

We have provided an illustrative step-by-step guideline(s) below to assist both the host administrators and mentors in navigating through the online application system to perform their various responsibilities with the aim of ensuring seamless submission process.

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

### HOST Administrator Role:

- On the HSRC Internship Management portal landing page, click on **Create Host Account button**;
- 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 subsequently receive an email notification to which you must confirm your email 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 notification 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 relevant sections you may click on Proceed button which will lead you to the Host Application menu item.
- On the **Host Application** menu item, click on **Create** button followed by **Apply** 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;
- To add exiting mentors(s) proceed to click on **Add To Call** button under *Prospective Mentor Details* section.
- Note that the mentor(s) will subsequently receive an email notification with a link that will lead them to the internship management portal where they will be required to create 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 status are **Accepted** before you proceed to confirm the host application for final submission to the HSRC. (Only Accepted status will be considered whilst pending will not)
- 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 on **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 their institution's allocation for the number of interns to be appointed at the specified approved 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 hostadministrator**

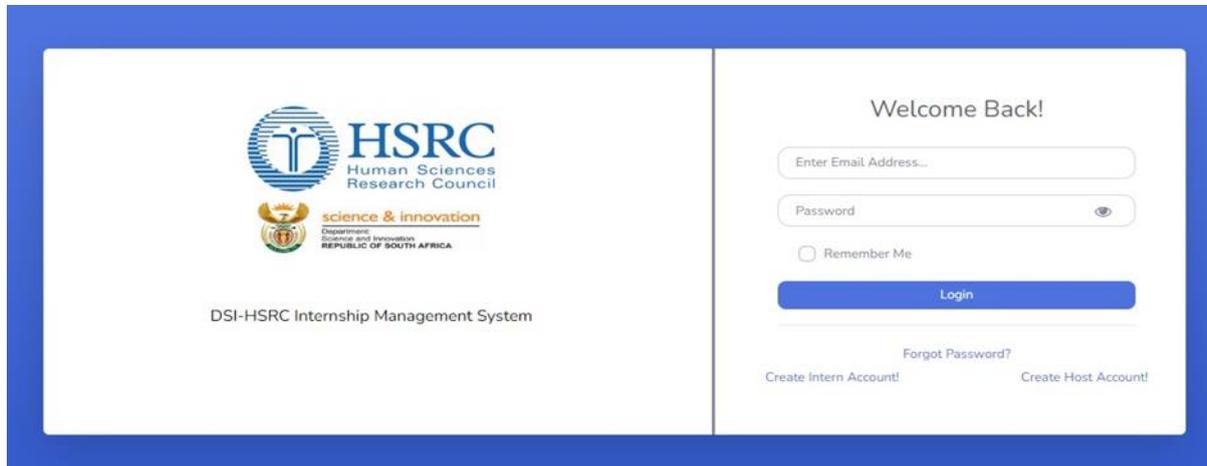
### **Mentor Role:**

- 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 portal page where you will be required to provide a **password in order to create anew 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, EmploymentDetails 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 for the HSRC to review and grant access to all successfully allocated mentor(s) 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.

