







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 "<u>clickhere</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 yourhost 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, <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 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 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, <u>http://interns.hsrc.ac.za/</u>
- 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

HSRC	Welcome Back!
Human Sciences Research Council science & innovation Determine Republic of South Arrica	Password Remember Me
DSI-HSRC Internship Management System	Forgot Password? Create Intern Account! Create Host Account!

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

Picture 2: Create Account Page

Crea	te an Account!	
First Name	Last Name	Human Sciences Research Council
Email Address		
Password	Repeat Password	
Host Institution Admin	Institution Name	DSI-HSRC Internship Management System
	Register	
Already	y have an account? Login!	
Already	y have an account? Login!	

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

Confir	m your email	
N	noreply@hsrc.ac.za To: You	← ≪ → … Mon 10/3/2022 2:47 PM
	Please confirm your account	by <u>clicking here</u> .
	\leftarrow Reply \rightarrow Forward	

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 <u>click here</u> hypertext link and login.

Picture 4: Dashboard page

E HODO	Host Institution Admin Dashboard				Liziwe C
Human Sciences Research Council	DSI-HSRC Internship Management System Welcome to the Internship Management System. Please p Calls	proceed to complete the My Profile section in order to proceed with creation of your ho	ist 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					
Supporting Documents					
💼 Email Us					

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

A HSRC	Host Institution Admin Registration	n		Liziwe Cwati
Human Sciences Research Council	1 Registration Details	2 Contact Details	3 Employment Details	Qualifications
Department General wind Vinduation REPUBLIC OF SOUTH AFRICA	Kindly note that this registration process should You need to complete all the required fields (in 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, simp	ur registration. ly type one keyword into the field provided. The results w	vill appear in the drop-down list.
🔔 My Profile			Gender*	
Host Application	Mrs			v
III Interns Applications	First Name			Surname
III Supporting Documents				
💼 Email Us				
	South African		rean	~
	ID/Passport Document (Accepted attachment types:	pdf,doctovexamana.		
Human Sciences Research Council (HSRC)			Browse	
				Save

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

Registration Details	Contact Details	Employment Details	Qualifications
Prease capture not more than 3 of your Provide the details of each qualification Please click on "ADD" to add a qualific	n in this section. ation.		
To edit a qualification which you have a	added, click on the "EDIT" icon.		
To edit a qualification which you have a	added, click on the "EDIT" icon. Degree	z/Diploma	

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

HSRC	Host Institution Admin HostDetails		Liziwe
Human Sciences Research Council	Institution Details	Prospective Mentors Details	Host Application Details
Cepartment: Scence as Innovation Department: Scence and Innovation REPUBLIC OF SOUTH AFRICA	 Kindly note that this registration process should be comp You need to complete all the required fields (indicated with the required fields) 	leted only once. ith) before you will be able to submit your registration.	
Dashboard	 The field indicated with I are searchable fields. To avoid h 	aving to search through the full list, simply type one keyword into the	he field provided. The results will appear in the drop-down list.
🚊 My Prafile	Name of Institution	- Station *	
Host Application	Human Sciences Reso		
Interns Applications	- your		
E Supporting Documents	(
🖆 Email Us			
	List the		
	Attach Tax Pin (Accepted attachment types: pupper		tration certificate(Accepted attachment types:pdf,png,jpg,jpeg) *
	View Uploaded Document	View Uploaded Docum	ent

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

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

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.

Create password	HISRC Human Sciences
Enter Password Confirm Password	Sector & Booxdon
Create	DSI-HSRC Internship Management System

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

	Mentor Dashboard				Shirin Motala
Human Sciences Human Sciences Research Council	DSI-HSRC Internship Management Syste Welcome to the Internship Management System. P Calls	em lease proceed to complete the My Profile section in order to proceed with c	reation 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					
i ■ Supporting Documents					
🗐 Email Us					

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.

1 Registration Details	Contact Details	3 Employment Details	4 Qualifications	5 Interns S	election
You have been invited to the following NSF-HSRC HOST INSTITUTION NSF-HSRC HOST INSTITUTION TEST	g call N CALL 2024/26 (Test) CALL 2024/26 (Test By Sbo)				
Opening Date : 21-May-2024 Closing Date : 22-May-2024		Adam *			
Once profile completed, the accept invit	tation button will be visible on your action but	Engin Calibration			
21-May-2024 - 22-May-202	4 : NSF-HSRC HOST INSTITUTION (CALL 2024/26 (Test)			
Discipline	Qualification Level		Province	Requested Interns	Action 👻
Political Studies	Advanced Diploma/B-Tech Degree/Bach	elor's Degree (360 Credits)	Gauteng	2	e 🛍

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

noreply@hs	src.ac.za	5	*	\rightarrow	••••
To: You		Wed	9/7/202	22 10:4	0 AN
This is a con	firmation that you ha	ave accepte rrent instit	ed an ution	call	

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 <u>nmbhele@hsrc.ac.za</u> or 073 094 9738 / MrSello Raseruthe on email <u>SRaseruthe@hsrc.ac.za</u> 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
Bongile	Mbilana	BIMbilana@hsrc.ac.za	012 302 2071	+2778 943 7959
Lusanda	Noqoko	Noqoko@hsrc.ac.za	012 302 2109	+2778 264 1656
Zinhle	Mxoli	ZMxoli@hsrc.ac.za	012 302 2117	+2761 369 4560