

ICSP

Internship and Community Service Programme

Applicant Verification Guide



health

Department:
Health
REPUBLIC OF SOUTH AFRICA



Health Information Systems Program - SA

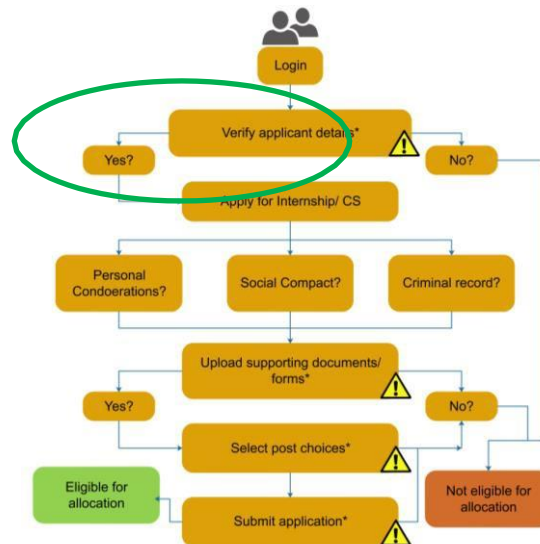
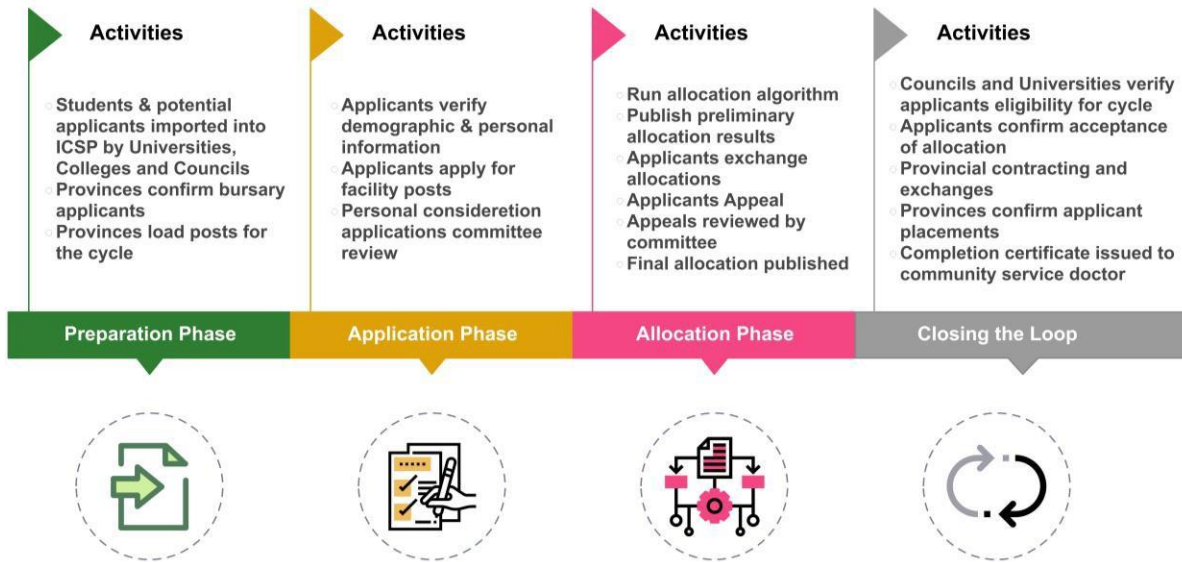
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1. Introduction

Welcome to the ICSP Guideline on Applicant Information Verification. This is an important process that allows us to verify the information of potential applicants to determine their eligibility to apply for any given cycle on ICSP. Without verifying your demographic details on ICSP you are unable to continue onto subsequent steps to apply and be allocated for any given cycle.

