



USER MANUAL

System:

WCED Online Markers System

Lesson:

Registration and Login

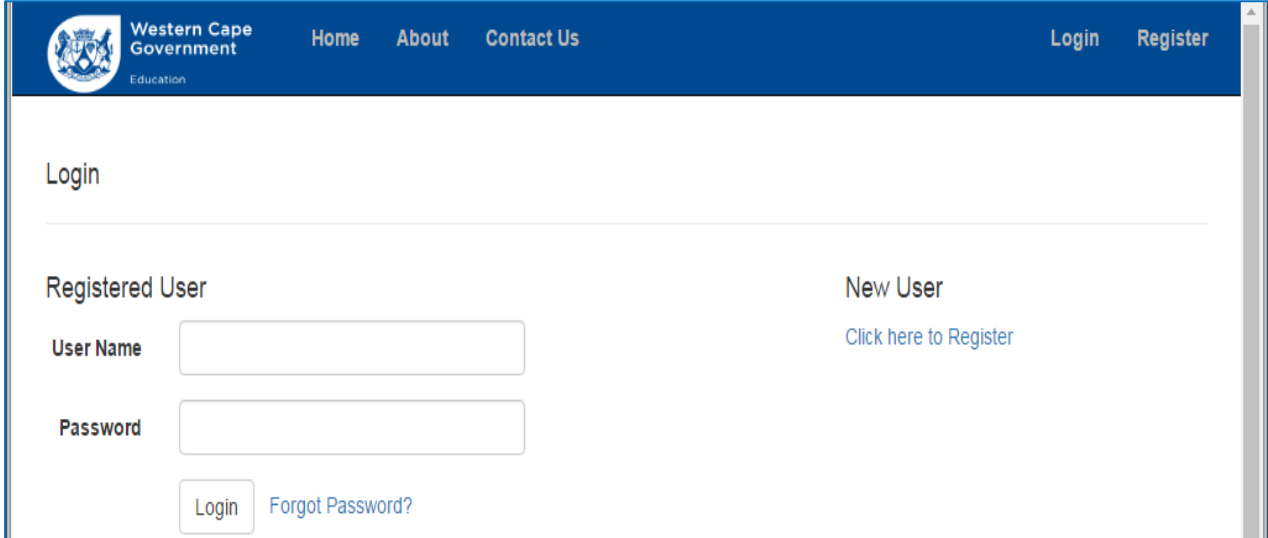
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Section 1: Overview of the Registration/Login Page

- **Home Page**
- User clicks on the Markers System shortcut or link on computer to access the Markers System.

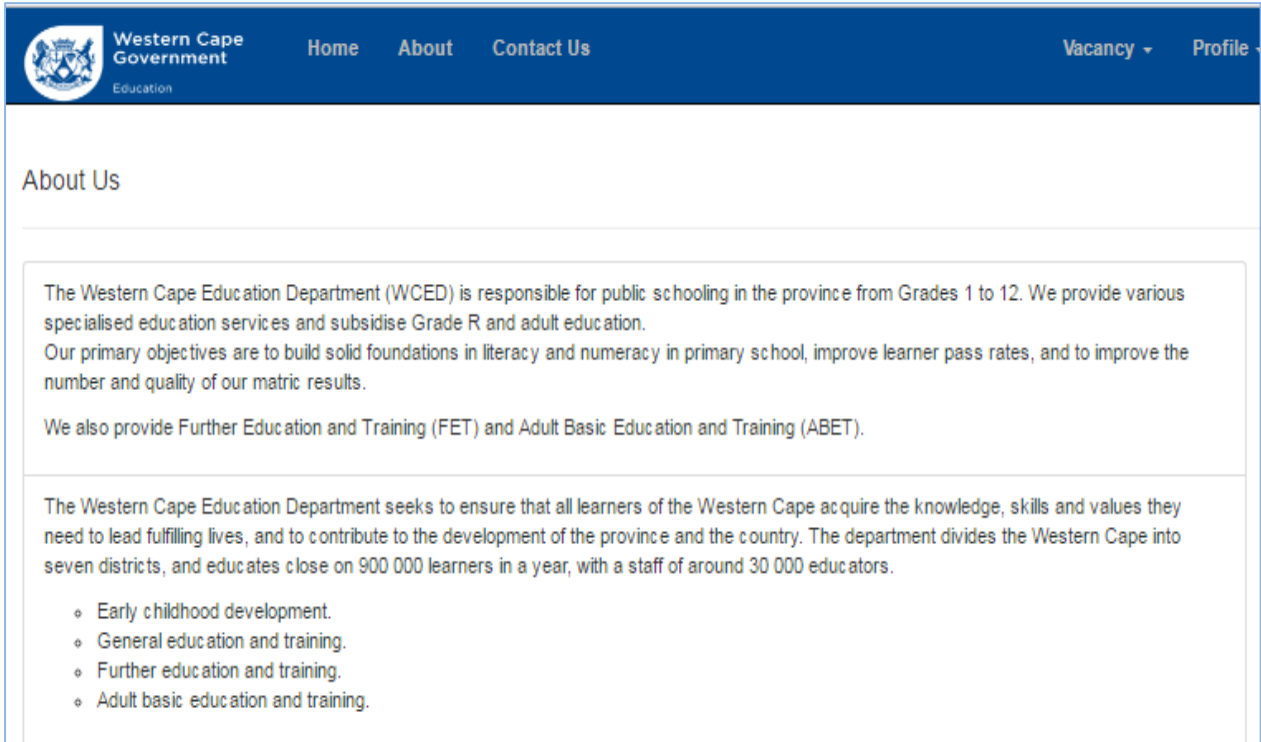
The registration/login page is displayed.



