



Health and Welfare Sector
Education and Training Authority

HWSETA

ETQA

**UPDATE PERSONAL DATA:
ASSESSOR/ MODERATOR
PROFILES**

Creating a Transaction

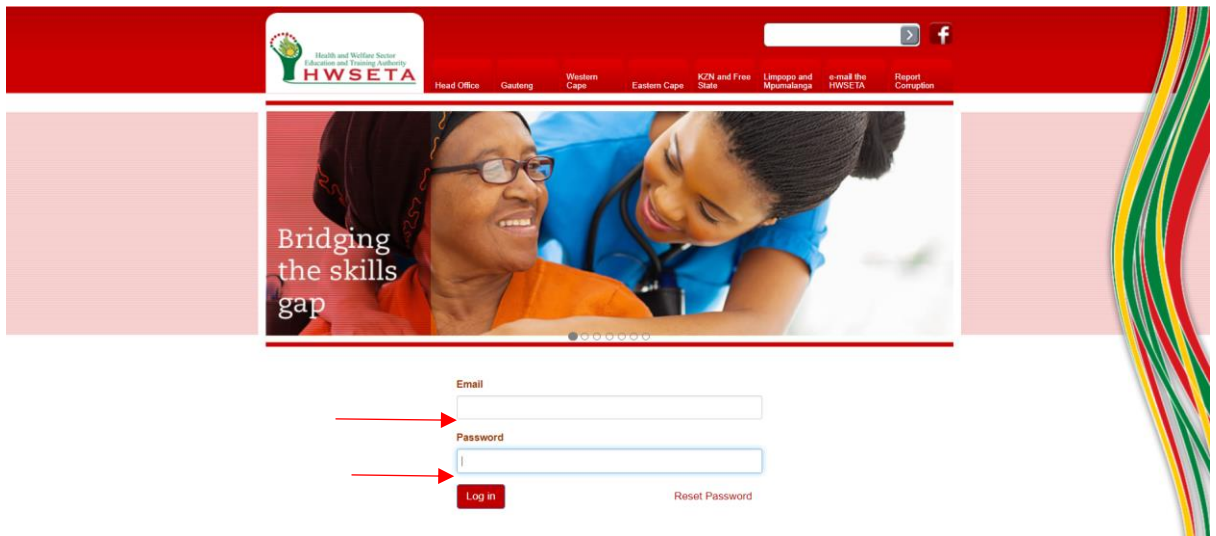
Version 1.0

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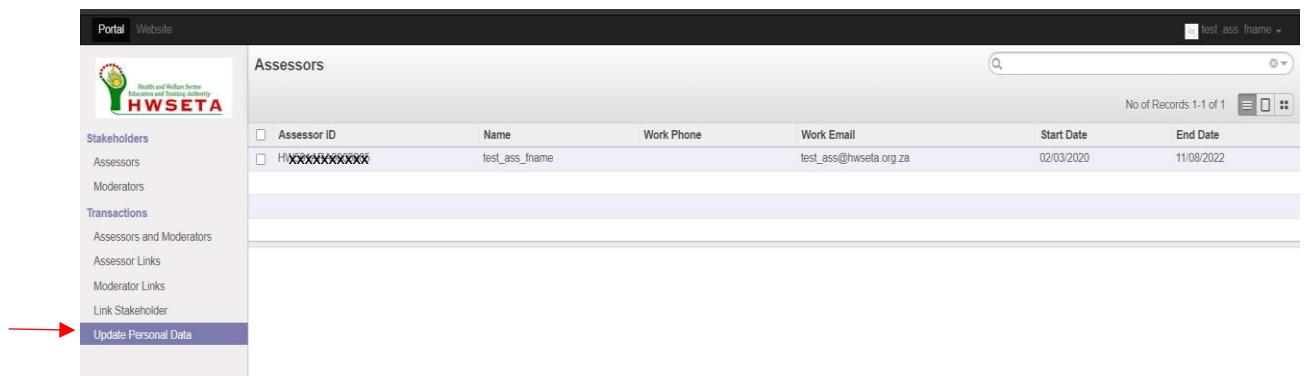
1. How to Login

- a. Navigate to: “<https://portal.hwseta.org.za/web/login>”
- b. Enter Email and Password and click “Log in”.

