Setting up an Intern Account Step by Step Guide:

*NB: graduates who have previously applied on the HSRC Internship Application system **ONLY** need to reset their password by clicking on **Forgot Password** link (**Check spam emails**).*

- To create an Intern account, go to link the link, http://interns.hsrc.ac.za/
- On the landing page of the intern management system, click on ***Create Intern Account*** button,
- To validate your ID number capture your 13 digit numbers as it appears on your identity document.
- Once validated create an account by capturing your username (valid email) and password,
- Ensure to verify your email account and proceed to login
- On the landing page once logged in, go to ***My Profile*** menu and complete all the sections
- Proceed to ***My Applications*** menu item,
- Click on ***Add*** button and provide your intern positions,
- To edit your application, click on Edit Positions,
- Upon completion of your intern positions, proceed to click on, **Actions** button, and on the drop down list, click ***Confirm the application*** option, this will be followed by an email notification confirming that you application was successfully submitted to the HSRC.
- If you wish to edit your application after final submission to the HSRC, send us an email.

For any technical support email Mr Sbonelo Mbhele at nmbhele@hsrc.ac.za (073-094-9738) / Mr Sello Raseruthe SRaseruthe@hsrc.ac.za.

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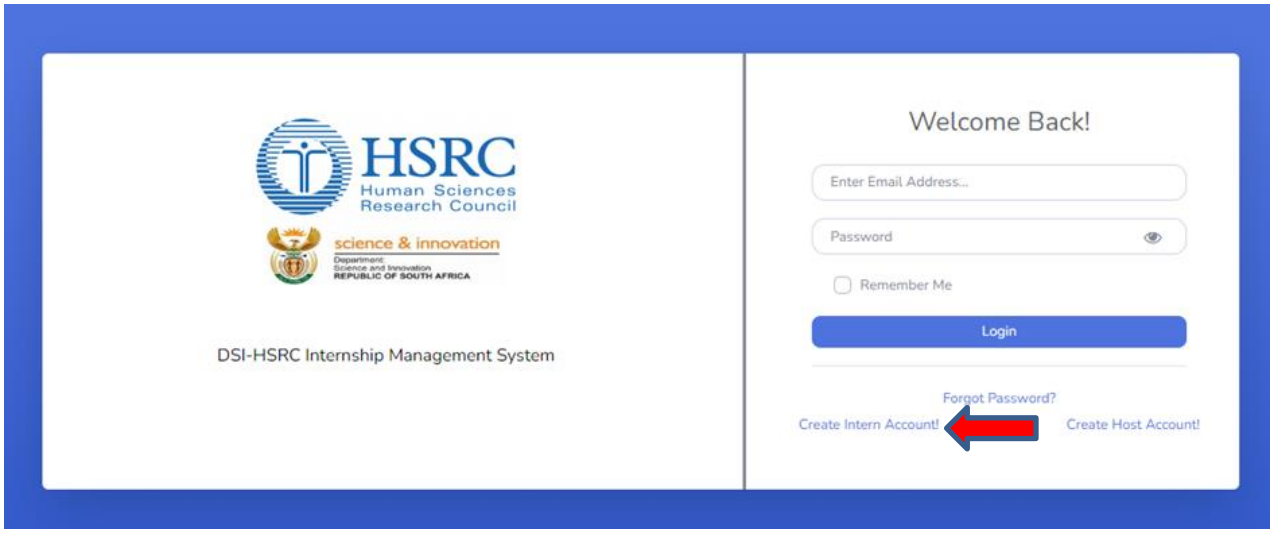
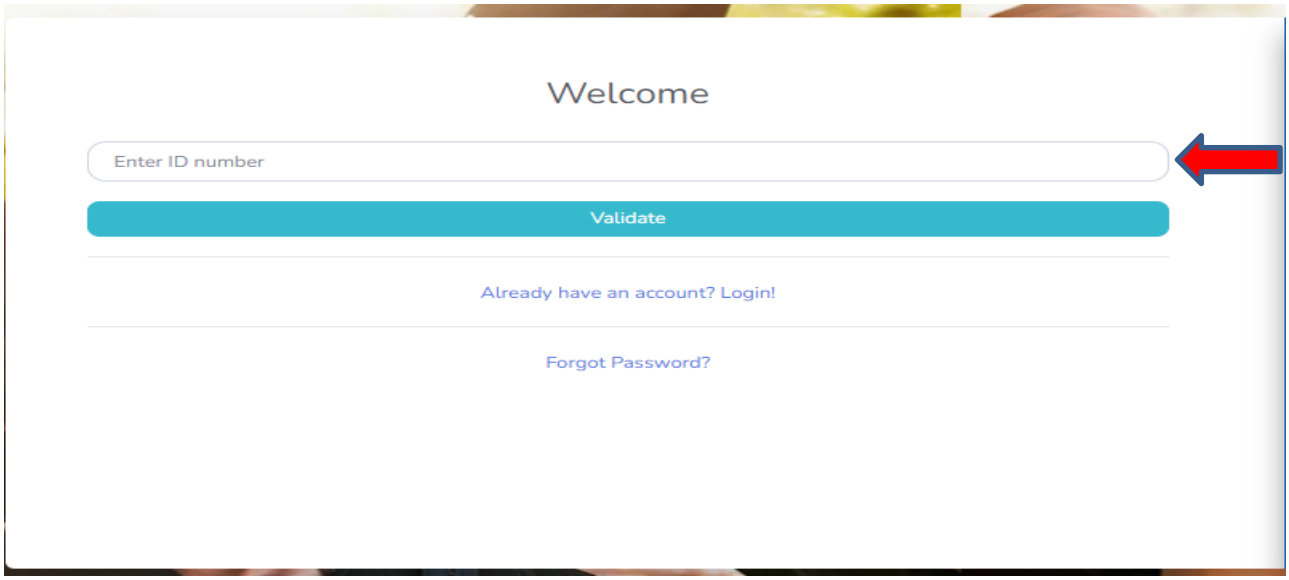
HSRC INTERNSHIP ONLINE PLATFORM NAVIGATION LAYOUT

