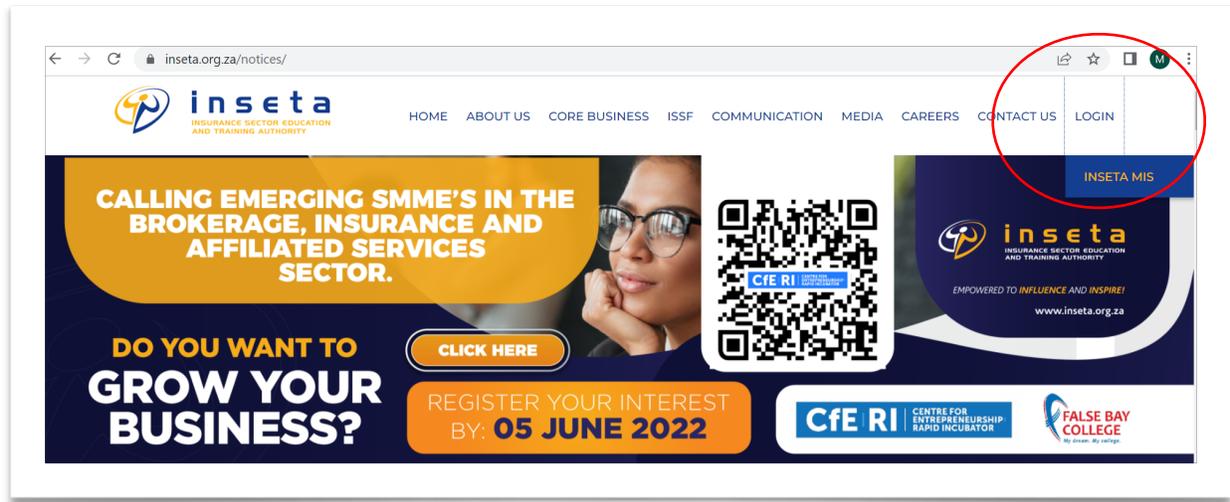


## INSETA MIS Quick Guide

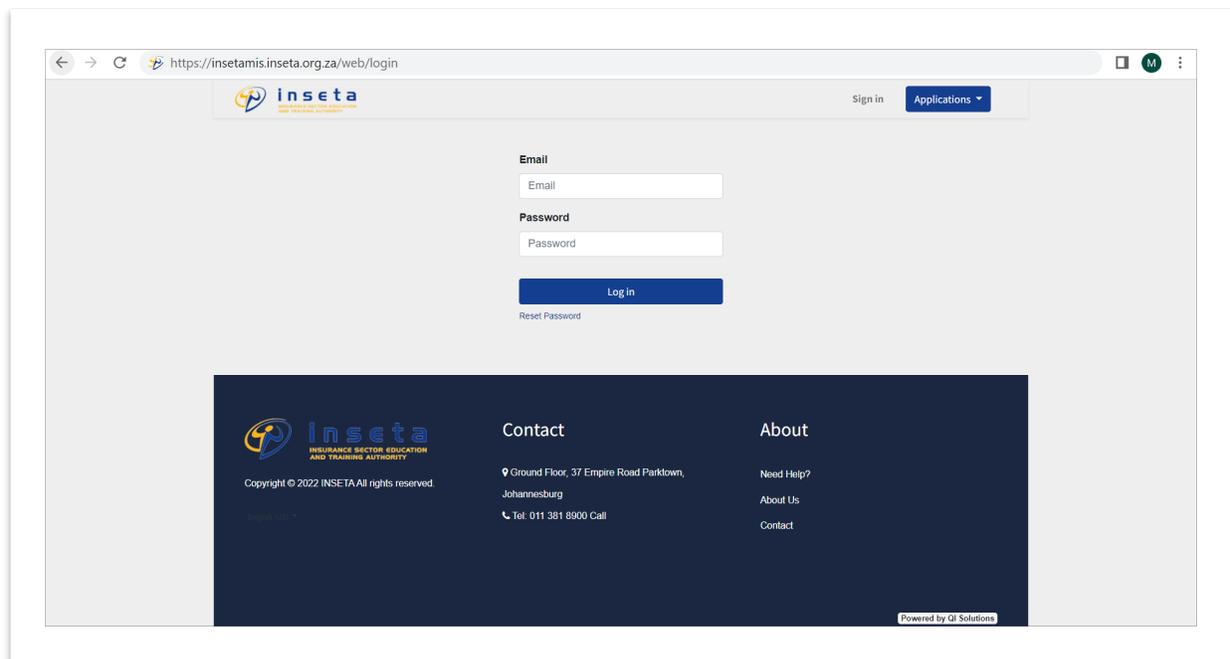
### How to access the system

To access the new INSETA Management Information System (MIS), follow the link <https://insetamis.inseta.org.za/web/login>

