



VULINDLELA

Registration/Update Process

Reset Password

Change Password

www.Vulindlela.gov.za

Email Address:	VulindlelaUserSupport@treasury.gov.za
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FOR INTERNAL USE ONLY	
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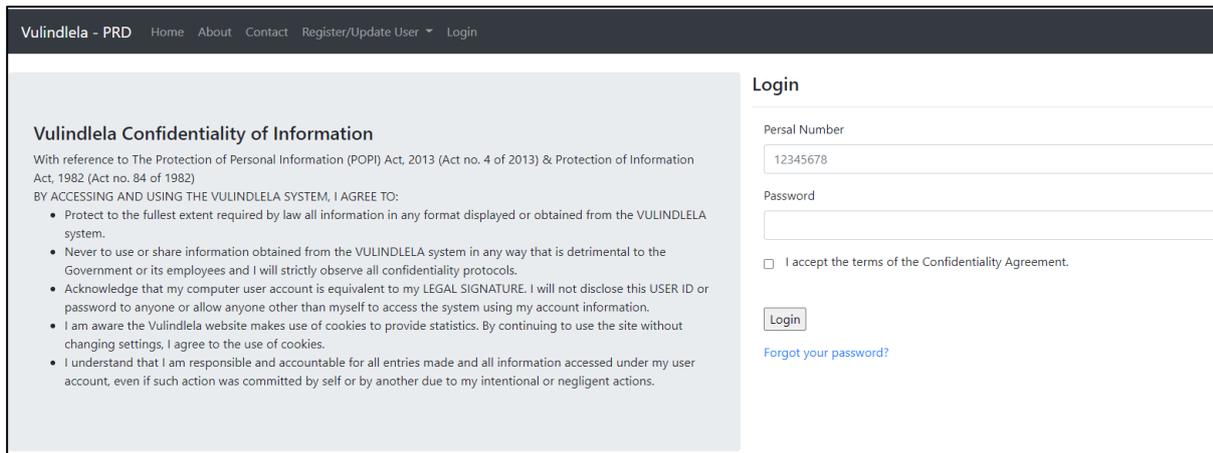
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1. How to Login to Vulindlela, Reset Password

1.1 How to retrieve the Vulindlela website

- Type the address www.vulindlela.gov.za into the browser

1.2 How to Login

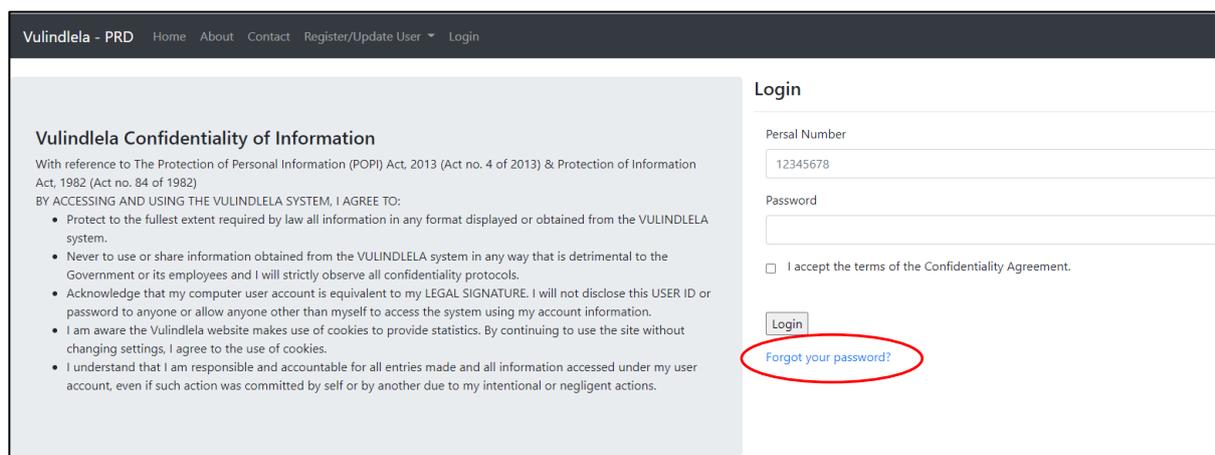


Login Screen

- Type your Vulindlela User name (Persal No without the “p”)
- Type your Vulindlela Password
- Select the “I accept the terms of Confidentiality Agreement” check box
- Select the Login button