The screenshot shows the login page for the Western Cape Government Education. The header is dark blue with the Western Cape Government logo and 'Education' on the left, and navigation links 'Home', 'About', 'Contact Us', 'Login', and 'Register' on the right. The main content area is white and contains a 'Login' heading, a horizontal line, and two columns: 'Registered User' with input fields for 'User Name' and 'Password', and 'New User' with a 'Click here to Register' link. Below the input fields are 'Login' and 'Forgot Password?' buttons.

- **About Page**

1. Click on **“About”** on the menu bar to access the **“About Us”** page.



The screenshot shows the 'About Us' page for the Western Cape Government Education. The header is dark blue with the Western Cape Government logo and 'Education' on the left, and navigation links 'Home', 'About', 'Contact Us', 'Vacancy', and 'Profile' on the right. The main content area is white and contains the heading 'About Us', followed by two paragraphs of text and a bulleted list of services.

The Western Cape Education Department (WCED) is responsible for public schooling in the province from Grades 1 to 12. We provide various specialised education services and subsidise Grade R and adult education. Our primary objectives are to build solid foundations in literacy and numeracy in primary school, improve learner pass rates, and to improve the number and quality of our matric results.

We also provide Further Education and Training (FET) and Adult Basic Education and Training (ABET).

The Western Cape Education Department seeks to ensure that all learners of the Western Cape acquire the knowledge, skills and values they need to lead fulfilling lives, and to contribute to the development of the province and the country. The department divides the Western Cape into seven districts, and educates close on 900 000 learners in a year, with a staff of around 30 000 educators.

- Early childhood development.
- General education and training.
- Further education and training.
- Adult basic education and training.

- **Contact Us Page**

1. Click on **“Contact Us”** on the menu bar to access the **“Contact Details”** page.
2. Click on the email address hyperlink to send queries for any marking related queries or issues.

The screenshot shows the top navigation bar of the Western Cape Government Education website. The header includes the Western Cape Government logo and the word 'Education'. The navigation menu contains links for Home, About, Contact Us, Vacancy, Profile, and Help. The main content area is titled 'Contact Details' and provides the following information:

Grand Central Towers, Lower Parliament St
Cape Town, 8001
P: +27 21 - 467 2992
+27 21 - 467 2964
+27 21 - 467 2009

Query: exam.marking@westerncape.gov.za

Section 2: How to Register as a New User

- **Registration**
- New users must click on the “**Click here to Register**” hyperlink to register as a user. This option can also be accessed by selecting by clicking on the “**Register**” menu bar option.

The screenshot shows the top navigation bar of the Western Cape Government Education website. The header includes the Western Cape Government logo and the word 'Education'. The navigation menu contains links for Home, About, Contact Us, Login, and Register. The main content area is titled 'Login' and contains the following information:

Registered User

User Name

Password

New User
[Click here to Register](#)

- The “**New User Registration**” page will be displayed. Complete the required registration fields.

