

## Host Administrator and Mentor Invitation Step by Step Guide:

### HOST Administrator Role:

- On the DSI-HSRC Internship Management landing page, click on *Create Host Account*
- Create an account by complete all required fields including the name of your host institution and proceed to click on **Register** button.
- You will receive an email notification to which you must confirm your account by clicking on [click here](#) hypertext link.
- Proceed to login through the link, <http://interns.hsrc.ac.za/>
- If you encounter the following alert, **Institution Access Error**, it means you are registering your host institution for the first time. The system will send an email request to the HSRC system administrator to approve the new host name.
- Upon approval by the HSRC you will receive an email notification with confirmation of the approval.
- Proceed to login through the link, <http://interns.hsrc.ac.za/>
- On the landing page, proceed to click on **My Profile** menu item and ensure to complete all sections under my profile. Upon completion of all the sections you will receive a pop-up confirming that you may proceed to add a host application, proceed to click **OK** button.
- Proceed to click on **Host Application** menu item, click on **Create** button followed by **Add Application** button.
- Complete the following sections, *Institution Details*, *Prospective Mentors Details* and *Host Application Details*
- To add new mentor(s) proceed to click on **Add Mentor** button under *Prospective Mentor Details* section, Capture the new mentor's Title, First name, Surname and Email address and click on **Submit** button and follow the same process to add other mentors.
- Note that the mentor(s) will subsequently receive an email notification with a link that will lead them to the internship management system where they will provide a password for their new account .
- Upon acceptance of mentorship invitation by the relevant mentors, their status will be updated from *Pending* to *Accepted*.
- Ensure that all the invited mentors accept their mentorship before you proceed to confirm the host application for final submission to the HSRC.
- To submit the host application proceed to Host Application Details section, review the consolidated list of all mentors, note that you can view the intern profile of each mentor by clicking on the numeric icon highlighted in yellow located under **Intern Selection Criteria** column. If all the information is correct, simply proceed to click of **Confirm** button.
- You will receive an email notification with confirmation of submission of your application to the HSRC.

### **Mentor Role:**

- Note that upon an invitation request by your host institution administrator, you will subsequently receive an email notification with a link that will lead you to the internship management system page where you will be required to provide a password in order to create a new account.
- Upon creating an account and password, proceed to login by clicking on the link, <http://interns.hsrc.ac.za/>
- Proceed to **My Profile** menu item and ensure to complete all the sections.
- To provide your intern profile needs proceed to *Intern Selection* section, click on **Action** button followed by **Add Criteria**. ( note that the field, *Province* on the Add Criteria sub-section refers to the province where your intern will be based)
- Proceed to complete all the other sections ( Registration Details, Contact Details, Employment Details and Qualifications).
- Upon completion of the sections above return to *Intern Selection* section and click on **Action** button followed by **Accept Call invitation** button.
- You will receive an email notification confirming that your request was successfully submitted to the host institution administrator.
- You will be expected to await your host administrator to grant you permission to commence with the process of Recruitment (shortlisting, interviewing and recommendations).
- Note that we have also developed a step by step guide on how to access and process the CVs on a separate document.