Where are we in the process of ICSP:



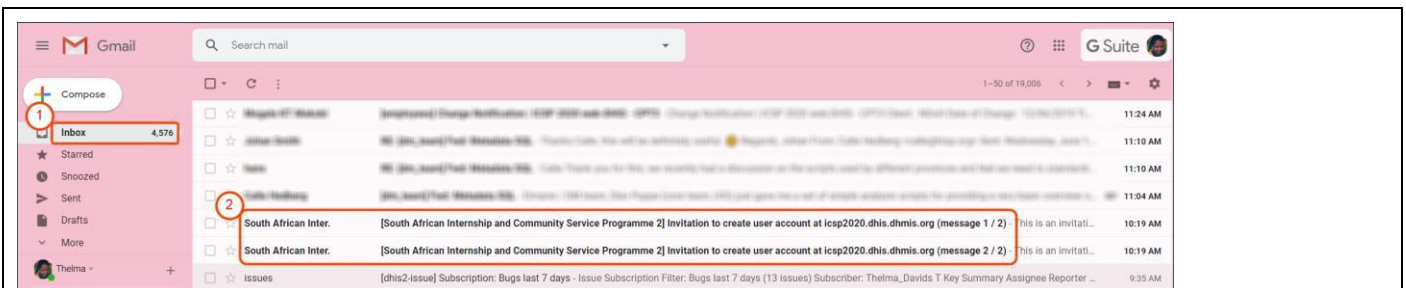
The Objective of this module: is to guide the Applicants / Students on how verify their information the system.

Target Audience: Applicants

2. Signing In

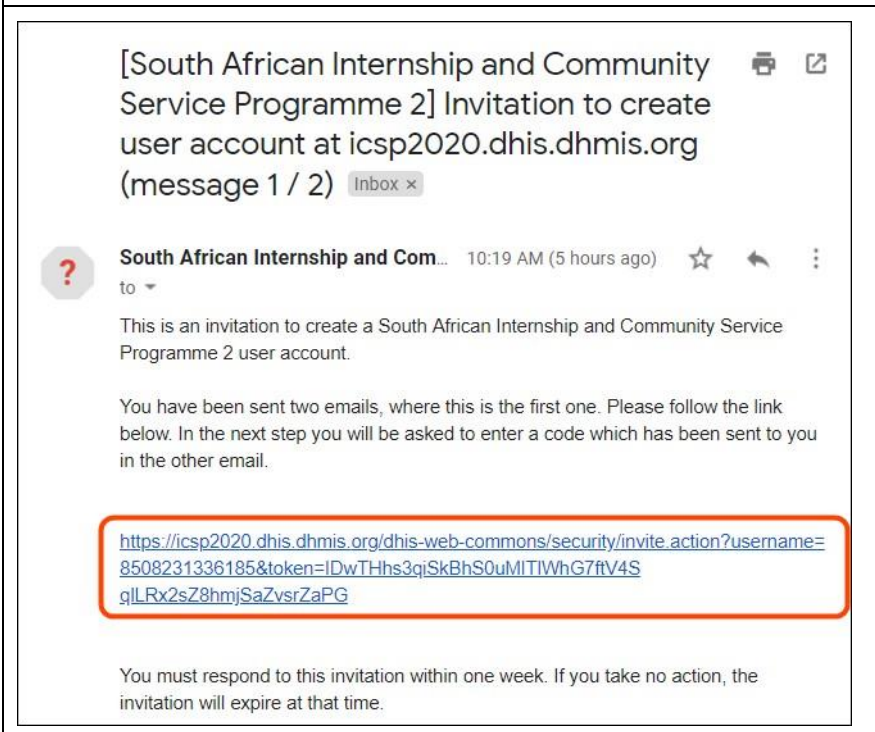
Applicants are pre-registered on ICSP by their statutory Councils, Universities, College or other institutions you are affiliated to. Students will receive an email notification requesting to confirm student registration details on the ICSP system. This process is to ensure and confirm correct details are provided for further communication and allocations to posts. For this reason, all students must provide their own an active email address (an email address that they check regularly).