Note the following:

- Save the username and password somewhere for easy retrieval at a later stage
- Supply a valid email address to be used for password retrieval or automated emails
- Supply either a valid South African ID number (if an SA citizen) or Passport Number
- The Persal number is mandatory
- NOTE: Error message will be displayed in red text. See the screenshot below.

New User Registration

Note: Either ID Number or Passport Number will be used to fetch your details from our database if exist. This might take a while, wait until success or failure message appears.
Please verify/complete your profile after registration is completed.

User Name	<input type="text" value="DEMO_USER_1001"/>	Email Address	<input type="text"/>
			Please provide email address
Password	<input type="password"/>	Confirm Password	<input type="password"/>
	Please provide password		
SA ID Number	<input type="text" value="7102025250079"/>	Passport Number	<input type="text"/>
	SA ID Number already exist		
Persal Number	<input type="text" value="88776655"/>		
	Persal Number already exist.		
Security Question	<input type="text" value="-- Select --"/>	Security Question Answer	<input type="text"/>
			Please provide security question answer

- Click on the **“Register”** button to complete the registration process.

Persal Number	<input type="text" value="88776655"/>		
	Persal Number already exist.		
Security Question	<input type="text" value="-- Select --"/>	Security Question Answer	<input type="text"/>
			Please provide security question answer

- The system will display a message pop-up on the registration page to show that the registration has been completed successfully. This concludes the registration process. The user can proceed to Section 3 (how to login on the system).

User registration completed successfully! Please login and update your profile details. ✕

- **Historical Data**

- In the case where a newly registered user have been appointed previously the system will attempt to find the Educator’s historical data and inform the user that:
 - Registration successful and historical data found. User must login and verify historical data.
 - Registration successful and no historical data found. User may login and capture all data.

Section 3: How to Login on the System

- Registered users click on the “Login” menu bar option or type in the required login information if the system is already on the login/registration page in order to login to the system.

Western Cape Government
Education

Home About Contact Us

Login Register

New User Registration

Note: Either ID Number or Passport Number will be used to fetch your details from our database if exist. This might take a while, wait until success or failure message appears.
Please verify/complete your profile after registration is completed.

User Name	<input type="text"/>	Email Address	<input type="text"/>
Password	<input type="text"/>	Confirm Password	<input type="text"/>
SA ID Number	<input type="text"/>	Passport Number	<input type="text"/>
Persal Number	<input type="text"/>		
Security Question	<input type="text" value="-- Select --"/>	Security Question Answer	<input type="text"/>

Register

- The user must provide the correct “User Name” and “Password”.

Login

Registered User

User Name

Password

Login [Forgot Password?](#)

New User
[Click here to Register](#)