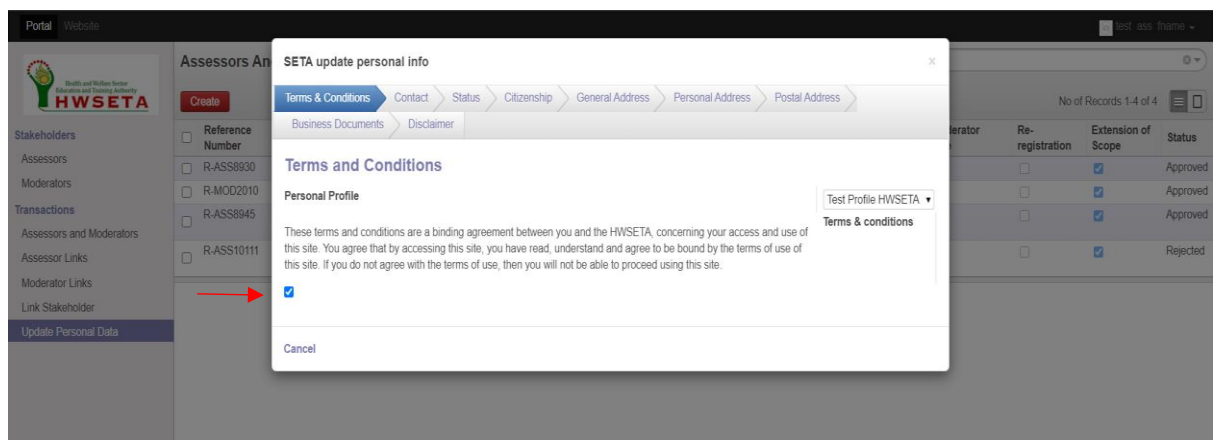


2. Creating an Update Personal Data Transaction

- a. Click on Update personal Data



- b. Accept the terms and condition



c. Click on contact and enter updated details.

The screenshot shows the 'SETA update personal info' form with the 'Contact' tab selected. The form contains the following fields:

Title	Mr
Initials	TT
First Name	Test Transaction
Last Name	Surname
Highest Education	Diploma
Job Title	Administrator
Current Occupation	Admin
Years in Occupation	5
Department	CS Test
Manager	Test Mayor
Home Number	0116076900
Cell Phone Number	0801234567
Office Number	0116076900
Work Phone	0116076900
Fax Number	0116076900

d. Click on Status and enter details.

The screenshot shows the 'SETA update personal info' form with the 'Status' tab selected. The form contains the following fields:

Marital Status	Single
Disability Status	No
Disability	None
Socio Economic Status	Employed
Equity	Black African

e. Click on Citizenship and enter details.

The screenshot shows the 'SETA update personal info' form with the 'Citizenship' tab selected. The form contains the following fields:

Citizen Status	SA - South Africa
Country of Nationality	South Africa
R.S.A Identification No.	XXXXXXXXXX
ID Document	example PNG
Birth Date	14/11/1990
Gender	Female
Language	Ishivenda

f. Click on General Address and enter the address.

The screenshot shows a web application interface with a sidebar on the left containing navigation options like 'Stakeholders', 'Assessors', and 'Update Personal Data'. A modal dialog titled 'SETA update personal info' is open, with a breadcrumb trail: 'Terms & Conditions > Contact > Status > Citizenship > General Address > Personal Address > Postal Address'. The 'General Address' tab is selected. The form contains the following fields:

- Address Line 1: Enter your address
- Address Line 2: Enter your address
- Address Line 3: Enter your address
- Suburb: select suburb
- City: select city
- Municipality: select municipality
- Province: Gauteng
- Postal Code: 000000
- Country: South Africa

A 'Cancel' button is located at the bottom left of the dialog.

g. Click on Personal Address and enter address.

