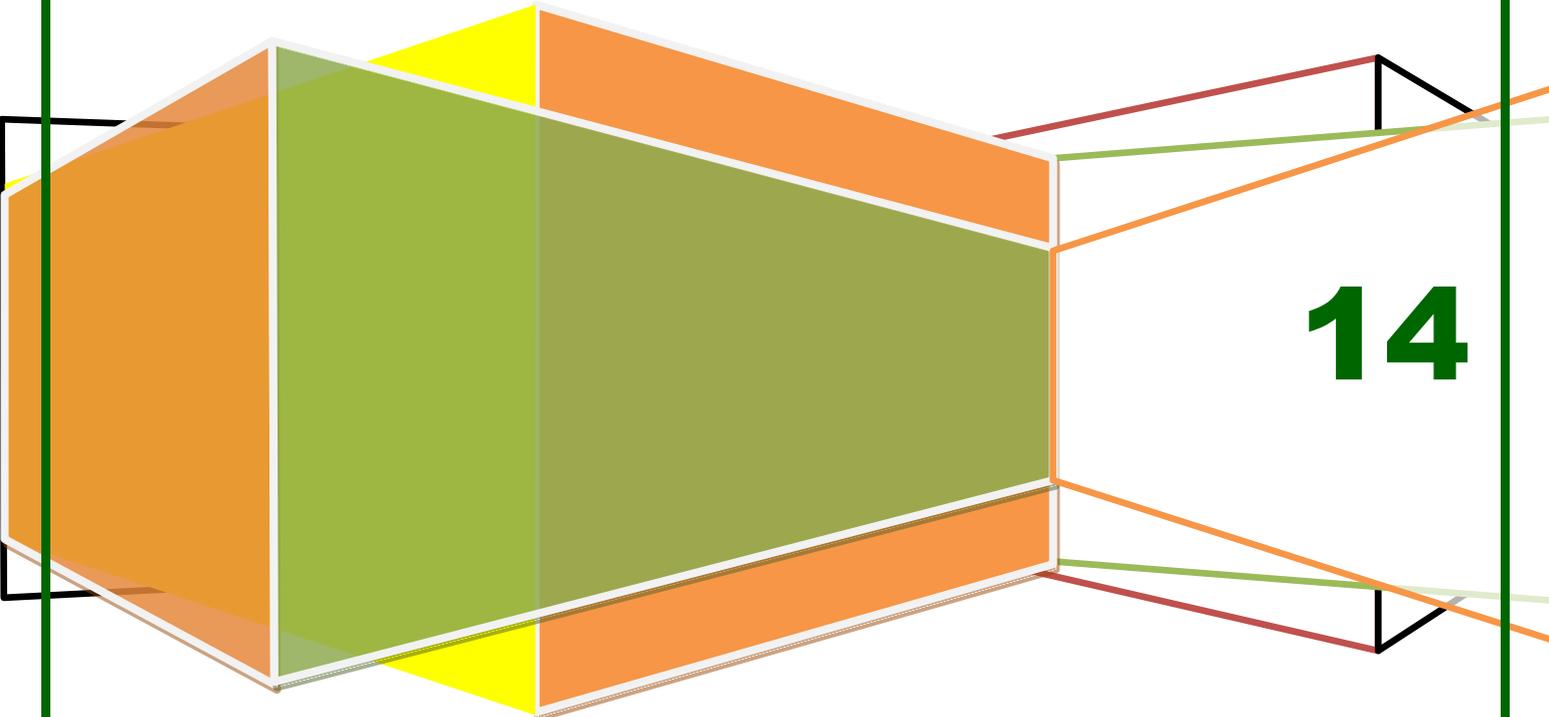




INDICIUM

ACCESS/LOG IN MANUAL FOR NEW SDFs

(For NEW SDFs/First time registration)



14

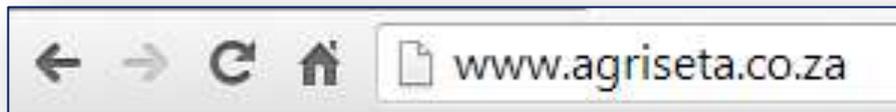
HOW TO ACCESS INDICIUM:

We 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

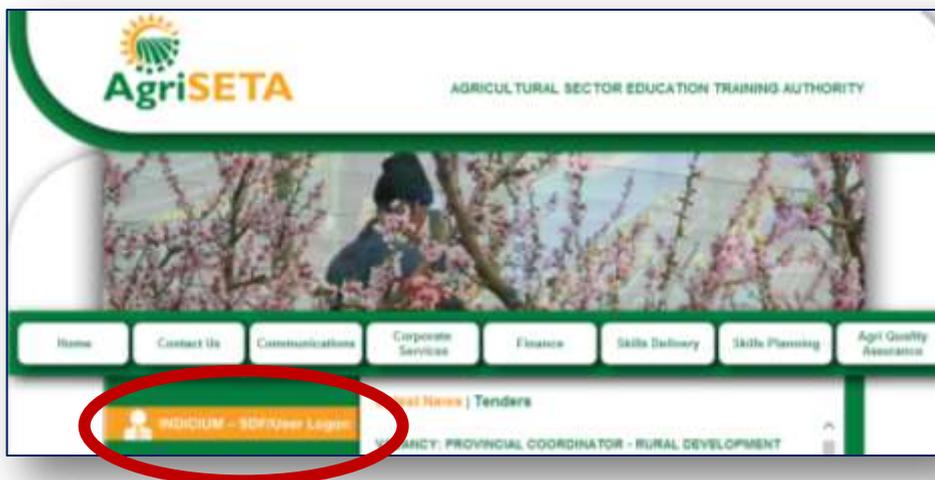
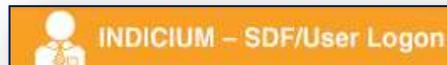
INDICIUM are best viewed/accesable via Google and Google chrome



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



On the home page, click on

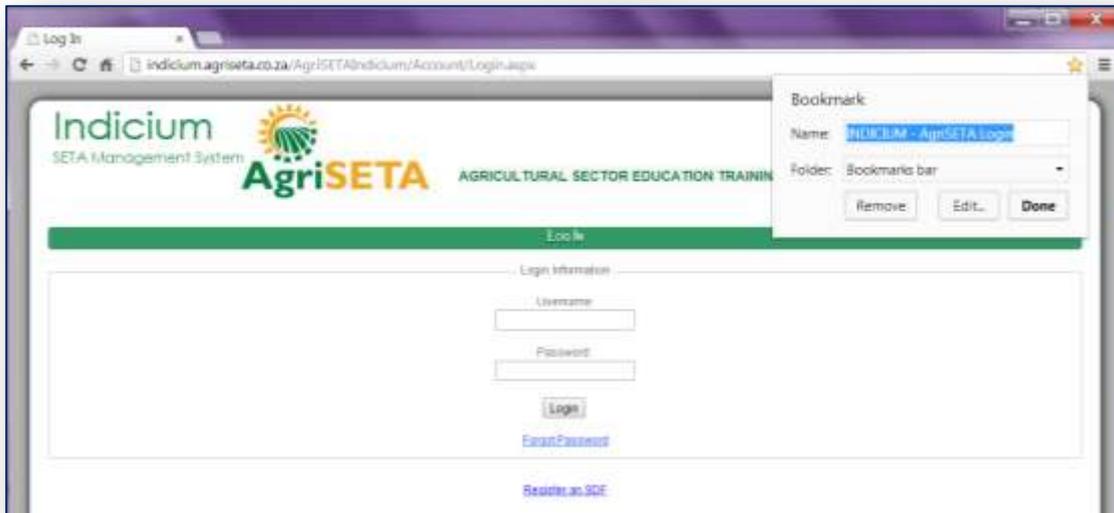


Or

Go to the following link:

