

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 [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.
- 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.

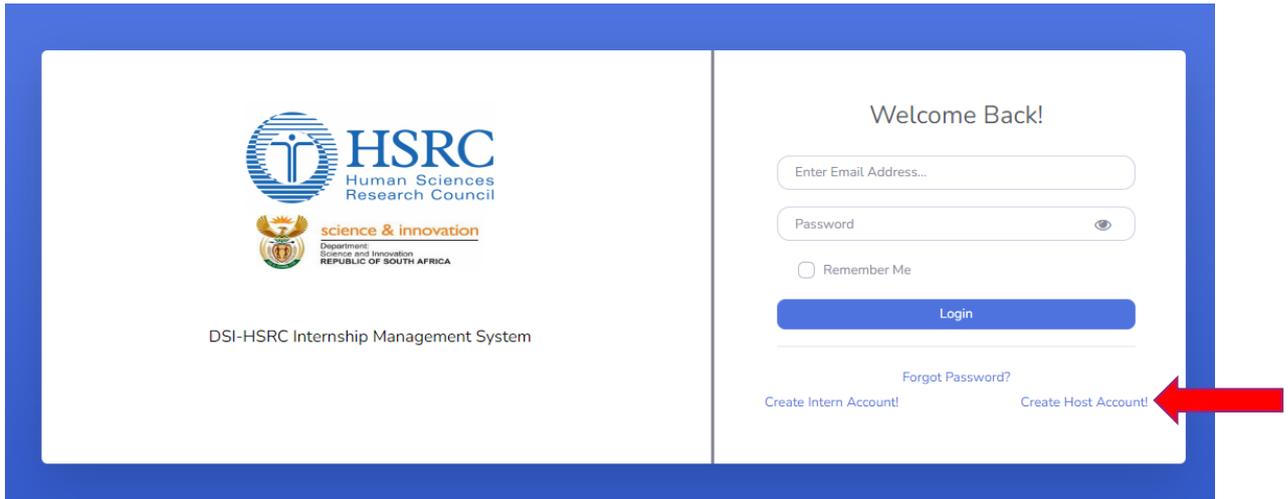
Step 2: Role of Mentors and how to accept Invitation from the host administrator

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, <http://interns.hsrc.ac.za/>
- 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.