Graduate(s)



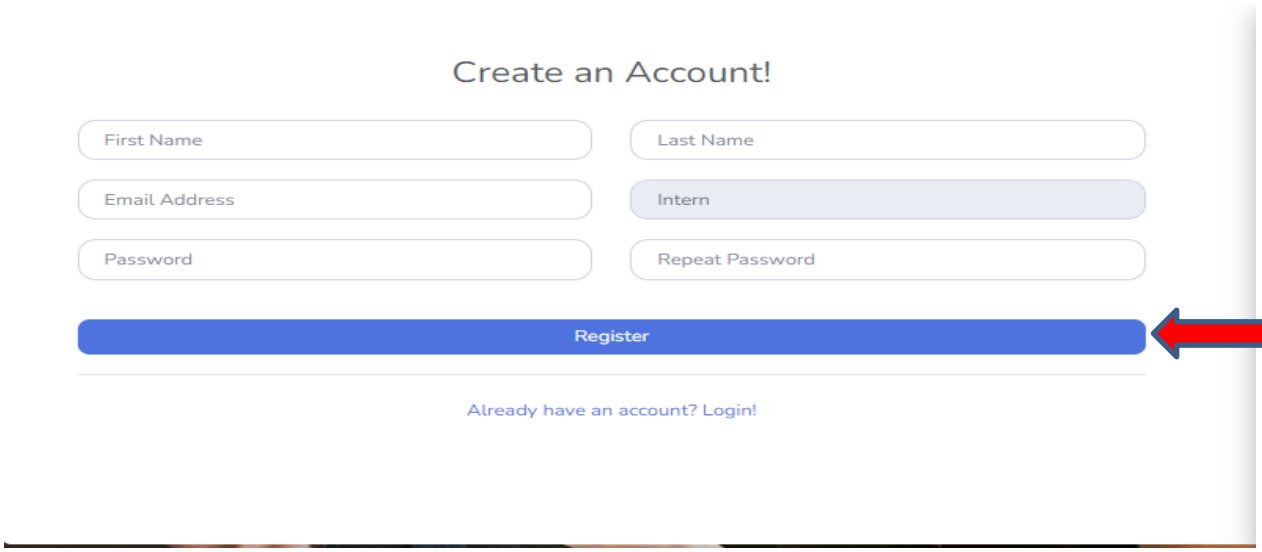
Picture 1: Online management system landing page

On the landing page of the HSRC Internship Application portal proceed to click on ***Create Intern Account*** button to setup your account.



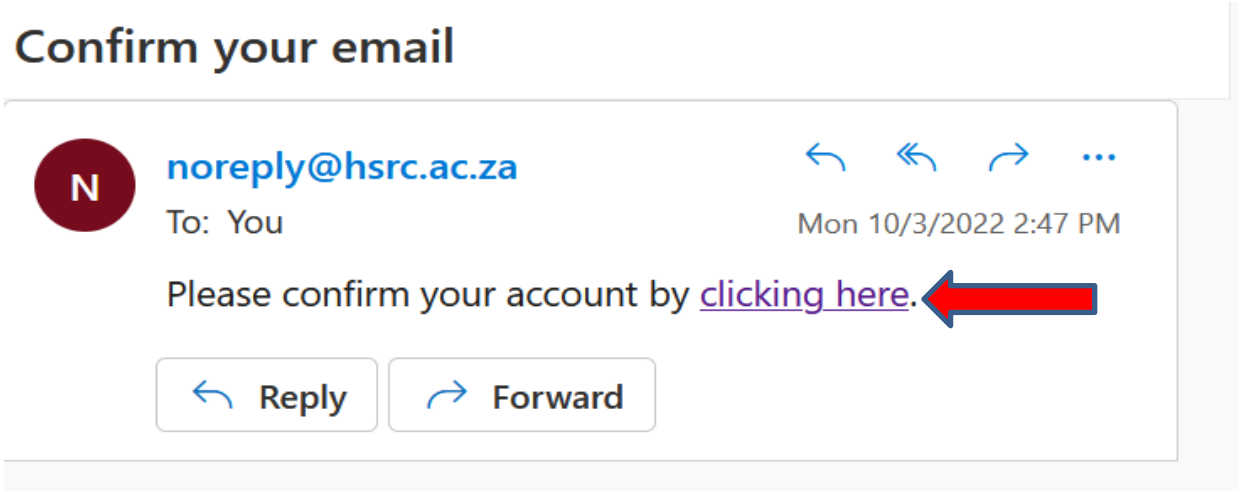
Picture 2: ID Validation Page

On the welcome page of validity screen, capture your ID number in order for the HSRC to verify your status to ensure that you are not a past beneficiary on the programme as well as validate the age limit.



