

INDICIUM

ACCESS/LOG IN MANUAL FOR NEW SDFs

(For NEW SDFs/First time registration)



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: <u>www.agriseta.co.za</u>



On the home page, click on

INDICIUM – SDF/User Logon

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Or

Go to the following link:

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

Once the system has opened, click on the star as a bookmark (e.g. INDICIUM – AgriSETA Login)

😒 😑 🛛 in the right hand corner and save the link

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

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The system wil open on the Log In screen.

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To register as a new SDF click on	Register an SDF at the bottom	
	Log In	
	Login Information	
	Username:	
	Password:	
	Login	
	Forgot Password	
	Register an SDF	

Confirm by clicking on Register

Login Informat		
REGISTRATIO	N	
• SDF		
Register Ca	ncel	

Complete personal details in full:

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Ensure you have the correct SDL number.

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

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

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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.

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

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

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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 th	ne Request Password button

Request Accesses	
Provide your ID number for new password	
ID Number 8101160125082	
email has been sent with your new password. Please note the email may take several minutes to receive. Please also remember to check your email bi	ocking and spam settings if applicable

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

🖻 Inbox	
⊠_ ! □ Ø From	Subject
Date: Today	
🖂 wspno-reply@agriseta.co.za	Indicium Password Recovery

The e-mail provide you with a new temporary password

From:	wspno-reply@agriseta.co.za	
To:	Amandie Gerber	
Cc:		
Subject:	Indicium Password Recovery	
You Co Userna New T	urrently requested for a password me: 81 5082 emporary Password: 1E4E0E4E5E3E6E6E	

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

Ta: Cc	Amandie Gerber	
Subject:	Indicium Password Recovery	
You Ci Userna New Ti	urrently requested for a password me: 81 5082 emporary Password: TE4E0E4E5E3E6E6	Copy Who bs. Synonyms • Translate •

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)

	Loo N	
	Login Information	
	Username	
*****	082	
	Paseword	
	-	
	Undo	Ctrl+Z
	Redo	Ctrl+Shift+Z
	Cut	Ctri+X
	Copy	Ctrl+C
	Paste	Ctrl+V

After you have entered the temporary password, click on Login

Login Info	ormation
Usern	iame:
81*****0	82
Passv	word:
Log	jin
Forgot Pa	assword

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

Your Pass	word has expired please enter new password
	New Password
	Confirm Password:
	Change Password

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

our P	assword has expired please enter new pa	ssword
	New Password:	
	Confirm Password:	
	Change Password	
	Back to Login	

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

	Log IN
	Login Information
	Username:
	81*****082
	Password:
	Login
	Forgot Password
Password r	nust be more than 8 characters. Please try again
	Register an SDF

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

Log In
Login Information
Usemame:
81*****082
Password:
Login
Forgot Password
Register an SDF

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

ır Pasi	sword has expired please enter new passw
	New Password:
	Confirm Password:
	Change Password
	Back to Login

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

	CHANGE PASSWORD
Your Pa	ssword has expired please enter new password
	New Password:
	Confirm Password:
	Change Password

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.

Log In
Login Information
Username:
81*****082
Password:
Login
Forgot Password
Password Has been Changed
Register an SDF

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

Log In
Login Information
Username:
040400405000
81*****082
Password:
•••••
Login Forgot Password
Register an SDF

Your SDF Dashboard will open.

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For further assistance:

Download the Indicium user manual from our website for more information

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