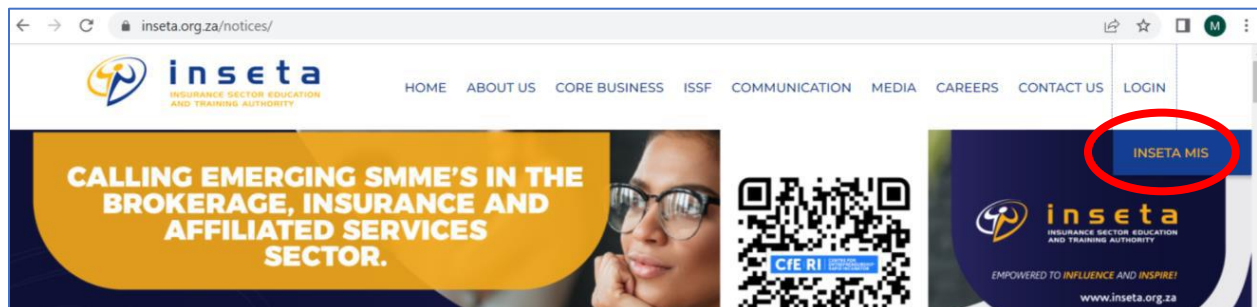


## INSETA MIS HEI Quick Guide

### 1. HEI REPRESENTATIVE REGISTRATION

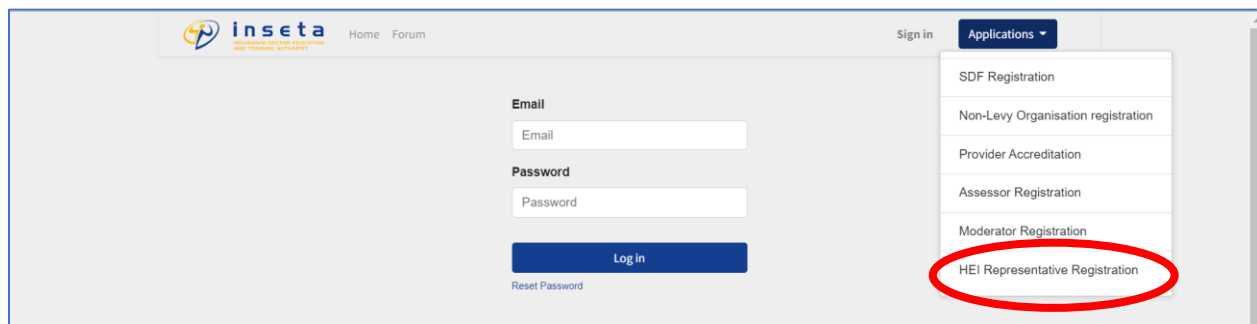
#### STEP 1: Access the MIS System

To access the Management Information System (MIS), go to the INSETA website <https://www.inseta.org.za>  
Click **Login** and then **INSETA MIS**



The MIS landing page will display

#### STEP 2: Locate the HEI Representative Registration form



Click the **Applications**, then the **HEI Representative Registration** button

### STEP 3: Capture and Submit Registration form

HEI Representative

Finalize

HEI\*

Representative Title\*

Representative First Name \*

Representative Surname \*

Representative Telephone Number \*

Representative Email\*

Representative Designation\*

Signatory Title\*

Signatory First Name \*

Signatory Surname \*

Signatory Telephone Number \*

Signatory Email\*

Signatory Designation\*

Confirm

- Select the HEI Provider from the drop-down list



Please note that the fields marked with an asterisk (\*) are mandatory and should be completed

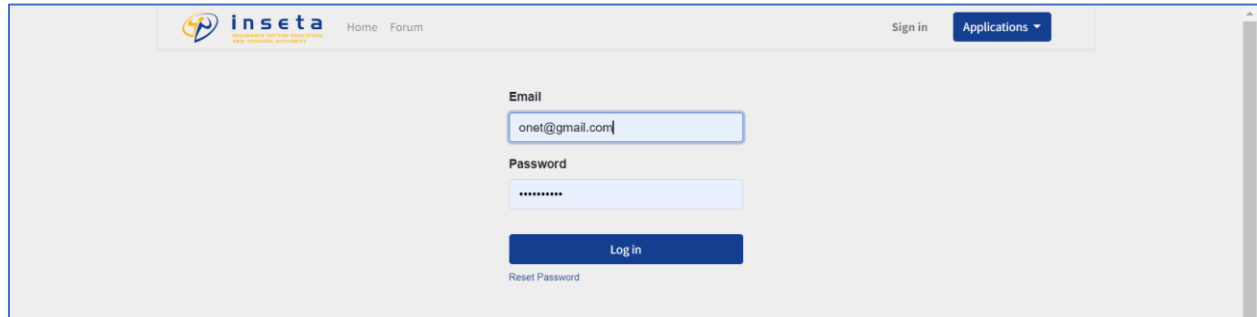
- Capture the required representative and signatory details and then click **confirm** to submit the registration

*The registration will be submitted to the INSETA Discretionary Grants Team for internal review and approval. Once approved the HEI Representative will receive a notification with login credentials to access the MIS system.*