<http://indicium.agriseta.co.za/AgriSETAIndicium/Account/Login.aspx>

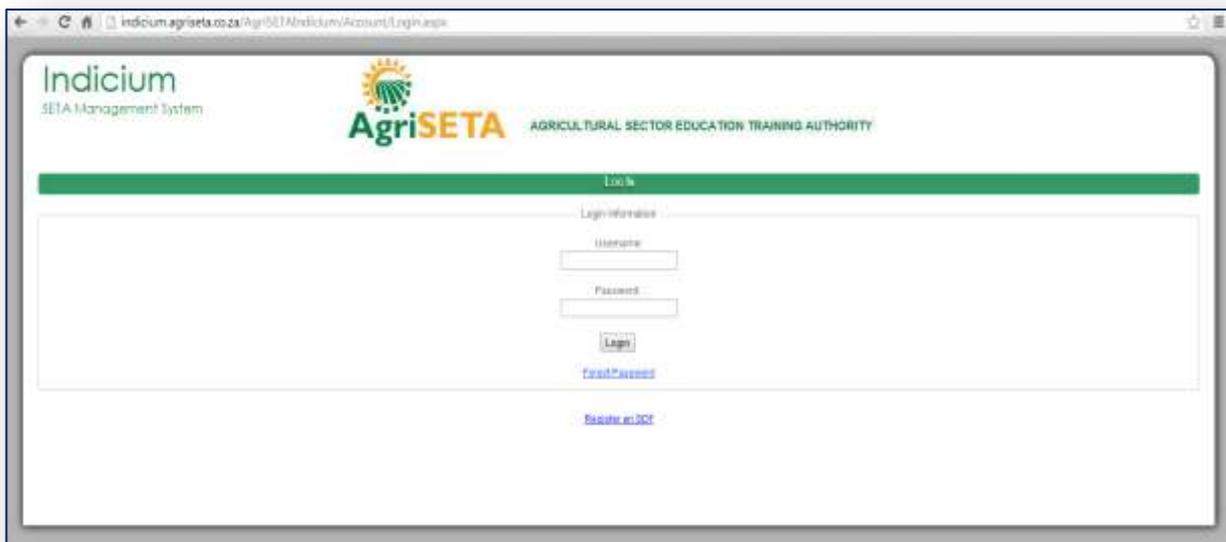
Once the system has opened, click on the star  in the right hand corner and save the link as a bookmark (e.g. **INDICIUM – AgriSETA Login**)



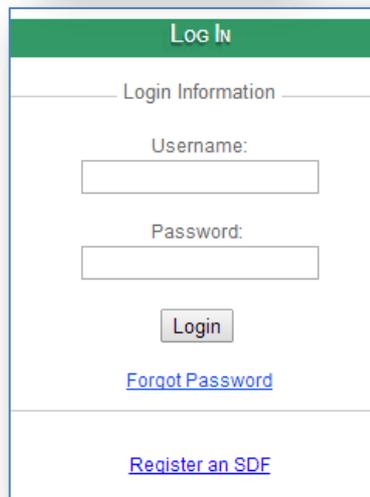
Add it to your bookmark bar. This will give you easy access to Indicium the next time you open Google.



The system will open on the Log In screen.

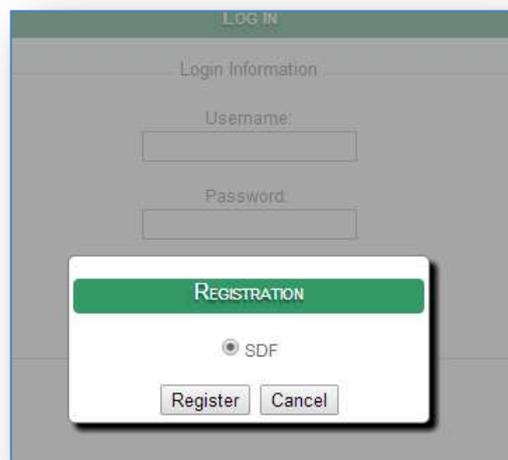


To register as a new SDF click on [Register an SDF](#) at the bottom.



The screenshot shows a 'Log In' form with a green header. Below the header is a section titled 'Login Information' containing two input fields: 'Username:' and 'Password:'. Below these fields is a 'Login' button, a blue link for 'Forgot Password', and a blue link for 'Register an SDF' at the bottom.

Confirm by clicking on Register



The screenshot shows the 'Log In' form with a modal box titled 'REGISTRATION' overlaid on top. The modal box has a green header and contains a radio button selected next to 'SDF'. At the bottom of the modal are two buttons: 'Register' and 'Cancel'.