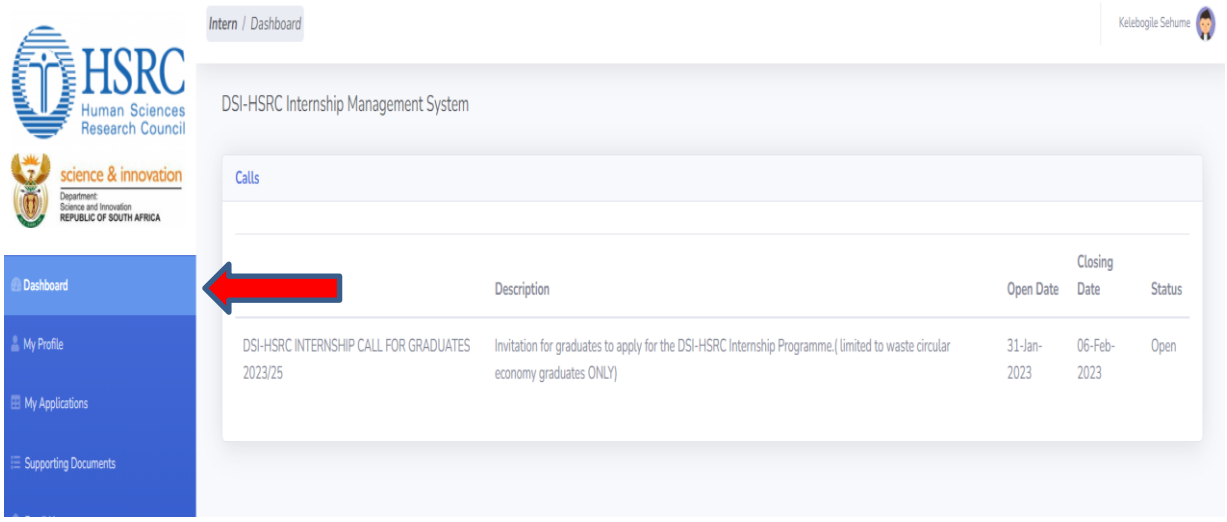
Picture 3: Account Registration page

On the account registration page, proceed to capture all the required information including a password and click on ***Register*** button upon completion. Note that the username and password created on this page will be used for all future access to the portal.



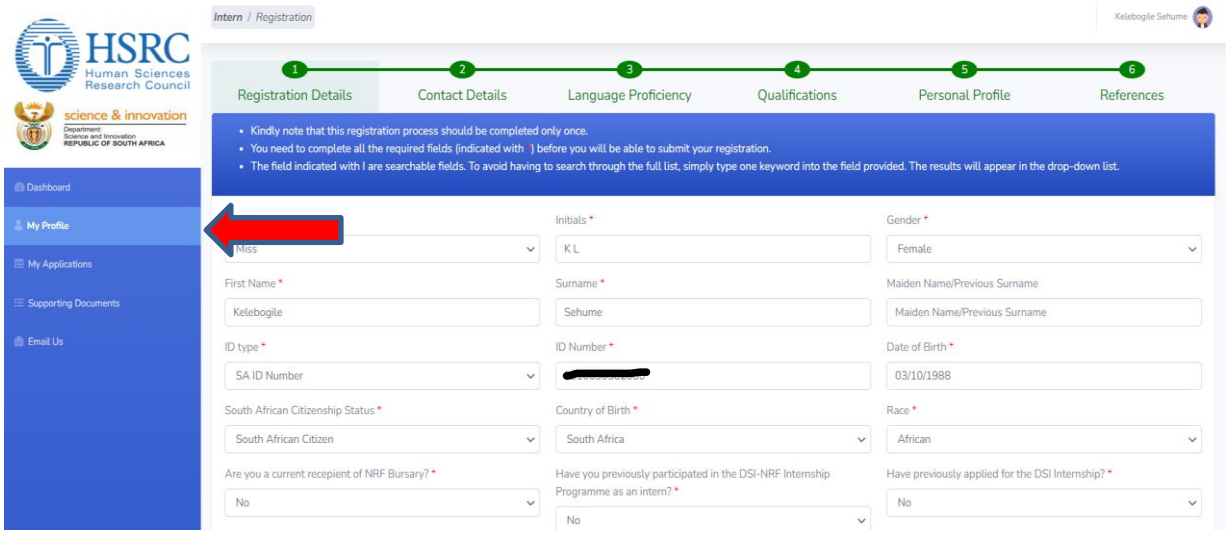
Picture 4: Email Notification Confirmation