# HSRC INTERNSHIP ONLINE PLATFORM NAVIGATION LAYOUT

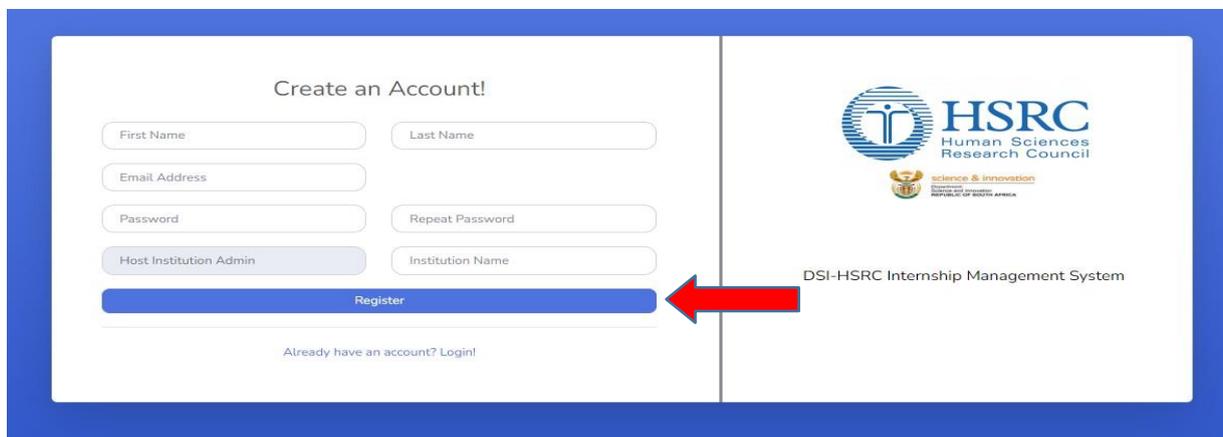
## 1. *Host Administrator(s)*

Picture 1: online management portal landing page



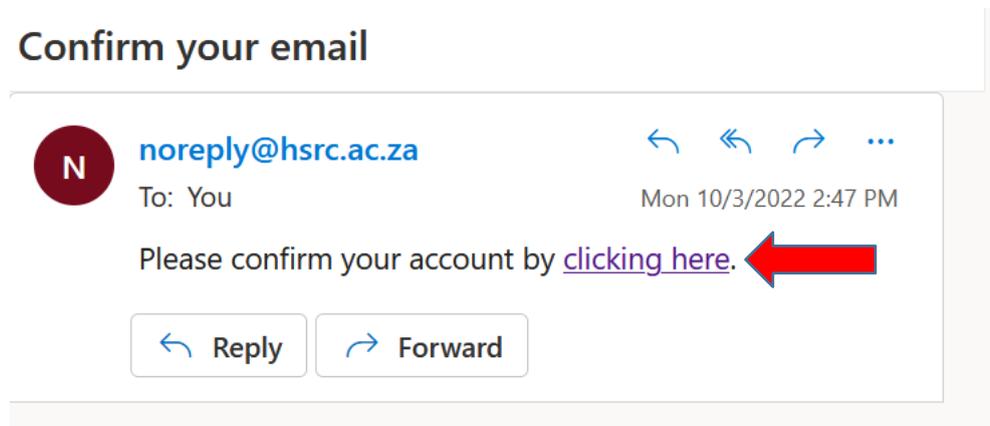
On the landing page proceed to click on *Create Host Account* button and capture the relevant information.

Picture 2: Create Account Page



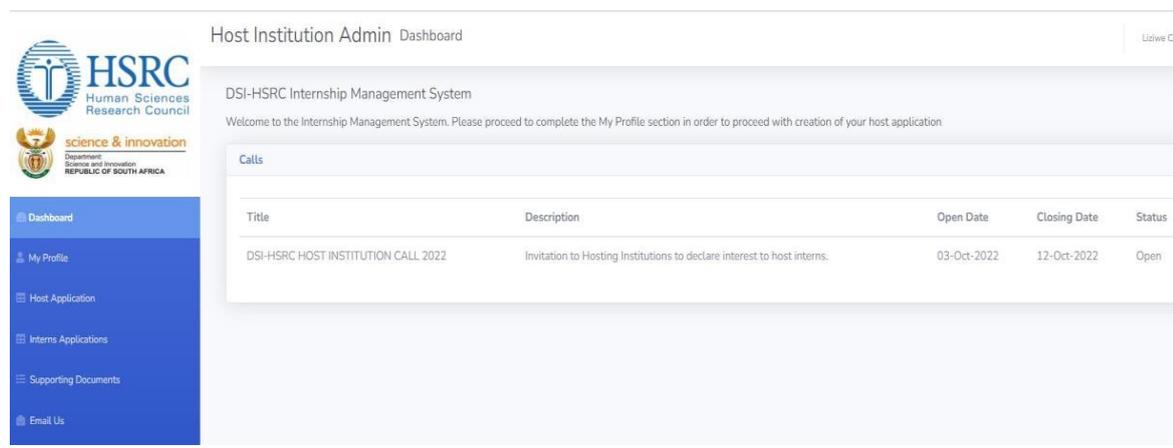
On the picture above create your host institution account by capturing all the relevant fields and click on *Register* button upon completion.

