



VULINDLELA

Registration 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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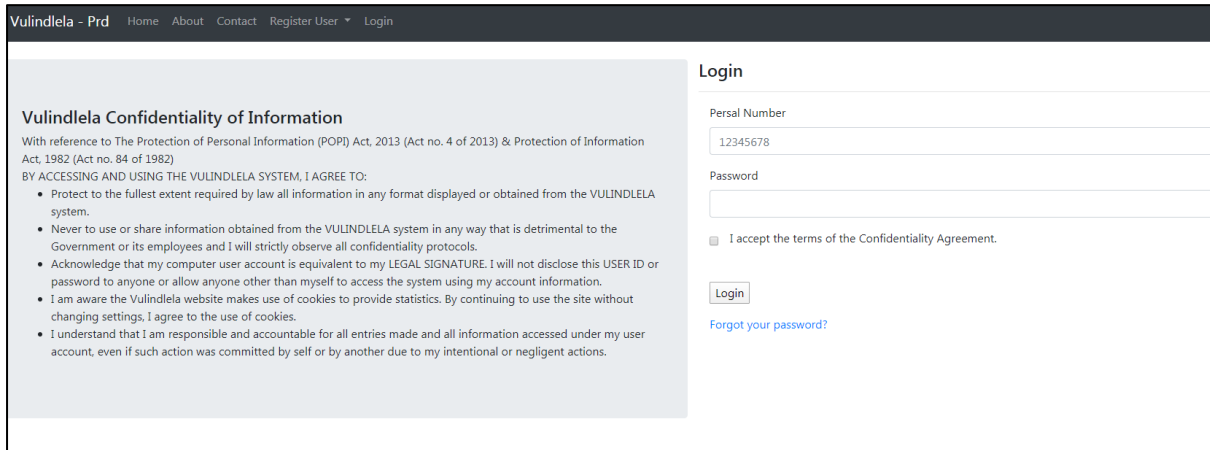
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1. How to Login to Vulindlela, Reset Password

1.1 How to retrieve the Vulindlela website

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

1.2 How to Login

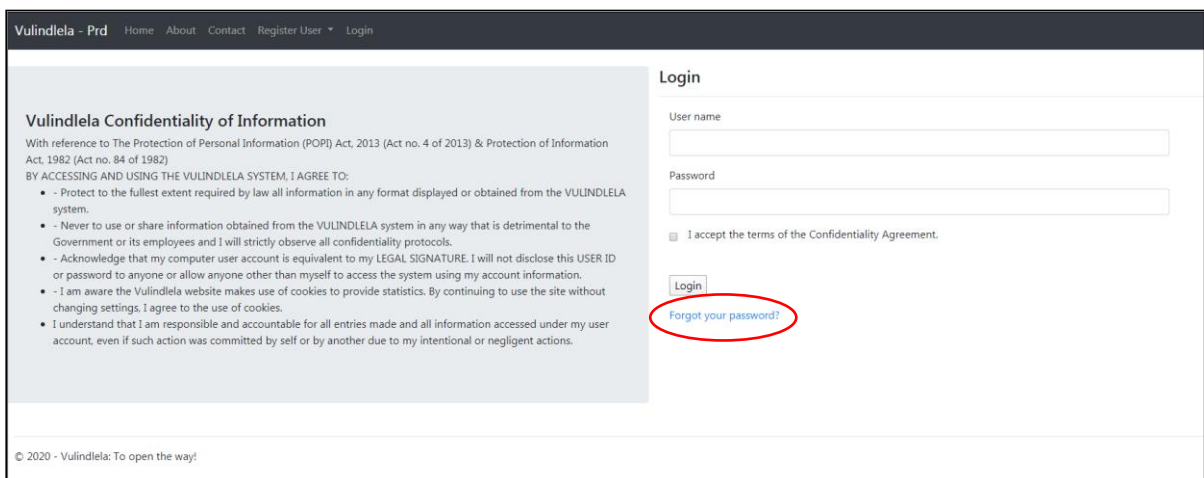
The screenshot shows the Vulindlela website's login interface. On the left, there is a 'Vulindlela Confidentiality of Information' section with a detailed privacy policy. On the right, the 'Login' section contains a 'Persal Number' field with the value '12345678', a 'Password' field, a checkbox for 'I accept the terms of the Confidentiality Agreement', a 'Login' button, and a 'Forgot your password?' link.

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

This screenshot shows the Vulindlela website's home page. The layout is similar to the login screen, but the 'User name' field is present instead of 'Persal Number'. The 'Forgot your password?' link is circled in red, indicating the correct action for users who have forgotten their passwords.

Vulindlela Home screen – Forgot your password

1.3 Forgot your password

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]

Username
[]

Salary level / Rank
[Select Salary Level]

Title
[Select Title]

Firstname
[]

Surname
[]

Office Telephone
[]

Fax number
[]

Cell Number
[]

Email Address
[]

Responsibility in Department
[Select Responsibility]

Special Notes
[]

Submit

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Reset a Forgotten Password screen

- Complete all the required fields
- Select the Submit button

Note: Vulindlela User Support will receive your electronic submission, and will reset your password. You will receive a notification via e-mail.

Please follow steps below.

