TETA BURSARY APPLICATION USER MANUAL

USER MANUAL

JULY 23, 2023

Contents

1.Application link

Click on **https://clarity.teta.org.za/**
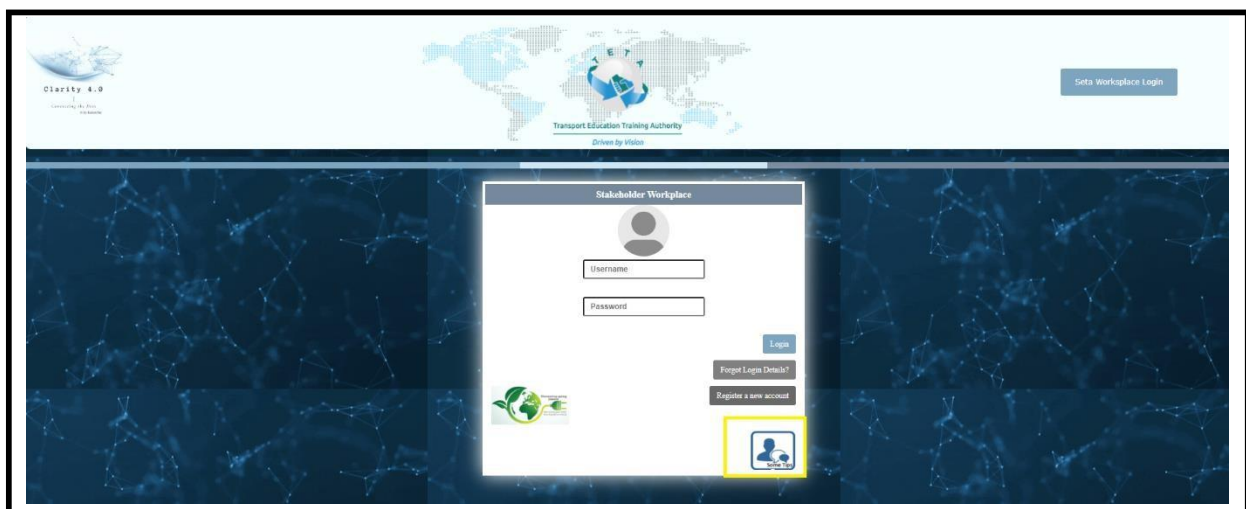
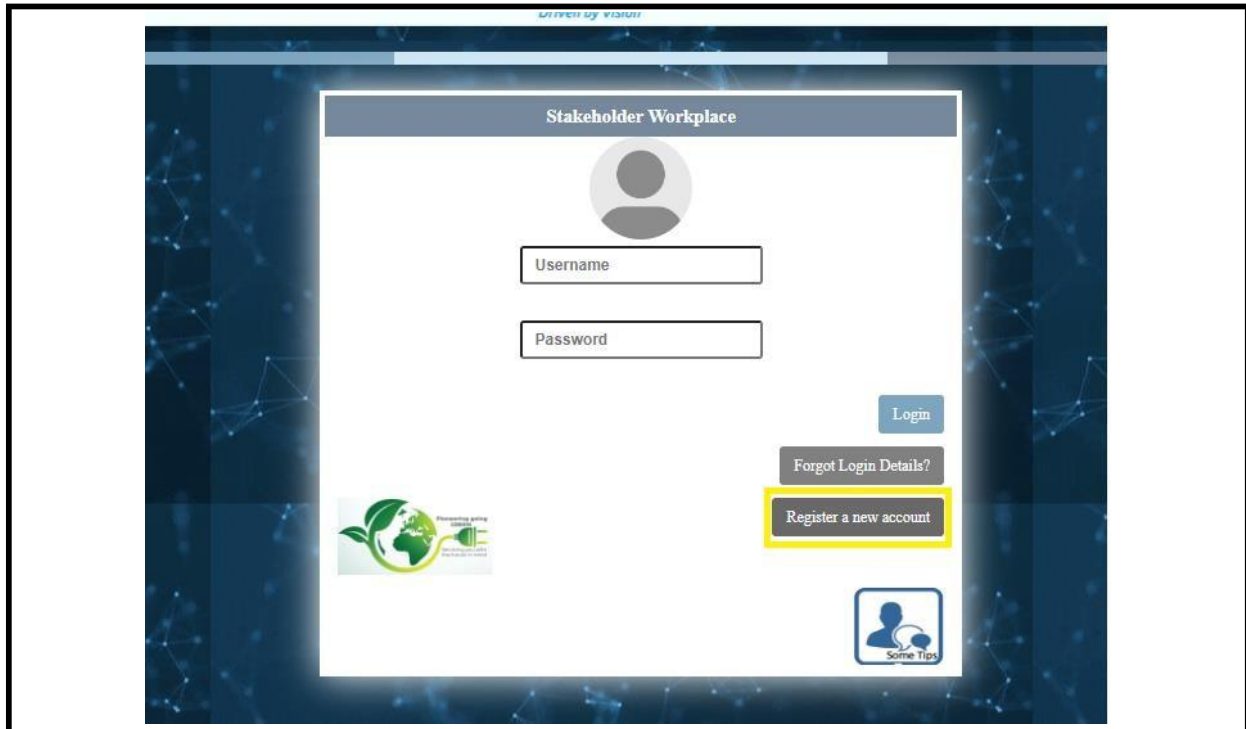# 2.Registering a new user