Complete personal details in full:

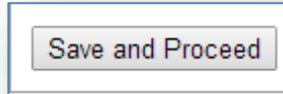
The screenshot shows the 'Applicant Details' form in the Indiciium SETA Management System. The page header includes the Indiciium logo, 'SETA Management System', the AgriSETA logo, and 'AGRICULTURAL SECTOR EDUCATION TRAINING'. A navigation bar contains 'AgriQA', 'Skills', 'Reports', 'Maintenance', 'Help Desk', and 'GRAM'. The form fields are as follows:

ID No.	<input type="text"/>
Alternate ID Type	<input type="text"/>
Title	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Surname	<input type="text"/>
Initials	<input type="text"/>
Date of Birth	<input type="text"/>
Gender	<input type="text"/>
Equity	<input type="text"/>
Disability Status	<input type="text"/>
Home Language	<input type="text"/>
Nationality	<input type="text"/>
Citizen Residential Status	<input type="text"/>
Socio Economic Status	<input type="text"/>

This section of the form contains contact and address information:

Telephone Number	<input type="text"/>
Cell Phone Number	<input type="text"/>
Fax Number	<input type="text"/>
E Mail	<input type="text"/>
Physical Code	<input type="text"/>
Physical Address 1	<input type="text"/>
Physical Address 2	<input type="text"/>
Physical Address 3	<input type="text"/>
Physical Municipality	<input type="text"/>
Physical Urban Rural	<input type="text"/>
Physical Province	<input type="text"/>
Use Physical Address For Postal Address?	<input type="checkbox"/>
Postal Code	<input type="text"/>
Postal Address Line 1	<input type="text"/>
Postal Address Line 2	<input type="text"/>
Postal Address Line 3	<input type="text"/>
Postal Municipality	<input type="text"/>
Postal Urban Rural	<input type="text"/>
Postal Province	<input type="text"/>
Highest Education	<input type="text"/>
Current Occupation	<input type="text"/>
Years In Occupation	<input type="text"/>
Experience	<input type="text"/>

Remember to press Save & Proceed



Add organization by clicking on the Magnifying glass



Ensure you have the correct SDL number.



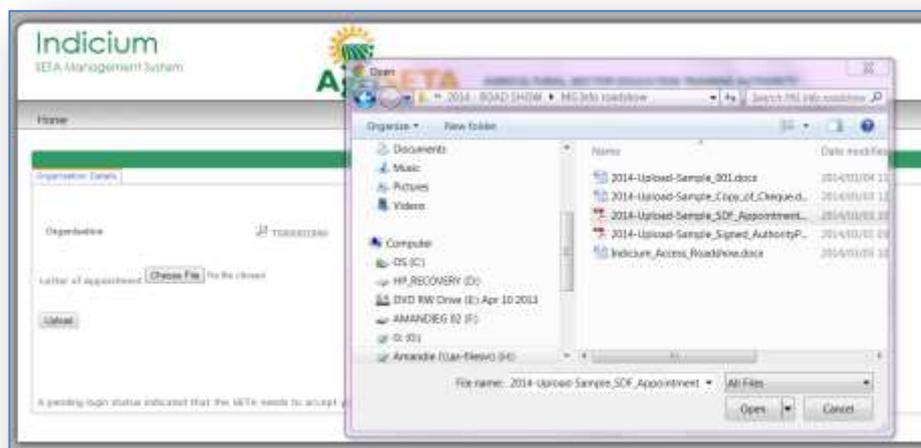
Type in the SDL number, press Search, click on SDL number and press select



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



Click on Choose File. Locate and select the relevant document and upload it.