**Picture 3: Email confirmation**



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

**Picture 4: Dashboard page**



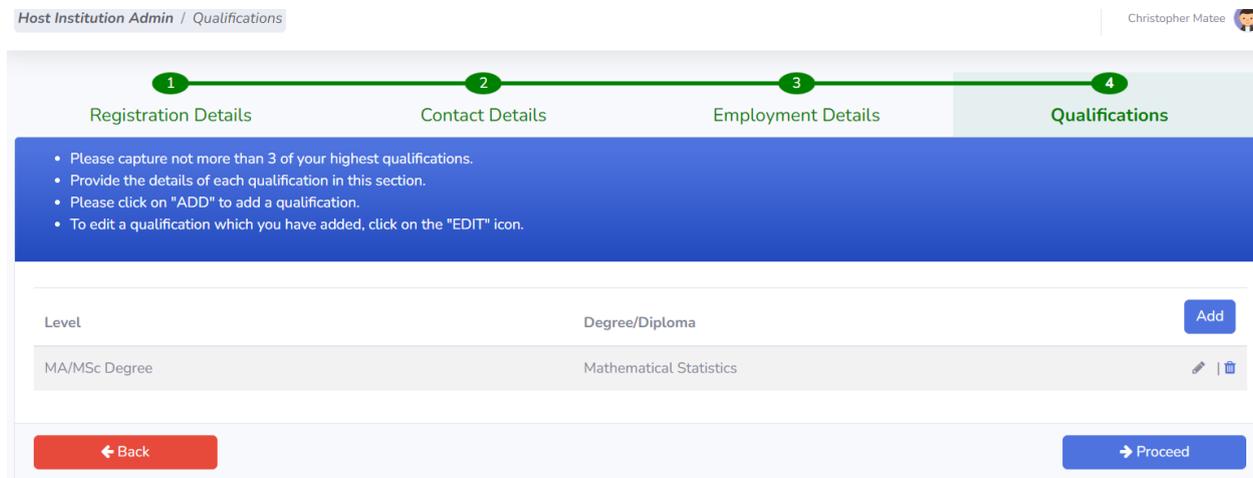
Upon successful login, you will be redirected to the landing page as displayed by picture 4 above. Kindly proceed to click on **My Profile** menu item to the left of your screen and capture all relevant sections.

Picture 5: My Profile menu item



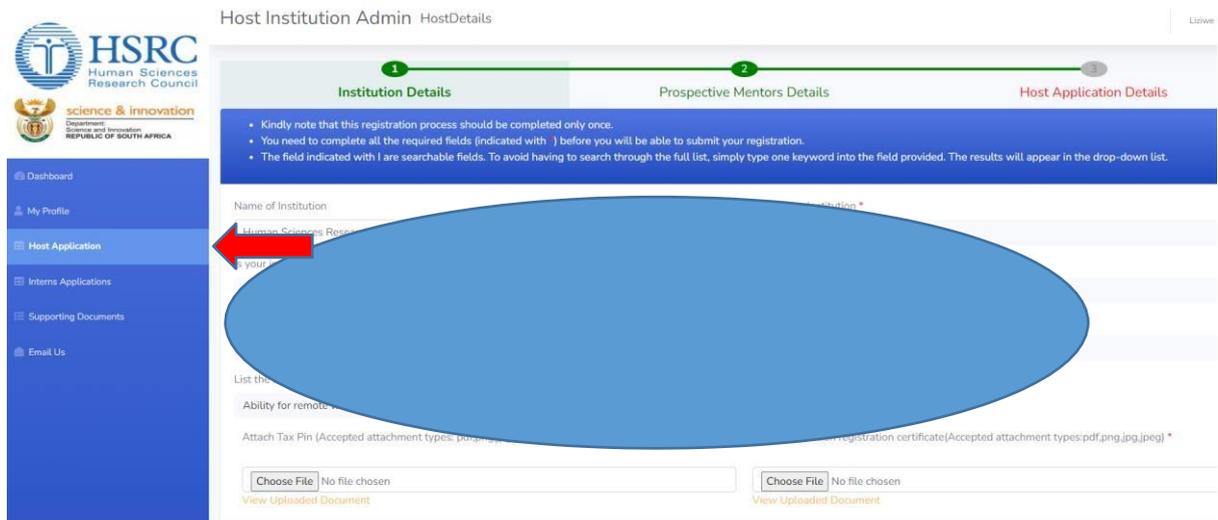
On *My Profile* menu proceed to capture all the relevant information on all sections (**Registration Details, Contact Details, Employment Status and Qualifications**) and ensure to click on save button upon completion of each section which will change the color from red to green.