The below login screen will appear

The icon highlighted in yellow below is a link to the online training video – How to create your user account (YouTube video)
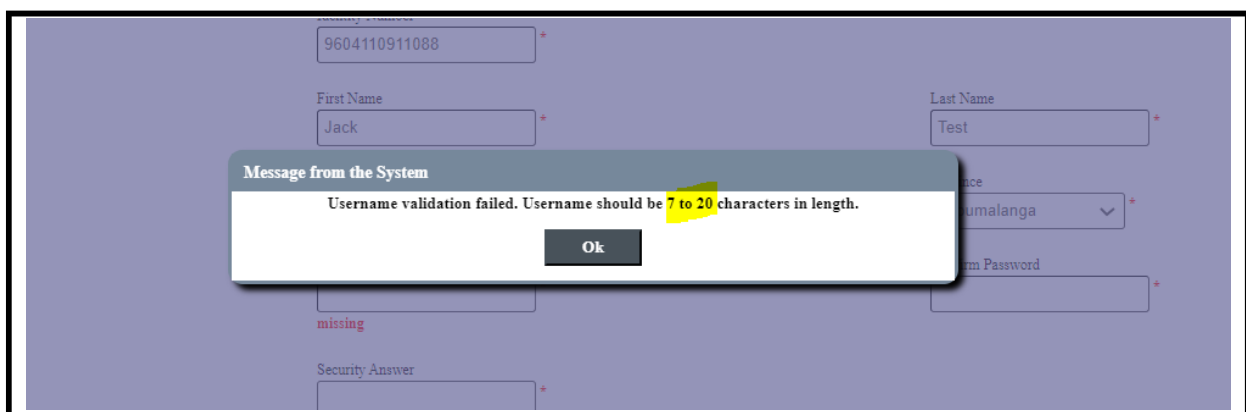

Click on register new account

Complete all the required fields. * Indicates that the fields are compulsory and that you will not be able to proceed if the fields are not completed

IMPORTANT – Password should be 7-20 characters long and should have special characters such as! @#$% as well as numeric numbers

Once all the required fields have been completed **click on REGISTER**

IMPORTANT! YOUR NAME & SURNAME NEEDS TO BE CAPTURED <u>EXACTLY</u> AS PER YOUR ID DOCUMENT

The below system-generated message will pop up, indicating you have successfully registered
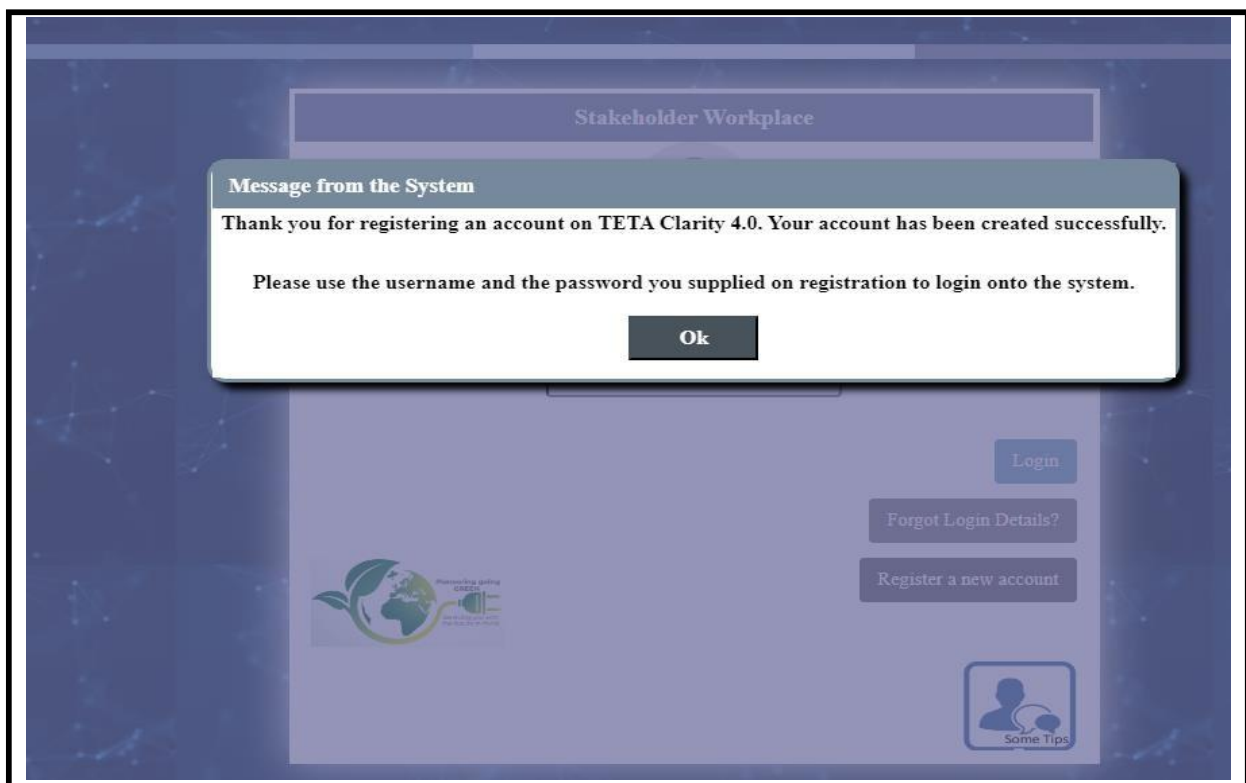
When you are done with your registration you will receive an email from noreply@teta.org.za

Clarity SETA System Account Registration

S noreply@teta.org.za
To Dolly

2022/06/23

We are registered. | Did you do this? | We are signed up! | ⓘ Feedback

Thank you for registering an account on TETA Clarity 4.0. Your account has been created successfully and should be able to access the Portal.