Troubleshoot:

- Forgotten your password - select the “Forgot your Password” option



Login screen

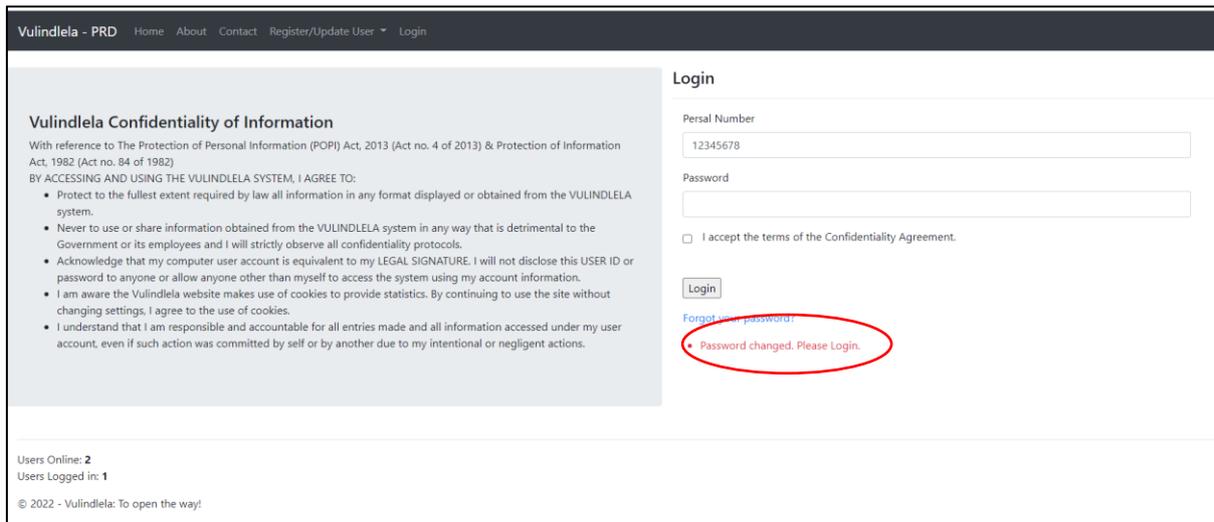
Forgot your password screen

- Complete all the required fields
- Select the Submit button

Please follow steps below.

Forgot Password Change Password Screen

Note: Choose a password of at least eight characters long, something you have never used on Vulindlela before. Type it into the “New Password” field and confirm this new password in the “Confirm Password” field.

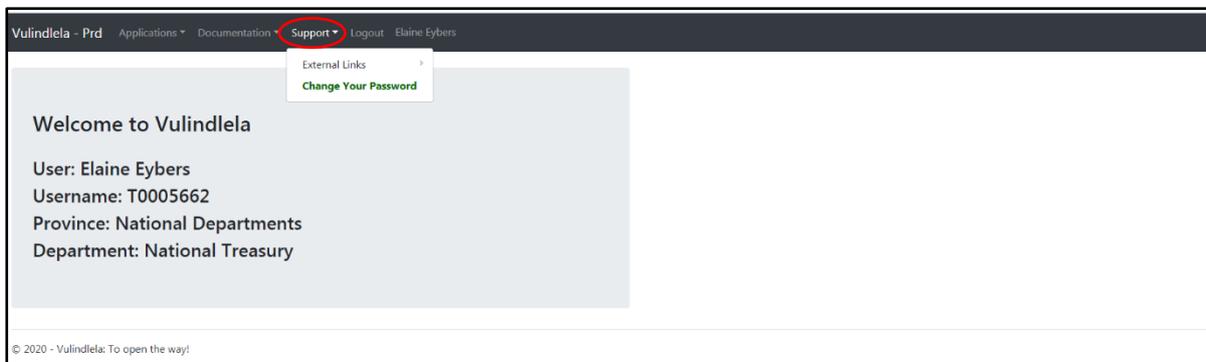


Password Changed screen – New Login

- Login with your new changed password

1.4 Change your password

Note: You may change your password manually at any point after you have logged onto Vulindlela.