Picture 6: Completion of My Profile Menu



Upon successful completion of all the sections under *My Profile*, click on **Proceed** button which will redirect you to the next menu item, Host Application.

Picture 7: 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 the invited mentors, their status will change from *Pending* to *Accepted*. Once all the invited mentors have accepted mentorship proceed to Host Application Details section to confirm and submit your application to the HSRC.

## 2. Mentor(s)

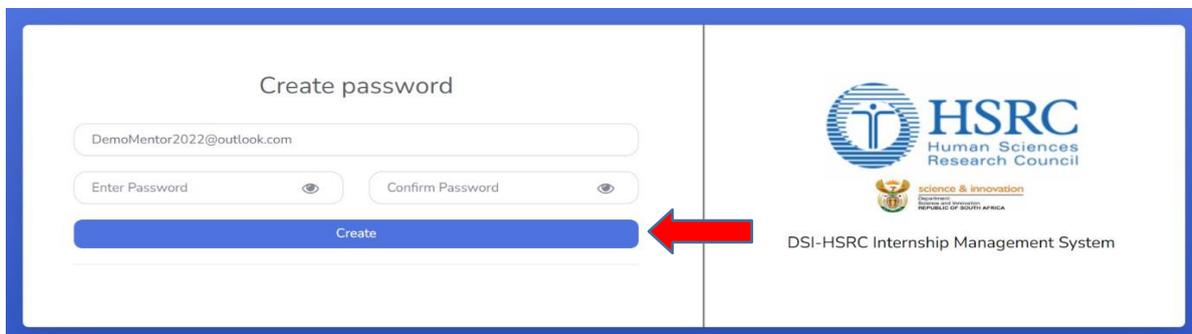
Picture 8: Mentor Invitation

### Create Password

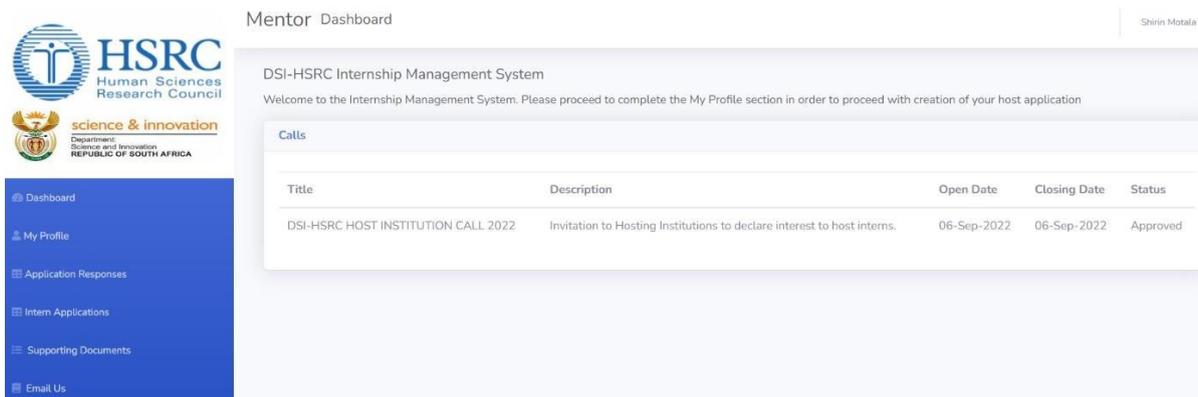


Upon invitation by your host administrator you will receive an email notification as depicted on the screenshot above. Proceed to click on the hypertext link clicking here

Picture 9: Create Password page for mentors.