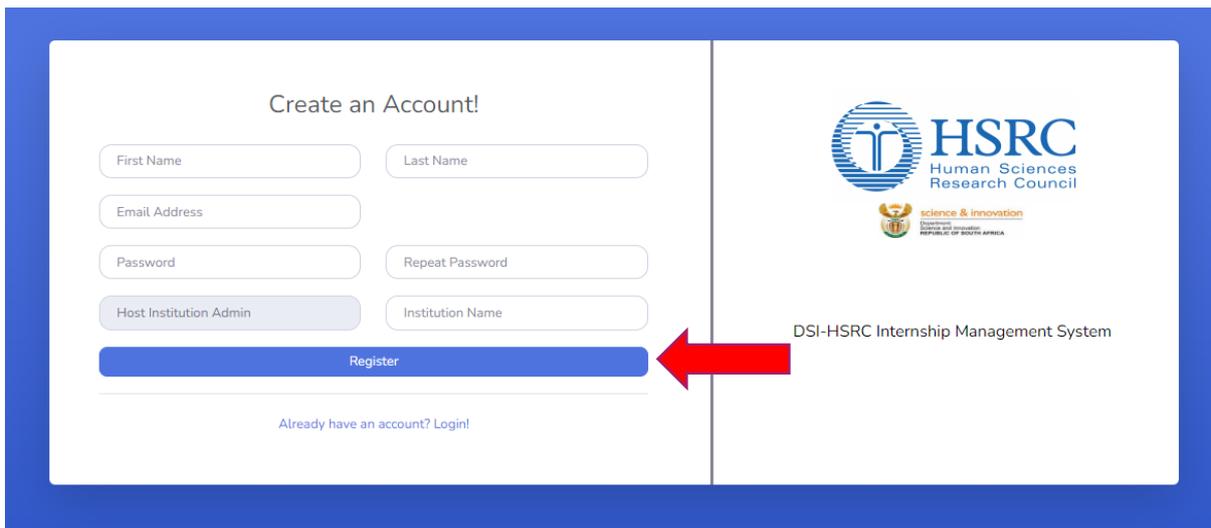
DSI-HSRC INTERNSHIP ONLINE PLATFORM NAVIGATION LAYOUT

1. Host Administrator(s)



Picture 1: Online management system landing page

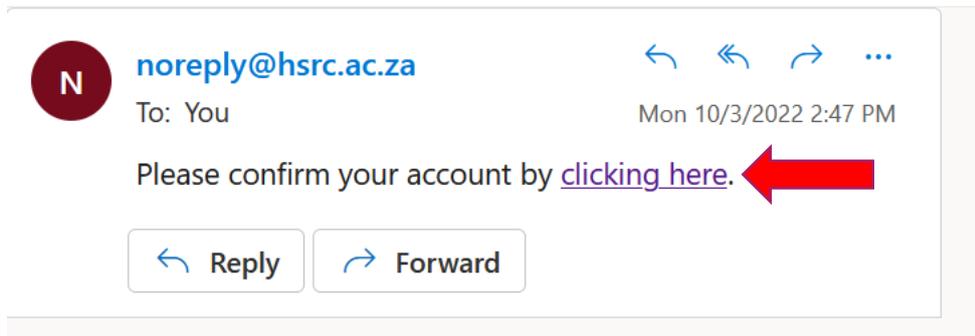
On the landing page proceed to click on **Create Host Account** button and capture the required information.



Picture 2: Host Administrator create account Page

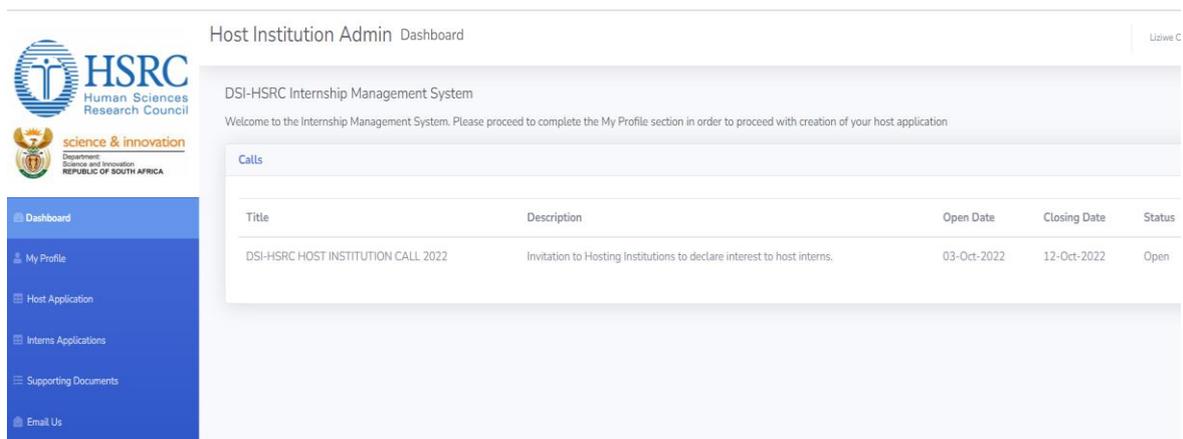
Create your host institution by capturing all the relevant sections and click on **Register** button upon completion. It is worth noting that existing host administrator must use their previous to login details and make use of the Forgot password functionality to reset password.

Confirm your email



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 [click here](#) hypertext link and login.