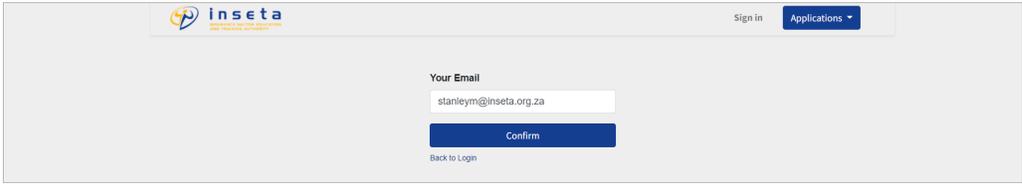
The system link is also available on the INSETA website <https://www.inseta.org.za>



The following landing page will display



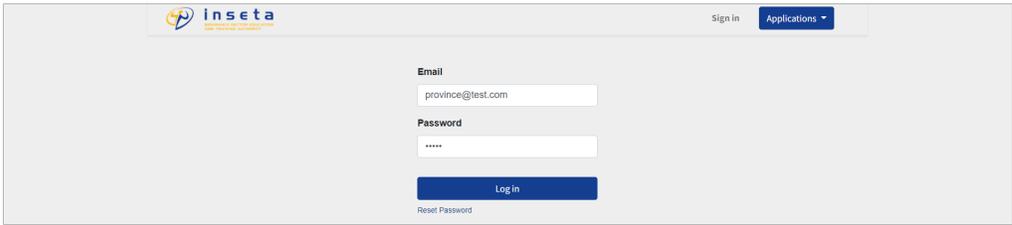
## To login as an existing user on the legacy system/ INDICIUM



The screenshot shows the INSETA login interface. At the top left is the INSETA logo. At the top right are 'Sign in' and 'Applications' links. The main form area is titled 'Your Email' and contains a text input field with the email address 'stanleyym@inseta.org.za'. Below the input field is a blue 'Confirm' button and a smaller link for 'Back to Login'.

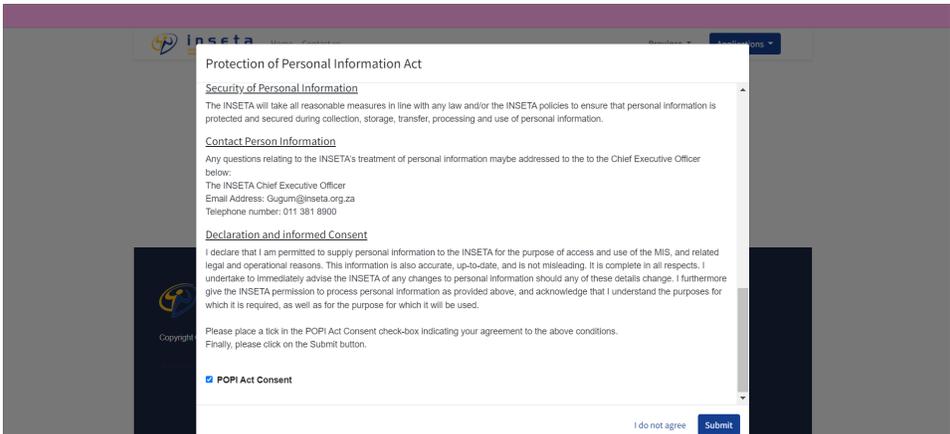
- Click on **Reset Password**
- Capture Your email (please provide an email registered on legacy system/ INDICIUM)

An email with a **link** will be sent (from [noreply@inseta.org.za](mailto:noreply@inseta.org.za)) with steps to follow to reset your password. Once the password is successfully, to login



The screenshot shows the INSETA login interface. At the top left is the INSETA logo. At the top right are 'Sign in' and 'Applications' links. The main form area contains two text input fields: 'Email' with the address 'province@test.com' and 'Password' with masked characters '\*\*\*\*\*'. Below the password field is a blue 'Log In' button and a smaller link for 'Reset Password'.

- Capture email and password
- Click **Log In**



The screenshot shows the INSETA login interface with a 'Protection of Personal Information Act' consent form overlaid. The form contains the following text:

**Protection of Personal Information Act**

Security of Personal Information  
The INSETA will take all reasonable measures in line with any law and/or the INSETA policies to ensure that personal information is protected and secured during collection, storage, transfer, processing and use of personal information.

Contact Person Information  
Any questions relating to the INSETA's treatment of personal information maybe addressed to the to the Chief Executive Officer below:  
The INSETA Chief Executive Officer  
Email Address: [Gugum@inseta.org.za](mailto:Gugum@inseta.org.za)  
Telephone number: 011 381 8900

Declaration and informed Consent  
I declare that I am permitted to supply personal information to the INSETA for the purpose of access and use of the MIS, and related legal and operational reasons. This information is also accurate, up-to-date, and is not misleading. It is complete in all respects. I undertake to immediately advise the INSETA of any changes to personal information should any of these details change. I furthermore give the INSETA permission to process personal information as provided above, and acknowledge that I understand the purposes for which it is required, as well as for the purpose for which it will be used.

Please place a tick in the POPI Act Consent check-box indicating your agreement to the above conditions.  
Finally, please click on the Submit button.

POPI Act Consent

I do not agree

- Read the Protection and Personal Information Act and then check the POPI Act Consent tick-box
- Click **Submit**

Please note that you will be required to complete this process only once when logging in for the first time