

Registering a New Learner

Non-documented SA Citizen, Grade 8

Enter Learner Details - Step 2

1. Identity

 **LIMPOPO**
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

[My Applications](#) [My Learners](#) [Edit Parent/Guardian Details](#) [Logout](#)

[Apply For Existing Learner](#) [Add another Learner](#) [Upload Documents](#) [View Messages Received](#) [View Learner Progress](#)

ENTER LEARNER DETAILS – STEP 2

1
Identity

2
School & Grades

3
Address & Submit

 Please enter the learner's identity details. Fields marked * are required.

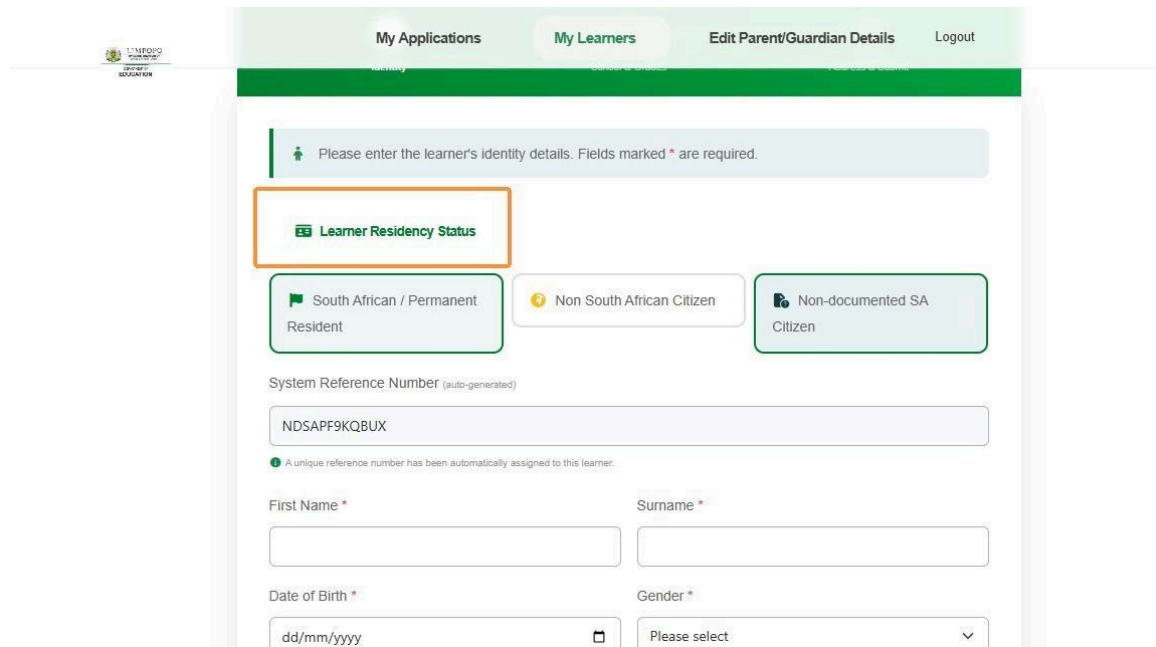
Learner Residency Status

 South African / Permanent Resident

 Non South African Citizen

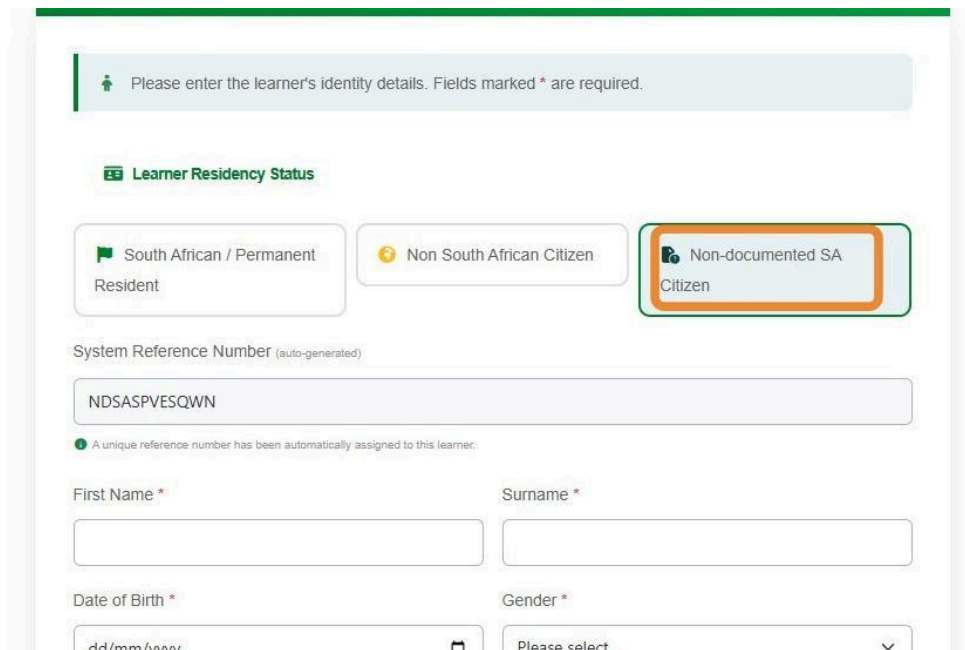
 Non-documented SA Citizen

1. Choose Learner's Resident Status



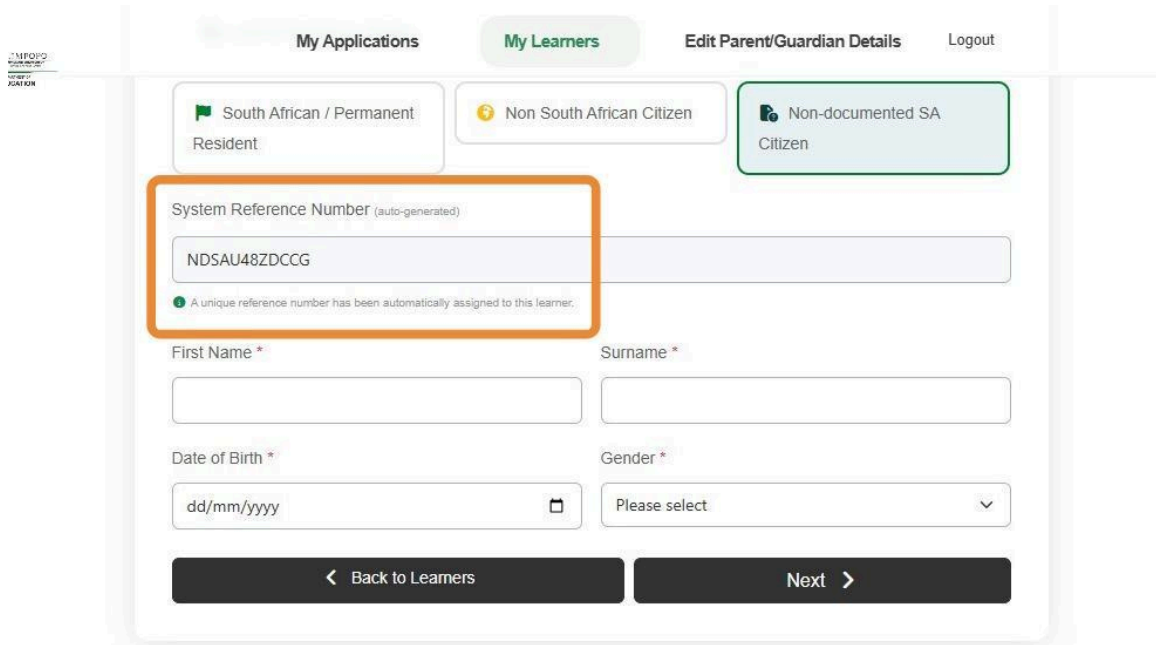
The screenshot shows the 'My Learners' tab in the system. A message at the top says: 'Please enter the learner's identity details. Fields marked * are required.' Below this, the 'Learner Residency Status' section is highlighted