



## IsiHlomelo B

### Inkqubo yokungena nokubhalisa kwikhompyutha yeCape Teaching and Leadership Institute (CTLI)

1. Ukwenzela ukuba ube nako ukusayinela ukwenza ikhosi, abasebenzisi ababhalisileyo banokuklikha ku-**"Sign in"** kwikhasi lokungena apha [www.wcedctli.co.za](http://www.wcedctli.co.za) basayine yaye bangene besebenzisa igama lomsebenzisi (*username*) idilesi ye-imeyili kunye nephasiwedi.
2. Abasebenzisi bale sistim okokuqala banokubhalisa ngolu hlobo lulandelayo:
  - 2.1 Ngokuklikha kwiqhosha apha **"Register here"** eliya kukuthatha likuse ku-**"Sign in"** okanye kwikhasi u-**"Register here"**.
  - 2.2 Kufuneka kuzaliswe oku kulandelayo:
    - Igama lomsebenzisi (*username*): Yenza igama lomsebenzisi lakho oya kulifuna ukulisebenzisa ngalo lonke ixesha uloga kwiziko lewebhu le-CTLI.
    - Mayibe yidilesi ye-imeyili esemthethweni/esebenzayo: Faka idilesi ye-imeyili yakho esemthethweni/esebenzayo, kufuneka uyenzile phambi kokuba uqhubele phambili. Idilesi ye-imeyili iyafuneka kwiinjongo zonxibelelwano.
    - Iphasiwedi: Faka okanye uzenzele iphasiwedi.
    - Qinisekisa iphasiwedi yakho.
    - Faka inombolo ye-SACE yakho.
    - Qinisekisa ukuba ungumntu ngokwenene ongenayo ngokutikisha kwibhokisi – oku kulungiselela ukuthintela iinzame zokunyitywa kwengcaciso okwenzeka kwikhompyutha ngobuqhinga (*computer-generated phishing attempts*).
    - Klikha ku- **"Create a new account"**.
  - 2.3 Nje ukuba uklikhe apha **"Create a new account"**, kuvela esi skrini silandelayo: **"Let's confirm your email address"**.
  - 2.4 Vula i-imeyili yakho yaye uqinisekise i-akhawunti ye-imeyili yakho ngokulandela imiyalelo ethunyelwe kuwe equlethe iinkcukacha zaseCTLI zakho. Klikha kwilinki yokuqala kumyalezo eya kukusa kwikhasi u- **"Edit your profile"**.

- 2.5 Yenza iprofayili yakho ephelileyo ngokuzalisa ingcaciso eyeyakho i-"**Personal and Work Information**".
- 2.6 Emva koko klikha u- "**Submit**" neprofayili yobuqu bakho iya kuhlaziywa kwisistim.
- 2.7 Usakuba uyenzile iprofayili yakho unako ukujonga zonke iikhosi ezenziwa eCTLI yaye usayinele loo khosi (ezo khosi unqwenela ukuya kuzo) unqwenela ukuya kuyo.
- 2.8 Emva koko, ngenisa isicelo sekhosi yakho. Kucelwa uqinisekise ukuba singeniswe ngokuchanekileyo. Uya kufumana i-imeyili eqinisekisa ukuba isicelo sakho sifunyenwe – ukuba akusifumani esi siqinisekiso, isicelo sakho asizange singeniswe ngokuyimpumelelo.
3. Isicelo sakho siya kuqwalaselwa kwakhona ngamagosa esithili yaye sivunywe okanye singavunywa ngumlawuli wesithili. Isigqibo sokugqibela siya kuthathwa ngumququzeleli weprogram waseCTLI emva kokusayinelwa kwaso sisithili.
4. Kuyo yonke le nkqubo uya kufumana ii-imeyili zikwazisa ngesimo sesicelo sakho. Unako kwakhona ukuloga ukulungiselela isimo sesicelo sakho kwikhasi elingembali yomsebenzisi (*history page*).
5. Nangona le miyalelo inokukhangeleka intsonkothile, le sistim yayenzelwe ukuba isebenziseke lula ngokwemiyalelo yenyathelo-ngenyathelo. Nakuba kunjalo, ukuba ufuna uncedo unokuqhagamshelana nala magosa alandelayo:
  - Phelokazi Tutani, ifoni 021900 5024 okanye i-imeyili  
[Phelokazi.Tutani@westerncape.gov.za](mailto:Phelokazi.Tutani@westerncape.gov.za)
  - Brandon Jantjies, ifoni 021900 5029 okanye i-imeyili  
[Brandon.Jantjies@westerncape.gov.za](mailto:Brandon.Jantjies@westerncape.gov.za)
6. Ikhosi nganye kwisistim iya kubonisa ithuba elivulelekileyo (*window period*) lokufaka izicelo yaye uyacelwa ukuba ufake isicelo kwithuba elivulelekileyo elimiselweyo ukulungiselela ikhosi ethile.