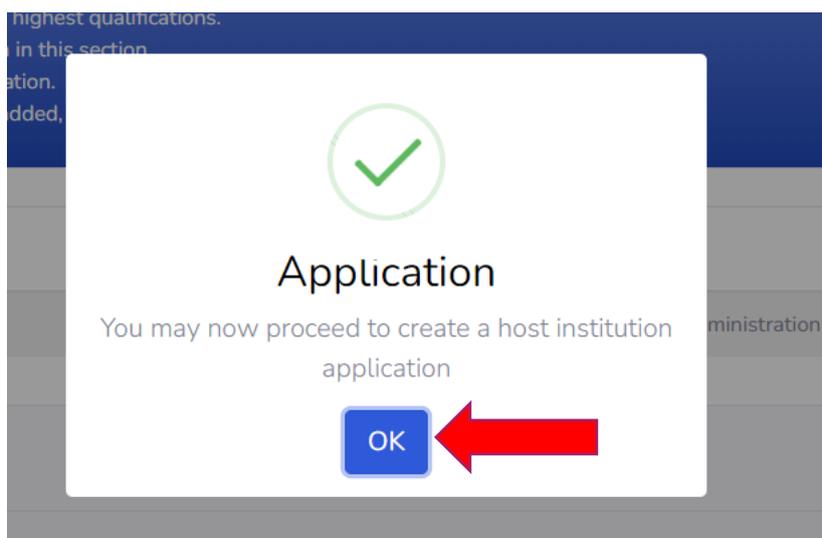
Picture 4: Dashboard page

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.



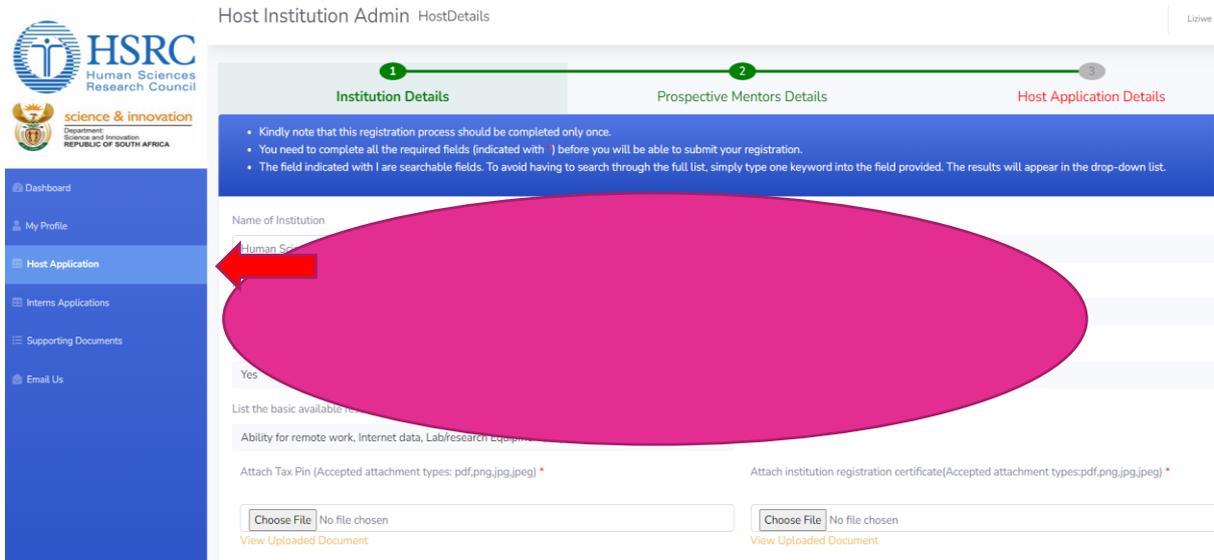
Picture 5: My Profile menu item

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.