with an orange box. It contains three buttons: 'South African / Permanent Resident', 'Non South African Citizen', and 'Non-documented SA Citizen'. The 'Non-documented SA Citizen' button is selected. Below the buttons, the 'System Reference Number (auto-generated)' is displayed as 'NDSAPF9KQBUX'. A note states: 'A unique reference number has been automatically assigned to this learner.' The form also includes fields for 'First Name *', 'Surname *', 'Date of Birth *' (with a date picker), and 'Gender *' (with a dropdown menu).

2. Choose Non-documented SA Citizen



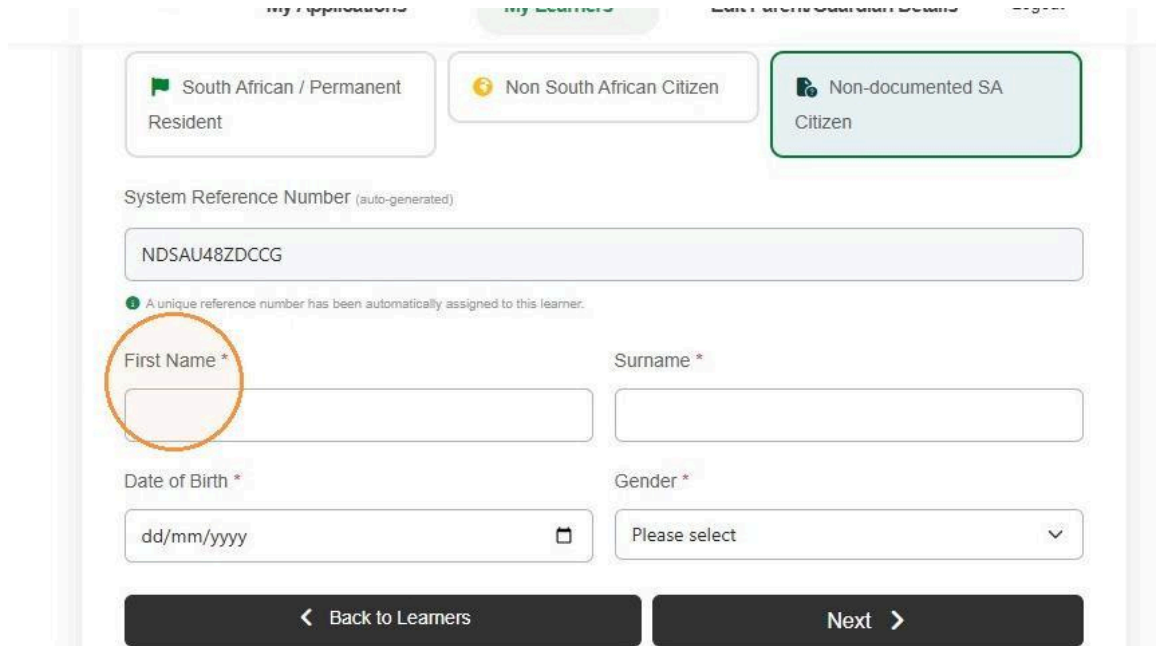
The screenshot shows the same 'Learner Residency Status' section, but now the 'Non-documented SA Citizen' button is highlighted with an orange box. The 'System Reference Number (auto-generated)' is now 'NDSASPVESQWN'. A note states: 'A unique reference number has been automatically assigned to this learner.' The form also includes fields for 'First Name *', 'Surname *', 'Date of Birth *' (with a date picker), and 'Gender *' (with a dropdown menu).

