



CONFIDENTIAL

In order to register / modify / de-activate / terminate a user account on any of the below WCED systems, you are requested to complete this application form and have it recommended, signed by your Line Manager/Director and submitted to the relevant official indicated at the end of this application form.

AS PER AUDIT REQUIREMENTS, UNSIGNED AND INCOMPLETE APPLICATIONS WILL BE REJECTED.

Please Note: In terms of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013)(“POPIA”);

- The information provided in this application form will solely be processed for the CEMIS and/or EduInfoSearch User Access Accounts as well as reporting of these accounts to the WCED Auditor General and respective Internal System Forums.
The information provided in this application form will not be used for any other purpose which is incompatible with the purpose for which it was collected.
By completing this form, you are giving the WCED CEMIS/EIS User Access Controller consent to use your personal information to process this application form.
If your application is approved and you are granted access to the WCED System(s), you undertake not to share personal information of other persons obtained from the system, unless it is shared within the organisation for legitimate educational purposes.
Non-compliance with POPIA by the employees may result in disciplinary action being taken against them. Consequences may include disciplinary action and possible termination of employment, and/or legal proceedings to recover any loss or damage to the organisation, including the recovery of any fines or administrative penalties imposed by the Information Regulator on the organisation in terms of POPIA.

SECTION A – APPLICANT COMPLETE

PERSONAL DETAILS: (MANDATORY FIELDS)\*

Table with personal details fields: PERSAL number, C - Number, Surname, Name, Designation / Rank, Identity Number, Telephone Number, Cellular Number, Email Address, Department, Branch, Directorate / Education District, Sub-directorate / Circuit / Section, Permanent / Contract, If contract, please indicate, Start Date, End Date.

CHOOSE THE APPROPRIATE SYSTEM/S

Table with system selection: CEMIS, EDUINFOSEARCH

Motivation by Applicant: .....

Applicant’s Signature: ..... Date: .....

Recommendation by Applicant’s Line Manager / Director:

Table with recommendation options: Recommended, Not Recommended

Line Manager’s / Director’s Name: ..... Line Manager’s / Director’s Signature: ..... Date: .....

Please note that if a user does not access CEMIS or EduInfoSearch for 6 consecutive months, the user’s access will automatically be revoked and requires the completion of a new WCSURA form for a user to be reinstated. After access is granted, the user has 5 days in which to activate the account to avoid being deactivated. The WCED User Access Management Forum will also monitor / review the relevance of specific user permissions for users from time to time.



**OFFICE USE: (DKM)**

**SECTION B: CEMIS / EIS USER ACCESS CONTROLLER COMPLETE**

**SELECT THE APPROPRIATE SYSTEM ACTIONS**

<b>New User</b>	<b>Re-activate User Access</b>	<b>Modification of User Access</b>	<b>De-activate User Access</b>
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- New User – Refers to a new applicant who applies for access to the system for the 1<sup>st</sup> time
- Re-activate User Access – Refers to a returning system user
- Modification – Refers to changes made to an existing user’s details
- De-activation of User Access – Refers to an official who no longer require access to the system

**CHOOSE ONE OF THE FOLLOWING ACTION RIGHTS**

<b>Viewing rights</b>	<b>Transactional rights</b>
<b>List the access rights assigned</b>	

- Viewing Rights – The official will only be able to view existing screens / reports
- Transactional Rights – The official will be able to transact / capture data on the system

**MODIFICATION (CHOOSE ONE OF THE FOLLOWING OPTIONS)**

Modify Existing Profile / User Access (this section can be ignored if new application)			
<b>Profile</b>	<b>Modification From</b>		<b>Modification To</b>
<b>User Access</b>			

- Modification – Refers to changes made to an existing user’s details. The CEMIS / EIS User Access Controllers will stipulate the changes above

**DE-ACTIVATIONS (CHOOSE ONE OF THE FOLLOWING OPTIONS)**

De-Activate Existing User Access (this section can be ignored if new application)			
<b>Select the reason for de-activation</b>	<b>Deceased</b>	<b>Retired</b>	<b>Resignation</b>
	<b>End of contract</b>		
	<b>If other, specify</b>		

- De-activation of User Access – Refers to an official who no longer requires access to the system based on the above reason.

**SECTION C: APPROVAL - MANAGER COMPLETE (DELEGATED KM STAFF MEMBER)**

<b>Approved</b>	<b>Not Approved</b>
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Motivation - Approved / Not Approved: .....

Name of Manager: (Print): ..... Signature: ..... Date: .....

Captured by (Print): ..... Signature: ..... Date: .....

**CONTACT DETAILS**

SYSTEM	CONTACT PERSON	CONTACT NUMBER	EMAIL
CEMIS	Lucinda Jordan	021 828 3051	<a href="mailto:CEMIS.CEMIS@westerncape.gov.za">CEMIS.CEMIS@westerncape.gov.za</a>
EduInfoSearch	Bongani Magwaxaza / Riyad Isaac	021 467 2287 021 467 2284	<a href="mailto:EduInfoSearch.Webfocus@westerncape.gov.za">EduInfoSearch.Webfocus@westerncape.gov.za</a>

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