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



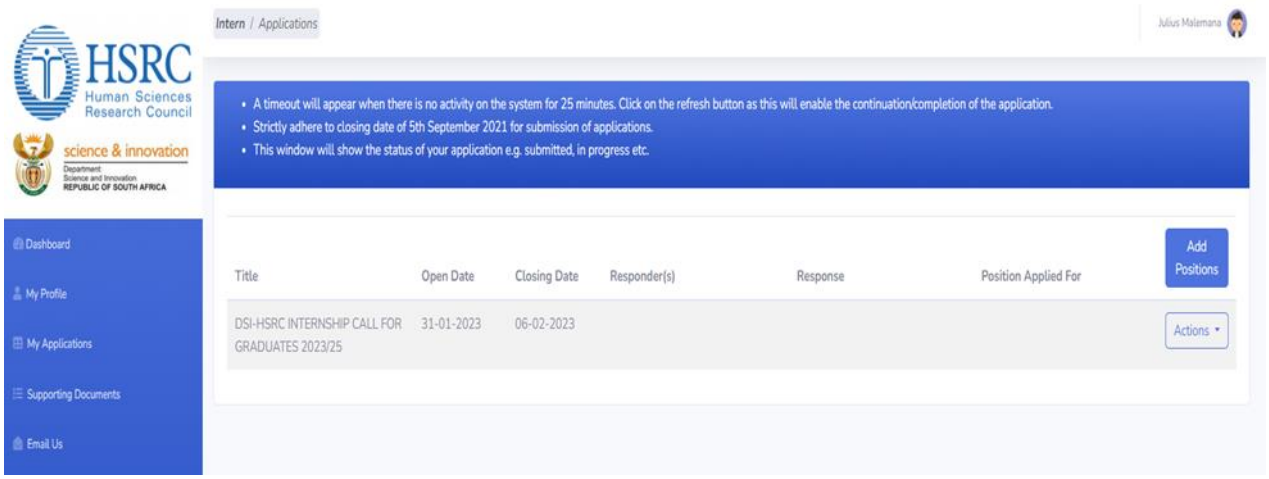
Picture 5: Dashboard Page

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



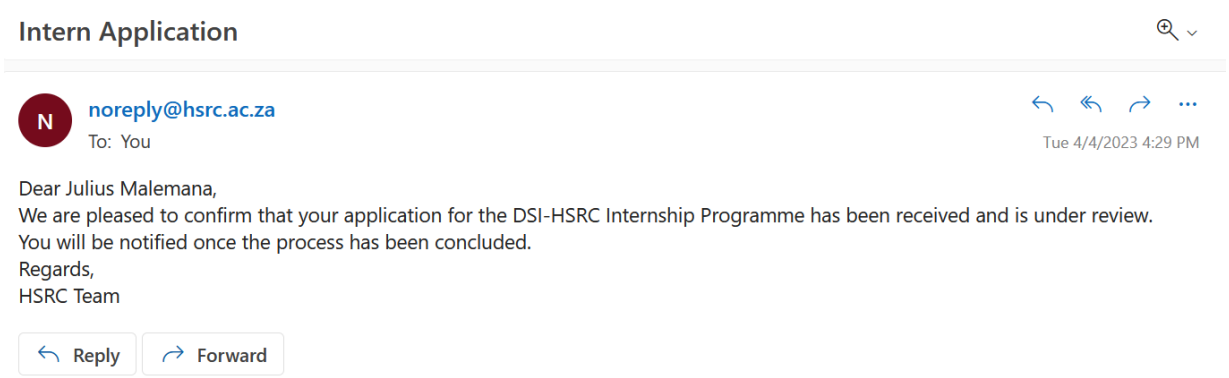
Picture 6: My Profile Menu Item Sections

On My Profile menu proceed to capture all the information on all sections (***Registration Details, Contact Details, Language Proficiency, Qualifications, Personal Profile*** *and* ***References***) and ensure to click on save button upon completion of each section which changes the color from red to green. Note that you will be also be required to upload certified copies of your ID, Academic transcript in relevant sections & Attach the most up-to-date CV.



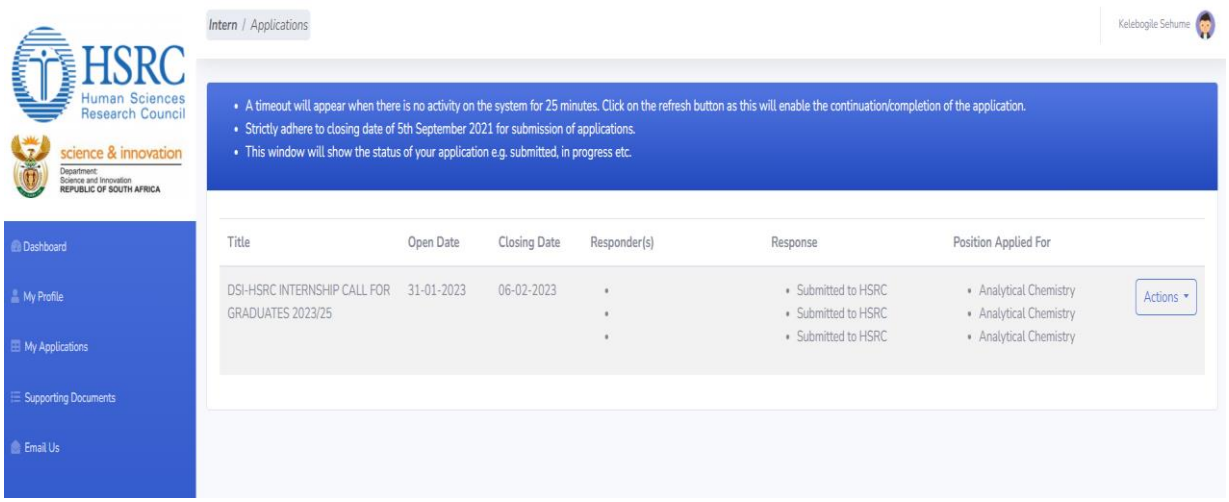
Picture 7: My Applications

In order to create an application click on ***Add Positions*** button and specify your *preferred provinces* and *the area of specialization/discipline* you wish to apply for. Proceed to click on ***Submit*** button. If you wish to edit your submitted positions click on ***Actions***, on the dropdown select ***Edit positions*** button. Upon completion of your respective positions submissions proceed to click on ***Actions***, ***Confirm Application***. On the Application details dialog page proceed to click on ***Confirm*** button to submit your application.



Picture 8: Confirmation of submission

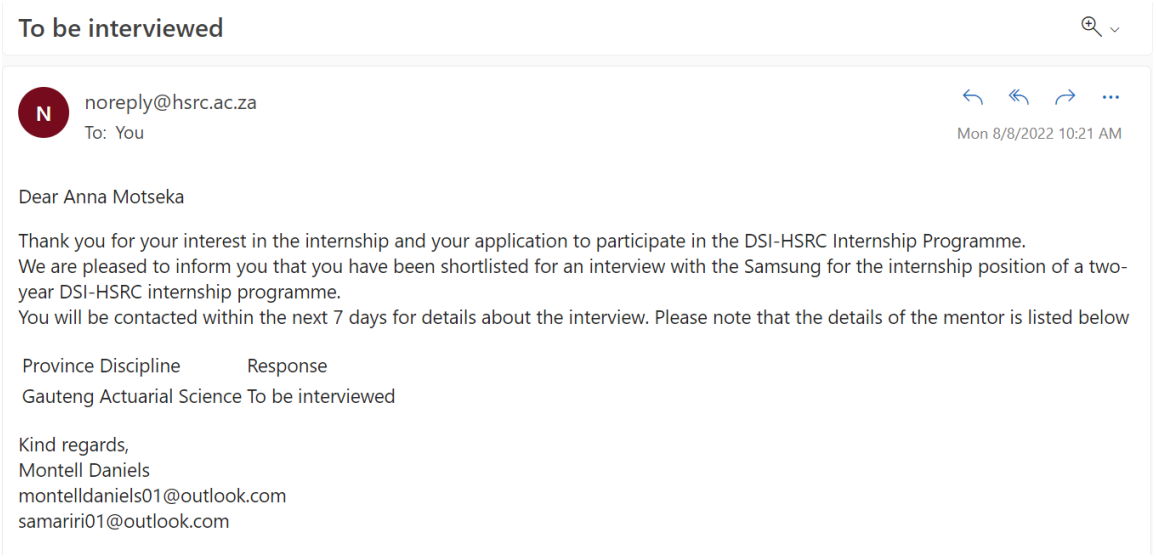
To confirm if your application has been submitted to the HSRC, you should receive an email notification confirming the submission.