3. The system will auto-generate a reference number for the learner.



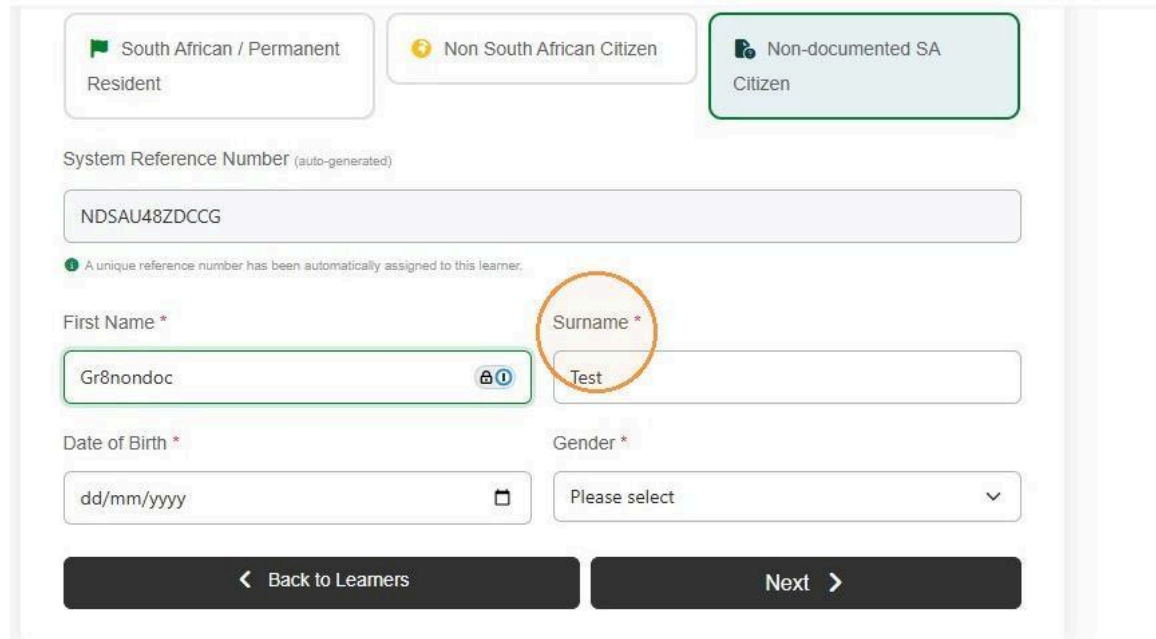
The screenshot shows the 'My Learners' tab selected. At the top, there are three citizenship/residence options: 'South African / Permanent Resident' (selected), 'Non South African Citizen', and 'Non-documented SA Citizen'. Below these, the 'System Reference Number (auto-generated)' field is highlighted with an orange box and contains the value 'NDSAU48ZDCCG'. A green message icon indicates that a unique reference number has been automatically assigned. Below this are fields for 'First Name *', 'Surname *', 'Date of Birth *' (with a calendar icon), and 'Gender *' (a dropdown menu). At the bottom are 'Back to Learners' and 'Next >' buttons.

4. Enter the learners First Name in the "First Name *" field.



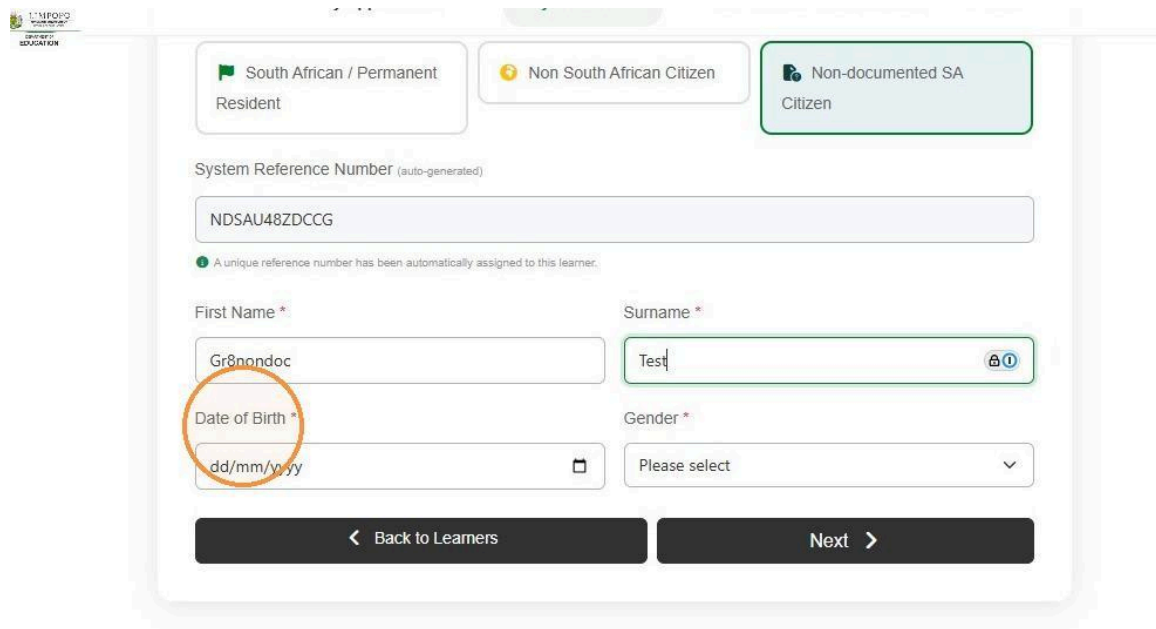
This screenshot is identical to the previous one, but the 'First Name *' input field is now highlighted with an orange circle, indicating where the user should enter the learner's first name. The 'System Reference Number' field still shows 'NDSAU48ZDCCG'.