Your Login Details are as follows:

Username: Dolly01
Password: *******************

Please use your username and the password you supplied to login into the system.
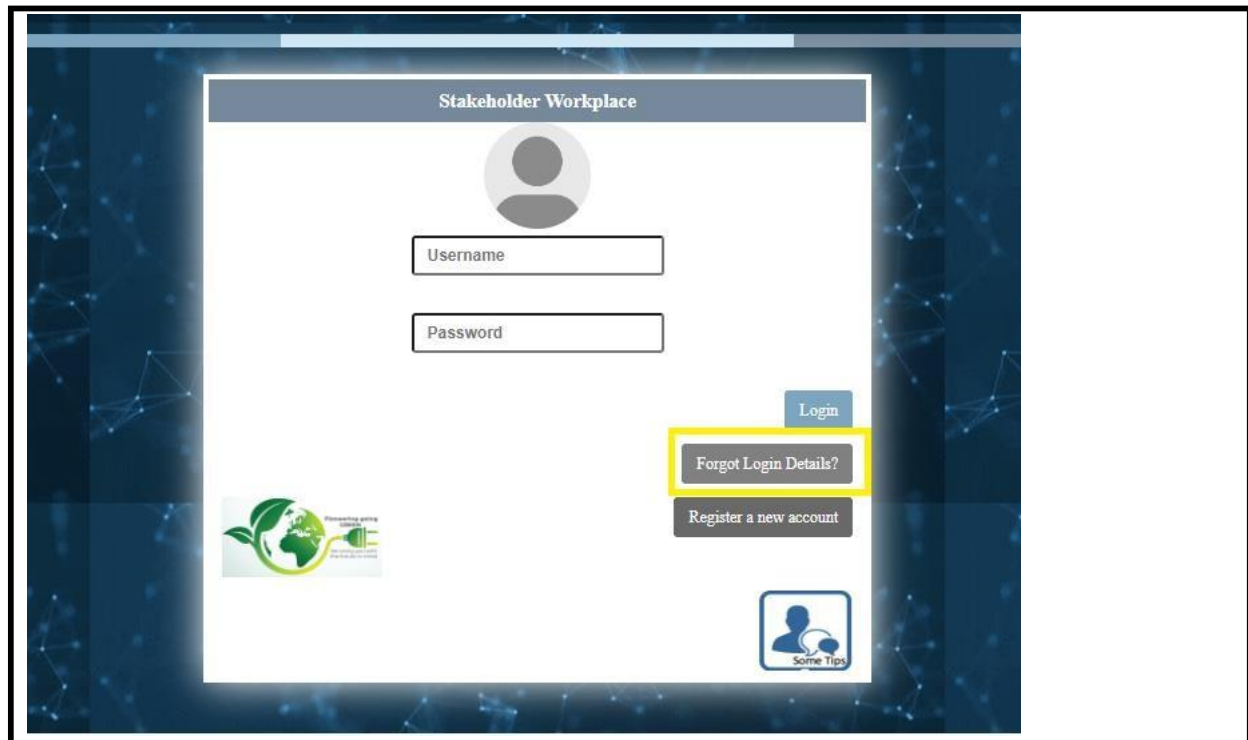
Kind Regards

TETA Clarity 4.0 Management Information System

Transport Education Training Authority
Driven by Vision

IMPORTANT to remember your PASSWORD.

3. Forgot login details

Should you forget your username/password **click** on **forgot password** and the system will re-send your username/password for you to reset your old/ forgotten password.

4. Bursary Application

Once you have entered your login details this is how your login screen will look

- Indicating who the user is
- Option to amend your profile **(this is important specifically if any of the applicants' details has changed or need to be updated)**
- The icon highlighted in yellow below is a link to the online training video – How to create your user account (YouTube video)
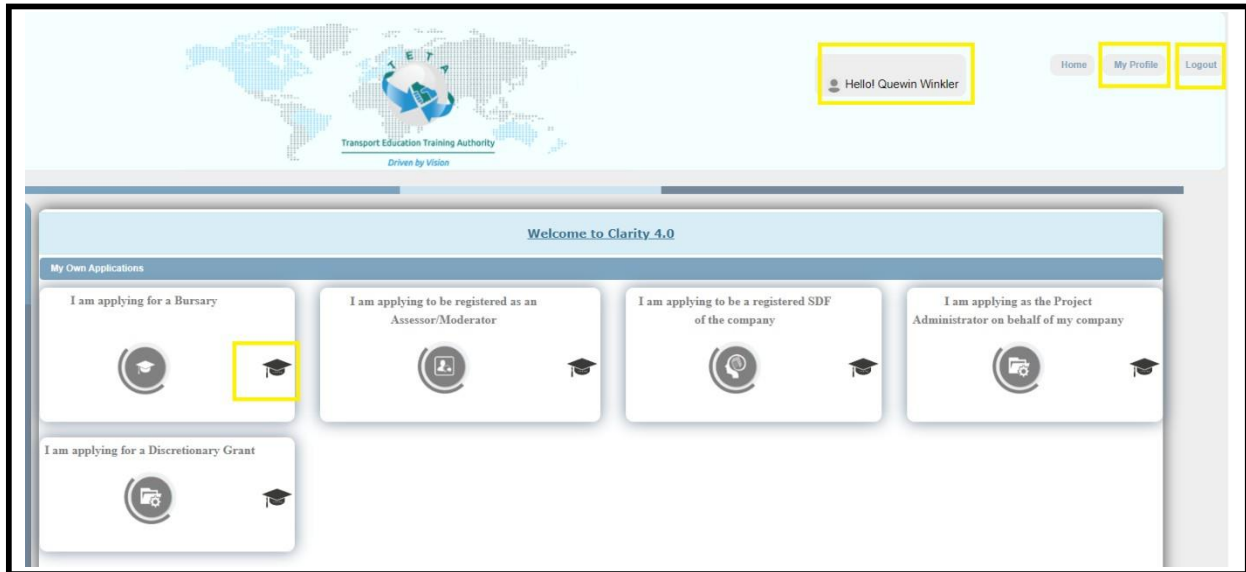
Click on my profile