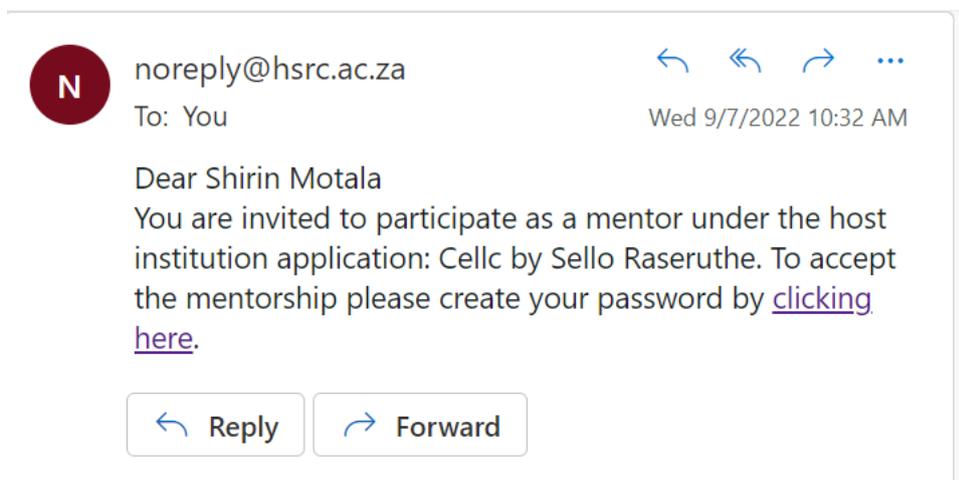


Picture 6: Host Application menu

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.

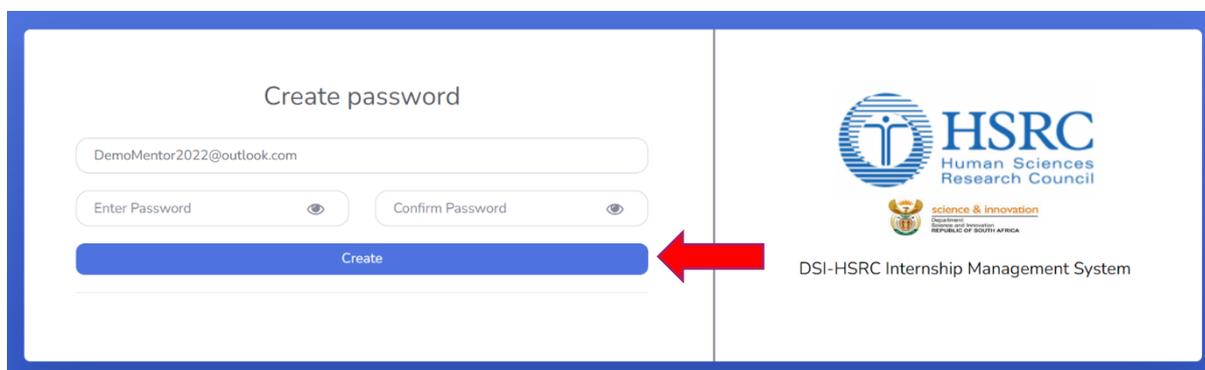
2. Mentor Account Registration

Create Password



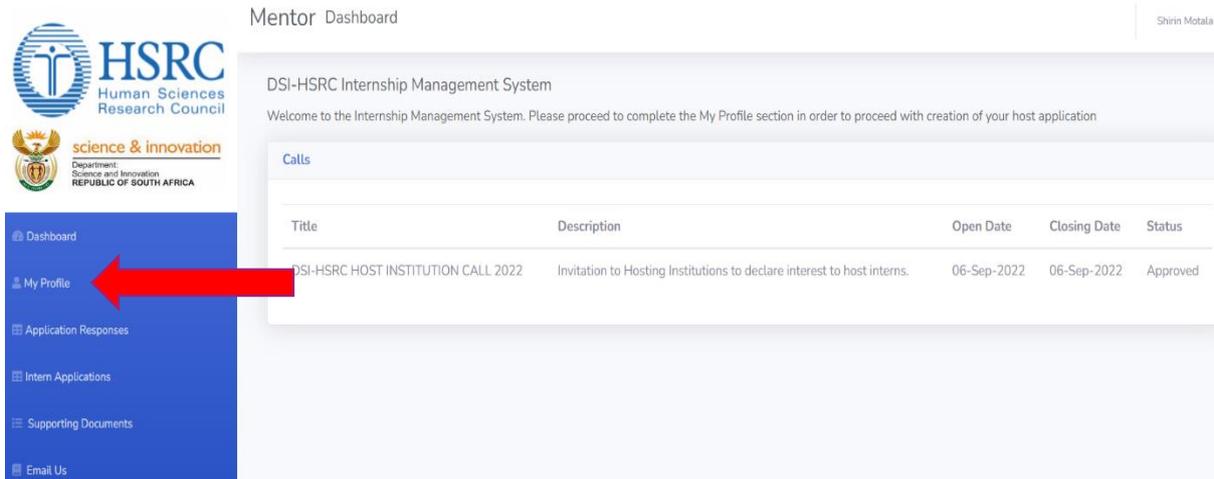
Picture 7: Mentor Invitation Email example

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](#).