5. Enter the learners surname in the "Surname *" field.



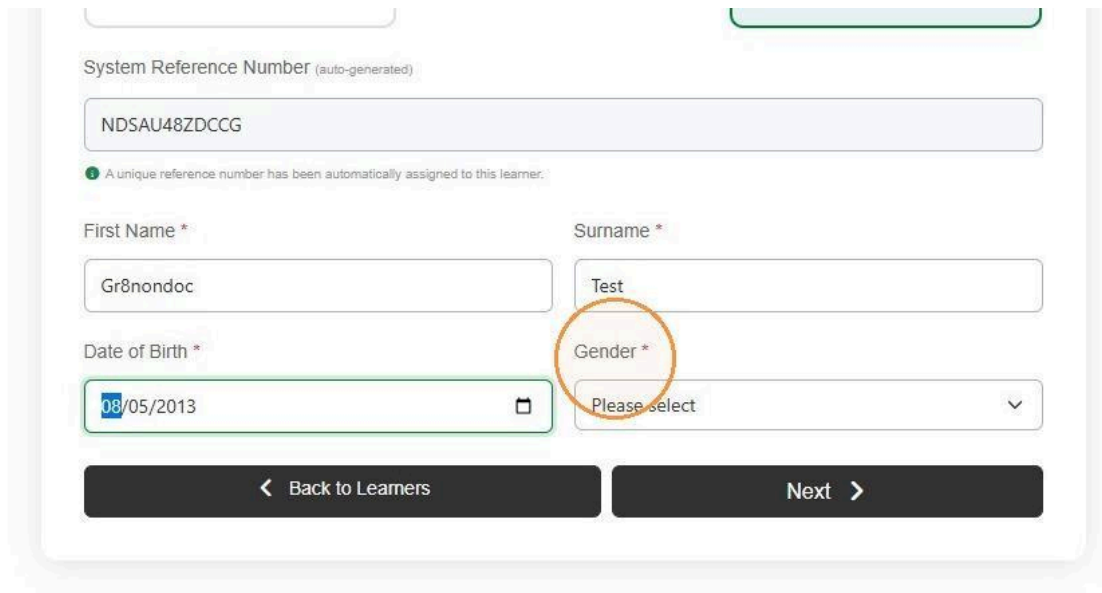
The screenshot shows a learner registration form. At the top, there are three tabs: "South African / Permanent Resident", "Non South African Citizen", and "Non-documented SA Citizen". The "Non-documented SA Citizen" tab is selected. Below the tabs, the "System Reference Number (auto-generated)" is displayed as "NDSAU48ZDCCG". A message states: "A unique reference number has been automatically assigned to this learner." The form has two columns. The left column contains "First Name *" with the value "Gr8nondoc" and "Date of Birth *" with a placeholder "dd/mm/yyyy". The right column contains "Surname *" with the value "Test" (highlighted with an orange circle) and "Gender *" with a dropdown menu set to "Please select". At the bottom are two buttons: "< Back to Learners" and "Next >".

6. Enter the learners Date of Birth in the "Date of birth *" field.



This screenshot is identical to the previous one, showing the same learner registration form. In this view, the "Date of Birth *" field, which contains the placeholder "dd/mm/yyyy", is highlighted with an orange circle. The "Surname *" field now contains the text "Test" and is also highlighted with a green border. The "First Name *" field remains "Gr8nondoc". All other elements, including the tabs, system reference number, and navigation buttons, are the same as in the previous screenshot.

7. Choose the learners "Gender *



System Reference Number (auto-generated)

NDSAU48ZDCG

A unique reference number has been automatically assigned to this learner.

First Name * Gr8nondoc

Surname * Test

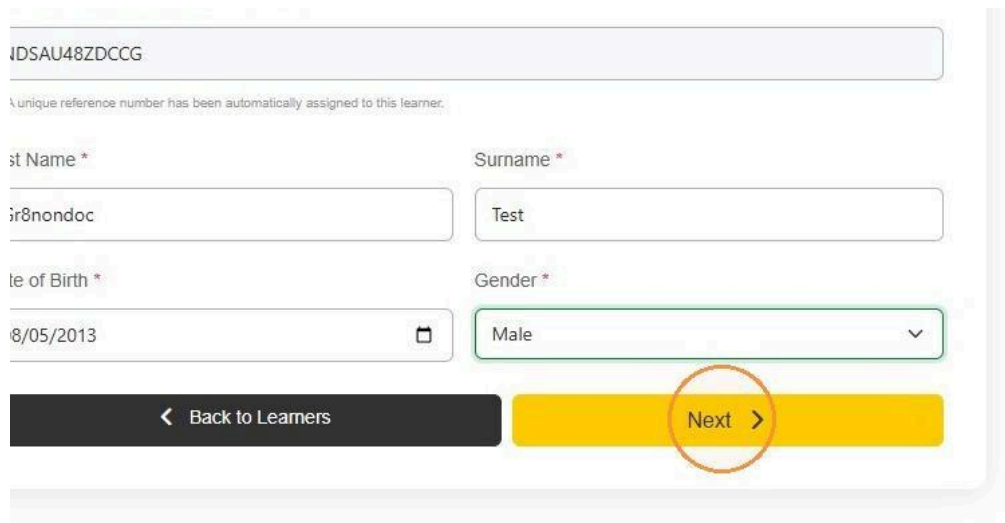
Date of Birth * 08/05/2013

Gender * Please select

< Back to Learners

Next >

8. Click "Next" to proceed to the next step.



NDSAU48ZDCG

A unique reference number has been automatically assigned to this learner.

First Name * Gr8nondoc

Surname * Test

Date of Birth * 08/05/2013

Gender * Male

< Back to Learners

Next >

2. School & Grade

Select the learner's current school information.



My ApplicationsMy LearnersEdit Parent/Guardian DetailsLogout

ing LearnerAdd another LearnerUpload DocumentsView Messages Received

ENTER LEARNER DETAILS – STEP 2

✓Identity

2School & Grades

3Address & Submit

Select the learner's current school and the grade they are applying for.

Race is only for statistical purposes and has no bearing on allocation of school.