- To edit user profile
- Update username or password
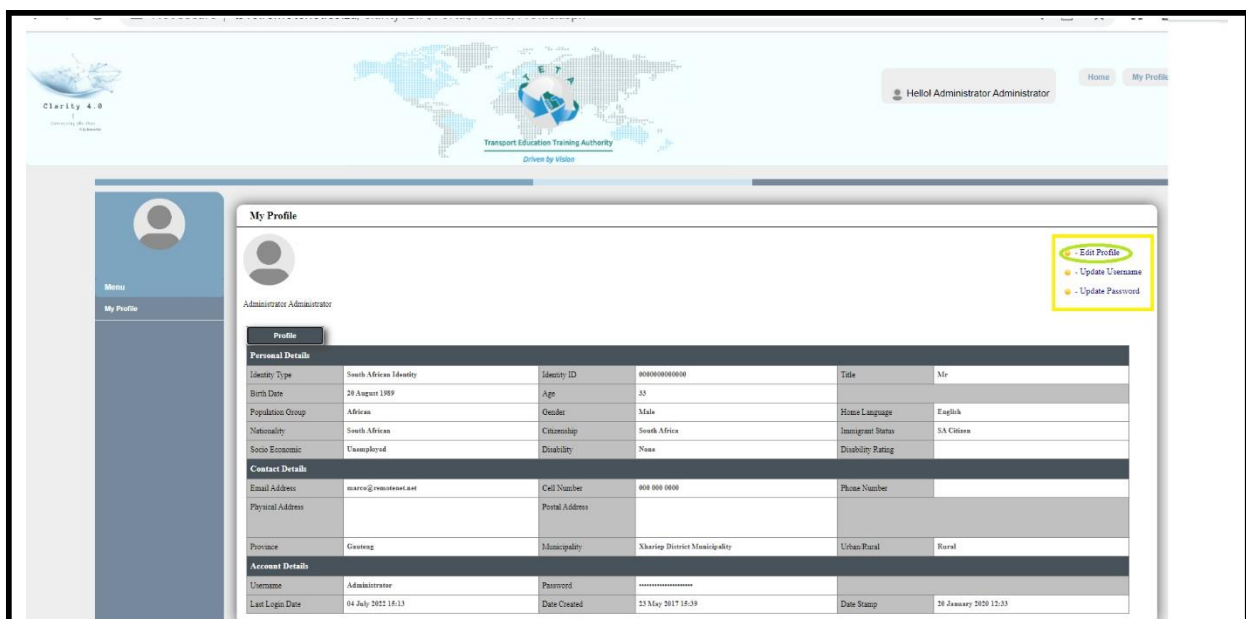
Click on Edit profile to amend all details. **Important** to click on **save profile** else all captured information will be lost
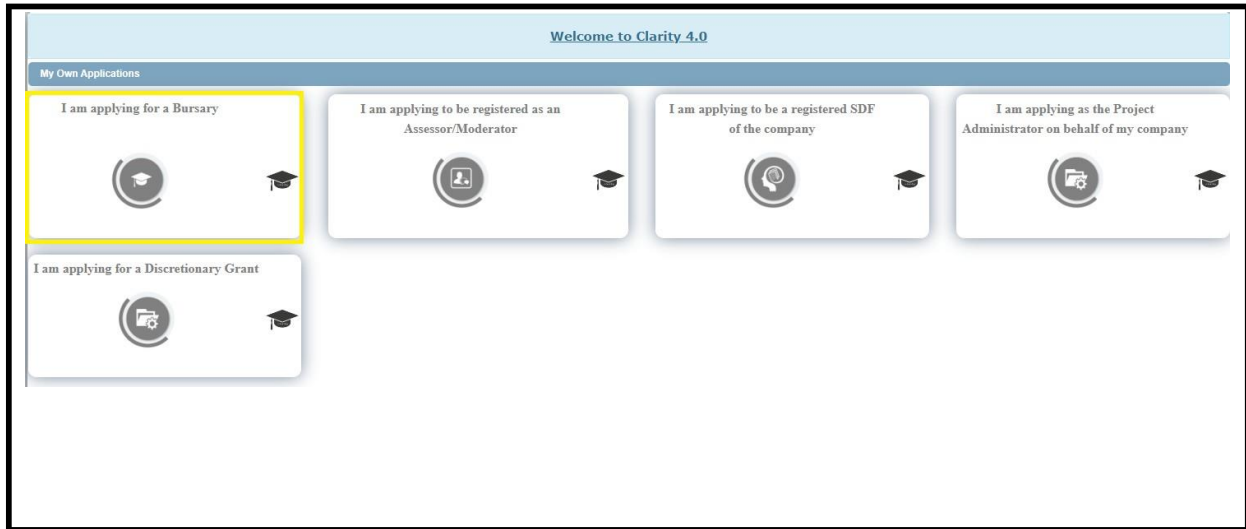
Once your profile has been updated, **click** on **home** to return to the home page to continue with your application
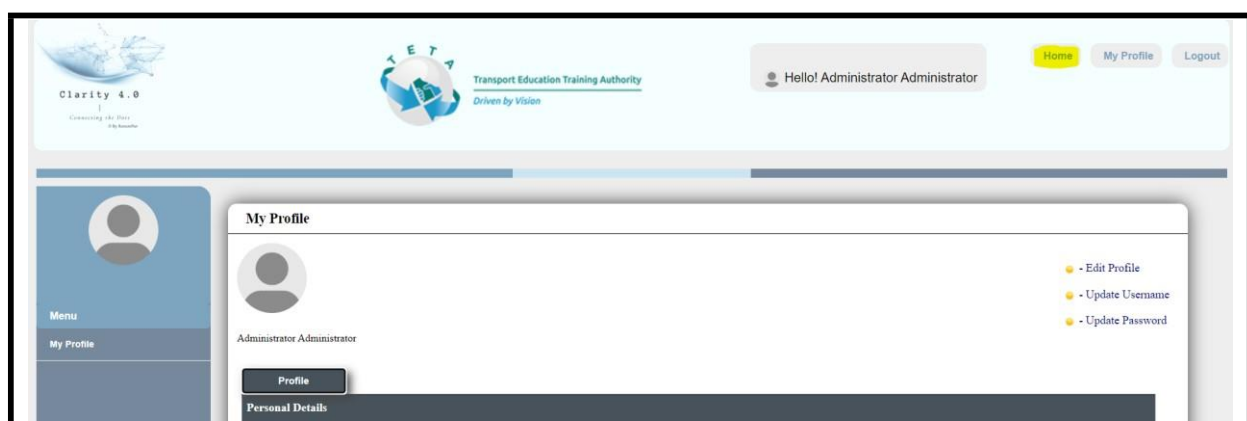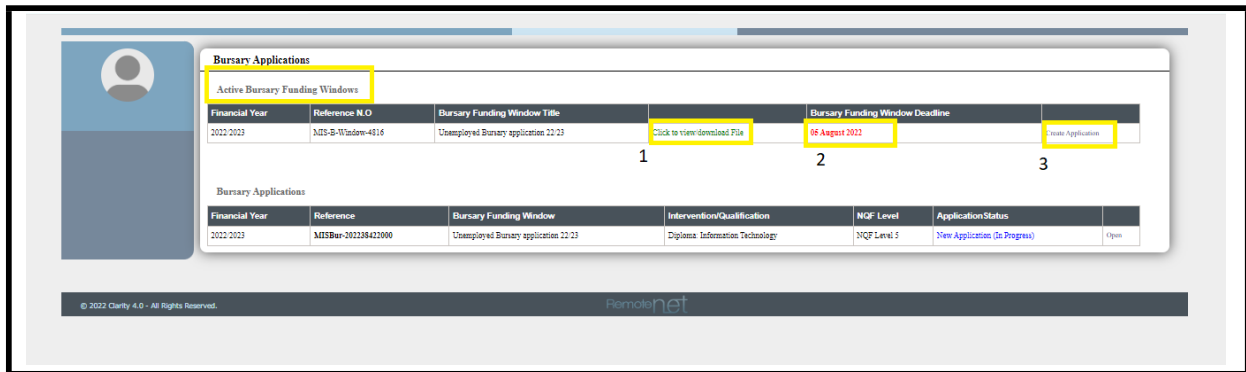

