

# LMIS USER GUIDE



## LMIS User Registration Guide

External

## LMIS User Guide - User Registration

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## LMIS User Guide - User Registration

### 1 Introduction

Integrated Learner Management Information System was developed to help FP&M SETA facilitate the following:

- i. Registration of User on LMIS.

This user manual only covers User Registration functionality. Below is the URL to access the application:

Application Name	Learner Management Information System
<b>URL</b>	<a href="https://lmis.fpmseta.org.za/">https://lmis.fpmseta.org.za/</a>
<b>Recommended Supported</b>	<ul style="list-style-type: none"> <li>• Google Chrome</li> <li>• Mozilla Firefox</li> <li>• Apple Safari</li> <li>• Microsoft Edge</li> </ul>

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### 2 Register as User

This section demonstrates and explains how a User can gain access to LMIS and start using the system.

#### 2.1 User Registration

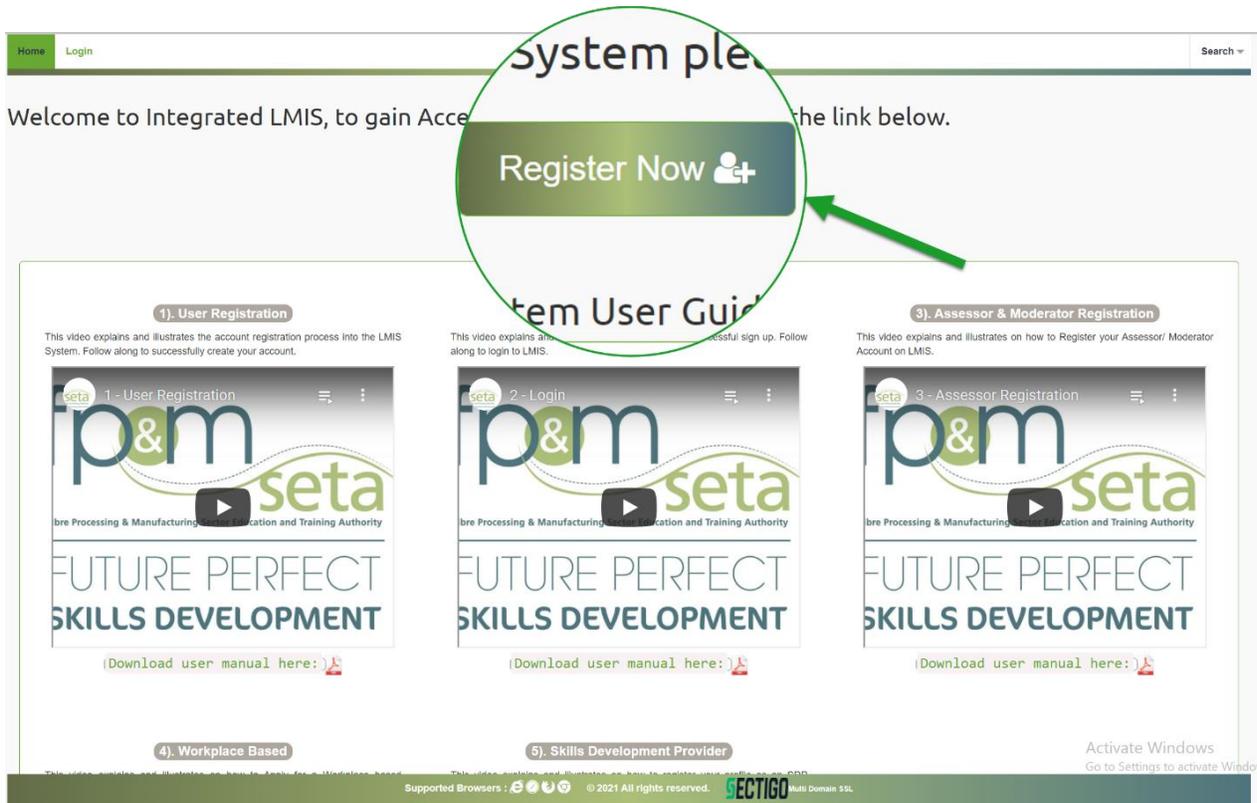
A user needs to Register on the system as a User before gaining access to the following key features:

- i. Submit Mandatory Grants (WSP / ATR) .
- ii. Apply for funding through Discretionary Grants (Projects) module.
- iii. Apply for Accreditation as a Training Provider.
- iv. Register as an Assessor or Moderator.
- v. Capture Learners and their PoE / Supporting Documents and more.