A screenshot of the "Create password" page for mentors. The page is divided into two sections. The left section contains a form with the following fields: "DemoMentor2022@outlook.com" (pre-filled), "Enter Password" (with a toggle icon), and "Confirm Password" (with a toggle icon). Below these fields is a blue "Create" button. A red arrow points to the "Create" button. The right section contains the HSRC logo (Human Sciences Research Council) and the text "DSI-HSRC Internship Management System".

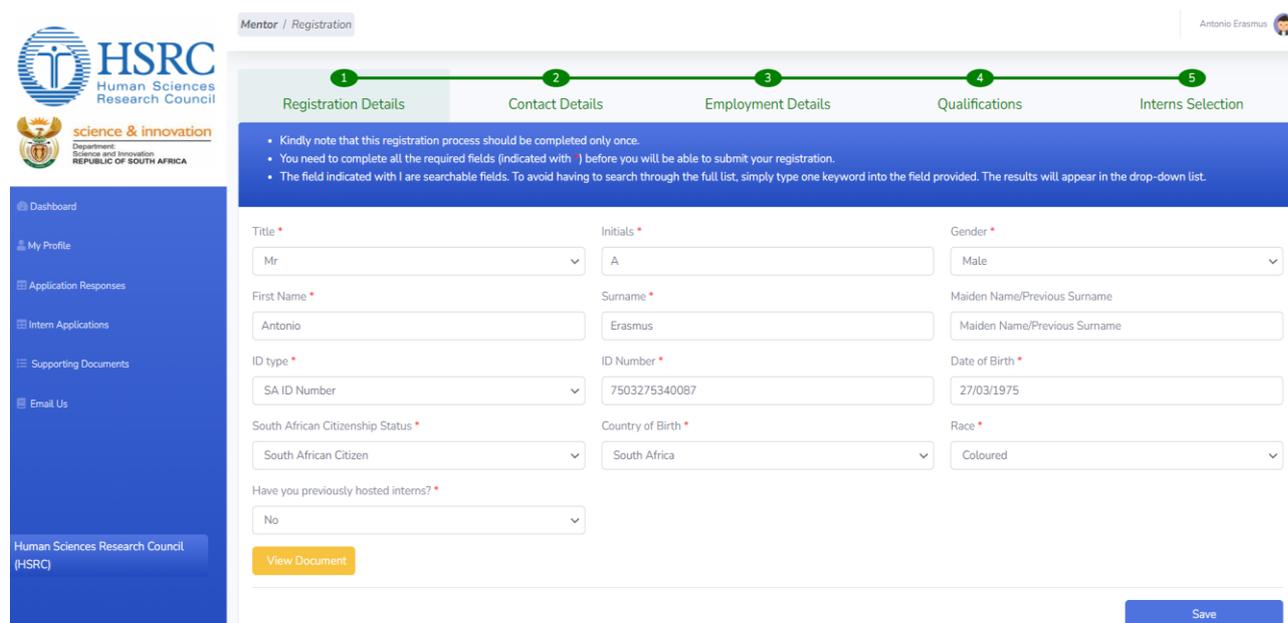
Picture 8: Create Password page for mentors.