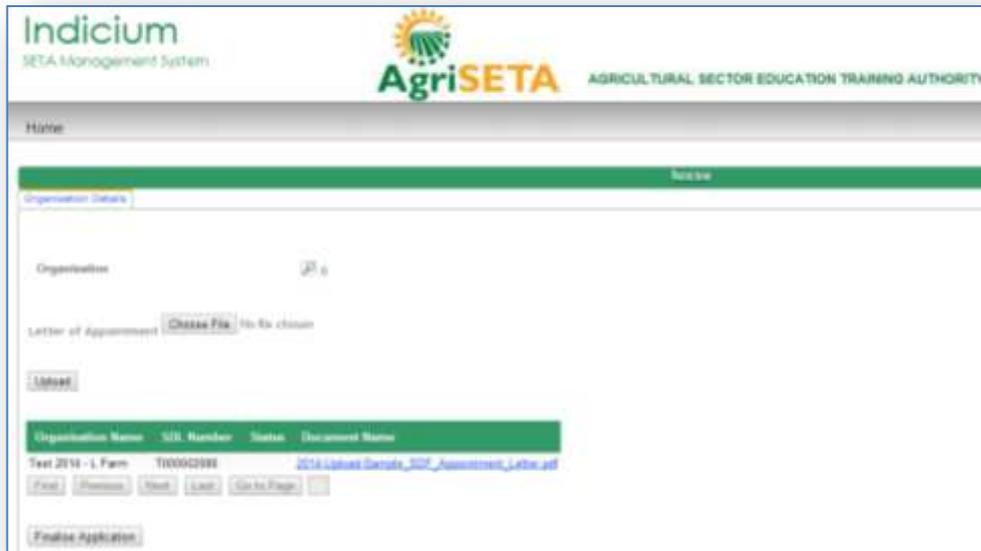


Once document has been added (green), select upload



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

AgriSETA will be informed of your registration and will activate you shortly.



Later if you wish to add more organizations please do so on your SDF Dashboard
At Register Organization



HOW TO ACCES INDICIUM:

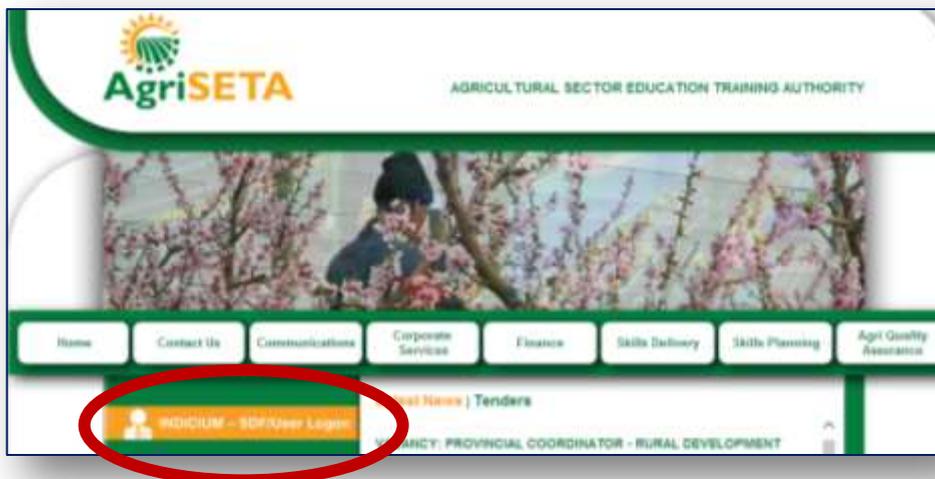
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Go to our website: www.agriseta.co.za