9. Choose the School District where the learners current school is located.

There are also 4 other options, in case the learner is not currently in a government school in the Province:

Other province,
Homeschooled,
Private,
Not in a school

The Districts are:

Capricorn North,
Capricorn South,
Mogalakwena,
Mopani East,
Mopani West,
Sekhukhune East,
Sekhukhune South,
Vhembe East,
Vhembe West,
Waterberg

ENTER LEARNER DETAILS - STEP 2

1 Identity 2 **School & Grades** 3 Address & Submit

Select the learner's current school and the grade they are applying for.

Race is only for statistical purposes and has no bearing on allocation of school.

Current School District

CAPRICORN SOUTH

CAPRICORN NORTH

CAPRICORN SOUTH

MOGALAKWENA

Current School *

ABRAM SIBASA PRIMARY SCHOOL

Current Grade *

Please select

10. Select the learners Current School from the Dropdown.

ENTER LEARNER DETAILS - STEP 2

1 Identity 2 **School & Grades** 3 Address & Submit

Select the learner's current school and the grade they are applying for.

1 Race is only for statistical purposes and has no bearing on allocation of school.

Current School District: CAPRICORN SOUTH

Race *: Please select

Grade Applying For *: Please select

Current School *: ABRAM SIBASA PRIMARY SCHOOL

PHUTI -2 PRIMARY SCHOOL

PIET HUGO PRIMARY SCHOOL

PIETERSBURG COMPREHENSIVE PRIMARY SCHOOL

11. Select the learners Race. Please note: Race is only for statistical purposes and has no bearing on allocation of school.

1 Identity 2 **School & Grades** 3 Address & Submit

Select the learner's current school and the grade they are applying for.

1 Race is only for statistical purposes and has no bearing on allocation of school.

Current School District: CAPRICORN SOUTH

Race *: African

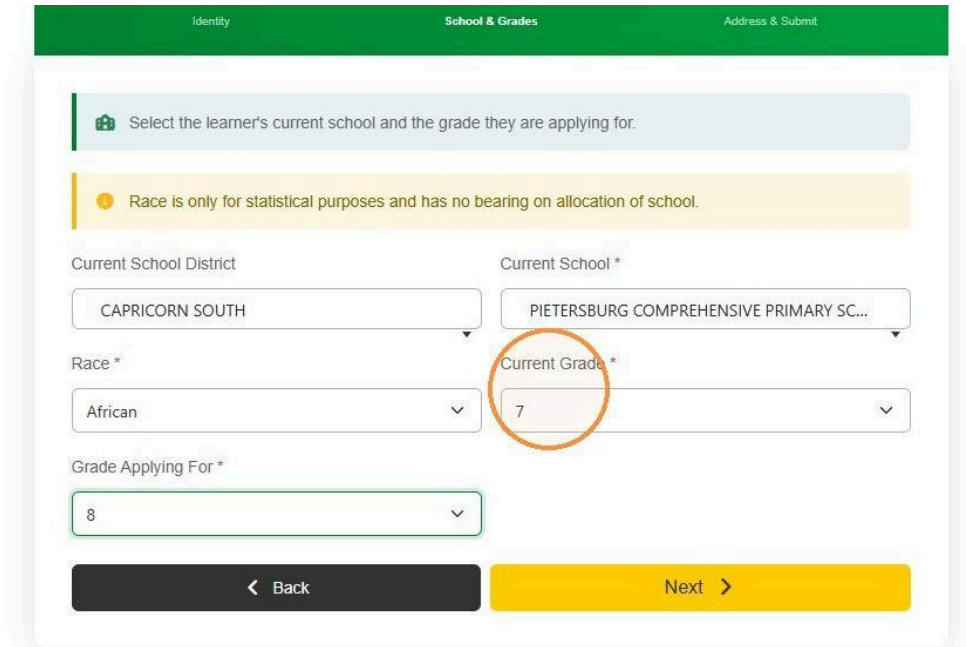
Current School *: PIETERSBURG COMPREHENSIVE PRIMARY SC...

Current Grade *: Please select

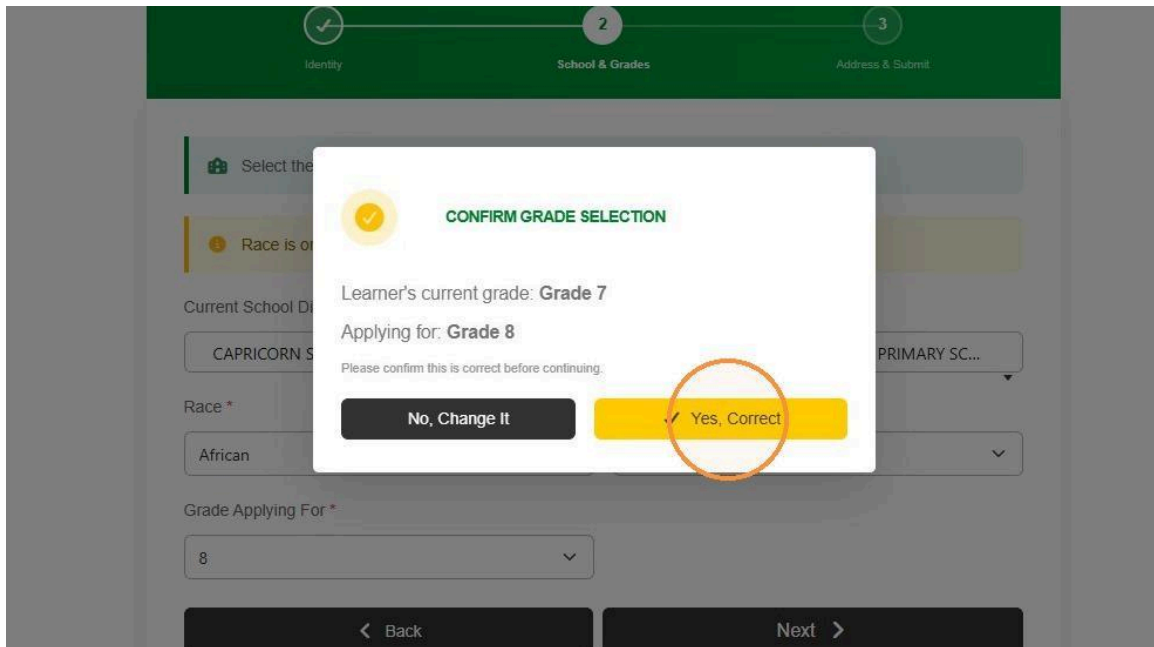
Grade Applying For *: Please select

< Back Next >

12. Choose the learner's Current Grade as Grade 7.



13. A pop up will appear asking the Parent/Guardian to confirm that by choosing the learner's current grade as Grade 7, you are applying for Grade 8 for next year. Click "Yes, Correct" to confirm the grade selection.