The below screen will appear – **click** on "I am applying for a Bursary" as indicated below

The open bursaries windows will be displayed under **Active Bursary Funding Window**
(Referring to no 1, 2, and 3 in the screenshot)

- Click to view bursary guidelines
- Notification of deadline
- Create an application

Click on Create Application

Once you have **clicked** on creating an application the list of all the bursary qualifications will display which you can only apply for one.

- Choose from the below list and click on create an application

After selecting which qualification you would like to apply for you **close** the page and your selection will display at the bottom of your home screen as indicated below

Click on Open

Once you have opened the Application- you will be reminded by the system how much **time** you have left before the **Submission date** and your **Application status** will be automatically in-progress

Click on **Edit learner profile** to edit any of the learner/applicants' information such as a physical address, contact details, etc.

- Important to **click** and give consent on **POPI ACT** as indicated below
- Click on **SAVE** profile

Click on **Edit Application** to edit any of the learner/applicant's information such as a physical address, contact details, etc.

The below screen will appear – complete required/compulsory field *

Once all fields have been captured **click** on **save and close** the screen

Important to indicate whether you have been funded by TETA for any other interventions

All captured information will be saved on the application form

Application Form					
Student/Licence Number	2009874884	Qualification Title at Institution	test	Qualification Code	test
Study Year (Academic Year)	First Year	Enroll Year	2022		
Start Date	27 January 2022	End Date	02 December 2022		

Click on Add Subject/Modules

Bursary Applications

Bursary Application From

Reference N.O	MISBur-202238422000
Application Status	New Application (In Progress)
Application Status Date	06 June 2022 10:40
Name of Intervention/Qualification	Diploma: Information Technology
NQF Level	NQF Level 5
Submissions Deadline	05 August 2022
Time left until Submission	31 days 8 hours 0 mins 5 secs

- Close Application
- Edit Learner Profile
- Edit Application
- Add Subject/Modules
- Edit Institution
- Add Guardian
- Upload Document
- Submit Application

Application **Documents**

Learner Profile					
Identity Type	South African Identity	Identity ID	0000000000000	Title	Mr
First Name	Administrator	Middle Name		Last Name	Administrator
Employed		Date Of Birth	20 August 1989	Age	33
Population Group	African	Gender	Male	Home Language	Eng
Nationality	South African	Citizenship	South Africa	Socio Economic	Unemployed

Enter **ALL** your subject that you have done together with the final mark you have received as per your transcript/statement of results

Subjects / Module form

Subject/Module Title

Accounting *

Subject/Module Mark

80 *

Save

Close

Once you have captured all your result they will appear on your landing page and the system will automatically calculate the average for you.

Should you have made an error whiles capturing your result onto the system you will be able to edit or delete the record.

Click on edit institution

The below screen with the various institutions will appear

Type the institution name in the search field and click search for the system to search the institution/provider (PUBLIC AND PRIVATE INSTITUTIONS WILL APPEAR)

Should your institution name not appear when searching for it - click on the institution not found icon at the bottom of the page – it will allow you to capture your institution information

Click on open to select the institution

Once an institution has been selected successfully the system will display the below message
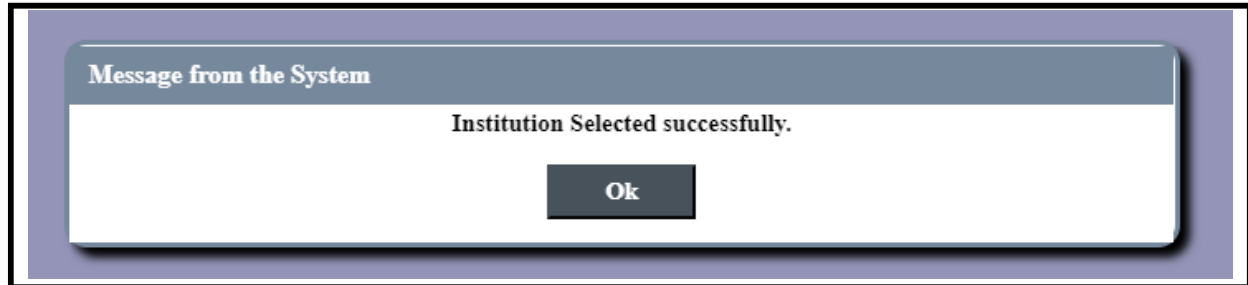
Captured information will display on the landing page (Replace with New)