On the home page, click on

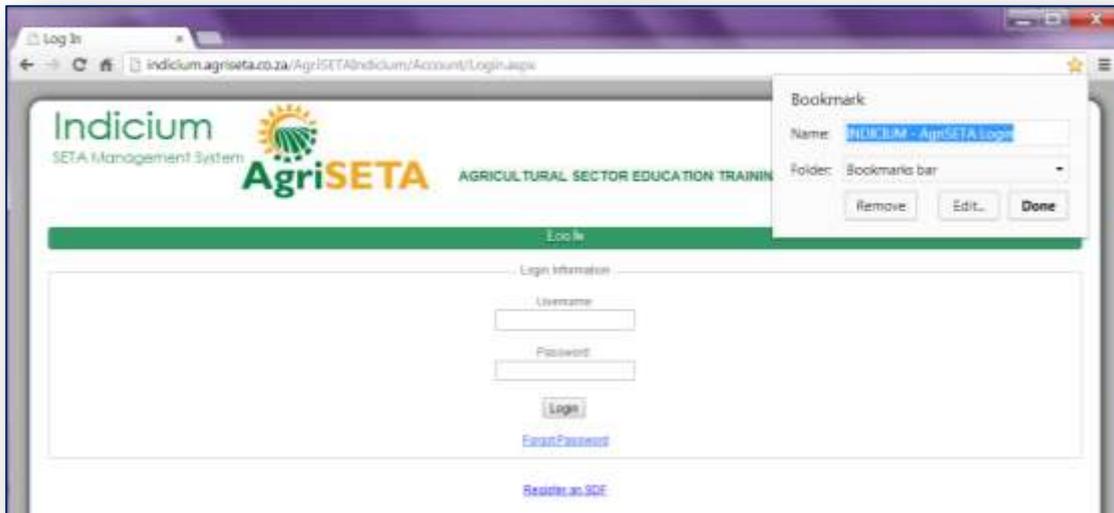


Or

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<http://indicium.agriseta.co.za/AgriSETAIndicium/Account/Login.aspx>

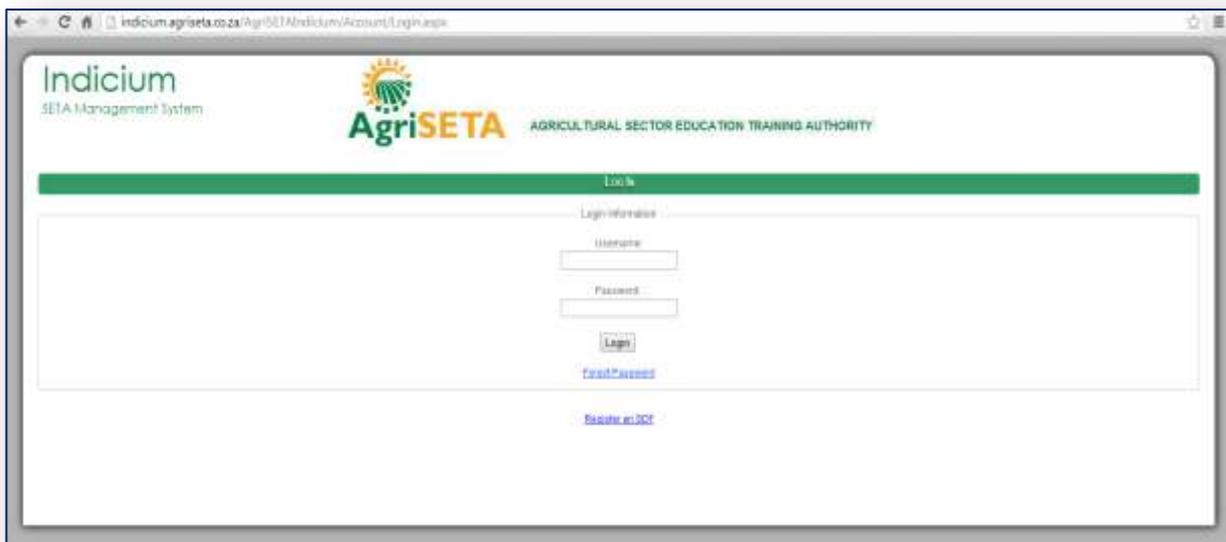
Once the system has opened, click on the star  in the right hand corner and save the link as a bookmark (e.g. **INDICIUM – AgriSETA Login**)



Add it to your bookmark bar. This will give you easy access to IndiciUM the next time you open Google.



The system will open on the Log In screen.

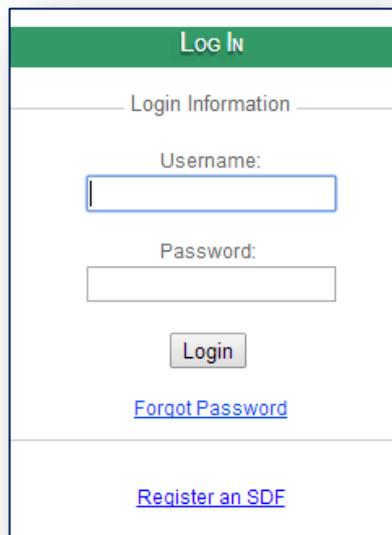


Click on

[Forgot Password](#)