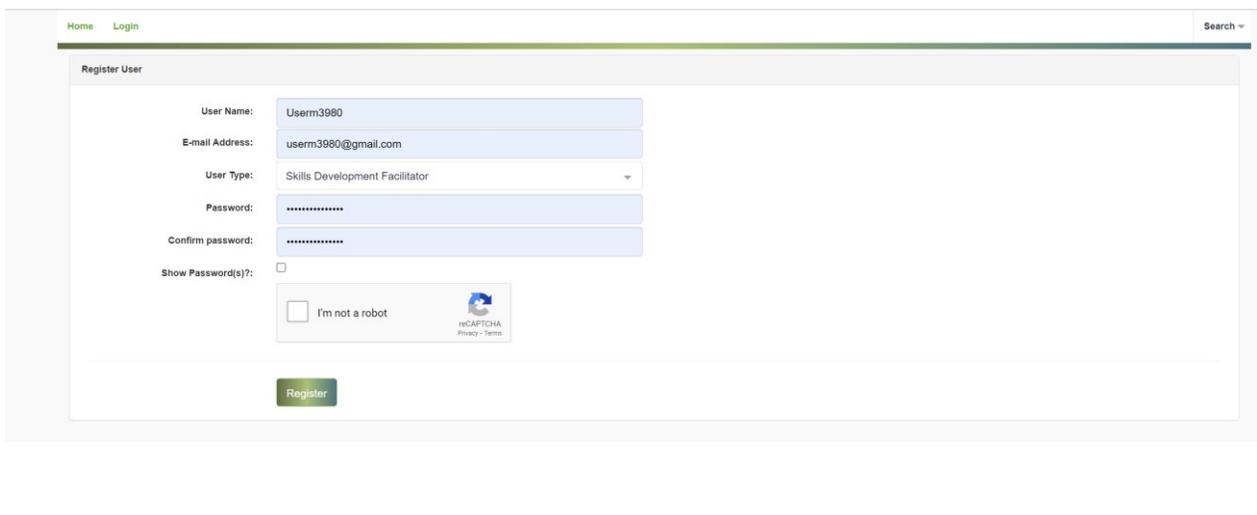
#### 2.2 Register a User (With Any User Type)

- i. To register on the LMIS System, you click on the “Register Now” button to open the Registration page as below:

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- i. You must complete your information shown in the screen below to register as a User choose your desired user type:



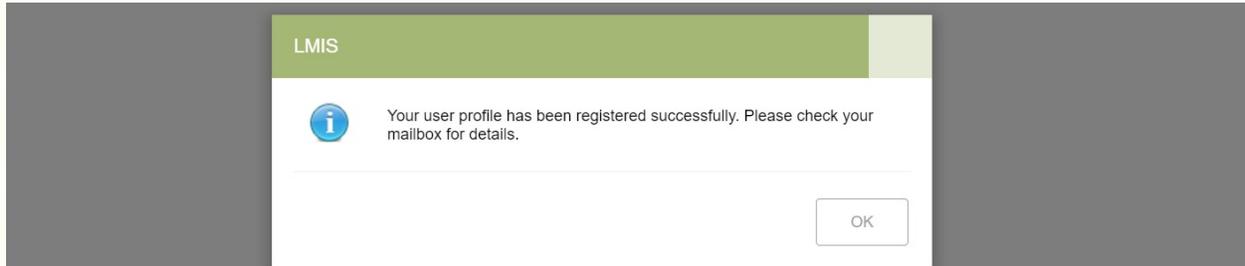
The screenshot shows the 'Register User' form. The form has the following fields and options:

- User Name:** Userm3980
- E-mail Address:** userm3980@gmail.com
- User Type:** Skills Development Facilitator (dropdown menu)
- Password:** [Redacted with dots]
- Confirm password:** [Redacted with dots]
- Show Password(s)?:**
- I'm not a robot:**  (with a reCAPTCHA logo)

At the bottom of the form, there is a green 'Register' button.