Logged in home screen

- To change your password manually:
- Select the Support menu
- Select the Change your password option
- The Change Password screen appears:

Vulindlela - PRD Home About Contact Register/Update User Login

- Password must be a minimum of 8 characters.
- Please enter a new password of your choice under New Password
- Please re-enter the same new password of your choice under Confirm New Password

Change Password

Persal Number
12345678

New Password
Enter a new password

Confirm New Password
Re-enter the password

Submit

Users Online: 4
Users Logged in: 0

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Change password screen

Note: Choose a password of at least eight characters long, something you have never used on Vulindlela before. Type it into the “New Password” field and confirm this new password in the “Confirm Password” field.

- Complete all the required fields
- Select the Submit button
- The Login screen appears to confirm the change:

Vulindlela - PRD Home About Contact Register/Update User Login

Vulindlela Confidentiality of Information

With reference to The Protection of Personal Information (POPI) Act, 2013 (Act no. 4 of 2013) & Protection of Information Act, 1982 (Act no. 84 of 1982)

BY ACCESSING AND USING THE VULINDLELA SYSTEM, I AGREE TO:

- Protect to the fullest extent required by law all information in any format displayed or obtained from the VULINDLELA system.
- Never to use or share information obtained from the VULINDLELA system in any way that is detrimental to the Government or its employees and I will strictly observe all confidentiality protocols.
- Acknowledge that my computer user account is equivalent to my LEGAL SIGNATURE. I will not disclose this USER ID or password to anyone or allow anyone other than myself to access the system using my account information.
- I am aware the Vulindlela website makes use of cookies to provide statistics. By continuing to use the site without changing settings, I agree to the use of cookies.
- I understand that I am responsible and accountable for all entries made and all information accessed under my user account, even if such action was committed by self or by another due to my intentional or negligent actions.

Login

Persal Number
12345678

Password

I accept the terms of the Confidentiality Agreement.

Login

Forgot your password?

• Password changed. Please Login.

Users Online: 2
Users Logged in: 1

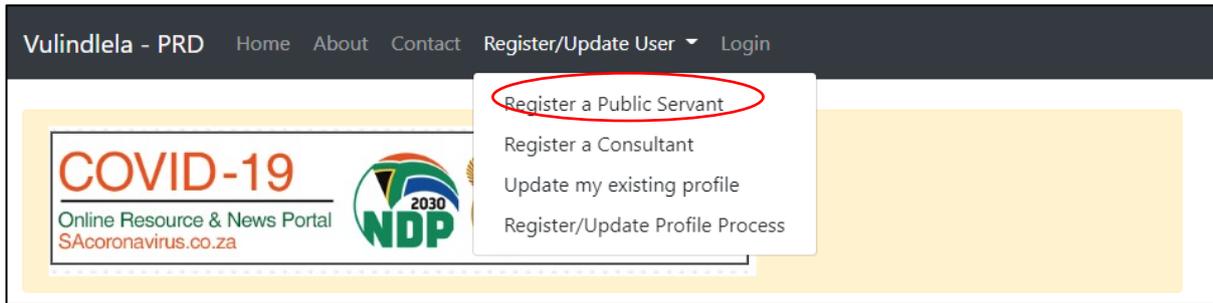
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Password Changed screen – New Login

- Complete the required fields
- Select the Submit Button
- Select the Login button
- Proceed as required