Picture 9: Submitted Application Status

Upon completion and submission of your application you may click on ***My Application*** to view the summary of your application. To expand the view of your application click on ***Actions*** button and on the drop down select ***View application***.

Recruitment: Shortlisting, Interviews and Recommendation



To be interviewed

N noreply@hsrc.ac.za
To: You
Mon 8/8/2022 10:21 AM

Dear Anna Motseka

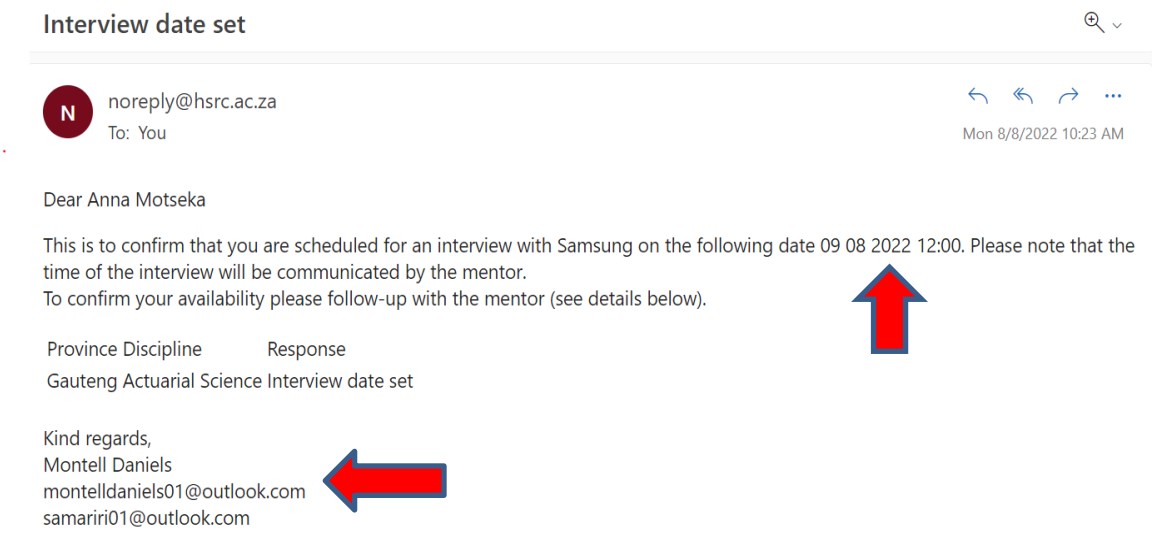
Thank you for your interest in the internship and your application to participate in the DSI-HSRC Internship Programme.
We are pleased to inform you that you have been shortlisted for an interview with the Samsung for the internship position of a two-year DSI-HSRC internship programme.
You will be contacted within the next 7 days for details about the interview. Please note that the details of the mentor is listed below

Province	Discipline	Response
Gauteng	Actuarial Science	To be interviewed

Kind regards,
Montell Daniels
montelldaniels01@outlook.com
samariri01@outlook.com

Picture 10: Interview Request

If you are shortlisted by an interested host institution you will receive an email notification clearly indicating the name of the **host institute**, the province under which you are shortlisted as well as the full details of the interviewer **(mentor) 's** information located at the bottom of the email body.



Interview date set

N noreply@hsrc.ac.za
To: You
Mon 8/8/2022 10:23 AM

Dear Anna Motseka

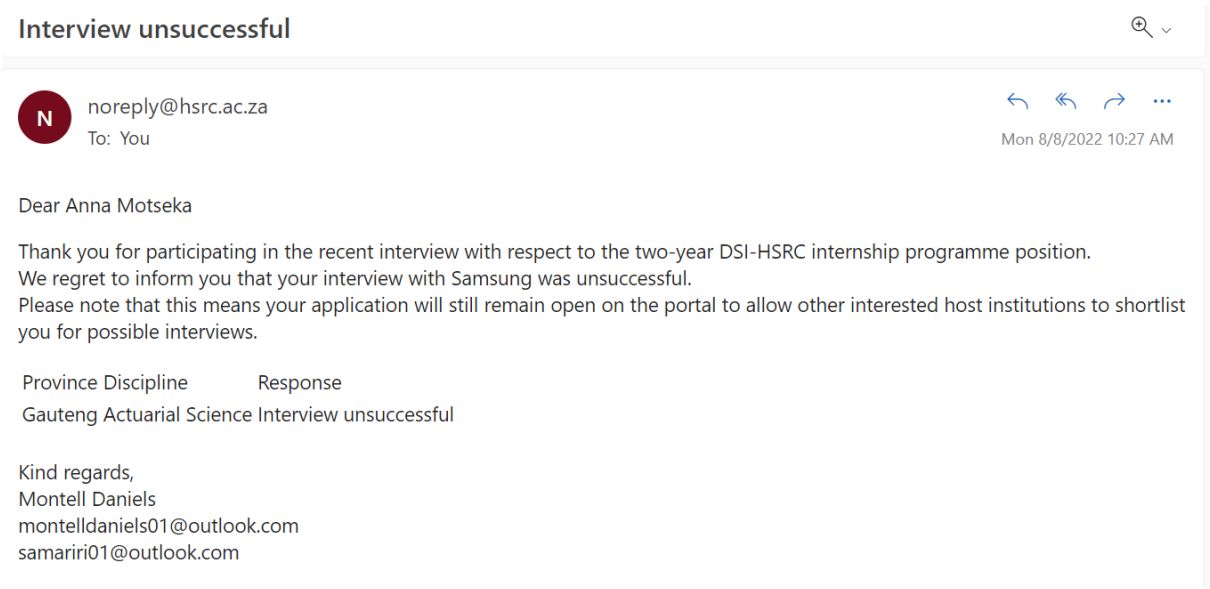
This is to confirm that you are scheduled for an interview with Samsung on the following date 09 08 2022 12:00. Please note that the time of the interview will be communicated by the mentor.
To confirm your availability please follow-up with the mentor (see details below).

