





# Step 1: Role of Host Administrator and how to invite mentor(s) onto your application:

## **HOST Administrator Role:**

- On the DSI-HSRC Internship Management landing page, click on *Create Host Account*
- Create an account by completing all the 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 <u>click</u> <u>here</u> hypertext link.
- Proceed to login through the link, <u>http://interns.hsrc.ac.za/</u>
- 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, <u>http://interns.hsrc.ac.za/</u>
- 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 Criterias** 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.
- The HSRC will subsequently review your application and update the status to Approved. It is worth noting that institution can only commence with the process of interviews after the HSRC

has approved your institutions allocation of the number of interns to be appointed at the specified qualification level. This will be communicated in writing to the designated Host Institution Administrator.

## Step 2: Role of Mentors and how to accept Invitation from the host administrator

## **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 create a password in order to create a new account.
- Upon creating an account and password, you will receive an email notification with a request to confirm your account by clicking on the link.
- Proceed to login by clicking on the link, <u>http://interns.hsrc.ac.za/</u>
- Proceed to My Profile menu item and ensure to complete all the sections.
   Proceed to complete all the other sections (Registration Details, Contact Details, Employment Details and Qualifications).
- To provide your intern profile requirements 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 placed). You are also able to add multiple intern profile requests according to your preferred level of qualifications and disciplines.
- Upon completion of the above section, 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 the outcomes from the HSRC before commencing with the process of Recruitment (shortlisting, interviewing and recommendations). You will also be able to view the outcomes of your allocation by clicking on the **Dashboard** menu.
- Note that we have also developed a step by step guide on how to access and process the CVs on a separate document.

DSI-HSRC INTERNSHIP ONLINE PLATFORM NAVIGATION LAYOUT

## 1.Host Administrator(s)

Correction       Correction         Correction       C	Welcome Back!     Enter Email Address     Password     Password     Create Intern Account
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Picture 1: Online management system landing page

On the landing page proceed to click on *Create Host Account* button and capture the required information.

Crea	te an Account!	<u> </u>
First Name	Last Name	
Email Address		Research Council
Password	Repeat Password	
Host Institution Admin	Institution Name	DSI-HSRC Internship Management System
	Register	
Alread	y have an account? Login!	

Picture 2: Host Administrator create cccount Page

Create your host institution by capturing all the relevant sections and click on *Register* button upon completion. It is worth noting that existing host administrator must use their previous to login details and make use of the Forgot password functionality to reset password.

## Confirm your email

noreply@hsi	rc.ac.za	$\leftarrow \ll \rightarrow \cdots$
To: You		Mon 10/3/2022 2:47 PN
Please confirm	n vour account by o	clicking here.
r lease comm	·· <b>/</b> - ··· ··· ··· ··· ·· ·· / ·	<u></u> .

## **Picture 3: Email confirmation**

Upon completion of the creation of an account, you will receive an email notification with a request to confirm you email address, proceed to click on <u>click here</u> hypertext link and login.

	Host Institution Admin Dashboard					
Human Sciences Research Council	DSI-HSRC Internship Management System Welcome to the Internship Management System. Please Calls	proceed to complete the My Profile section in order to proceed with creation of your h	ost application			
Dashboard	Title	Description	Open Date	Closing Date	Status	
🏯 My Profile	DSI-HSRC HOST INSTITUTION CALL 2022	Invitation to Hosting Institutions to declare interest to host interns.	03-Oct-2022	12-Oct-2022	Open	
Host Application						
Interns Applications						
E Supporting Documents						
🚔 Email Us						

## Picture 4: Dashboard page

Upon successful login, you should be redirected to the landing page as displayed by picture 4 above. Kindly proceed to click on *My Profile* menu to the left of your screen and capture all required sections.