The screenshot shows the same web application interface. The modal dialog is now on the 'Personal Address' tab. The breadcrumb trail is: 'Terms & Conditions > Contact > Status > Citizenship > General Address > Personal Address > Postal Address'. The form contains the following fields:

- Address Line 1: Enter your address
- Address Line 2: Enter your address
- Address Line 3: Johannesburg
- Suburb: Select suburb
- City: Select city
- Municipality: Select municipality
- Province: Gauteng
- Postal Code: 00000
- Country: South Africa

A 'Cancel' button is located at the bottom left of the dialog.

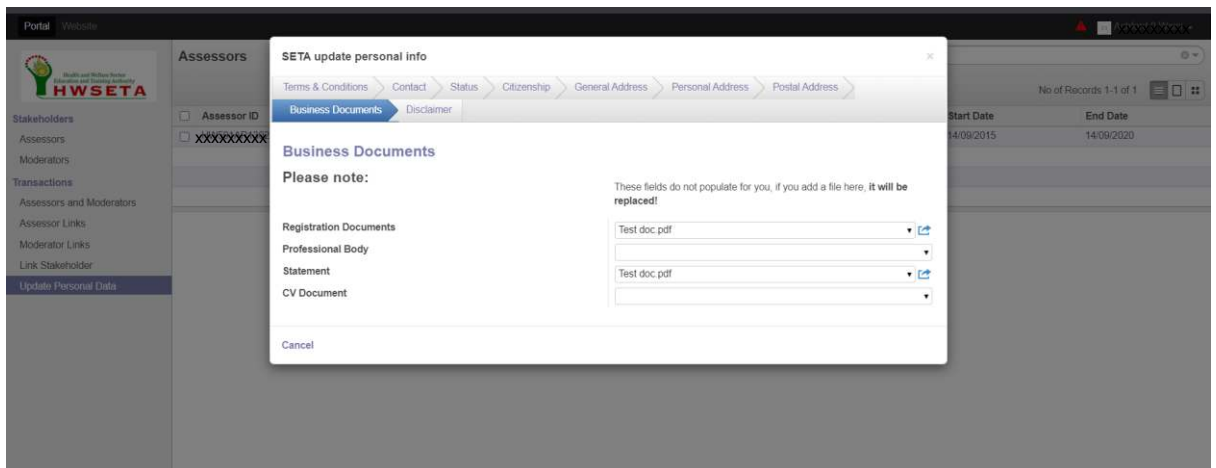
h. Click on postal address and enter address.

The screenshot shows the same web application interface. The modal dialog is now on the 'Postal Address' tab. The breadcrumb trail is: 'Terms & Conditions > Contact > Status > Citizenship > General Address > Personal Address > Postal Address'. The form contains the following fields:

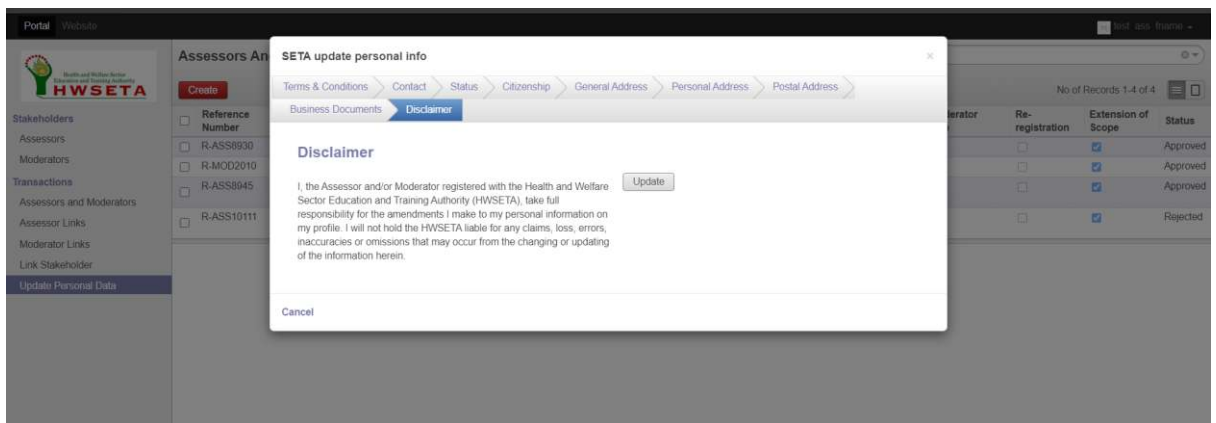
- Same As Home Address:
- Address Line 1: Enter your address
- Address Line 2: Enter your address
- Address Line 3: Enter your address
- Suburb: Select suburb
- City: select city
- Municipality: select municipality
- Province: Gauteng
- Postal Code: 000000
- Country: South Africa

A 'Cancel' button is located at the bottom left of the dialog.