Province	Discipline	Response
Gauteng	Actuarial Science	Interview date set

Kind regards,
Montell Daniels
montelldaniels01@outlook.com
samariri01@outlook.com

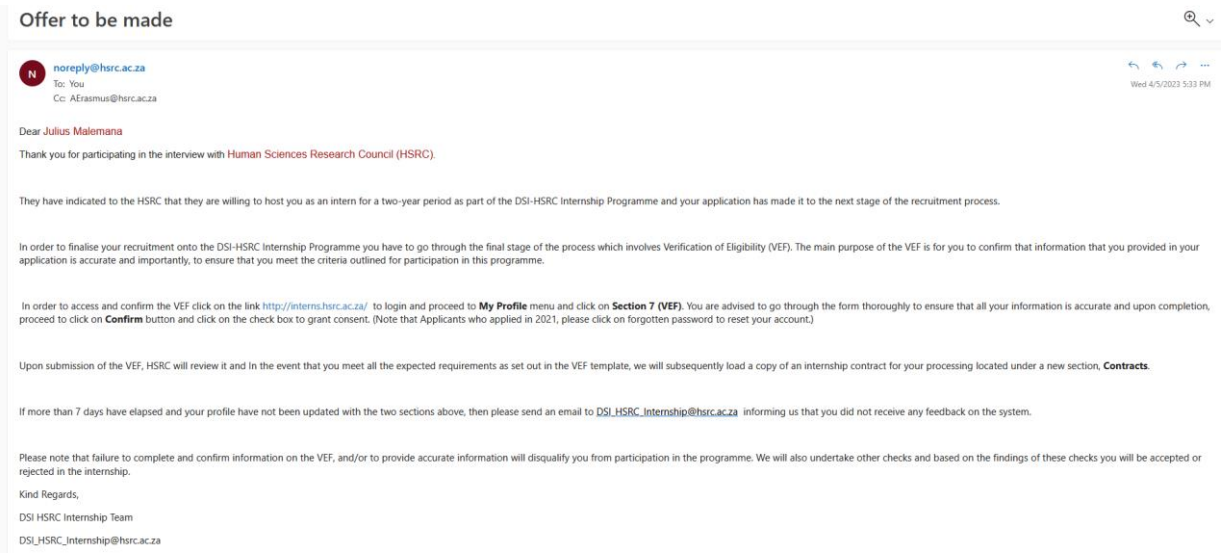
Picture 11: Interview set date

Upon further processing of your application, the host institution will also specify the date and time regarding your interviews. Note that the interviewer may also send an email to provide further details of the interviews e.g. venue, type of interview(face-to face or virtual). You may be required to intermittently check your email in order to get the updated information.



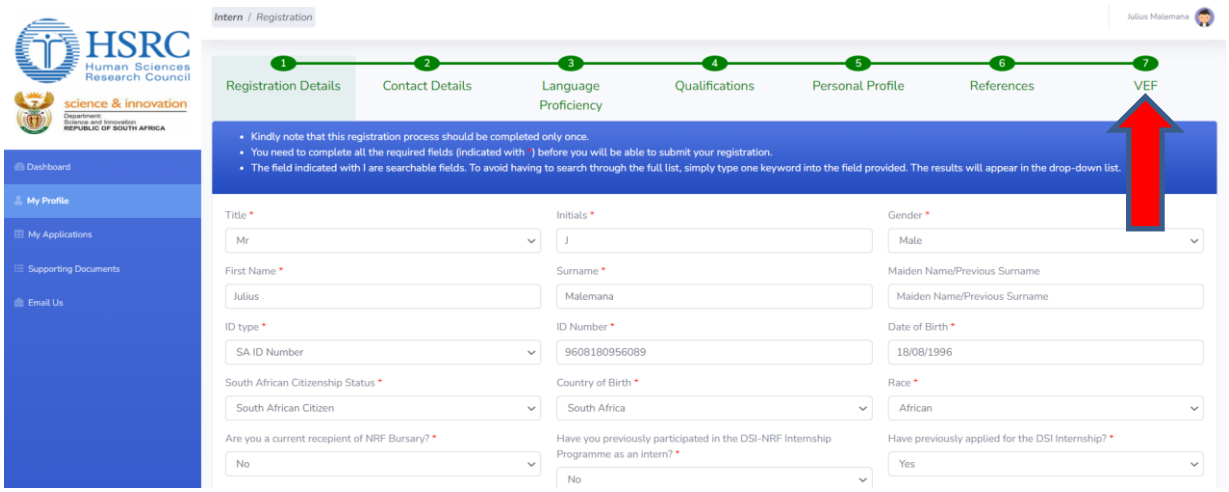
Picture 12: Outcome of the interview, Interview Unsuccessful.

Note that if your interview is unsuccessful you will receive an email notification as depicted on the picture above and the status of your application will subsequently revert to **Submitted to HSRC for review** to allow other host institutions to access your application.