	Host Institution Admin Registration	n		Liziwe Cwati
Human Sciences Research Council	1 Registration Details	2 Contact Details	3 Employment Details	4 Qualifications
Science & innovation Department Science and Innovation REPUBLIC OF SOUTH AFRICA	Kindly note that this registration process should     You need to complete all the required fields (int     The field indicated with I are searchable fields.	d be completed only once. dicated with ") before you will be able to submit you To avoid having to search through the full list, simpl	ir registration. Iv tope one keyword into the field provided. The results w	ill appear in the drop-down list.
n Dashboard				
🛔 My Profile			Gender*	
Host Application	Mrs First Nam			Surname
Interns Applications	4			
E Supporting Documents	с и			
🍙 Email Us				
	South African			
	South African Citizen		ancan .	~
	ID/Passport Document (Accepted attachment types:	pdf,doc,docx.pmgnsma-sor-		
Human Sciences Research Council (HSRC)			Browse	
				Save

## Picture 5: My Profile menu item

On *My Profile* menu proceed to capture required information on all sections (*Registration Details, Contact Details, Employment Status and Qualifications*) and ensure to click on save button upon completion of each section which will automatically update the color from red to green.



## Picture 5: Completion pop up confirmation

Upon successful completion of all the sections under *My Profile*, the pop up above will be displayed on your screen. Click *Ok* button to continue to next section.

	Host Institution Admin HostDetails		Liziwe
HSRC Human Sciences Research Council	1 Institution Details	2 Prospective Mentors Details	
Science & innovation	Kindly note that this registration process should be completed onl     You need to complete all the required fields (indicated with 1) befc     The field indicated with I are searchable fields. To avoid having to	y once. re you will be able to submit your registration. search through the full list, simply type one keyword into the field provider	d. The results will appear in the drop-down list.
n Dashboard			
🏯 My Profile	Name of Institution		
Host Application	Human Science		
Interns Applications	<u></u>		
E Supporting Documents			
💼 Email Us	Yes		
	List the basic available to		
	Ability for remote work, Internet data, Lab/research equipment		
	Attach Tax Pin (Accepted attachment types: pdf,png,jpg,jpeg) *	Attach institution registration certificat	e(Accepted attachment types:pdf,png,jpg,jpeg) *
	Choose File No file chosen View Uploaded Document	Choose File No file chosen View Uploaded Document	

## Picture 6: Host Application menu

Upon clicking on *Host Application* menu, the following sections will be displayed on your screen, *Institution Details, Prospective Mentors Details* and *Host Applications*. Ensure to complete the sections above to provide your institution details as well as inviting all prospective mentors in your host institution. Upon mentorship acceptance by respective mentors, their status will change from *Pending* to *Accepted*. In the event that all the invited mentors have accepted mentorship proceed to *Host Application Details* section to confirm and submit your application to the HSRC.

## 2. Mentor Account Registration

## **Create Password**

N	noreply@hsrc.ac.za To: You	← ← ← … Wed 9/7/2022 10:32 AM
	Dear Shirin Motala You are invited to participate as a mer institution application: Cellc by Sello F the mentorship please create your pa <u>here</u> .	ntor under the host Raseruthe. To accept ssword by <u>clicking</u>
	$\leftarrow$ Reply $\rightarrow$ Forward	

## Picture 7: Mentor Invitation Email example

Upon invitation by your host administrator you will receive the email notification as depicted on the screenshot above. Proceed to click on the hypertext link *clicking here.* 

Create password	HSRC
Enter Password   Confirm Password	Research Council
Create	DSI-HSRC Internship Management System

## Picture 8: Create Password page for mentors.

On the screen displayed above proceed to capture your password and click on *Create* button upon completion.

	Mentor Dashboard				Shirin Motala
Elevente de la constance	DSI-HSRC Internship Management System Welcome to the Internship Management System. Plu Calls	m ease proceed to complete the My Profile section in order to proceed with cr	eation of your host	application	
Dashboard	Title	Description	Open Date	Closing Date	Status
🏯 My Profile	DSI-HSRC HOST INSTITUTION CALL 2022	Invitation to Hosting Institutions to declare interest to host interns.	06-Sep-2022	06-Sep-2022	Approved
Application Responses					
Intern Applications					
📧 Supporting Documents					
🗧 Email Us					

## Picture 9: Mentor dashboard

Upon successful login the screenshot page will be displayed on your screen, proceed to click on **My Profile** and complete all the sections.