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- i. Once the registration information is successfully captured, a success message with instructions on how to activate the account will appear as below:



### 2.3 User Account Activation

- i. An activation email with an activation link is then sent to the applicant:



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### 2.4 User Login



A user will then have to open the Login page of LMIS to successfully activate the account. The User continues to enter their login details, the system will automatically populate the “User Type” field based on the Username. The user then clicks on the “Login” button to proceed.

- i. Once the necessary information has been captured On the Login page, the system navigates to the “Verify Account” (New User Verification) page as below. The user enters (copy and paste) the Verification Code, then clicks on the “Verify” button to proceed.

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Verify Account

**Verify Account**

User Name:

E-mail Address:

Activation Code:

**Verify**



**ILMIS**  
(Integrated Learner Management Information System)

### SDF REGISTRATION

Dear Skills Development Facilitator

Your profile has been created successfully.

Kind Regards

FP & M SETA Team

The iMIS can be accessed by clicking the following link: [Click here to log in](#)

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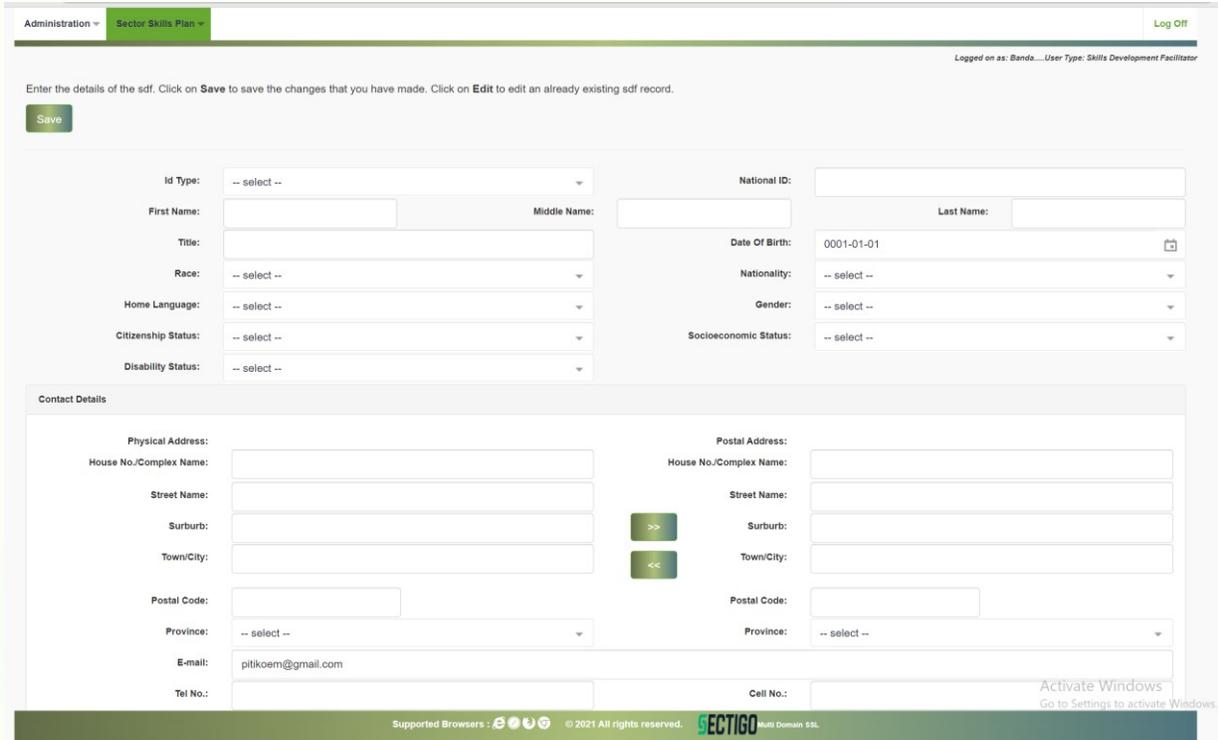
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### 2.5 Personal Details