## 2. HEI DG APPLICATION

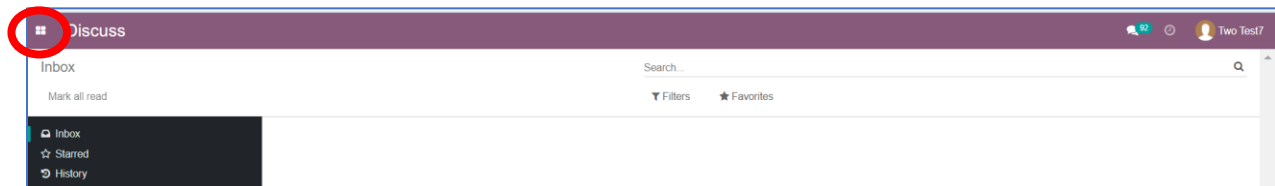
### STEP 1: Login to MIS

Login into system using credentials received in the HEI Representative approval notification



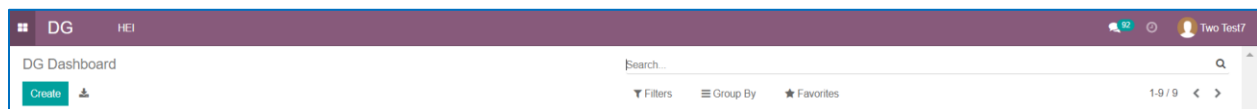
- ☞ To change or reset password click **Reset Password**. An email will be sent on the email provided with the link to change the password.
- ☞ To log In, Capture email and password then click **log in**

### STEP 2: Navigate to the DG module



- ☞ Click the  icon, and then click DG

### STEP 3: Create New Application



- ☞ Click the **Create** to for a new HEI application

**DG Dashboard / New**

Save Discard

Submit

Draft Submitted Pending Evaluation Pending Adjudication Pending Approval Approved Rejected

DG type: Learnerships for Youth (including PwD)

Organisation: [N130015260] Goldfields TVET College

SDL No: N130015260

Financial Year: 01 April 2022 - 31 March 2023

Funding Window: DG/2022/062 October 01, 2022 - December 01, 2023

Due Date: 01/12/2022 02:00:00

**Applied**

Tot. Learners Applied	0
Tot. Disabled Applied	0
Tot. Applied	0
Total Amt. Learners Applied	R 0.00
Total Amt. Disabled Applied	R 0.00
Total Amt. Applied	R 0.00

**Approved**

Tot. Learners Approved	0
Tot. Disabled Approved	0
Total Learners Approved	0
Total Amt. Learners Approved	R 0.00
Total Amt. Disabled Approved	R 0.00
Total Amt. Approved	R 0.00

- Select **DG type** from the dropdown list (Learnership for Youth, Learnership for Rural learner, Bursaries for Youth, Skills Programmes for Youth or Work Integrated Learning)
- Select **Organisation**



When selecting the organisation, please note that only the training provider that has been registered and approved in the HEI Representative Registration can be selected

- The **SDL No** and **Financial Year** will be auto populated
- Select the **Funding Window**, then due date will be auto populated

#### STEP 4: Capture Programme details

**DG Dashboard / New**

Save Discard

Tot. Amt. Disabled Approved: R 0.00

Total Amt. Approved: R 0.00

Learnership	Funding Type	Socio Economic Statu...	Physical Province	Total Le...	Total Amount...	Start Date	End Date
Add a line							

Learnership Details

- Click on **Add a line**

**Create Learnership Details**

DG type	LEARNERSHIPS FOR YOUTH (INCLUDING PWD)
Funding Type	SETA funded
Learnership	[27Q270014551202] National Certificate: Wholesale And Retail Chains
Learnership Code	27Q270014551202
Socio Economic Status	Unemployed
Physical Province	Eastern Cape (ZA)
Cost Per Student	78,240.00
Cost Per Disabled	92,640.00
No. Learners Applied	5
No. Disabled Applied	1
Total Learners Applied	6
Total Amount Applied	483,840.00
Start Date	09/11/2022
End Date	08/11/2023
Employer Contact Person	Goldfields TVET College, FS Mahlangu
Contact Name	FS
Contact Surname	Mahlangu
Contact Person Email	[redacted]

Buttons: Save & Close, Save & New, Discard

- ☞ The **DG type** and **Socio-economic status** will be auto populated based on the information captured in the previous step.
- ☞ Select **Learnership**
- ☞ Select **Physical Province**
- ☞ Capture the **No. of Learners and Disabled Learners Applied** (The system will auto calculate the **Total Applied and Total Amount Applied** based on the standard cost per student)
- ☞ Capture the **Start Date**, the system will auto populate the End date
- ☞ Select the Employer Contact Person
- ☞ Click **Save & New** to add another line (The system will allow adding multiple lines in the same application with different details e.g., The same Dg type but different learnership or physical province)
- ☞ Click **Save & Close** once all programme details have been captured

#### STEP 4: Submit Application

**DG Dashboard / New**

Buttons: Save, Discard, Submit

Progress Bar: Draft, Submitted, Pending Evaluation, Pending Adjudication, Pending Approval, Approved, Rejected

- ☞ Click **Submit**

The application will be submitted to the INSETA Discretionary Grants Team for internal review and approval. Once approve the HEI Representative will receive an approval notification and recommendation letter.