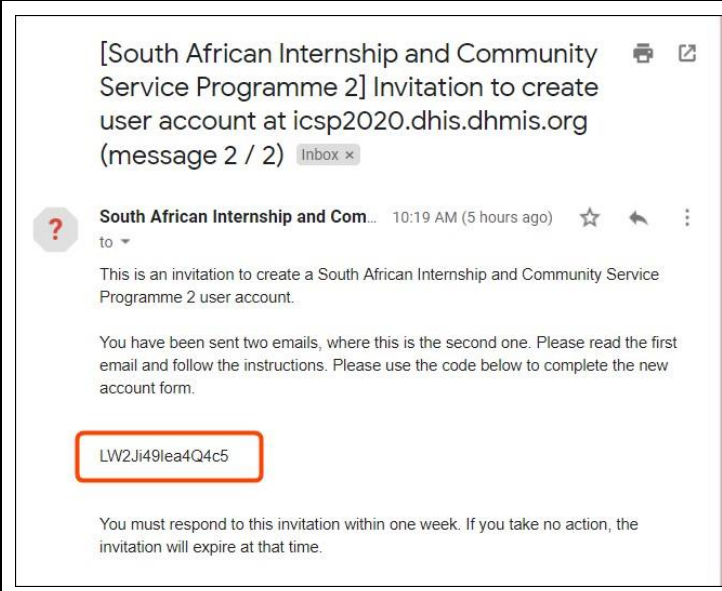
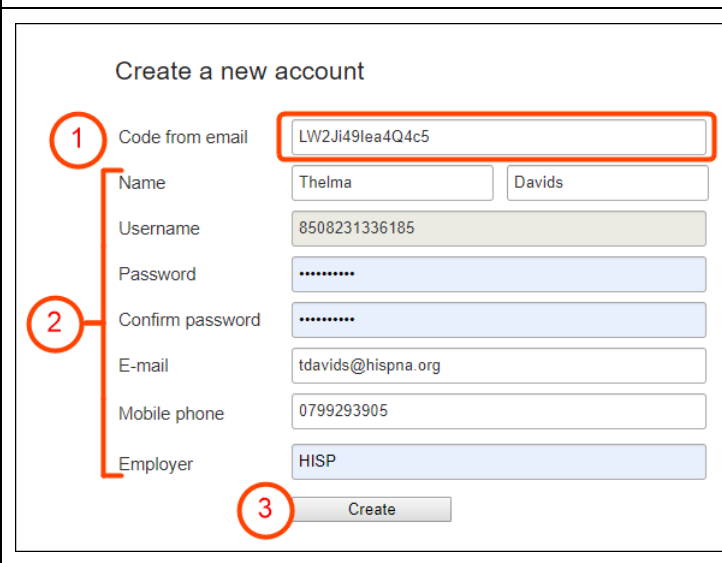
For students who are not pre-registered by their University, College or Council, they may complete the “[Request ICSP Registration](#)” form on the Info Site. This method of registration requires you to upload proof of registration with your relevant Statutory Council and may take up to 48 hours before the email notification is received (depending on how long the verification may take).



Students will receive an email notification in the inbox of the email account that was provided by your university, college or Council in the case of pre-registered applicants or yourself in the case of self-registered applicants. (Please check all your email folders like spam or other non-primary inbox folders.)

You will receive **two** emails marked 1 of 2 (1/2) and 2 of 2 (2/2)

 A screenshot of an email body. The subject line is '[South African Internship and Community Service Programme 2] Invitation to create user account at icsp2020.dhis.dhmis.org (message 1 / 2)'. The sender is 'South African Internship and Com...' and the time is '10:19 AM (5 hours ago)'. The body text reads: 'This is an invitation to create a South African Internship and Community Service Programme 2 user account. You have been sent two emails, where this is the first one. Please follow the link below. In the next step you will be asked to enter a code which has been sent to you in the other email.' Below this text is a blue hyperlink: https://icsp2020.dhis.dhmis.org/dhis-web-commons/security/invite.action?username=8508231336185&token=IDwTHhs3qiSkBhS0uMITIWhG7ftV4SqILRx2sZ8hmjSaZvsrZaPG . At the bottom, it says: 'You must respond to this invitation within one week. If you take no action, the invitation will expire at that time.'	<p>Open the 1 of 2 (1/2) email and click on the link on the link in the email.</p>
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 <p>[South African Internship and Community Service Programme 2] Invitation to create user account at icsp2020.dhis.dhmis.org (message 2 / 2) Inbox x</p> <p>South African Internship and Com... 10:19 AM (5 hours ago) ☆ ↶ ⋮ to ▾</p> <p>This is an invitation to create a South African Internship and Community Service Programme 2 user account.</p> <p>You have been sent two emails, where this is the second one. Please read the first email and follow the instructions. Please use the code below to complete the new account form.</p> <p style="border: 1px solid red; padding: 2px; display: inline-block;">LW2Ji49lea4Q4c5</p> <p>You must respond to this invitation within one week. If you take no action, the invitation will expire at that time.</p>	<p>Open the 2 of 2 (2/2) and copy the code to use in the link you clicked on in email 1 of 2 (1/2) to complete the user access process.</p>
 <p style="text-align: center;">Create a new account</p> <p>1 Code from email <input style="border: 1px solid red;" type="text" value="LW2Ji49lea4Q4c5"/></p> <p>Name <input type="text" value="Thelma"/> <input type="text" value="Davids"/></p> <p>Username <input type="text" value="8508231336185"/></p> <p>Password <input type="password" value="....."/></p> <p>2 Confirm password <input type="password" value="....."/></p> <p>E-mail <input type="text" value="tdavids@hispna.org"/></p> <p>Mobile phone <input type="text" value="0799293905"/></p> <p>Employer <input type="text" value="HISP"/></p> <p>3 <input type="button" value="Create"/></p>	<ol style="list-style-type: none"> 1. Paste the Code from the email here. 2. Fill in and complete all the input boxes <p>Note: The username is greyed out as this was already created in in the system</p> <ol style="list-style-type: none"> 3. Click on create Button