- Click on the “Login” button once the required fields have been completed

Login

Registered User

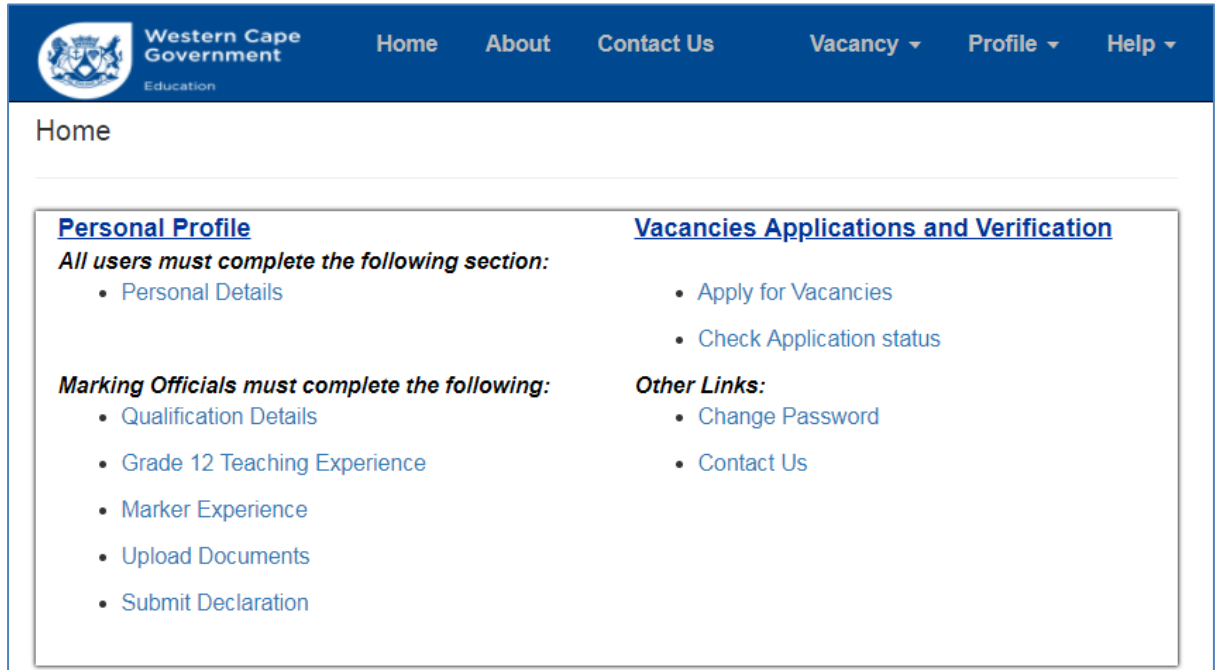
User Name

Password

Login [Forgot Password?](#)

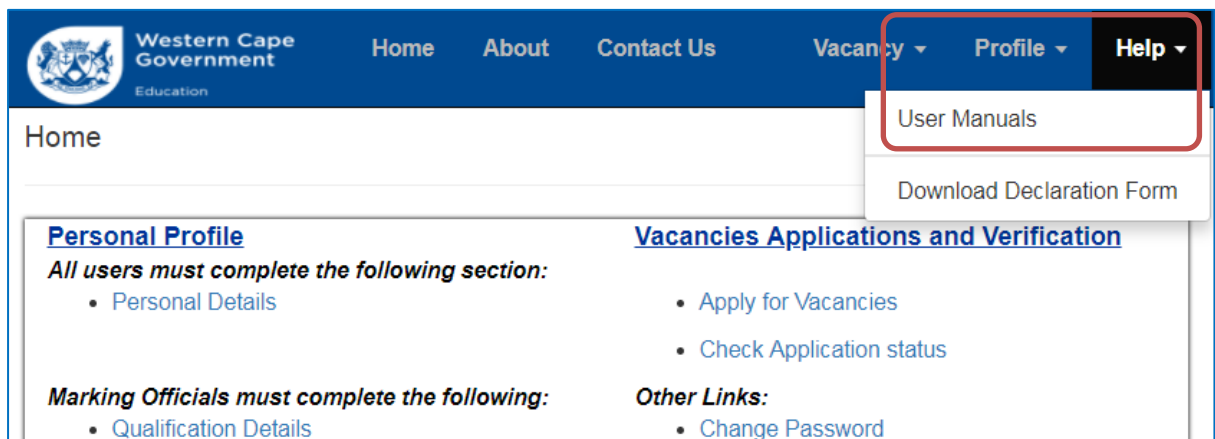
New User
[Click here to Register](#)

- The Markers System home page is displayed upon successful login

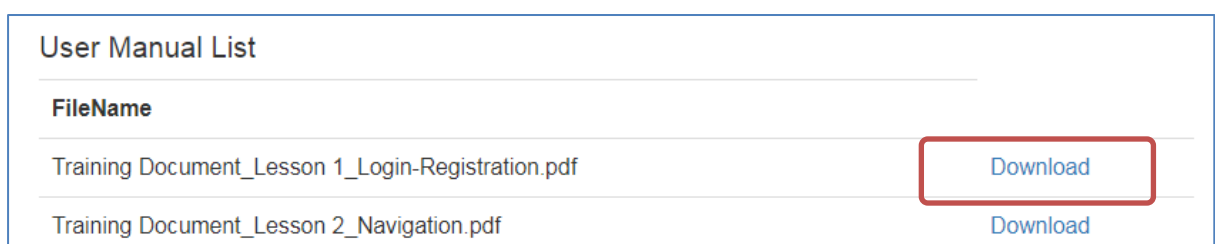


Section 4: How to access the User Manuals

- Once the user has logged in the user manual can be obtained by clicking on the “**Help**” menu bar option and selecting the “**User Manuals**” dropdown option.