Click on Add Guardian (This section is to add patents/guardian details) Compulsory for under 18 years

Below screen will appear. Important to note that you will have to complete the below information for both **mother and father**

Click on the tick box should Physical and Postal addresses are the same – the system will duplicate the information

Once both parents/guardians' information has been captured it will display at the bottom of the landing page

Click on the document upload tab to upload all required documentation applicable to your application and as per the TETA Bursary application guidelines

Bursary Applications

Bursary Application From

Reference N:O	MISBur-202238422000
Application Status	New Application (In Progress)
Application Status Date	06 June 2022 10:40
Name of Intervention/Qualification	Doctor of Technology: Engineering: Mechanical
NQF Level	NQF Level 10
Submissions Deadline	05 August 2022
Time left until Submission	30 days 15 hours 6 mins 0 secs

- Close Application
- Edit Learner Profile
- Edit Application
- Add Subject/Modules
- Edit Institution
- Add Guardian
- Upload Document
- Submit Application

Application | **Documents**

Learner Profile

Identity Type	South African Identity	Identity ID	0000000000000	Title	Mr
First Name	Administrator	Middle Name		Last Name	Administrator
Employed		Date Of Birth	20 August 1989	Age	33
Population Group	African	Gender	Male	Home Language	Eng
Nationality	South African	Citizenship	South Africa	Socio Economic	Unemployed

Below indicate which documents are compulsory
Only **PDF** version documents "MUST" be uploaded.
The date stamp should **not be older than 3 months**

Time left until Submission	30 days 14 hours 57 mins 8 secs

Application | **Documents**

Application documents

Document Title	Document Description	Document Conditions
Certified ID copy of applicant	Original certified copy of applicant	Compulsory
Proof of Unemployment	An affidavit stating that you are unemployed	Compulsory
Certified Grade 11/12 Statement of Results/ Matric Certificate	Certified Grade 11 Statement of Results/ Certified Grade 12 Statement of Results/ Matric Certificate	Compulsory only if applying for first year
Certified Copy of Highest Certificate/Transcripts for 2nd Year and above students	Certified Copy of Highest Certificate/Transcripts for 2nd Year and above students	Compulsory only if applying for 2nd year and above
Acceptance letter or proof of registration from Institution	Admission Letter/Proof of Registration/Proof of application to the institution	Compulsory
Certified ID Copy/Death Certificate/Affidavit of Mother	Certified ID Copy of Mother (If deceased Death certificate or Affidavit if not Present)	Compulsory if you are a Minor. (Below the age of 18)
Certified ID Copy/Death Certificate/Affidavit of Father	Certified ID Copy of Father (If deceased Death certificate or Affidavit if not Present)	Compulsory if you are a Minor. (Below the age of 18)
Mother - Proof of Income (payslip) or an affidavit (if parent is unemployed) or proof of SASSA grant/ Monthly Pension Payout	Proof of Income (payslip) or an affidavit (if parent is unemployed) or proof of SASSA grant/ Monthly Pension Payout	Compulsory
Father - Proof of Income (payslip) or an affidavit (if parent is unemployed) or proof of SASSA grant/ Monthly Pension Payout	Proof of Income (payslip) or an affidavit (if parent is unemployed) or proof of SASSA grant/ Monthly Pension Payout	Compulsory
Valid proof of accreditation by private institutions	Valid proof of accreditation by the relevant authority/body for study applied for	Compulsory (Only applicable for private institutions)
Certified Copy of a valid Private Pilot Licence	Certified Copy of a valid Private Pilot Licence	Compulsory (Only applicable when applying for Commerical Pilot Training)
Certified Copy of a valid Commercial Pilot Licence	Certified Copy of a valid Commercial Pilot Licence	Compulsory (Only applicable when applying for Instrument or Instructors Rating)
Certified Copy of a valid CPL with Instructors and Instrument Rating endorsement	Certified Copy of a valid CPL with Instructors and Instrument Rating endorsement	Compulsory (Only applicable when applying for Airline Transport Pilot Licence (ATPL))
Certified Copy of a valid CPL with Instructors and Instrument Rating endorsement	Certified Copy of a valid CPL with Instructors and Instrument Rating endorsement	Compulsory (Only applicable when applying for Airline Transport Pilot Licence (ATPL) Hour Building)