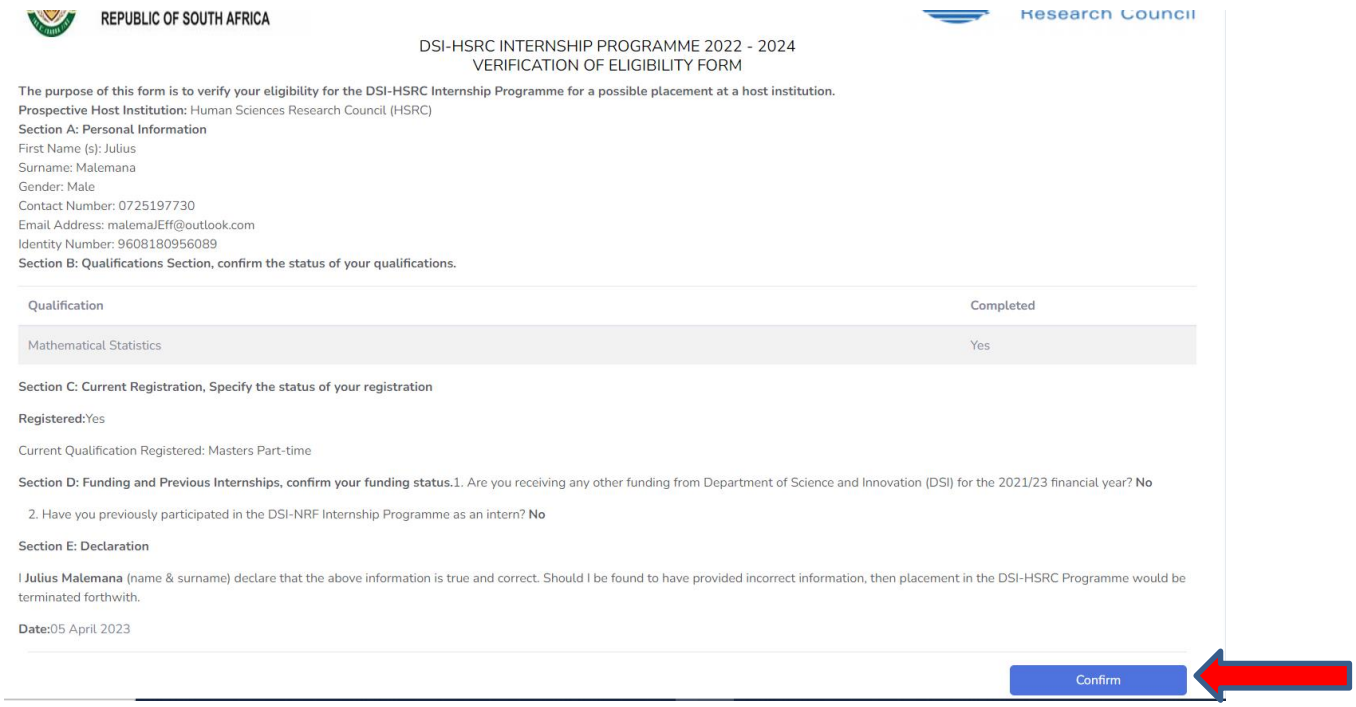
Picture 13: Outcome of the interview, Offer to be Made.

Note that if your interview is successful, you will receive a congratulatory email notification with further instructions to follow to kick-start the verification and contracting process by the HSRC.



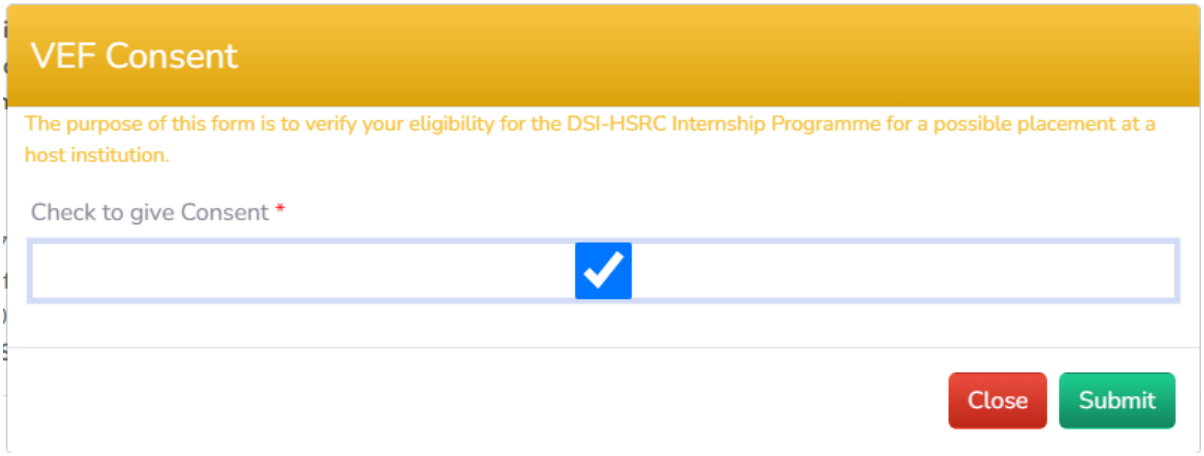
Picture 14: Verification Process

By logging onto the portal, kindly proceed to click on **My Profile** menu and a new section called **VEF** will pop-up. (Please note this sections requires the use of a **laptop/desktop** as it not compatible with a mobile device)