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



Picture 9: Mentor dashboard

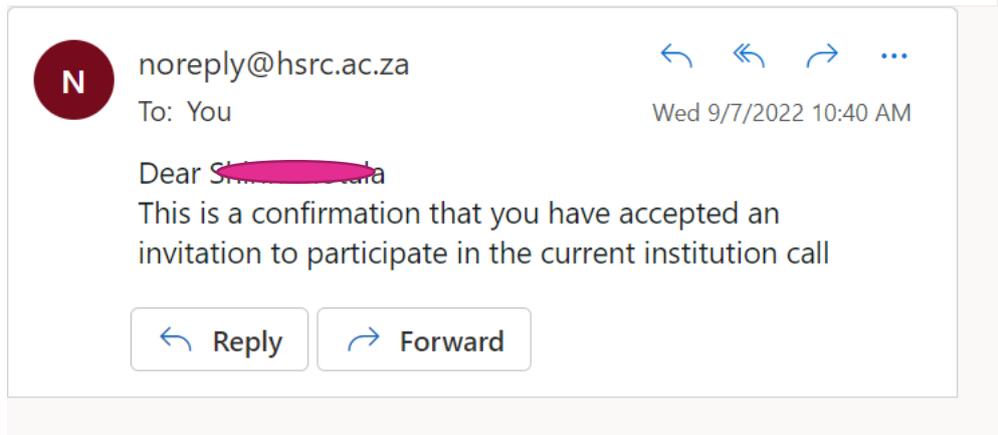
Upon successful login the screenshot page will be displayed on your screen, proceed to click on **My Profile** and complete all the sections.



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.

Institution Call Invitation



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, <http://interns.hsrc.ac.za/>
- 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 **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 drop-down, and click **submit** button, this will send an email notification to the candidate and also revert their status to **“Submitted to HSRC”** in order 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.

Mentor / Dashboard

Antonio Erasmus

DSI-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

Discipline	Qualification Level	Province	Requested Interns	Allocated
Computer multimedia systems	Advanced Diploma/B-Tech Degree/Bachelor's Degree (360 Credits)	WestCape	1	1

Title	Description	Open Date	Closing Date	Status
DSI-HSRC HOST INSTITUTION CALL 2022	Invitation to Hosting Institutions to declare interest to host interns.	25-Jan-2023	25-Jan-2023	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.

• A timeout will appear when there is no activity on the system for 5 minutes. Click on the refresh button as this will enable you to continue working on the section.

• Enter the relevant information in the filters below and click Search Applications button.

• The system will retrieve a list of applications according to the filters applied above, to view the full details of the applicant, Click on the view details icon on the far right of your screen next to the record of the candidate.

• To view ID copy of the candidate, under the Application Details sub-menu click on View document link.

• To view Academic transcript of the applicant click on the view document link under Qualification Details sub-menu.

• A mentor will NOT be able to respond to the application if they have not been approved for intern allocation by HSRC.

• On the Intern Application Details screen go to the bottom of the page and click on the Select Options, click on the relevant option on the dropdown list, proceed to Position Applied sub-menu and on the dropdown change the status to "To be interviewed". This will prompt an email notification to the candidate informing them of the interview. To set the date of the interview click interview set date and capture the dates and time accordingly.

• Note the change of status to "To be interviewed" will automatically expire within three days if the mentor does not complete the interview process.

• Note upon a status change, the record of the shortlisted candidate will move into the Application Responses menu item on the landing page.

• To set the date and time for the interview proceed to Application Responses menu item.

