ICSP

Internship and Community Service Programme

Applicant Verification Guide

health
Department:
Health
REPUBLIC OF SOUTH AFRICA

HISP
Health Information Systems Program - SA

Table of Contents

1. Introduction 1

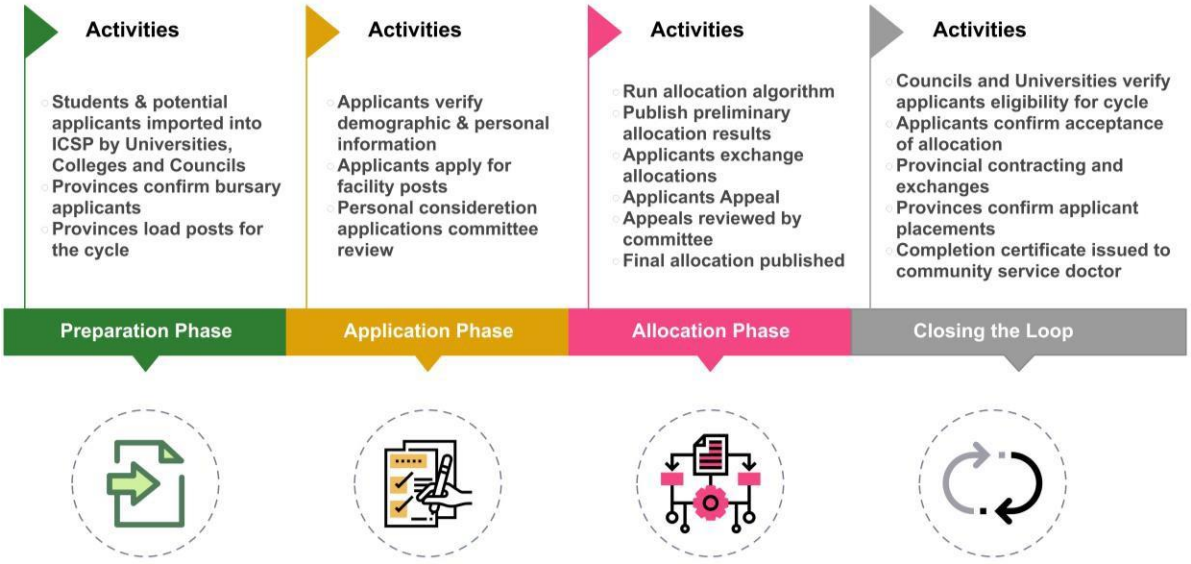
2. Signing In 2

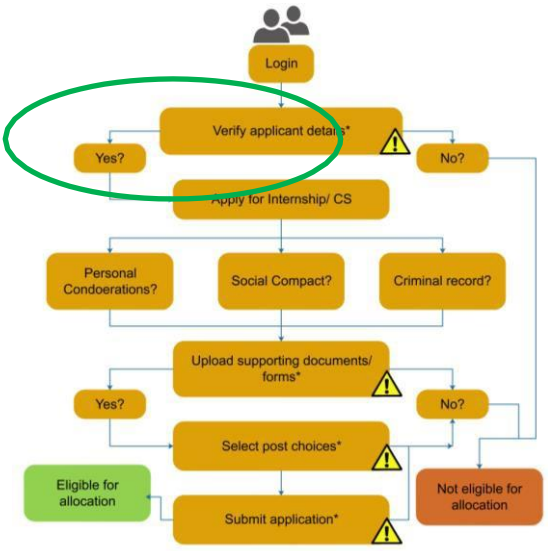
3. Updating and Verifying Registration Details 4

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:





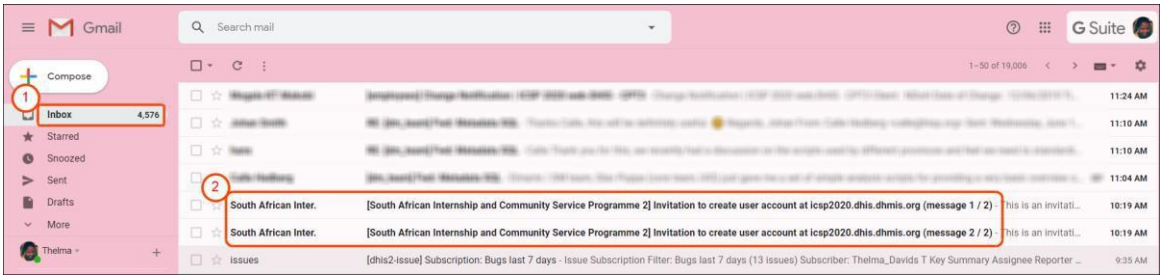
The Objective of this module: is to guide the Applicants / Students on how verify their information the system.