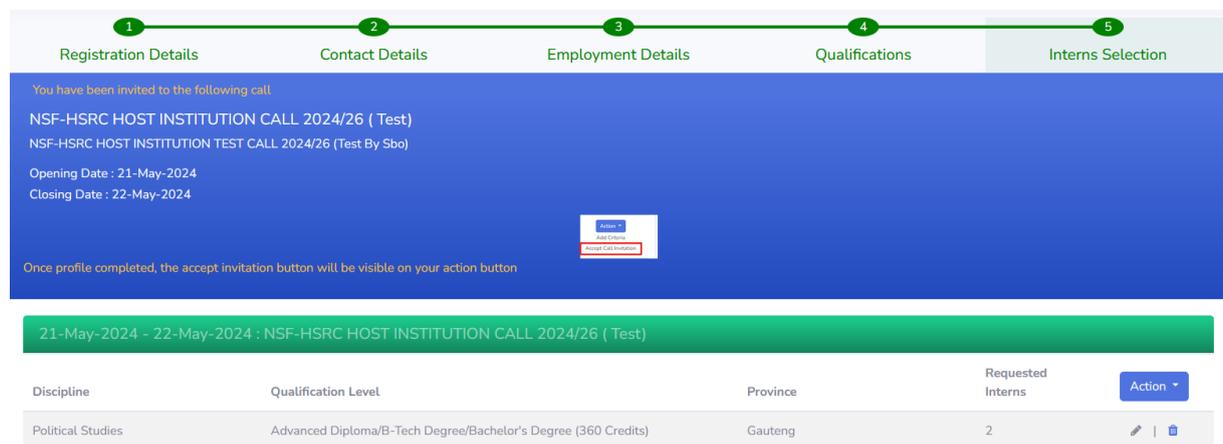
A screenshot of a web form titled 'Create password'. The form has a white background and is enclosed in a blue border. It contains the following elements: a text input field with the email 'DemoMentor2022@outlook.com'; two password input fields labeled 'Enter Password' and 'Confirm Password', each with an eye icon for visibility; and a blue 'Create' button. A red arrow points to the 'Create' button. To the right of the form is the HSRC logo (Human Sciences Research Council) and the text 'DSI-HSRC Internship Management System'.

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



**Picture 10: Mentor dashboard**

Upon successful login the above depicted Dashboard screenshot page will be on your screen, proceed to click on My Profile and complete all the relevant sections.

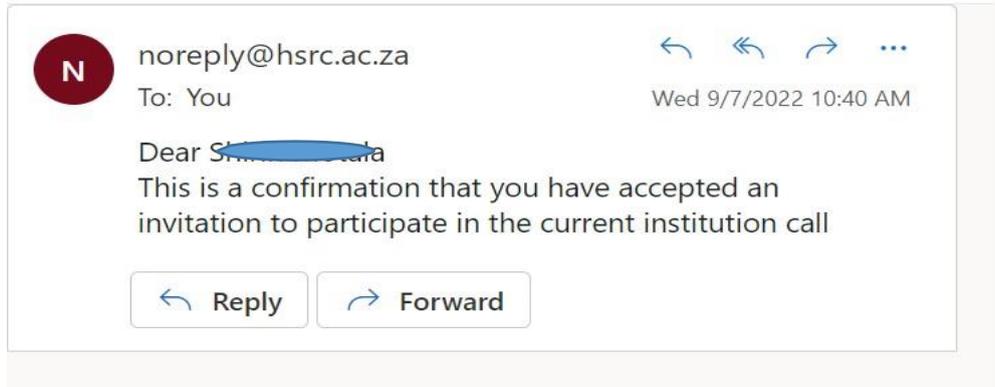


**Picture 11: My Profile**

Complete all the sections under My Profile menu and ensure that all the sections are marked with a green color. To provide your intern profile needs proceed to Intern Selection section, 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 of your intern profile proceed to click on **Actions** button and select **Accept Call Invitation button**.

**Picture 12: Mentor Acceptance confirmation**

**Institution Call Invitation**



Upon completion of all the sections under my profile and acceptance of mentorship you will receive an email notification as depicted above.

**Should you require support**

Should you require any support with the application process kindly communicate directly with Mr Nqubeko Mbhele on email [nmbhele@hsrc.ac.za](mailto:nmbhele@hsrc.ac.za) or 073 094 9738 / Mr Sello Raseruthe on email [SRaseruthe@hsrc.ac.za](mailto:SRaseruthe@hsrc.ac.za) or 066 006 4969. Alternatively reach out to any of our HelpDesk team as per the table below

Query Response team Contact Details

Name	Surname	Email address	Contact number	Cell no
Lawrence	Makgae	LMakgae@hsrc.ac.za	012 302 2287	+2771 319 6878
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Lusanda	Noqoko	Noqoko@hsrc.ac.za	012 302 2109	+2778 264 1656
Zinhle	Mxoli	ZMxoli@hsrc.ac.za	012 302 2117	+2761 369 4560