- i. Click on Business Documents and attach documents that you want to update.



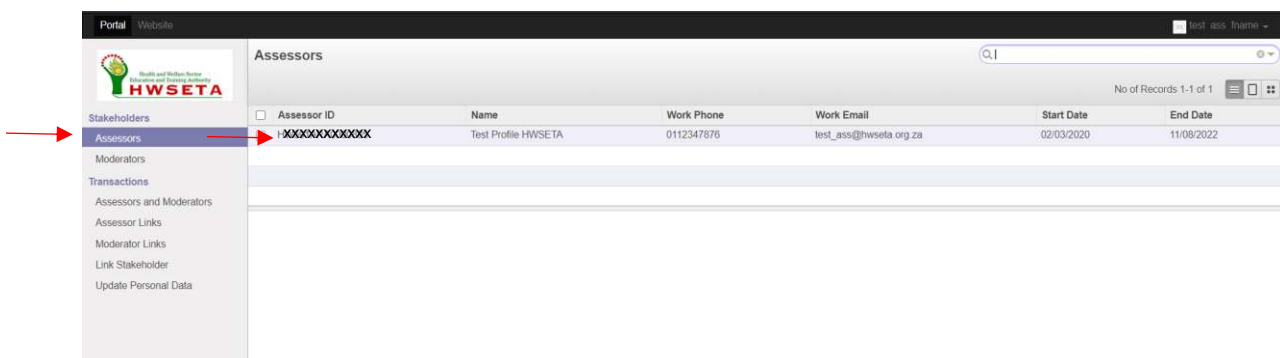
- j. Click on Disclaimer and click the “Update” button to send the transaction or “cancel” to discard.



**Updating Personal Data completed.

3. Reviewing the Update Personal Data Transaction

- a. Click on Assessor or moderator then click the assessor/ moderator line



- b. Click on updates, you will see the reference number of the transaction submitted and the status (status will change to Approved or Rejected as and when the transaction gets processed).

The screenshot shows the 'Assessors / Test Profile HWSETA' page. The 'Updates' tab is selected, displaying a table of update records. A red arrow points to the first row of the table.

Update ids	Reference	Assessor id	Created on	Action date	Action partner	Status
	UPD-023	Test Profile HWSETA	03/11/2020 12:37:11	03/11/2020	Carol Nesengani	Approved
	UPD-024	Test Profile HWSETA	03/11/2020 12:44:33	03/11/2020	Carol Nesengani	Approved
	UPD-035	Test Profile HWSETA	05/11/2020 15:13:00			Submitted

- c. Click on the reference number line to review and compare changes

The screenshot shows a comparison window titled 'Open: Update ids' with a 'Submitted' button. The window displays 'Previous Information' and 'Updated Information' for the reference 'UPD-035'. The 'General Details' section is expanded for both.

Previous Information		Updated Information	
General Details		General Details	
Title	Adv	Title	Adv
Initials	TT	Initials	TT
Name	Test Profile HWSETA	Name	Test Profile HWSETA
First Name	Test Profile	First Name	Test Profile
Last Name	HWSETA	Last Name	HWSETA
Highest Education	Diploma	Highest Education	Diploma
Job Title	7	Job Title	7
Current Occupation	Admin	Current Occupation	Admin
Years in Occupation	Admin	Years in Occupation	Admin
Department	CS	Department	CS
Manager	Rao	Manager	Test Manager
Home Number	0619087656	Home Number	0000000000
Cell Phone Number	0869090897	Cell Phone Number	0000000000
Office Number	0116071234	Office Number	0000000000
Work Phone	0112347876	Work Phone	0000000000

NB: Changes will only reflect to the assessor or moderator profile after approval.