Target Audience: Applicants

2. Signing In

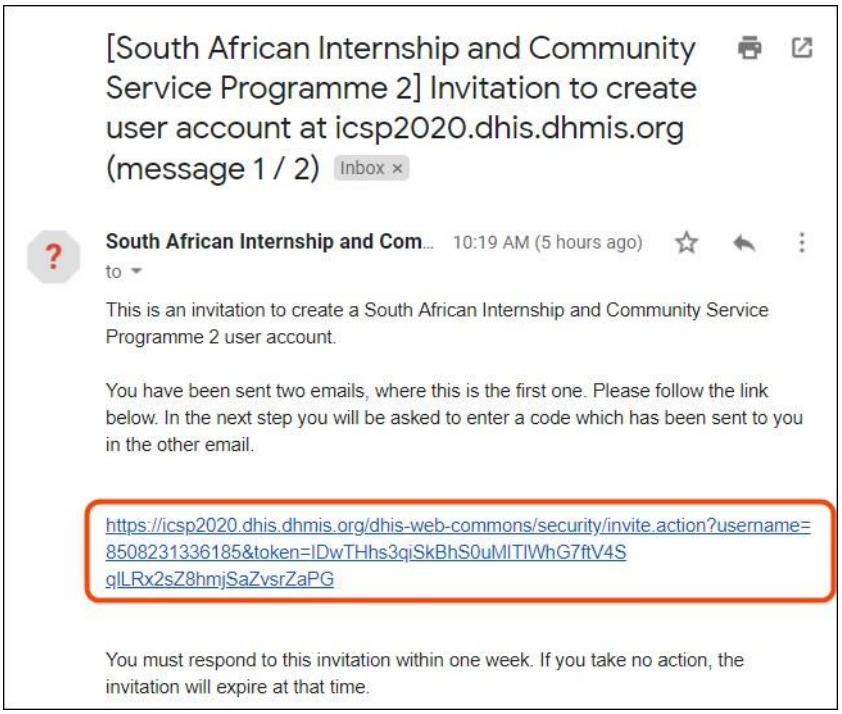
Applicants are pre-registered on ICSP by their statutory Councils, Universities, College or other institutions you are affiliated to. Students will receive an email notification requesting to confirm student registration details on the ICSP system. This process is to ensure and confirm correct details 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 wo 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 wit 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).

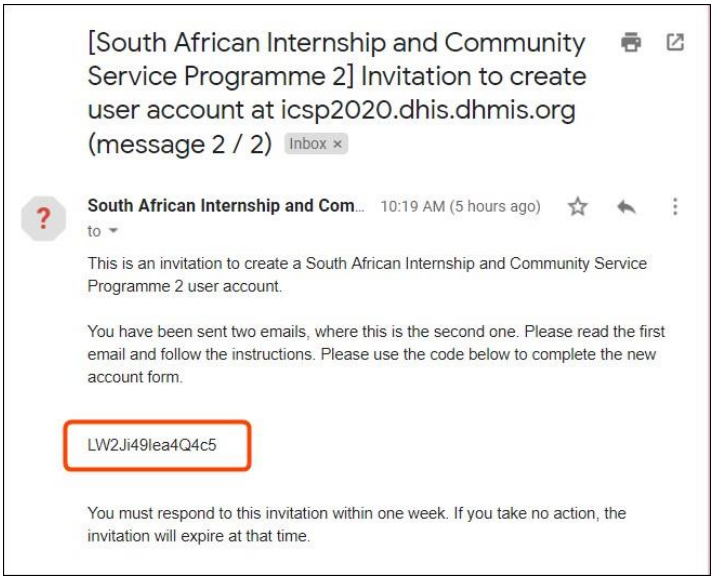


Students will receive an email notification in the inbox of the email account that was provided by your university, college or Council in the case of pre-registered applicants or yourself in the case of self-registered applicants. (Please check all your email folders like spam or other non-primary inbox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

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



Open the 1 of 2 (1/2) email and click on the link on the link in the email.