2. How to register a New User

2.1 Public Servant



Register a Public Servant

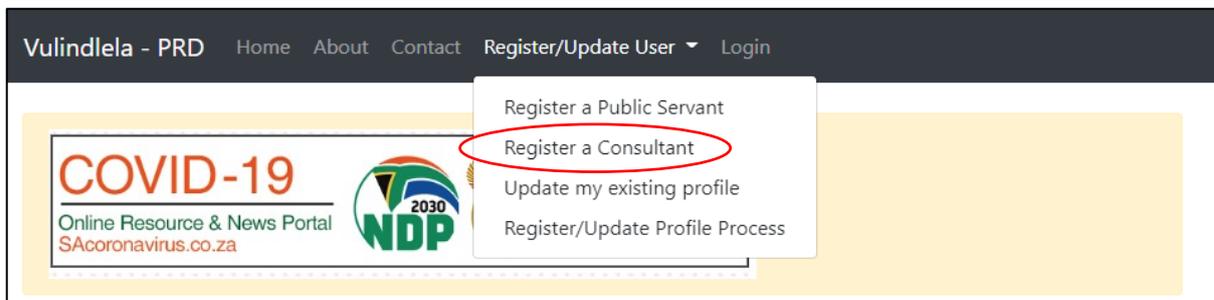
A screenshot of the 'Register a Public Servant' form. The form is titled 'Register a Public Servant:' and includes a 'Please note:' section with instructions. The form fields are: Reason For Visit (dropdown menu with options: [Select why you are here], [Select why you are here] to Register a new user profile on Vulindlela, To Register for access to PERSAL PROCESSING RUN REPORTS (SALARY REPORTS)), Title (dropdown menu with option: [Select Title]), First name, Surname, Office Contact Number, Cell / Alternate Contact Number, and Work Email address (with a placeholder 'Enter your e-mail here'). At the bottom, there are radio buttons for 'National Department' and 'Provincial Department' under the heading 'Sphere you work for:'.

Register a Public Servant Screen

- Select Register/Update User
- Select Register a Public Servant
- Complete all required fields
- Select the Submit button

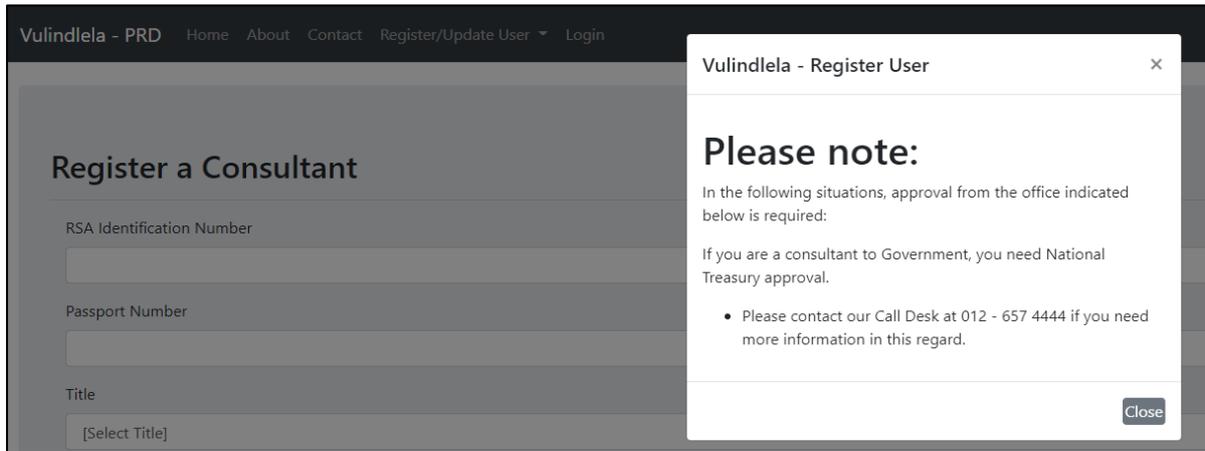
Your request to be registered will be submitted electronically and will receive a confirmation email once the registration has been processed

