

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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TABLE OF CONTENTS

1.	How to Login to Vulindlela, Reset Password	4
1.1	How to retrieve the Vulindlela website	.4
1.2	How to Login	.4
1.3	Forgot your password	.4
1.4	Change your password	.6
2.	How to register a New User	8
2.1	Public Servant	.8
2.2	Consultant	. 8
3.	How to update your Existing Profile 1	0

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
 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. 	Persal Number 12345678 Password Image: a comparison of the Confidentiality Agreement. Login Forgot your password?

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
 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 cocount is equivalent to my LEGAL SIGNATUREL 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. Jagree 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. 	Persal Number 12345678 Password I accept the terms of the Confidentiality Agreement. Login Forgot your password?

Vulindlela - PRD Home About Contact Register/Update User - Login		
Reset a Forgotten Password		
In order to reset your password: • Your information needs to be verified on our system. • Please supply us with all the information on the right. • You will be notified via e-mail as soon as your request has been processed.	Indicate your relation to Government [Relation to Government] Persal Number Salary level / Rank [Select Salary Level] Title [Select Title] Firstname Office Telephone Cell Number Email Address	

Forgot your password screen

- Complete all the required fields
- Select the Submit button

Please follow steps below.

Vulindlela - PRD Home About Contact Register/Update User - Login			
	Change Password		
Password must be a minimum of 8 characters.	Persal Number		
 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 	12345678		
	New Password		
	Enter a new password		
	Confirm New Password		
	Re-enter the password		
	Submit		
Users Online: 4 Users Logged in: 0			
© 2022 - Vulindlela: To open the way!			

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.

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 VULINDELA 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 an aware the Vulindle alwebite makes use of cockies to provide statistics. By continuing to use the site without changing settings, I agree to the use of cockies. 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 Confidentiality Agreement. Login Forgel Liver password ! Password changed. Please Login.		
Users Online: 2 Users Logged in: 1 © 2022 - Vulindlela: To open the way!			

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.

Vulindlela - Prd Applications • Documentation •	Support Jagout Elaine Eybers	
	External Links > Change Your Password	
Welcome to Vulindlela		
User: Elaine Eybers		
Username: T0005662		
Province: National Departmen	ts	
Department: National Treasur	у	
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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 © 2022 - Vulindlela: To open the way!			

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			
 With reference to The Protection of Personal Information (POPI) Act, 2013 (Act no. 4 of 2013) & Protection of Information (Act, 1982 (Act no. 8 of 1982) BY ACCESSING AAD 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 is any way that is detrimental to the Government or its employees and I will strictly observe all confidentiality protocols. Aver 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. A hever to use 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 - 1 accept the terms of the Confidentiality Agreement. Login Forget user password! • Password changed. Please Login.		
Users Online: 2 Users Logged in: 1 © 2022 - Vulindlela: To open the way!			

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

Vulindlela - PRD Home About Contact	Register/Update User 👻 Login	
	Register a Public Servant	
	Register a Consultant	
	Update my existing profile	
Online Resource & News Portal	Register/Update Profile Process	

Register a Public Servant

	Register a Public Servant:				
Please note:	Reason For Visit:				
n the following situations, approval from the office indicated below is required: you are a public servant and need: 1. Access to the entitle BGA, you need Mational Treasury Approval. 2. Clustered data, gal Health repairments in KS3, you need Mational Treasury Approval. 3. Provincial data of your own province, you need Approvel from the applicable Provincial Treasury. 4. Data of more than one applicability (THs - The Supply Chefuk), you need Chagnoral applicable to your department.	[Select why you are here] [Select why you are here] [Select why you are here] [Select why you are hered excellent on VulnetIcle [Select why select are access to PERSAL PROCESSING RUN REPORTS (SALARY REPORTS). The select of th				
Please contact our Call Desk at 012 - 657 4441 If you need more information in this regard. You will be notified via e - mail as soon as the electronic approval was received and your request has been processed.	[Select Title] ~				
	Surname: -				
	Office Contact Number:				
	Cell / Alternate Contact Number:				
	Work Email address:				
	Enter your e-mail here				
	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:

Vulindlela - PRD Home About Contact Register/Update User ▼ Login	Vulindlela - Register User ×
Register a Consultant	Please note: In the following situations, approval from the office indicated
RSA Identification Number	below is required: If you are a consultant to Government, you need National Treasury approval.
Passport Number	 Please contact our Call Desk at 012 - 657 4444 if you need more information in this regard.
Title [Select Title]	Close

Consultant PopUp notification screen

Vulindlela - PRD Home About Contact Register/Update User - Login	
Register a Consultant	
RSA Identification Number	
Passport Number	
Title	
[Select Title]	~
First name:	



[Sel	ect Access Type]					
Motiv	ation for access:					
						/
Fo cor	nplete the process, sigr	the downloaded	document and	email it to the \	/ulindlela call cer	iter.
Vulind	llelaUserSupport@treas	ury.gov.za				
-	allowed and Carbon it.					

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

Vulindlela - PRD Home About Contact	Register/Update User 👻 Login	
COVID-19 Online Resource & News Portal SAcoronavirus.co.za	Register a Public Servant Register a Consultant Opdate my existing profile Register/Update Profile Process	

Update My existing Profile Navigation

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

	Update my existing profile:
ease note:	Reson For Visit:
the following situations, approval from the office indicated below is required: outer a public senseril and used.	(Sarden 1 weby york area frame) 👓
1. Access to the entitie RSA, you need National Treasury Approval. 2. Clustered data (egail Health departments in RSA) you used National Treasury Approval.	Anglitäks kuljago ele kalaka Ta Rogitäks för accessa to PRESAL PROCESSING RUN BEFORTS (SALARY BEFORTS). To Lydate my misting profile with all access requirements below
 Provincial cata or your own province, you need approval from the approach provincial ineducy. Data of more than one application(HL = fin + Supply Chain), you need O'O approval applicable to your department. 	Title:
 Nonconstant on Coll Park at 812 AIT AIA Research and some information in this second. 	(Select Title) *
 Insome strand conclusion of the second s	List neme:
	Summe:
	Office Contact Number
	Gell / Alternate Contact Number

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.