	Mentor / Registration Antonio Erasmus						Antonio Erasmus 🧔
Human Sciences Research Council	1 Registration Details	2 Contact Detai	ils Em	3 ployment Details	(	4 Qualifications	5 Interns Selection
Science & innovation Department: Science and Innovation REPUBLIC OF SOUTH AFRICA	<ul> <li>Kindly note that this registration pr</li> <li>You need to complete all the requir</li> <li>The field indicated with I are search</li> </ul>	ocess should be completed ( ed fields (indicated with *) b able fields. To avoid having	only once. efore you will be able to su to search through the full l	ıbmit your registration. ist, simply type one keyword iı	nto the field p	rovided. The results will ap	pear in the drop-down list.
Dashboard							
🛎 My Profile	Title *		Initials *			Gender *	
Application Responses	Mr	~	A Surname *			Male	• Surname
Intern Applications	Antonio		Erasmus			Maiden Name/Previous	Surname
I Supporting Documents	ID type •		ID Number *			Date of Birth *	
📃 Email Us	SA ID Number	~	7503275340087			27/03/1975	
	South African Citizenship Status •		Country of Birth •			Race *	
	South African Citizen	~	South Africa		~	Coloured	~
	Have you previously hosted interns? *						
	No	~					
Human Sciences Research Council (HSRC)	View Document						
							Save

## **Picture 10: My Profile**

Complete all the sections under **My Profile** menu and ensure that all the sections are marked with **green** color. To provide your intern profile needs proceed to **Intern Selection** - section 5, click on **Actions** button followed by **Add Criteria** on the dropdown. (note that the field, Province on the Add Criteria sub-section refers to the province where your intern will be based). Finally, after completion the section click on **Actions** and **Accept Call invitation** button. Note you will receive an email notification confirming your mentor acceptance.

tit	ution Call Invitation	
N	noreply@hsrc.ac.za	$\leftarrow$ $\ll$ $\rightarrow$
	To: You	Wed 9/7/2022 10:40 AM
	Dear States and This is a confirmation that you h invitation to participate in the cu	ave accepted an urrent institution call
	← Reply ← Forward	

## Picture 11: Mentor Acceptance confirmation

Upon completion of all the sections under **My Profile** and acceptance of mentorship you will receive the email notification as depicted above.

# Allocation outcomes, intern selections, interviews and recommendations

- Login as a mentor through the link, <a href="http://interns.hsrc.ac.za/">http://interns.hsrc.ac.za/</a>
- On the landing page, proceed to click on **Intern Applications** menu item.
- To access the list of all intern applications, use the following filters, Location, Discipline/ Area of Specialisation and Disability and click on Search button.
- The system will return the list of all search criteria applied above
- To access the full details of the applicant, click on the **View Applications Details** icon situated under the **Actions** column.
- Upon clicking on the view application details icon of the applicant record, you will be presented with the full details as captured by the applicant. From this page, mentors will be able to respond to the application by completing the section (**Positions Applied**) at the bottom of the page. Note that **Option 1 to 3** denotes order of preferred province of placement. Select appropriately.
- Under *Select Response*, on the drop-down list click the list by following the order below.
- Click "To be interviewed" if you wish to conduct an interview with the candidate.
- Proceed to click on "*Interview date set*", specify the date & time and click on *confirm* button. This will allow the candidate to receive an email notification of the set interview date. Note that upon a status change to"*To be interviewed*" the record of the candidate will automatically move into Applications Responses menu.
- Upon completion of the interview process, return to the **Application Responses** menu, click on the *view applications details* icon next to the record of the candidate and change the status of the candidate accordingly.
- If the interview was <u>successful</u>, select "*Offer to be made*" on the drop down and click on *submit* button, this will send an email notification to the HSRC to facilitate the contracting process.
- If the interview was <u>unsuccessful</u>, select "Interview Unsuccessful" on the drop-down, and click submit button, this will send an email notification to the candidate and also revert their status to "Submitted to HSRC" inorder to afford the unsuccessful candidate an opportunity to be selected by other mentors.
- Once the candidate signs all the required documents, their status will be updated to "Contract Accepted" by the HSRC. Mentors will also be able to view and track the updated status through the use of *Application Responses* menu screen.
- Note that Host administrators will also be able to use the **Application Responses** menu screen to view and track the progress of the mentor selections within their respective hosts.