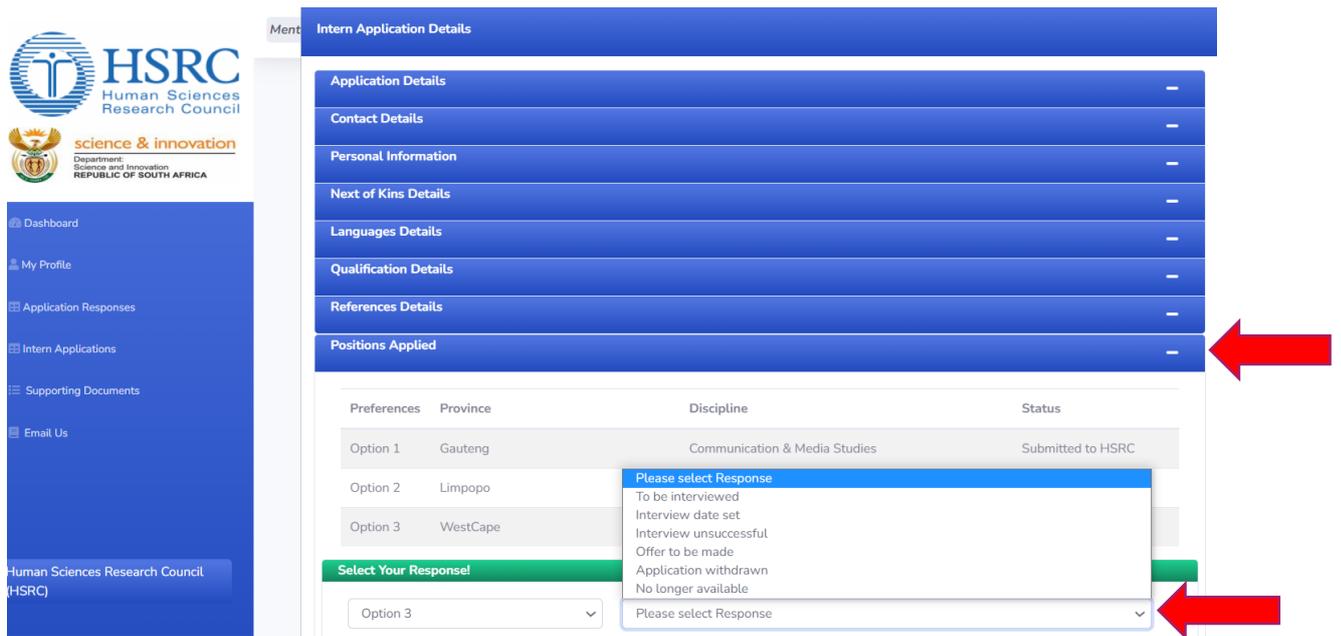
Select Location: [Dropdown] Discipline/Area of Specialisation: [Dropdown] Disability: [Dropdown]

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Title	Initials	Names	ID/Passport Number	Location	Discipline	Status	Action
Miss	N	Nomsa Sekgota	9908110384083	Gauteng	1. Communication & Media Studies 2. Communication & Media Studies 3. Communication & Media Studies	Submitted to HSRC	👁
Miss	S, F	Sinazo Florence Nodwengu	9805300444083	Eastern Cape	1. Public Health 2. Nutrition 3. Health Promotion & Disease Prevention	Submitted to HSRC	👁

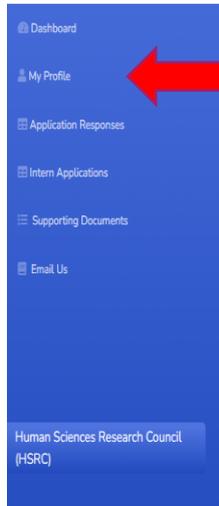
Picture 13: Intern Selection screen.

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.



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.



- A timeout will appear when there is no activity on the system for 5 minutes. Click on the refresh button as this will enable you to continue working on the section.
- A list of all your shortlisted candidates will appear below.
- To process the application of the candidate click on the view details icon under the Action column to the far right of your screen.
- On the Intern Application Details dialog screen go to the bottom of the page and click on the Position Applied sub-menu, click on the relevant option on the dropdown list, proceed to Select Response and on the dropdown change the status to "Interview set Date and capture the relevant information. This will prompt an email notification to the candidate informing them of the date and time of the interview.
- Upon completion of the interview process, repeat steps as outlined on the bullet point above and select the relevant options e.g. "Interview Successful" or "Offer to be made". Note by selecting the Interview unsuccessful option the system will revert the status of the candidate to Submitted to HSRC, alternatively by selecting the Offer to be made option the system will prompt an email notification to the HSRC team to facilitate the contracting process.
- After the intern has signed all the required documents the status of the candidate will be updated to Contract Accepted.

Search
Clear
Excel

« 1 »

Title	Initials	Names	ID/Passport Number	Location	Discipline	Status	Action
Mr	MM	Malusi Maseti	0005215090084		1. 2. Media & Communications 3.	Offer to be made	
Mr	J	Julius Malemana	9608180956089	Gauteng	1. Actuarial Science 2. 3.	Contract Accepted	

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”** in order 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