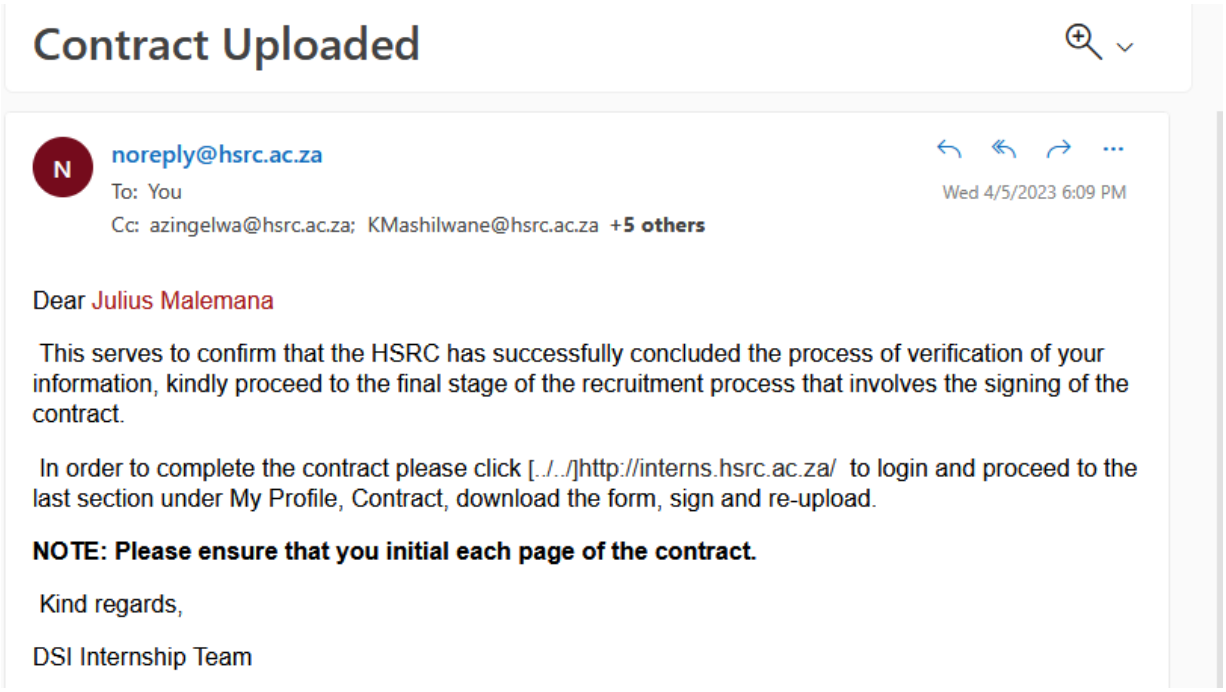
Picture 14: VEF Confirmation.

You will be required to provide us with all the relevant information as it appears on the verification of eligibility form in order to grant the HSRC consent to vet your information prior to the release of the contract.



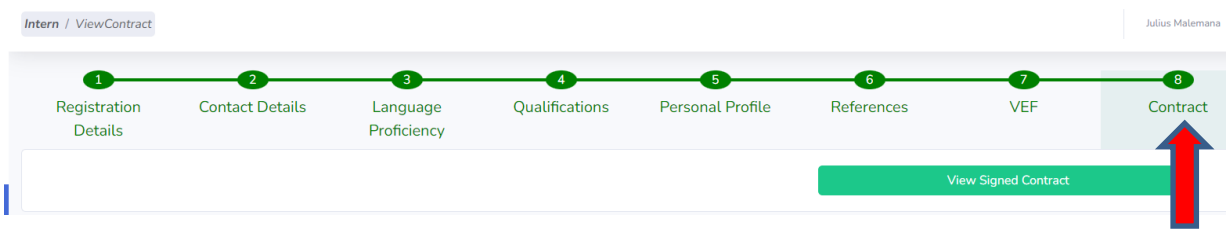
Picture 16: Consent Page

Upon completion of review of the VEF, you will be prompted to grant us consent to verify the accuracy of your information by clicking on a check box followed by the ***Submit*** button. You will subsequently receive an email notification confirming submission of the VEF to the HSRC. Note that HSRC will undertake other checks and based on the findings of these checks you will be accepted or rejected in the internship.



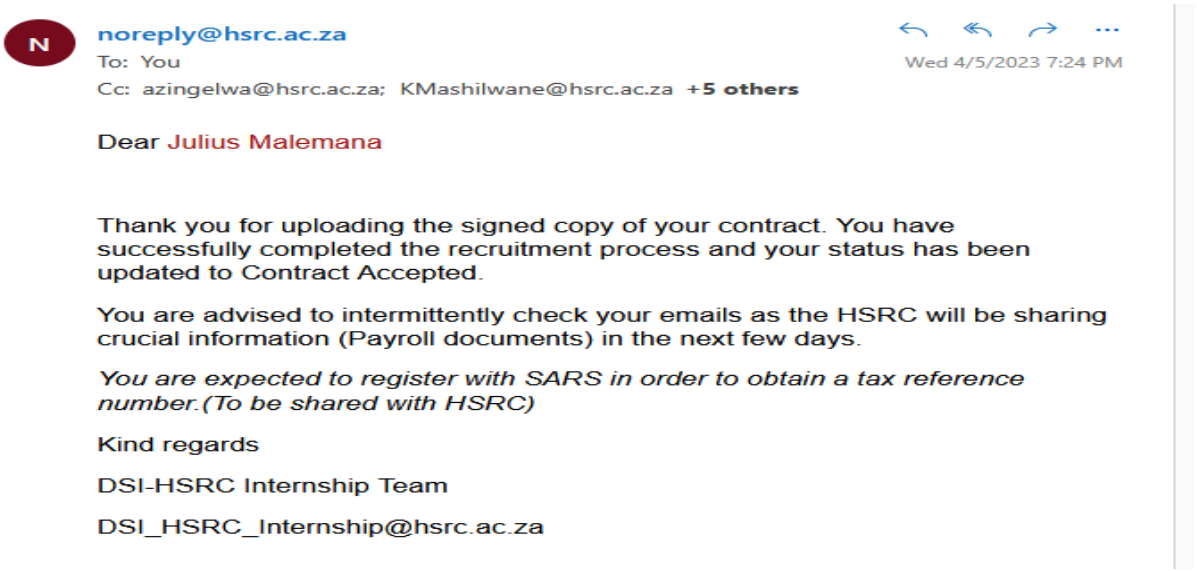
Picture 17: Release of Contract

Upon completion of the verification process, if successful the HSRC will load the contract for your processing and signature. Note that you will receive an email notification with a clear instruction on how to complete, download and upload the signed copy of the contract.



Picture 18: Contract signature

Upon release of a contract by the HSRC, an email notification will be directed to your email box with clear instruction on how to process the contract. Note that a new section called ***Contract*** will appear under ***My Profile*** menu. Proceed to click on ***Download Contract*** button and sign in all relevant areas and ensure to re-upload the signed copy and click of ***Submit***.



Picture 19: Contract Acceptance

Upon review of your submitted signed copy of the contract, the HSRC will review, accept and change the application status to ***Contract Accepted***. This will successfully conclude the contracting process and further instruction will be sent to your email.

THE END