- The user manuals will be displayed. Click on the “**Download**” hyperlink to download the user manual.



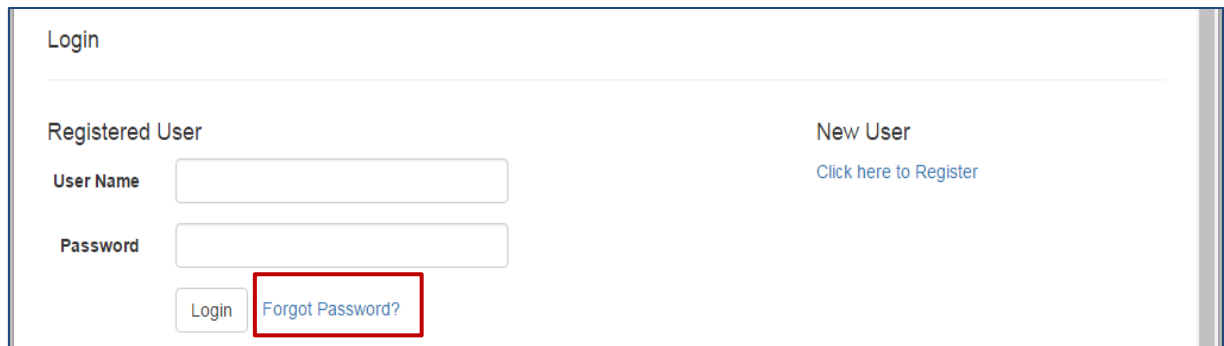
Section 5: Retrieving and Changing the Password

Two options are provided for password maintenance:

- (1) Retrieve a forgotten password
- (2) Change a password

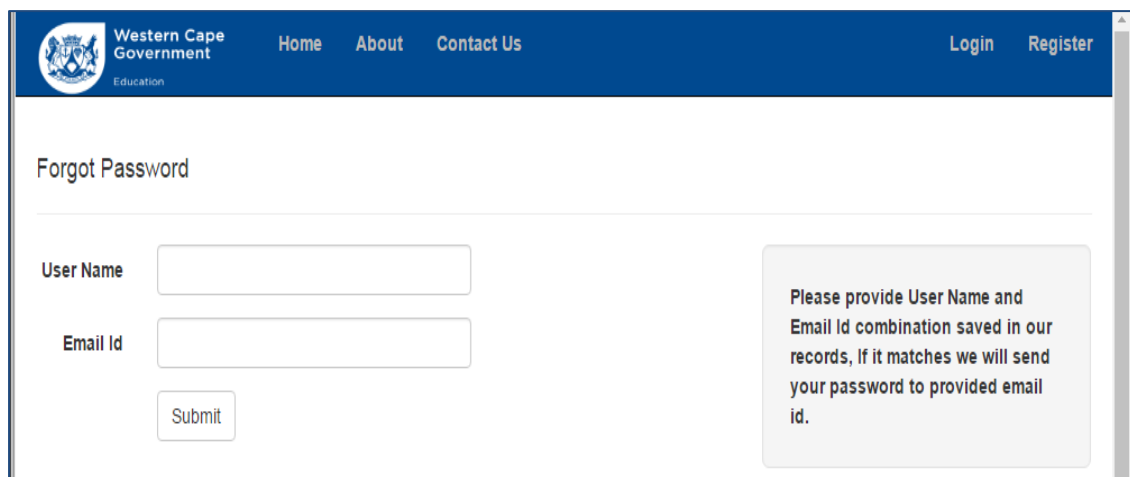
- **How to Retrieve Your Password**

- Click on the **“Forgot Password?”** hyperlink on the Login/Registration page



The screenshot shows a login form titled "Login". It has two columns: "Registered User" and "New User". Under "Registered User", there are input fields for "User Name" and "Password", and buttons for "Login" and "Forgot Password?". The "Forgot Password?" button is highlighted with a red box. Under "New User", there is a link "Click here to Register".

- Complete the required details on the **“Forgot Password”** page. Note that this must be the same Username and Email Address that was captured during the registration process.
- Click on the **“Submit”** button to complete the password retrieval request. If the incorrect details are supplied the user must correct the details.