<table>
<tr>
<td> 
</td>
<td>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.</td>
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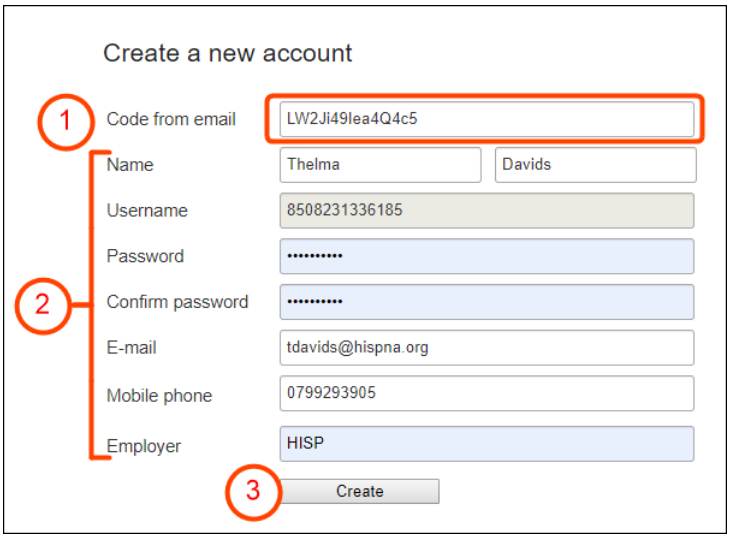
<tr>
<td> 
</td>
<td>1. Paste the Code from the email here.
2. Fill in and complete all the input boxes

Note: The username is greyed out as this was already created in in the system

3. Click on create Button</td>
</tr>
</table>

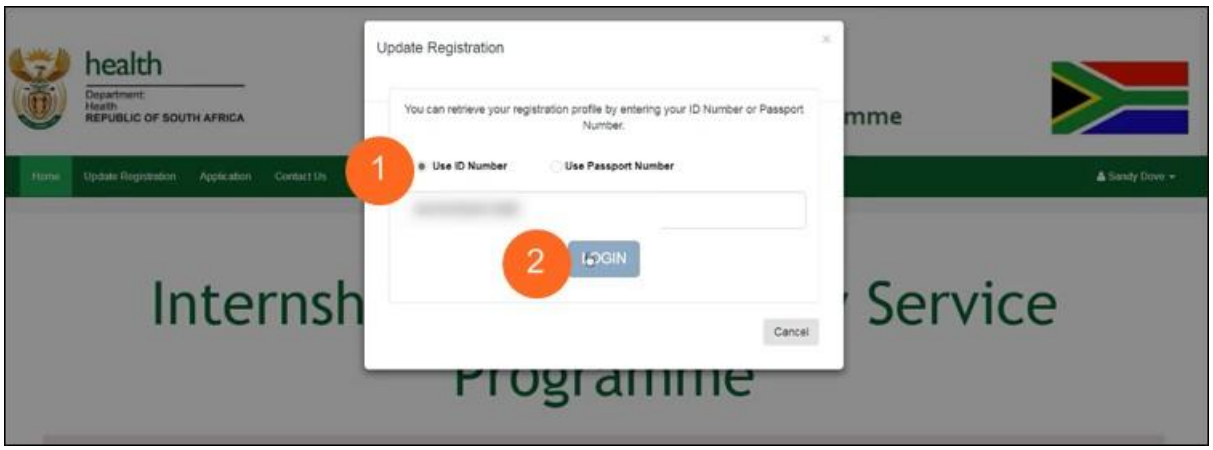
Note that failure to update details within the prescribed timeframe will result in the applicant being excluded from further processing.

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.

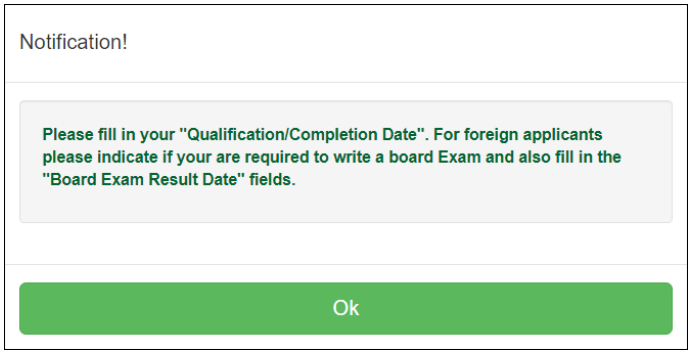
Note: Tabs will only appear on the navigation bar as the process in a phase becomes open to applicants for interaction.

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.