2.2 Consultant

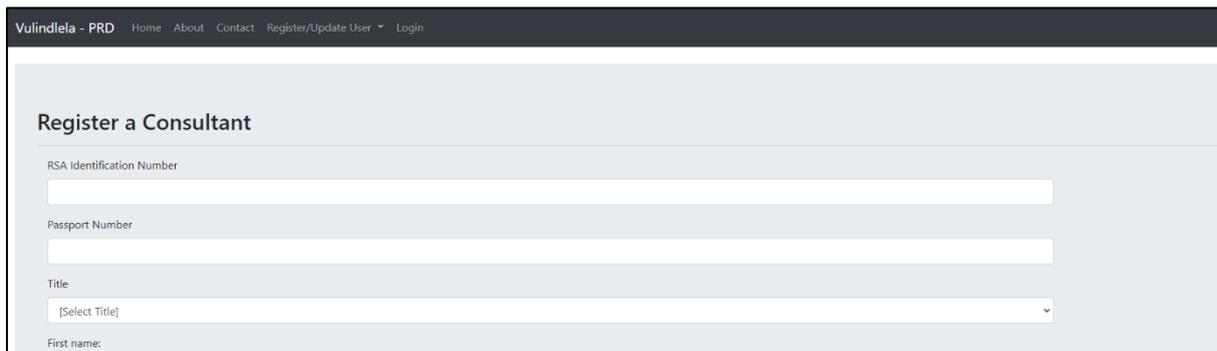


Register Consultant Navigation

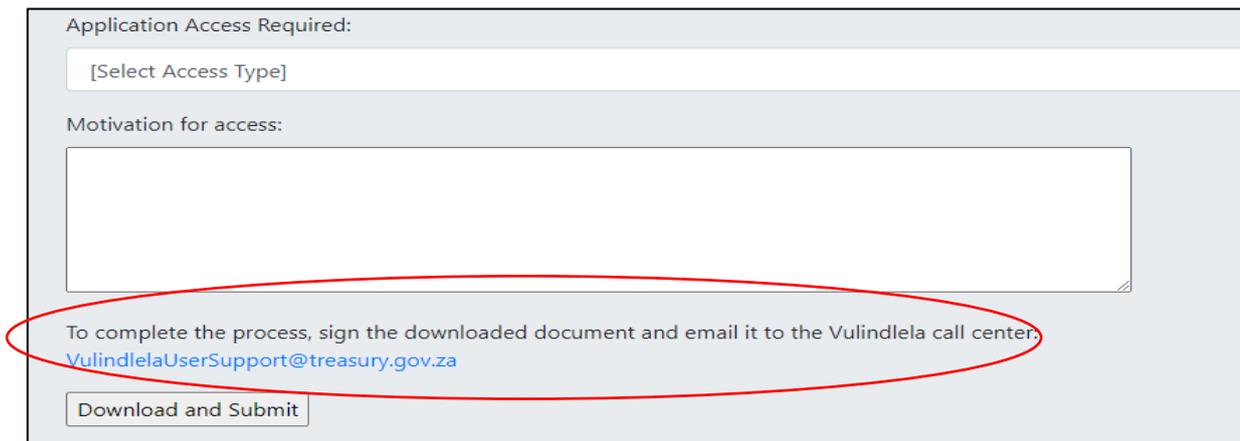
- From the Register/Update user menu, Select the Consultant Option
- Select Register User
- Select Register a Consultant
- The Register a Consultant screen appears:



Consultant PopUp notification screen



Register a Consultant form screen

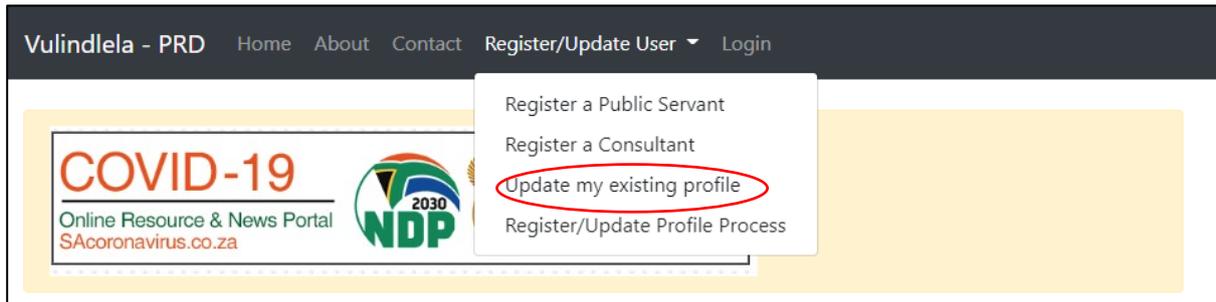


Register a Consultant Screen

Please ensure that you follow the procedure marked in red to complete the process.

Note: Your request will be submitted electronically. Once the registration has been processed, you will receive a notification via e-mail.

3. How to update your Existing Profile



Update My existing Profile Navigation

- From the Register/Update user menu, Select the Update my existing profile Option

Update my existing Profile Screen

- Complete all the required fields and click on Submit

Note: Vulindlela User Support will receive your electronic submission and will process your registration. You will receive a notification via e-mail.