	Antonio Erasmus
USI-HSRC Internship Management System Welcome to the Internship Management System. Please proceed to complete the My Profile section in order to proceed with creation of your host application	
Science & innovation Papertonic Revueluc of south A FRICA	_
Destboard Discipline Qualification Level Province Requested Interns	Allocated
Advanced Diploma/B-Tech Degree/Bachelor's Degree (360 Credits) WestCape	1
E Application Responses	
El Intern Applications Calls	
E Supporting Documents	
Email Us Description Open Date Closing Date	Status
DSI-HSRC HOST INSTITUTION Invitation to Hosting Institutions to declare interest to host interns. 25-Jan-2023 CALL 2022	Open

## Picture 12: Allocation screen

On your mentor Dashboard menu, you are able to track the outcomes of your intern request outcomes. Upon host institution approval by the HSRC the table above will be updated to reflect the outcome of your application. Note that you will also receive an email notification confirming the allocation outcome.

ELSERCE Lunan Sciences Research Council	• A • Ea • Ti • To • To • A • O	timeout will appear nter the relevant info he system will retri to view ID copy of the view Academic tra mentor will NOT b n the Intern Applica	when there is no activity on the system smatton in the filters below and click S we a list of applications according to the candidate, under the Application Deta macript of the applicant click on the view e able to respond to the application if the ion Details screen go to the bottom of d	for 5 minu earch App filters app ils sub-me v documen ey have no he page ar	utes. Click on the refresh button as this will en licentons button. glied above, to view the full details of the appin m click on View document link. In take under Qualification Details sub-neuro, so been approved for intern allocation by HSR d click on the Schete Options, click on the ref	able you to continue w icant, Click on the view C. evant option on the drop	orking « v details pdown l	on the section. . icon on the far right of your screen next to the reco ist, proceed to Positon Applied sub-menu and on th	ord of the candid he dropdown cha	late. unge the
Dashboard	sta • No	atus to "To be interv ote the change of st	riewed". This will prompt an email notifi atus to "To be Interviewed" will automat	ication to ically exp	the candidate informing them of the interview irre within three days if the mentor does not co	To set the date of the i mplete the interview pr	ntervier rocess.	w click interview set date and capture the dates and	time according!	y.
🚔 My Profile	• N • To	ote upon a status ch o set the date and tin	ange, the record of the shortlisted candid ne for the interview proceed to Applicati	late will m on Respo	nove into the Application Responses menu iter nses menu item.	n on the landing page.				
Application Responses							_			
Intern Applications								Search	Clear	
E Supporting Documents	Selec	ct Location		~	Discipline/Area of Specialisation		~	Disability		~
Email Us	αε									
	Title	Initials	Names		ID/Passport Number	Location	Dis	cipline	Status	Action
	Miss	Ν	Nomsa Sekgota		9908110384083	Gauteng	1. ( 2. ( 3. (	Communication & Media Studies Communication & Media Studies Communication & Media Studies	Submitted to HSRC	۲
	Miss	S. F	Sinazo Florence Nodwengu		9805300444083	Eastern Cape	1. F 2. M 3. H	Public Health Nutrition Jealth Promotion & Diease Prevention	Submitted to HSRC	

## Picture 13: Intern Selection screen.

Upon approval by the HSRC, you will be granted access to the pool of CV wherein you will be required to find the candidates according to the approved, disciplines, level of qualification and number of positions awarded. Click on **Intern Applications**, use the appropriate filters to draw out records of all the available candidates. Proceed to click on the eye icon below **Actions** column to view additional information on the candidates as well as shortlisting for interns.