Click on upload document and select which document you want to upload

Important-make sure you know where your PDF documents are saved to ease the upload process and to ensure that it is named correctly as this will eliminate incorrect documents uploaded.
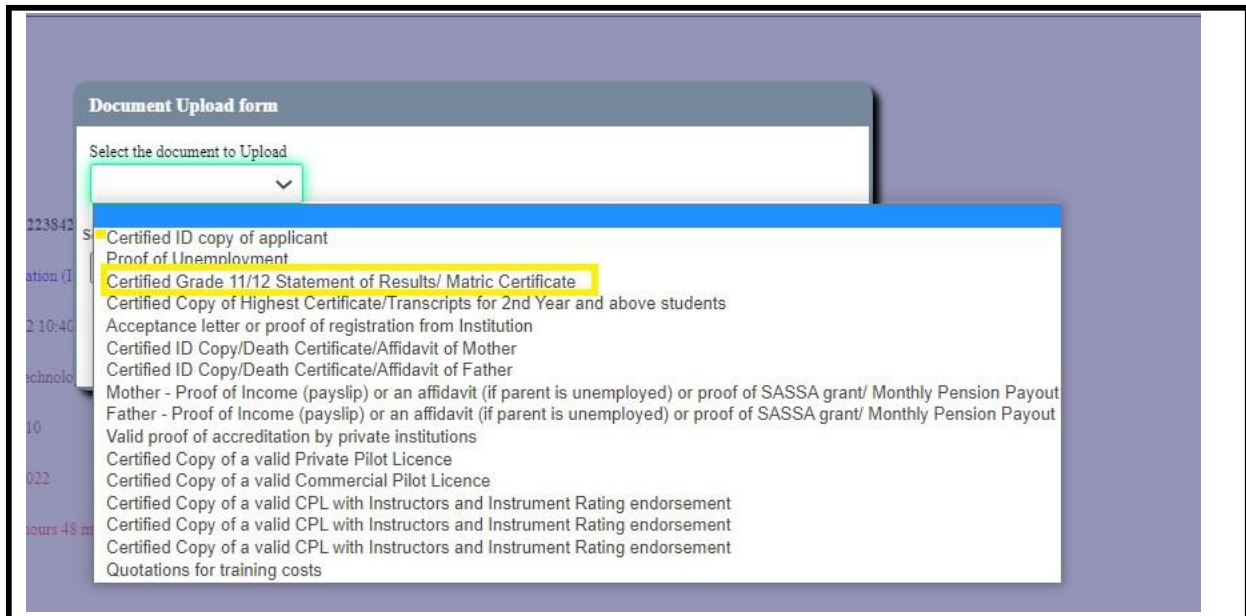
Click on choose file – select the file from where it is saved – once uploaded the file name will appear- **click** on submit the file as indicated below
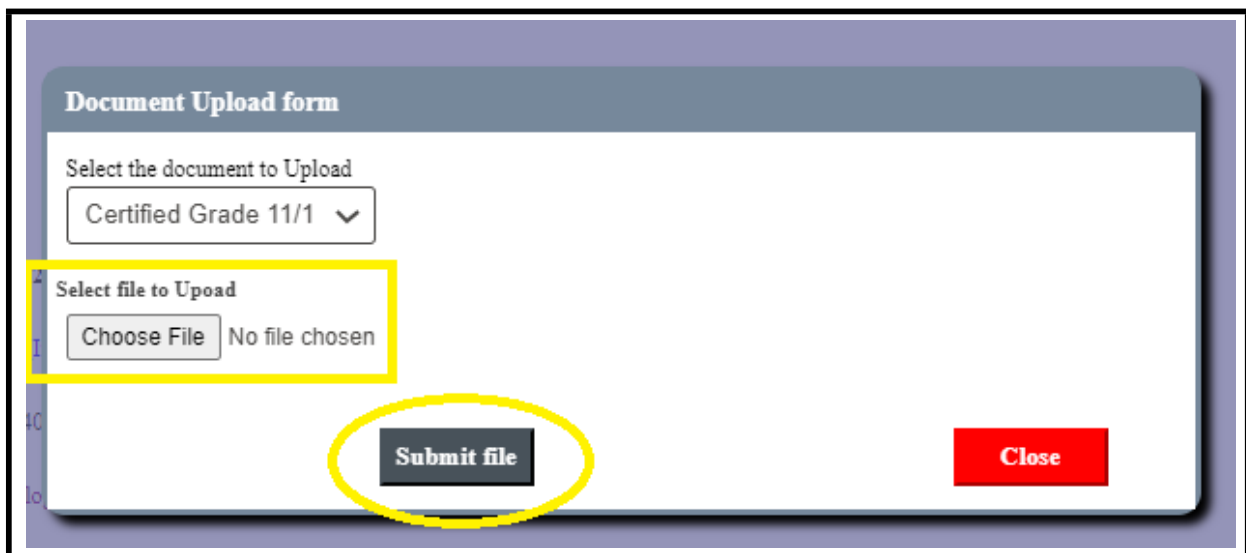
The system will give the below message for each document that has been uploaded successfully
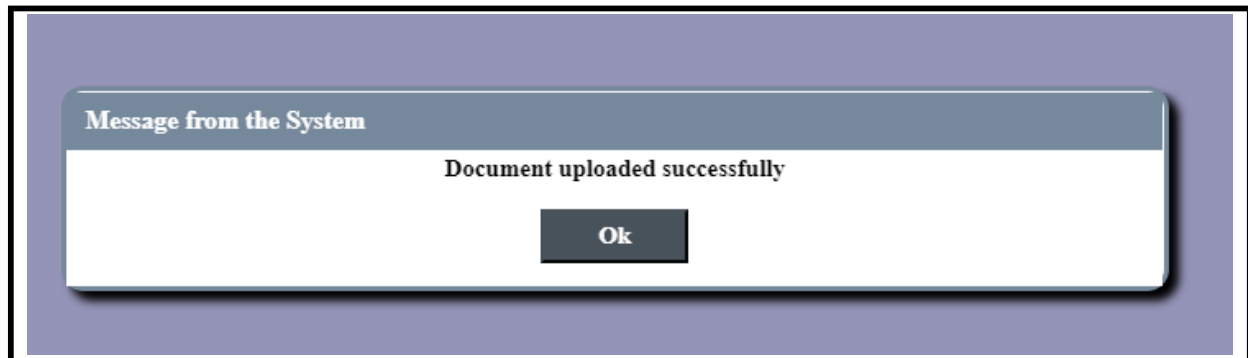
The below is proof of successful uploaded documents – **Click** to view/download the file when you **click** on view the system will retrieve your uploaded document which you can use to double-check that the correct document has been uploaded

Bursary Applications

Bursary Application From

Reference N.O	**MISBur-202238422000**
Application Status	New Application (In Progress)
Application Status Date	06 June 2022 10:40
Name of Intervention/Qualification	Doctor of Technology: Engineering: Mechanical
NQF Level	NQF Level 10
Submissions Deadline	05 August 2022
Time left until Submission	30 days 14 hours 42 mins 14 secs