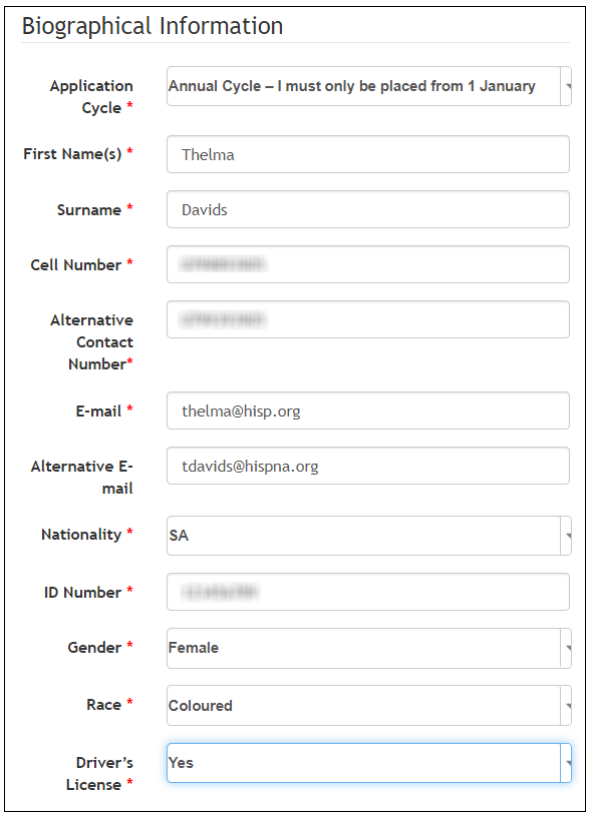
1. Choose whether you will be entering an ID or passport number. **Note:** If you are a South African or Permanent Resident applicant you may only select the ID option. For all other citizenships please select Passport.
2. Enter this number into the text box and then click on the **LOGIN** button.



A pop up message appears apon loging in, read carelly: Please fill in your “Qualitfication / Completion date. For foreigh applicatants 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.

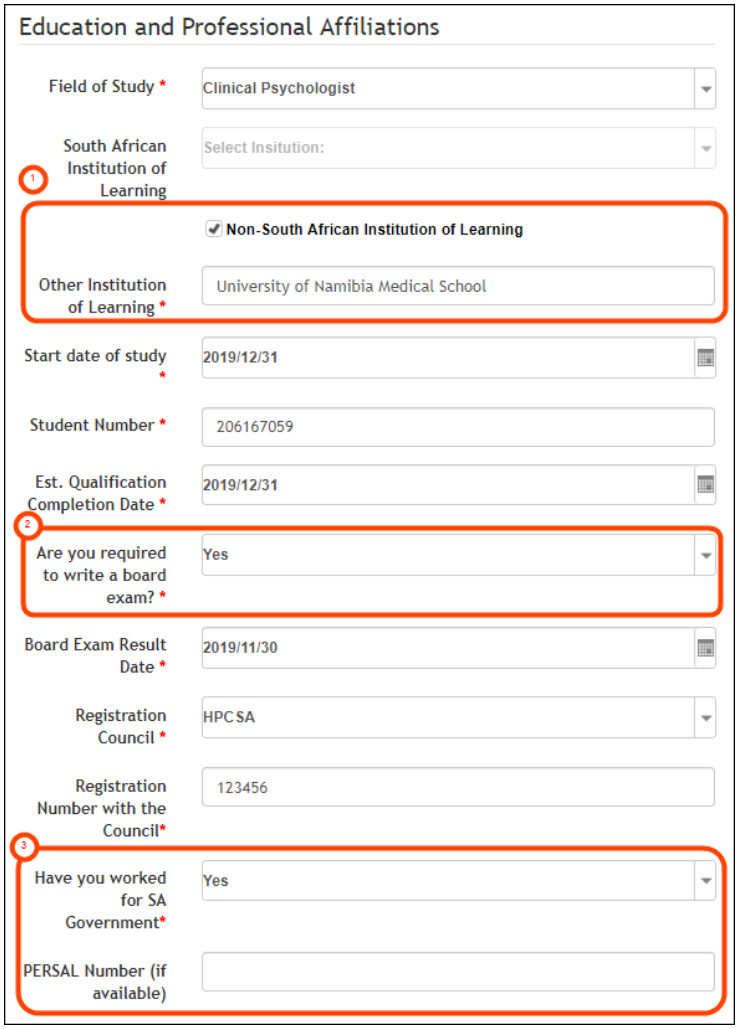


Biographical Information

Complete all the biographical information.