14. Click "Next" to proceed to the next step.

Select the learner's current school and the grade they are applying for.

1 Race is only for statistical purposes and has no bearing on allocation of school.

Current School District: CAPRICORN SOUTH

Current School *: PIETERSBURG COMPREHENSIVE PRIMARY SC...

Race *: African

Current Grade *: 7

Grade Applying For *: 8

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3. Address & Submit

My Applications **My Learners** Edit Parent/Guardian Details Logout

Identity School & Grades **3 Address & Submit**

1 Address Information

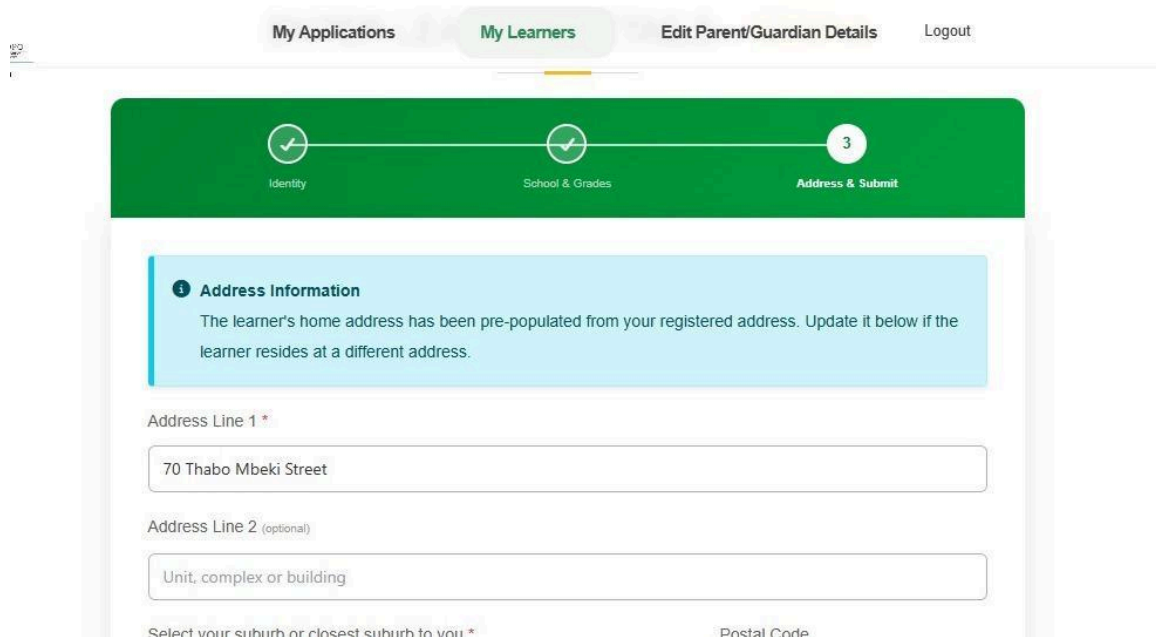
The learner's home address has been pre-populated from your registered address. Update it below if the learner resides at a different address.

Address Line 1 *: 70 Thabo Mbeki Street

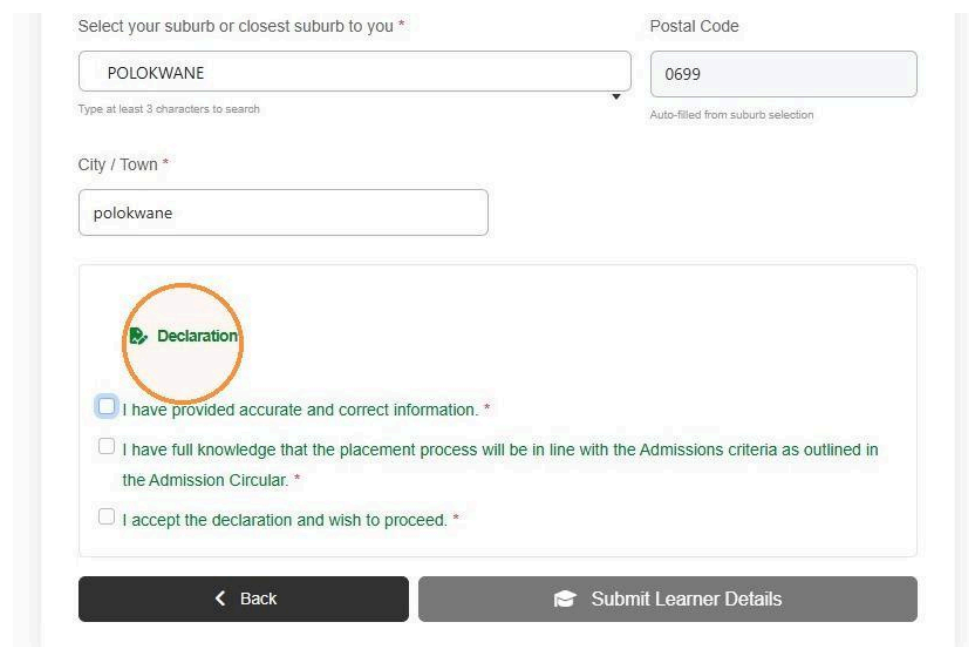
Address Line 2 (optional): Unit, complex or building

