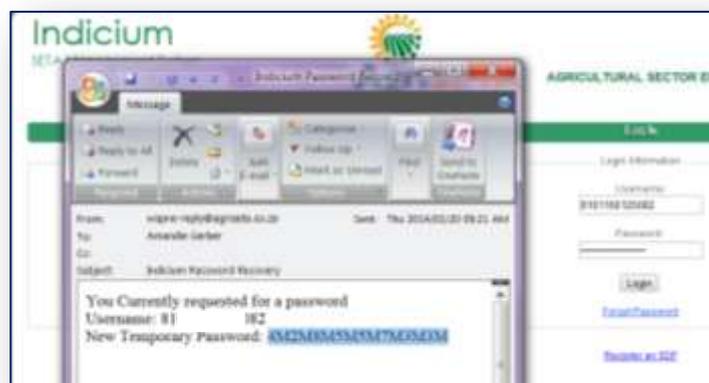
Once you have entered the temporary password again, click on Login

The system will inform you again that your password has expired. You are then required to enter a new password.

Create your own new Password, confirm it and click on the Change Password button:

Notes:

- *Your ID number is your Usernane*
- *They system is case sensative*
- *Password must be more than 8 characters long*

Once you have added a new password the system will confirm your passward has been changed.

Enter your Username (ID Number) and enter your new password

Your SDF Dashboard will open.

For further assistance:

Download the **Indicium user manual** from our website for more information

>>> THE END <<<