- i. Login as an User and the system will navigate you to the profile screen, in write mode. Complete the User profile as show below:



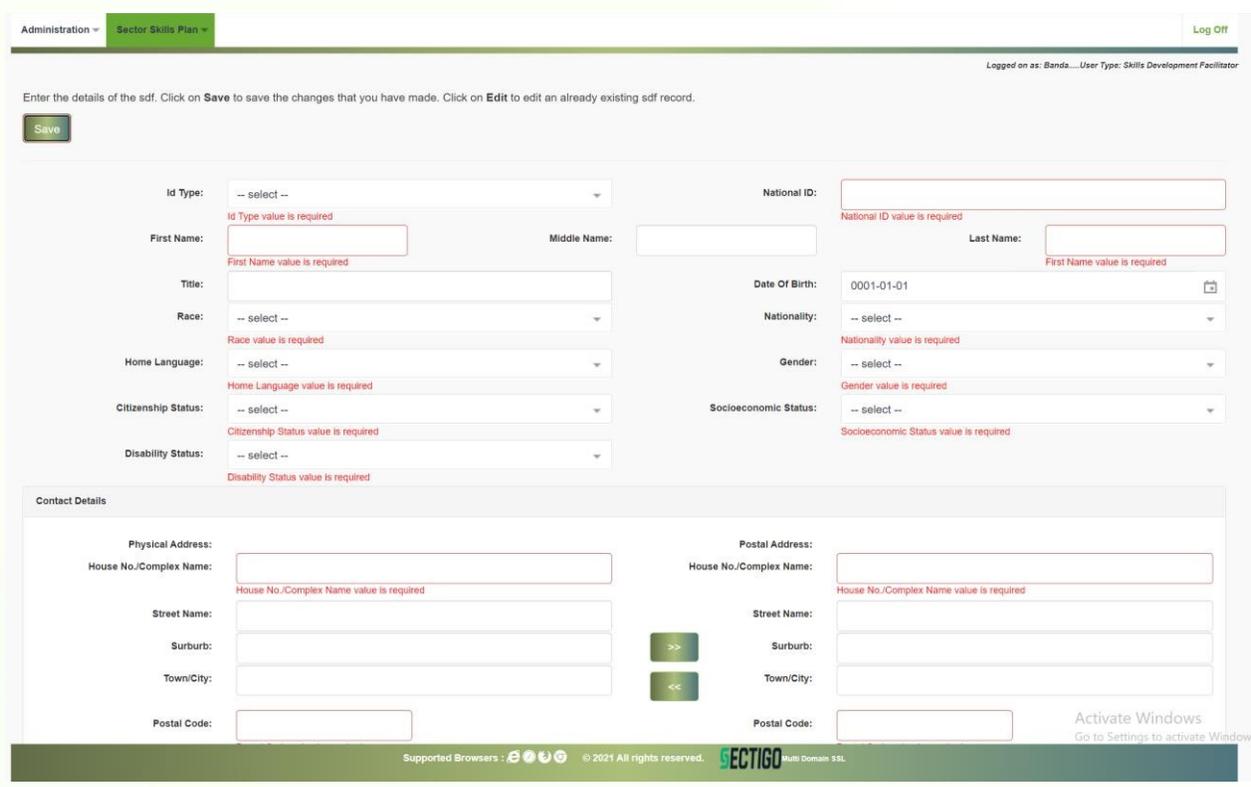
The screenshot shows a web application interface for user registration. At the top, there is a navigation bar with 'Administration' and 'Sector Skills Plan' menus, and a 'Log Off' button. Below the navigation bar, a message states: 'Enter the details of the sdf. Click on Save to save the changes that you have made. Click on Edit to edit an already existing sdf record.' A 'Save' button is visible on the left. The main form is divided into two sections: 'Personal Details' and 'Contact Details'. The 'Personal Details' section includes fields for Id Type, National ID, First Name, Middle Name, Last Name, Title, Date Of Birth, Race, Nationality, Home Language, Gender, Citizenship Status, Socioeconomic Status, and Disability Status. The 'Contact Details' section includes fields for Physical Address (House No./Complex Name, Street Name, Suburb, Town/City, Postal Code, Province) and Postal Address (House No./Complex Name, Street Name, Suburb, Town/City, Postal Code, Province). There are also fields for E-mail and Tel No. The footer contains browser support icons, copyright information, and a 'SECTIGO' logo.