Select your suburb or closest suburb to you * Postal Code

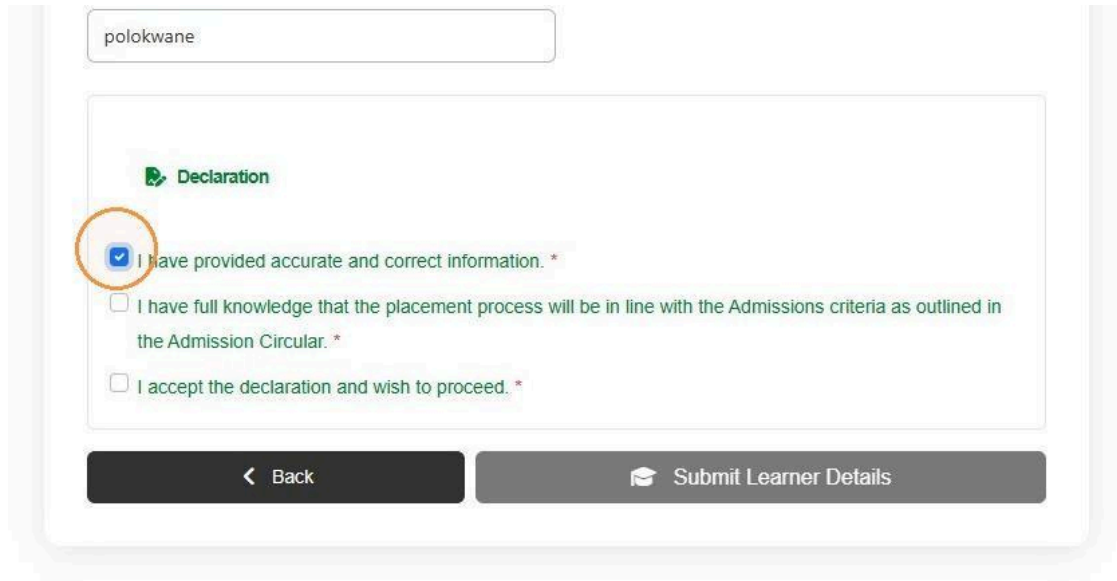
15. All of the Address information for the Learner Address page is pre-populated from the Parent/Guardian's address.
 The Parent/Guardian can change the details, if the learner lives at a different address to them.



16. The Parent/Guardian has to complete the Declaration at the bottom of the page



17. Click the "I have provided accurate and correct information. *" field.



polokwane

 Declaration

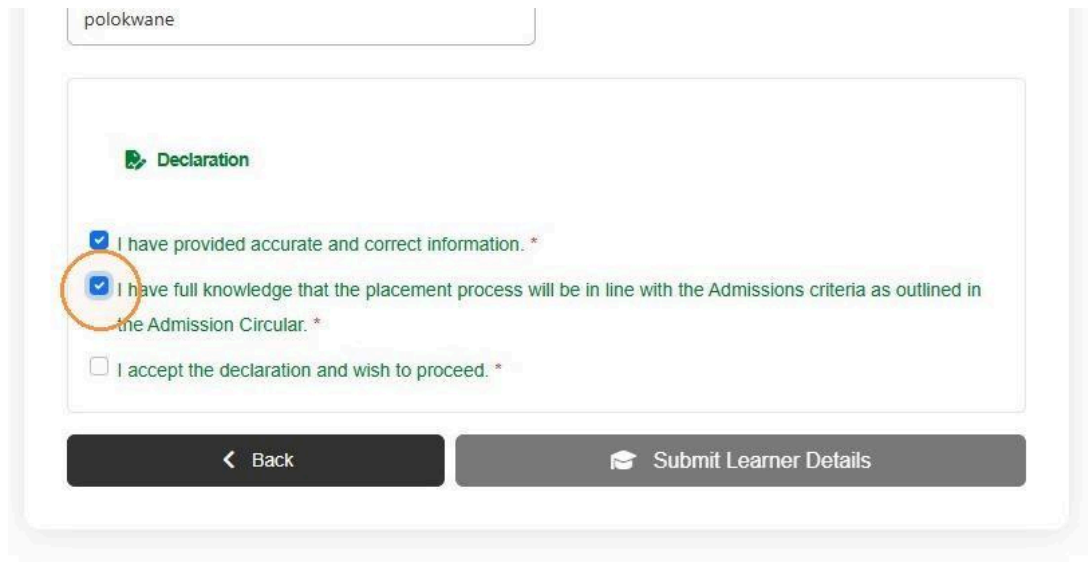
☒ I have provided accurate and correct information. *

☐ I have full knowledge that the placement process will be in line with the Admissions criteria as outlined in the Admission Circular. *

☐ I accept the declaration and wish to proceed. *

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18. Click the "I have full knowledge that the placement process will be in line with the Admissions criteria as outlined in the Admission Circular. *" field.