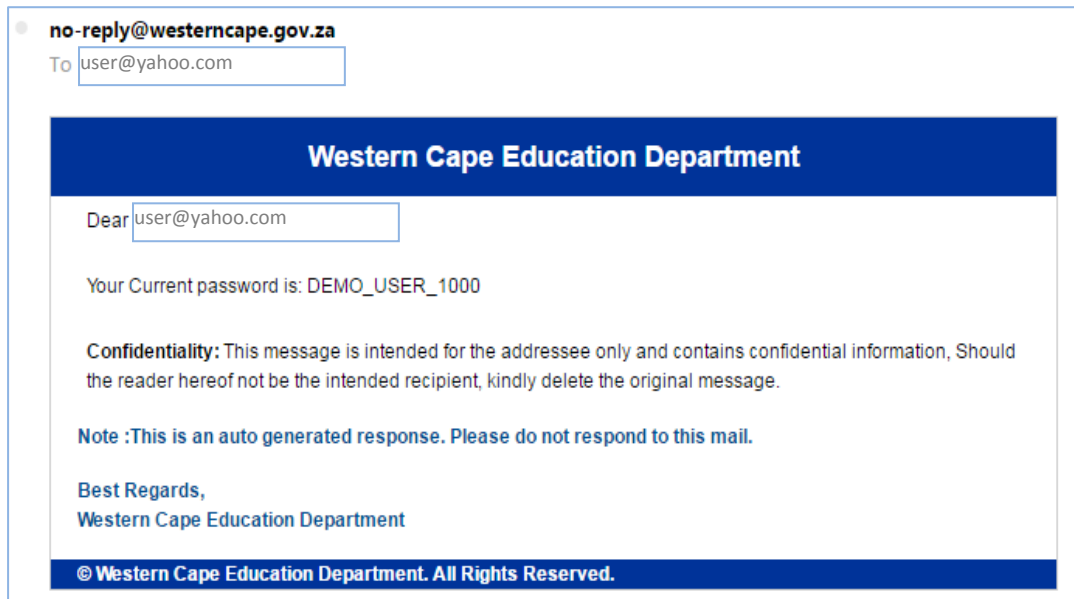


The screenshot shows the "Forgot Password" page. It has a header with the Western Cape Government logo and navigation links: Home, About, Contact Us, Login, Register. The main content area has input fields for "User Name" and "Email Id", and a "Submit" button. A message box on the right says: "Please provide User Name and Email Id combination saved in our records, If it matches we will send your password to provided email id."

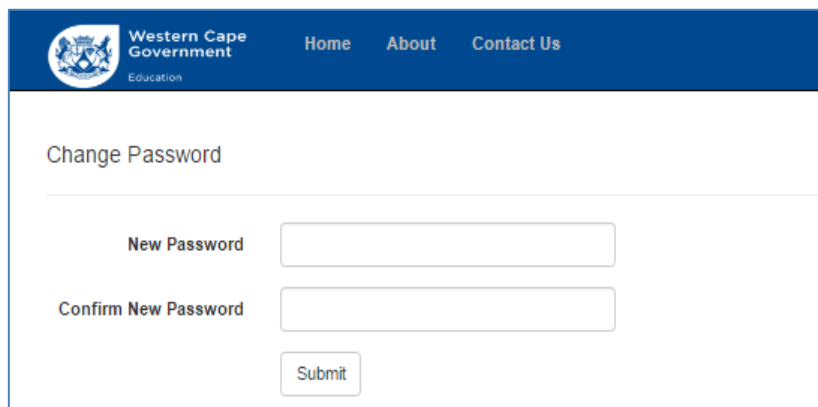
- The system displays a message that the password has been sent to the user's email address

An email with your current password has been sent to you. X

- The system sends a message to the user’s email address with the password. See sample email for password retrieval below.



- **How to Change Your Password**
- Registered users click on the **“Change Password”** hyperlink on the login/registration page or select **“Change Password”** from the **“profile”** menu bar option.
- User must enter a new password in the **“New Password”** and **“Confirm New Password”** fields.
- Click on the **“Submit”** button to finalise the password change.



- The system displays a password updated successfully message on the screen.