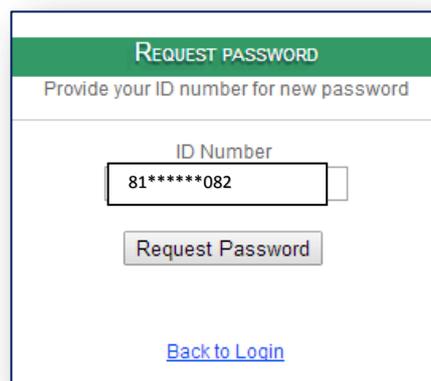
NOTE:
MAKING USE OF THE FORGOT PASSWORD FUNCTION IS ONCE OFF
THIS WILL ONLY BE APPLICABLE AFTER NEW SDF REGISTRATION
OR FIRST TIME LOGGING IN/MAKING USE OF INDICIUM
Oviously this function will also be ablable if you forget your password in the future

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



The screenshot shows a 'Log In' page with a green header. Below the header is a section titled 'Login Information'. It contains two input fields: 'Username:' and 'Password:'. Below these fields is a 'Login' button, a blue link for 'Forgot Password', and a blue link for 'Register an SDF'.

The system will direct you to Request Password



The screenshot shows a 'REQUEST PASSWORD' page with a green header. Below the header is a section titled 'Provide your ID number for new password'. It contains an 'ID Number' input field with the text '81*****082'. Below this field is a 'Request Password' button and a blue link for '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



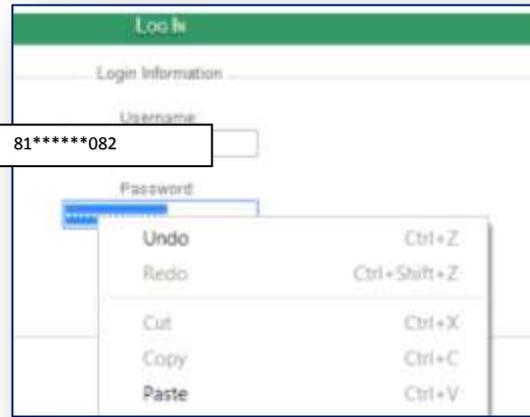
The e-mail provide you with a new temporary password



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:



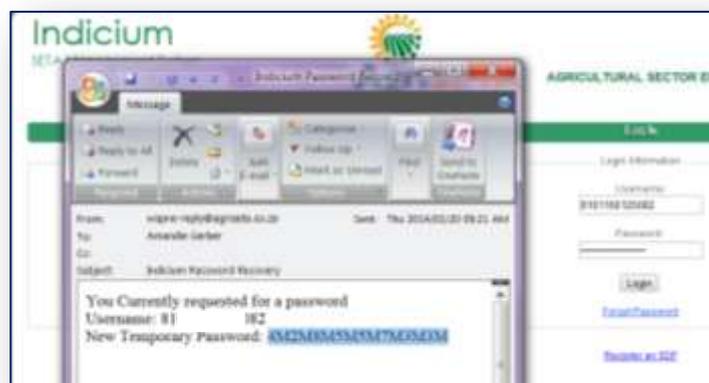
If your password is not correct, the system will inform you.

To go back and create a new password, click on

[Forgot Password](#)

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 Username***
- ***The system is case sensitive***
- ***Password must be more than 8 characters long***

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

Log In

Login Information

Username:

Password:

[Forgot Password](#)

Password Has been Changed

[Register an SDF](#)

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

Log In

Login Information

Username:

Password:

[Forgot Password](#)

[Register an SDF](#)

Your SDF Dashboard will open.

IndiciuM
SETA Management System

AgriSETA AGRICULTURAL SECTOR EDUCATION TRAINING AUTHORITY

Dashboard Skills

SDF Dashboard

SDF Dashboard - TEST TEST 082

Financial Year:

Legal Name	SDF Number	Access Status	Grant Status	Grant Due Date	Action
Testing 2013_Amandla	T000032225	Rejected	Pending	30/06/2013	

For further assistance:

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

>>> THE END <<<