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 Declaration

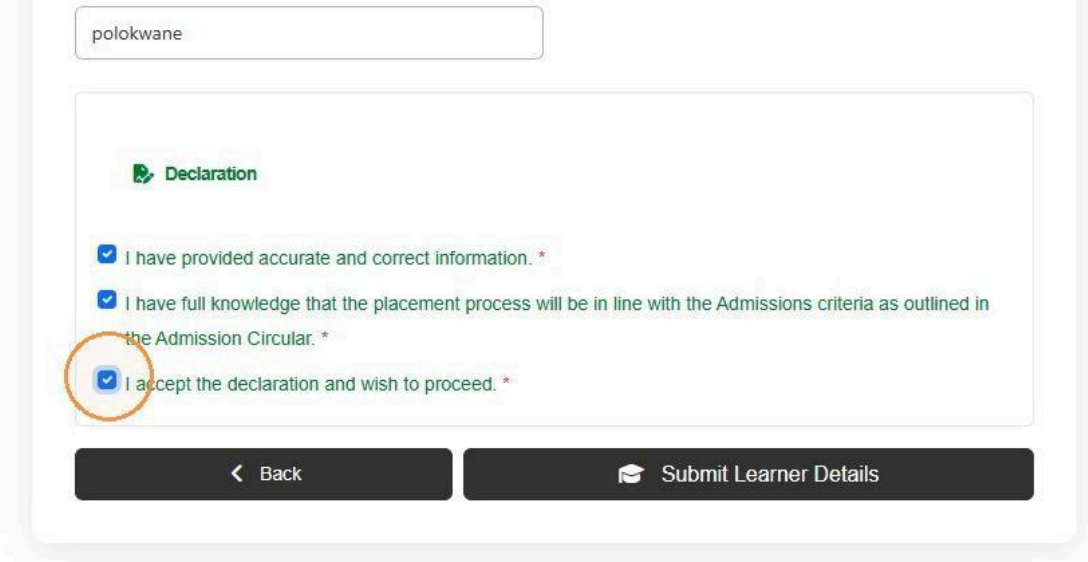
☒ I have provided accurate and correct information. *

☒ I have full knowledge that the placement process will be in line with the Admissions criteria as outlined in the Admission Circular. *

☐ I accept the declaration and wish to proceed. *

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19. Click the "I accept the declaration and wish to proceed. *" field.



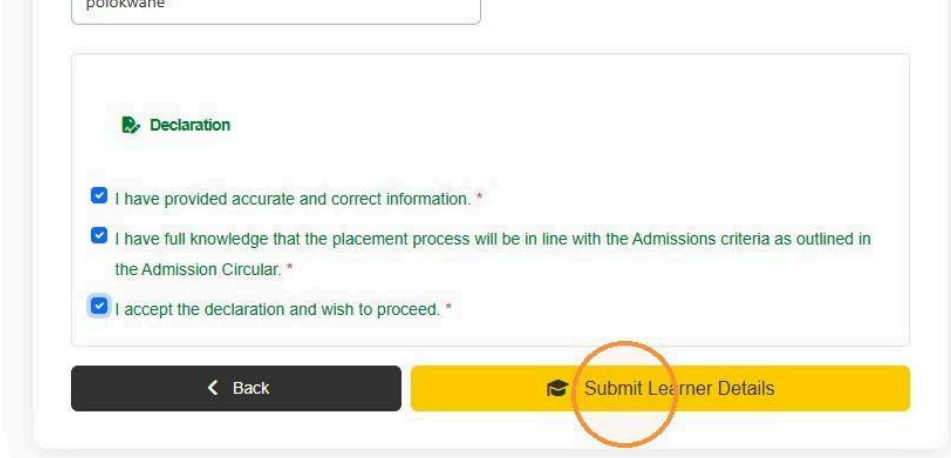
polokwane

 Declaration

- ☒ I have provided accurate and correct information. *
- ☒ I have full knowledge that the placement process will be in line with the Admissions criteria as outlined in the Admission Circular. *
- ☒ I accept the declaration and wish to proceed. *

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20. Click "Submit Learner Details"



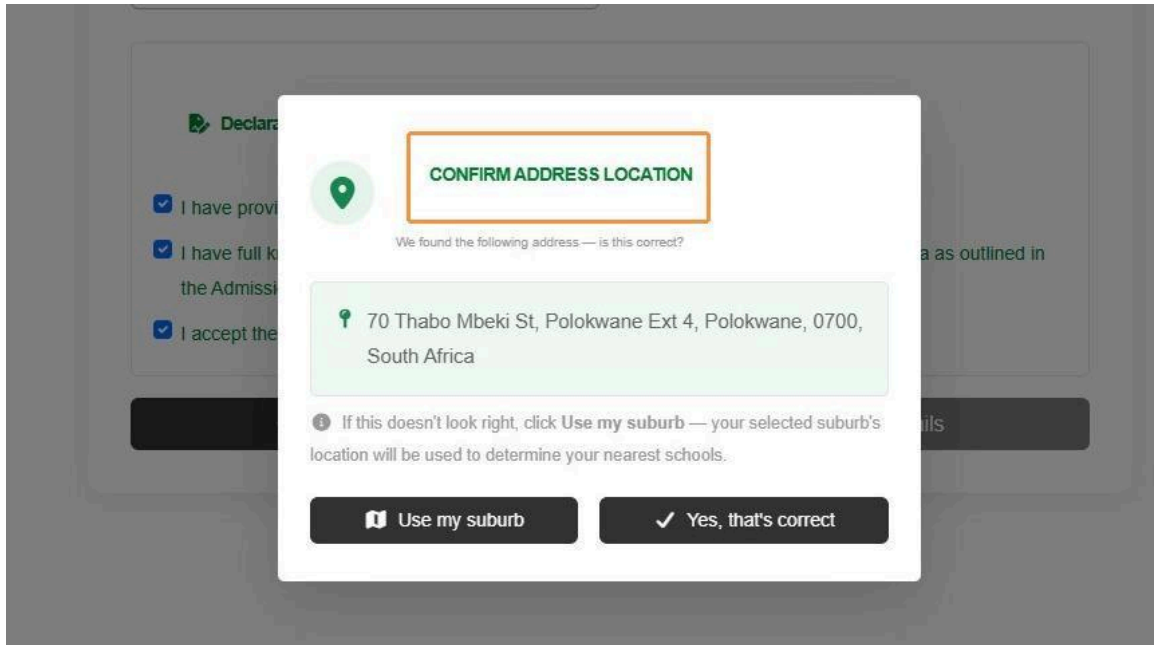
polokwane

 Declaration

- ☒ I have provided accurate and correct information. *
- ☒ I have full knowledge that the placement process will be in line with the Admissions criteria as outlined in the Admission Circular. *
- ☒ I accept the declaration and wish to proceed. *

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21. Click "Confirm Address Location We found the following address — is this correct?"



22. Click "Yes, that's correct"