Compulsory fields are marked *

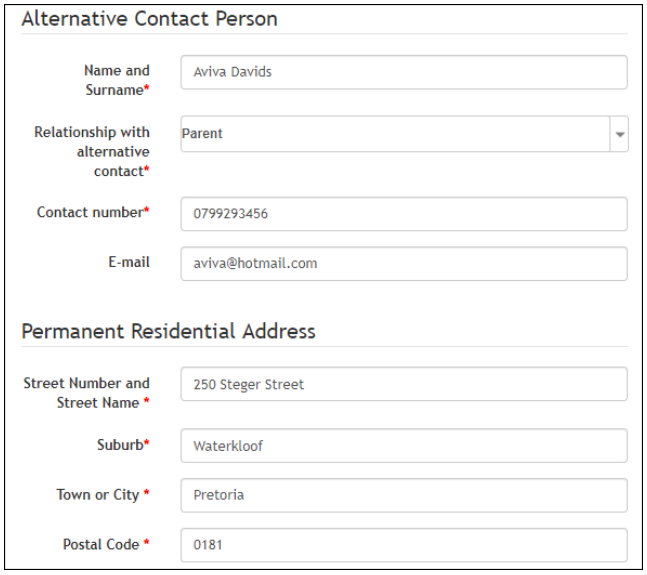
Its important to in true and primary phone numbers and email addresses. Failure to do so will result in, you not receiving the relevant information and updates.



Education and Professional Affiliations

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 a have selected another institution of learning, you will be required to completed 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)

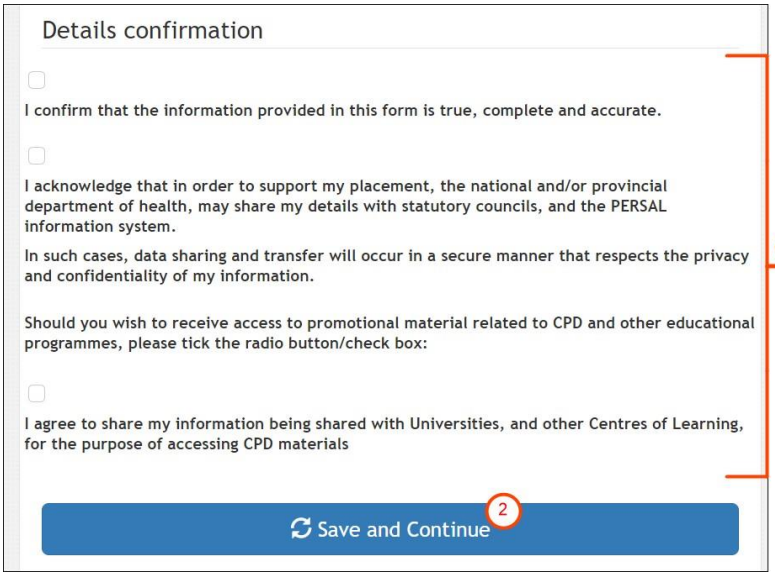


Alternative Contact Person

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 temporality 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.



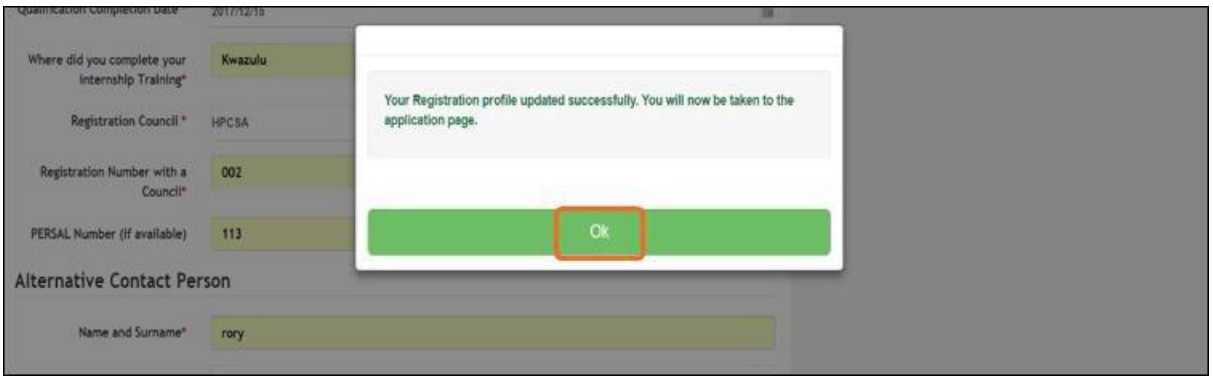
Once you have verified and updated your details:

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

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

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.



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.