 **Note that failure to update details within the prescribed timeframe will result in the applicant being excluded from further processing.**

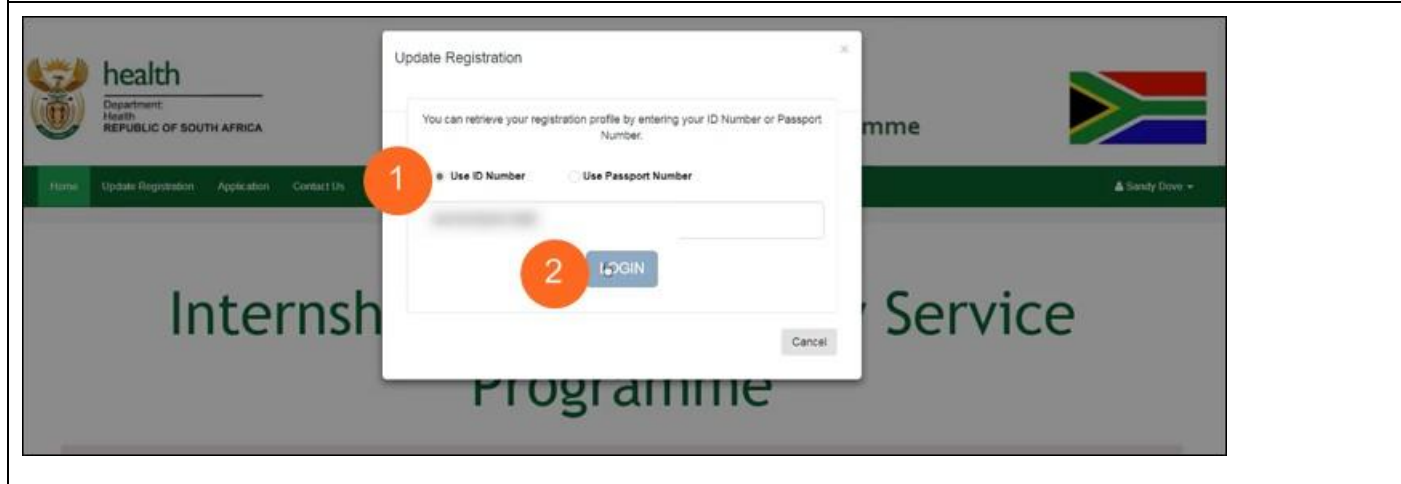
3. Updating and Verifying Registration Details

Once you have signed in to the ICSP site you will reach the home page where you will see any announcements and where you can access the pages to verify or update your information.

Note: Tabs will only appear on the navigation bar as the process in a phase becomes open to applicants for interaction.



In order to verify or update your personal details that have been pre-registered on the site you should click on **Update Personal Information** in the top left-hand corner of the screen.



For security reasons, a two-stage authentication process will be employed to ensure that the correct person is accessing the system. You will therefore be presented with a screen where you will be requested to enter your ID or passport number.

1. Choose whether you will be entering an ID or passport number. **Note:** If you are a South African or Permanent Resident applicant you may only select the ID option. For all other citizenships please select Passport.
2. Enter this number into the text box and then click on the **LOGIN** button.

Notification!

Please fill in your "Qualification/Completion Date". For foreign applicants please indicate if you are required to write a board Exam and also fill in the "Board Exam Result Date" fields.