	Ment Intern Application Details						
HJ Human Sciences	Application Details	Application Details _					
Research Council	Contact Details		-				
Science & innovation Department: Science and Innovation REPUBLIC OF SOUTH AFRICA	Personal Information	Personal Information					
	Next of Kins Details		-				
Dashboard	Languages Details						
My Profile	Qualification Details		-				
Application Responses	References Details		-				
Intern Applications	Positions Applied		-				
Supporting Documents	Preferences Province	Discipline	Status				
Email Us	Option 1 Gauteng	Communication & Media Studies	Submitted to HSRC				
	Option 2 Limpopo	Please select Response To be interviewed					
	Option 3 WestCape	Interview date set Interview unsuccessful					
uman Sciences Research Council ISRC)	Select Your Response!	Application withdrawn No longer available					
	Option 3	✓ Please select Response	~				

## Picture 14: Shortlist Screen

To access the full details of the applicant, click on the **View Applications Details** icon situated under the **Actions** column. Upon clicking on the view application details icon of the applicant record, you will be presented with the full details as captured by the applicant. From this page, mentors will be able to respond to the application by completing the section (**Positions Applied**) at the bottom of the page. Note that Option 1 to 3 denotes order of preferred province of placement. Select appropriately. Under **Select Response**, on the drop-down list click the appropriate indicated on the picture above. Note that upon successful change of status on the application, the record of the applicant will move to the **Application Responses** menu item.

	Mentor / MyApplications							Antonio	Antonio Erasmus 🧖	
Human Sciences Research Council Science & Innovation Repairieurs R	•	A timeout will apper A list of all your sho To process the appli On the Intern Applic change the status to Upon completion of option the system w	ir when there is no activity on the rtlisted candidates will appear be ration of the candidate click on ation Details dialog screen go to "Interview set Date and capture the interview process, repeat stu In evert the status of the candid	he system for 5 minu below, the view details icon o the bottom of the p the relevant informater eps as outlined on the late to Submitted to 1	tes. Click on the refresh button as this will under the Action column to the far right of age and click on the Position Applied sub- tion. This will prompt an email notification bulket point above and select the relevant SRC alternatively bu selection the Offer	enable you to continue v your screen. nenu, click on the releva to the candidate inform options e.g. "Interview o he made ontion the sv	vorking on the section. att option on the dropdown list, proceed to S ing them of the date and time of the intervie Successful" or "Offer to be made". Note by ten will concert a renall orthficiation.	elect Response and on the drop w. selecting the Interview unsucce HSRC team to facilitate the co.	down ssful mtracting	
Deshboard		process. After the intern has	signed all the required documen	its the status of the ca	andidate will be updated to Contract Accept	ed.				
My Pronie						Count	Chara -	D. Fuel		
Application Responses						Search	Clear	Excel		
Intern Applications	Sel	ect Location		~	Discipline/Area of Specialisation		✓ Disability		~	
E Supporting Documents	Sel	ect Race	~	Select Gender	۷					
Email Us	«	4 1 > >								
	Titl	e Initials	Names		ID/Passport Number	Location	Discipline	Status	Action	
Luman Crimerer Decearch Council	Mr	ММ	Malusi Maseti		0005215090084		1. 2. Media & Communications 3.	Offer to be made	۲	
(HSRC)	Mr	J	Julius Malemana		9608180956089	Gauteng	1. Actuarial Science 2. 3.	Contract Accepted	۲	

## Picture 15: Application Responses menu

From this screen you may be able to set up the interview times and dates by clicking on eye Icon under Action column. Upon completion of the interview process, return to the Application Responses menu, click on the view applications details icon next to the record of the candidate and change the status of the candidate accordingly. If the interview was successful, select "Offer to be made" on the drop-down and click on submit button, this will send an email notification to the HSRC to facilitate the contracting process. If the interview was unsuccessful, select "Interview Unsuccessful" on the dropdown, and click submit button, this will send an email notification to the candidate and also revert their status to "Submitted to HSRC" inorder to afford the unsuccessful candidate an opportunity to be selected by other mentors. Once the candidate signs and upload all the required documents, their status will be updated to "Contract Accepted" by the HSRC. Mentors will also be able to view and track the updated status through the use of Application Responses menu screen

The End