- Close Application
- Edit Learner Profile
- Edit Application
- Add Subject/Modules
- Edit Institution
- Add Guardian
- Upload Document
- Submit Application

**Application** | **Documents**

Application documents

Document Title	Document Description	Document Conditions	
Certified ID copy of applicant	Original certified copy of applicant	Compulsory	Click to View/Download File
Proof of Unemployment	An affidavit stating that you are unemployed	Compulsory	File Missing from system

When all documents have been successfully uploaded **click** on **submit application**

Bursary Applications

Bursary Application From

Reference N.O	**MISBur-202238422000**
Application Status	New Application (In Progress)
Application Status Date	06 June 2022 10:40
Name of Intervention/Qualification	Doctor of Technology: Engineering: Mechanical
NQF Level	NQF Level 10
Submissions Deadline	05 August 2022
Time left until Submission	30 days 14 hours 42 mins 14 secs

- Close Application
- Edit Learner Profile
- Edit Application
- Add Subject/Modules
- Edit Institution
- Add Guardian
- Upload Document
- Submit Application

Application | **Documents**

Application documents

Document Title	Document Description	Document Conditions	
Certified ID copy of applicant	Original certified copy of applicant	Compulsory	Click to View/Download File
Proof of Unemployment	An affidavit stating that you are unemployed	Compulsory	File Missing from system

After you have clicked on submit application the below declaration message will appear.

Click on the **tick box** to confirm that all information captured is correct. Please ensure to capture your **Names according to your ID**

(Should the system pick up that any of the compulsory documents have not been uploaded or captured it will prompt you to the exact document that has not been actioned).

Application Submssion

Should any of the information provided be a misrepresentation, TETA has the authority to revoke my bursary if approved. I, declare that the information provided is truth and veracity. I acknowledge and accept the responsibilities under this declaration pursuant to the TETA Bursary Guidelines.

Click here to agree to the terms above

Close

Upon successful submission of the application, the system will save your application as indicated below.

Bursary Applications

Active Bursary Funding Windows

Financial Year	Reference N.O	Bursary Funding Window Title		Bursary Funding Window Deadline	
2022/2023	MIS-B-Window-4816	Unemployed Bursary application 22/23	Click to view/download File	05 August 2022	Create Application

Bursary Applications

Financial Year	Reference	Bursary Funding Window	Intervention/Qualification	NQF Level	ApplicationStatus	
2022/2023	MISBur-202256750000	Unemployed Bursary application 22/23	Diploma: Accounting	NQF Level 5	Application Submitted	Open

An automated email will be sent to the applicant indicating the successful submission of your application together with your **reference number**
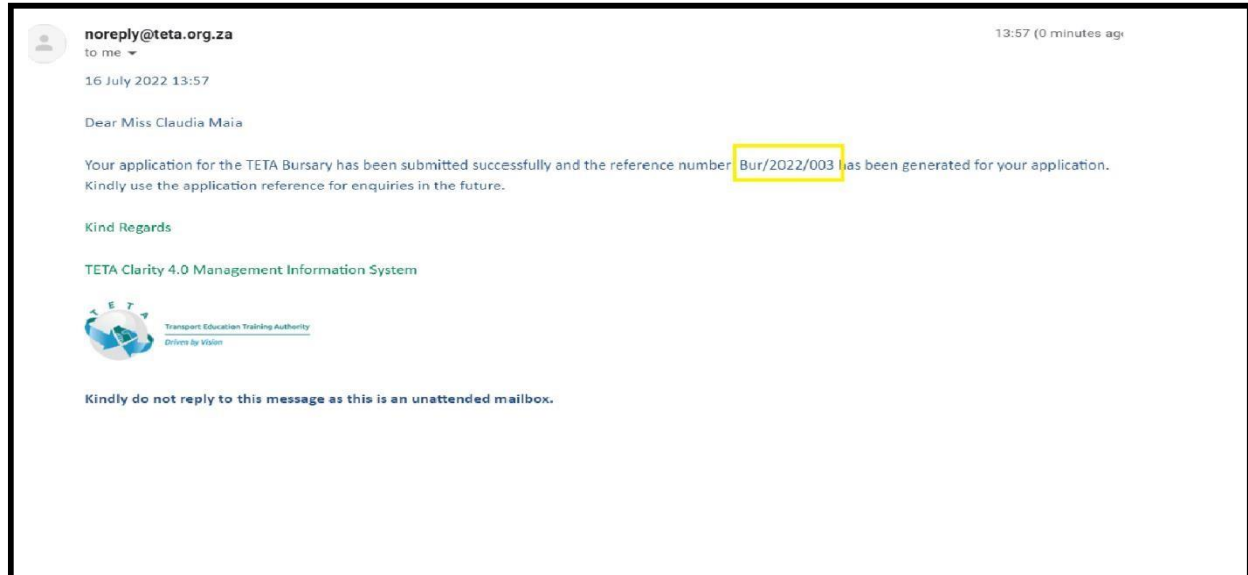
Once your application has been successfully submitted you will not be able to capture any further information or edit any information. You will only be able to open and view your application. **NO AMENDMENTS WILL BE ALLOWED**

NOTE: Not able to apply more than once in the same funding year, using the same ID number.

Reference N.O	**Bur/2022/003**
Application Status	Application Submitted
Application Status Date	16 July 2022 13:57
Name of Intervention/Qualification	Advanced Certificate in Business Administration
NQF Level	NQF Level 6
Submissions Deadline	31 July 2022
Time left until Submission	14 days 10 hours 0 mins 28 secs

● - Close Applic

Application   Documents

Learner Profile

NOTE: TETA WILL BE IN CONTACT WITH THE SUCCESSFUL APPLICANTS ONLY.

TETA