The screenshot shows the 'Change Password' form on the Vulindlela website. The header includes 'Vulindlela - QA' and navigation links: Home, About, Contact, Register User, and Login. A message on the left states: 'Password must be a minimum of 8 characters.' The form fields are: 'Persal Number' (containing '12345678'), 'New Password', and 'Confirm New Password'. A 'Submit' button is at the bottom. Footer information includes 'Users Online: 3', 'Users Logged in: 1', and '© 2020 - 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.

1.4 Change your password

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

The screenshot shows the logged-in home screen of the Vulindlela system. The header includes 'Vulindlela - Prd' and navigation links: Applications, Documentation, Support (highlighted with a red circle), Logout, and Elaine Eybers. A dropdown menu for 'Support' is open, showing 'External Links' and 'Change Your Password'. The main content area displays a welcome message: 'Welcome to Vulindlela' followed by user details: 'User: Elaine Eybers', 'Username: T0005662', 'Province: National Departments', and 'Department: National Treasury'. The footer includes '© 2020 - Vulindlela: To open the way!'.

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 User Login

• Password must be a minimum of 7 characters.

Change Password

User name

Current Password

New Password

Confirm New Password

Submit

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Change Password Screen

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

Vulindlela - Prd Home About Contact Register 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 VULINDELELA SYSTEM, I AGREE TO:

- Protect to the fullest extent required by law all information in any format displayed or obtained from the VULINDELELA system.
- Never to use or share information obtained from the VULINDELELA 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

Password

☐ I accept the terms of the Confidentiality Agreement.

Login

[Forgot your password?](#)

• Password changed. Please Login.

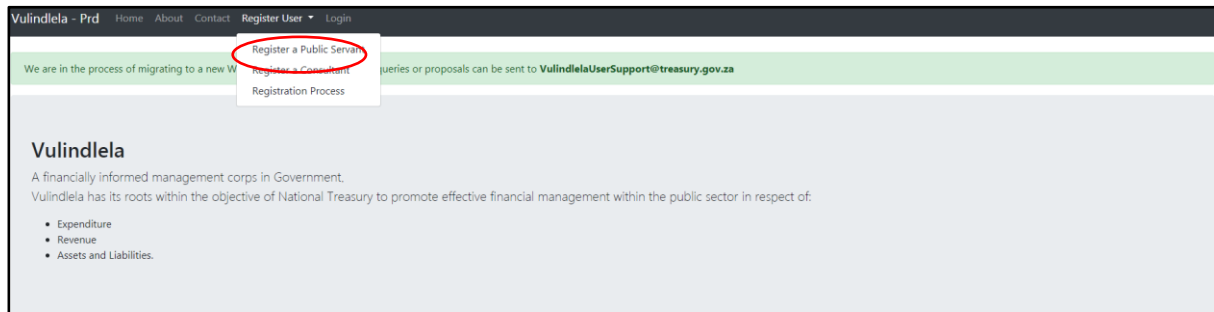
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Password Changed Screen - New Login

- 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 Public Servant Navigation

- From the Register User menu, select the Public Servant option
- The Register a Public Servant screen appears:
- Select Register User
- Select Register a Public Servant

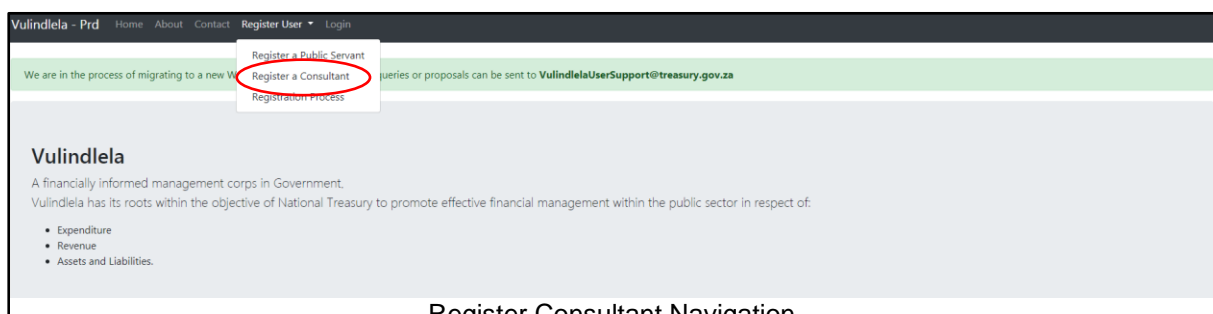
A screenshot of the 'Register a Public Servant' form. The form is titled 'Register a Public Servant:' and contains several input fields. On the left, there is a 'Please note:' section with a list of four conditions requiring approval: 1. Access to the entire RSA, 2. Clustered data, 3. Provincial data, and 4. Data of more than one application. Below this list, there are two bullet points: 'Please contact our Call Desk at 012 - 657 4444 if you need more information in this regard.' and 'You will be notified via e - mail as soon as the electronic approval was received and your request has been processed.' The form fields include: 'Reason For Visit' (a dropdown menu with '[Select why you are here]'), 'Persal Number' (a text input field with '12345678'), 'TITLE' (a dropdown menu with '[Select Title]'), and 'First name:' (a text input field).

Register a Public Servant 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.

2.2 Consultant



Register Consultant Navigation

- From the Register 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 User Login

Register a Consultant

RSA Identification Number

Passport Number

Title
[Select Title]

First name:

Register a Consultant 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.