- i. Enter the necessary information on the person profile and click the Save.

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Should you attempt to click on “Save” button without filling the form in full, the system will highlight the compulsory information in “Red” as below:



The screenshot shows a user registration form with the following fields and error messages:

- Id Type:** -- select -- (Error: Id Type value is required)
- National ID:** (Error: National ID value is required)
- First Name:** (Error: First Name value is required)
- Middle Name:** (Error: First Name value is required)
- Last Name:** (Error: First Name value is required)
- Title:** (Error: First Name value is required)
- Date Of Birth:** 0001-01-01 (Error: First Name value is required)
- Race:** -- select -- (Error: Race value is required)
- Nationally:** -- select -- (Error: Nationally value is required)
- Home Language:** -- select -- (Error: Home Language value is required)
- Gender:** -- select -- (Error: Gender value is required)
- Citizenship Status:** -- select -- (Error: Citizenship Status value is required)
- Socioeconomic Status:** -- select -- (Error: Socioeconomic Status value is required)
- Disability Status:** -- select -- (Error: Disability Status value is required)

**Contact Details:**

- Physical Address:**
  - House No./Complex Name: (Error: House No./Complex Name value is required)
  - Street Name: (Error: House No./Complex Name value is required)
  - Suburb: (Error: House No./Complex Name value is required)
  - Town/City: (Error: House No./Complex Name value is required)
  - Postal Code: (Error: House No./Complex Name value is required)
- Postal Address:**
  - House No./Complex Name: (Error: House No./Complex Name value is required)
  - Street Name: (Error: House No./Complex Name value is required)
  - Suburb: (Error: House No./Complex Name value is required)
  - Town/City: (Error: House No./Complex Name value is required)
  - Postal Code: (Error: House No./Complex Name value is required)

- ii. Once all the information has been captured and the User clicks on “Save”, LMIS saves the information and you will see the next screen with designated Menu items.

PROFILE BIO DATA

Enter the details of the person. Click on **Save** to save the changes that you have made. Click on **Edit** to edit an already existing person record.

Edit

<b>Id Type :</b> National ID	<b>National ID :</b> 0002128062345	
<b>First Name :</b> mthoko	<b>Middle Name :</b>	<b>Last Name :</b> Mthoko
<b>Title :</b> Ms	<b>Date Of Birth :</b> 2000-02-12	
<b>Race :</b> African	<b>Nationality :</b> South Africa	
<b>Home Language :</b> isiZulu	<b>Gender :</b> Male	
<b>Citizenship Status :</b> Permanent Resident	<b>Socioeconomic Status :</b> Employed	
<b>Disability Status :</b> None		

Contact Details

<b>Physical Address :</b>	<b>Postal Address :</b>
<b>House No./Complex Name :</b> Nedbank Old building	<b>House No./Complex Name :</b> Nedbank Old building
<b>Street Name :</b> Newtown Road	<b>Street Name :</b> Newtown Road
<b>Suburb :</b> Killarney	<b>Suburb :</b> Killarney
<b>Town/City :</b> Johannesburg	<b>Town/City :</b> Johannesburg
<b>Postal Code :</b> 2000	<b>Postal Code :</b> 2000
<b>Province :</b> Gauteng	<b>Province :</b> Gauteng
<b>E-mail :</b> jamekwane@gmail.com	
<b>Tel No. :</b> 0114031700	<b>Cell No. :</b>