Ok

A pop up message appears upon logging in, read carefully: Please fill in your "Qualification / Completion date. For foreign applicants please indicate if you are required to write a board Exam and also fill in the "Board Exam Result Date" fields. Click ok when you understand and done reading the message box.

You will then come through to the "Registration Verification" page.

- Review the information that has been pre-populated in each of the fields.
- Update any of the information that is outdated or incorrect, and
- Add any information that is missing.

Biographical Information

Application Cycle *

First Name(s) *

Surname *

Cell Number *

Alternative Contact Number *

E-mail *

Alternative E-mail

Nationality *

ID Number *

Gender *

Race *

Driver's License *

Biographical Information

Complete all the biographical information.

Compulsory fields are marked *

Its important to in true and primary phone numbers and email addresses. Failure to do so will result in, you not receiving the relevant information and updates.

Education and Professional Affiliations

Field of Study *

South African Institution of Learning *
 Non-South African Institution of Learning

Other Institution of Learning *

Start date of study *

Student Number *

Est. Qualification Completion Date *

Are you required to write a board exam? *

Board Exam Result Date *

Registration Council *

Registration Number with the Council *

Have you worked for SA Government? *

PERSAL Number (if available)

Education and Professional Affiliations

Complete this section of required information.

1. If you select the check box for NON-South African Institute of learning, the other Institution of Learning box will appear for you to insert the formal name of the institution of learning you attended.
2. If you have selected another institution of learning, you will be required to complete information for whether you are required to write a board exam.
3. Answering yes to the “have you worked for SA Government” You will be required to provide a PERSAL Number (If available)

Alternative Contact Person

Name and Surname *

Relationship with alternative contact *

Contact number *

E-mail

Permanent Residential Address

Street Number and Street Name *

Suburb *

Town or City *

Postal Code *

Alternative Contact Person

Complete data for alternative contact persons that is reachable in case we cannot reach out to you.

Permanent Residential Address

Is referred to a permanent residential address that is not a temporary nature like a student residence address but where student is residing either under the care of a parent or guardian. It means where you intend to reside. Some people have a temporary address because of a job or school that they know isn't permanent, your permanent address is the one you intend to be at long term. It doesn't mean necessarily you are living there for the rest of your life, but it's the place you consider your full-time home.

Details confirmation


I confirm that the information provided in this form is true, complete and accurate.

I acknowledge that in order to support my placement, the national and/or provincial department of health, may share my details with statutory councils, and the PERSAL information system.

In such cases, data sharing and transfer will occur in a secure manner that respects the privacy and confidentiality of my information.

Should you wish to receive access to promotional material related to CPD and other educational programmes, please tick the radio button/check box:

I agree to share my information being shared with Universities, and other Centres of Learning, for the purpose of accessing CPD materials



1

2

Once you have verified and updated your details:

1. Read and Check the confirmation box, and
2. Click on the **Update** button.

Note: The first two confirmation boxes and the terms and conditions confirmation box are compulsory in order to submit your registration information.

Biographical Information

Cycle * Asynchronous (Midyear) Cycle – I must be placed immediately

First Name(s) * Sandy

Surname * Dove

Cell Number * 0726353487

Alternative Contact Number * Invalid phone number!

E-mail * Mankganc@gmail.com

For use if your primary cell number is unavailable.

If you have not completed a required field or have entered information incorrectly, the field will be highlighted in red.

Complete or correct the information in the field and then check the confirmation box and click the update field at the bottom of the page again.

Qualification completion date 2017/12/15

Where did you complete your Internship Training* Kwazulu

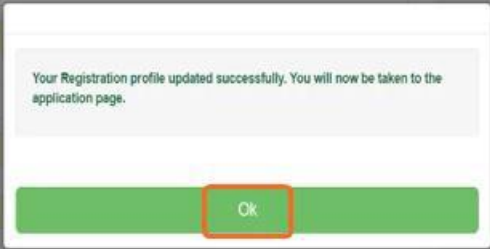
Registration Council* HPCSA

Registration Number with a Council* 002

PERSAL Number (if available) 113

Alternative Contact Person

Name and Surname* rory



A notification box will pop up once you have successfully updated and verified your registration details. Click on the **OK** button to proceed. This may take you to the Application form if the application process has opened on the system.

The ICSP portal will send you an email confirmation once you have completed your updates.

The system will also inform you of changes made in the system and remind applicants who have not accessed the system to update their details.

The next section will walk you through the application process and will be made available closer to the time.