GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

PayMarker

USER MANUAL

How to apply on PayMarker

Version 1.3

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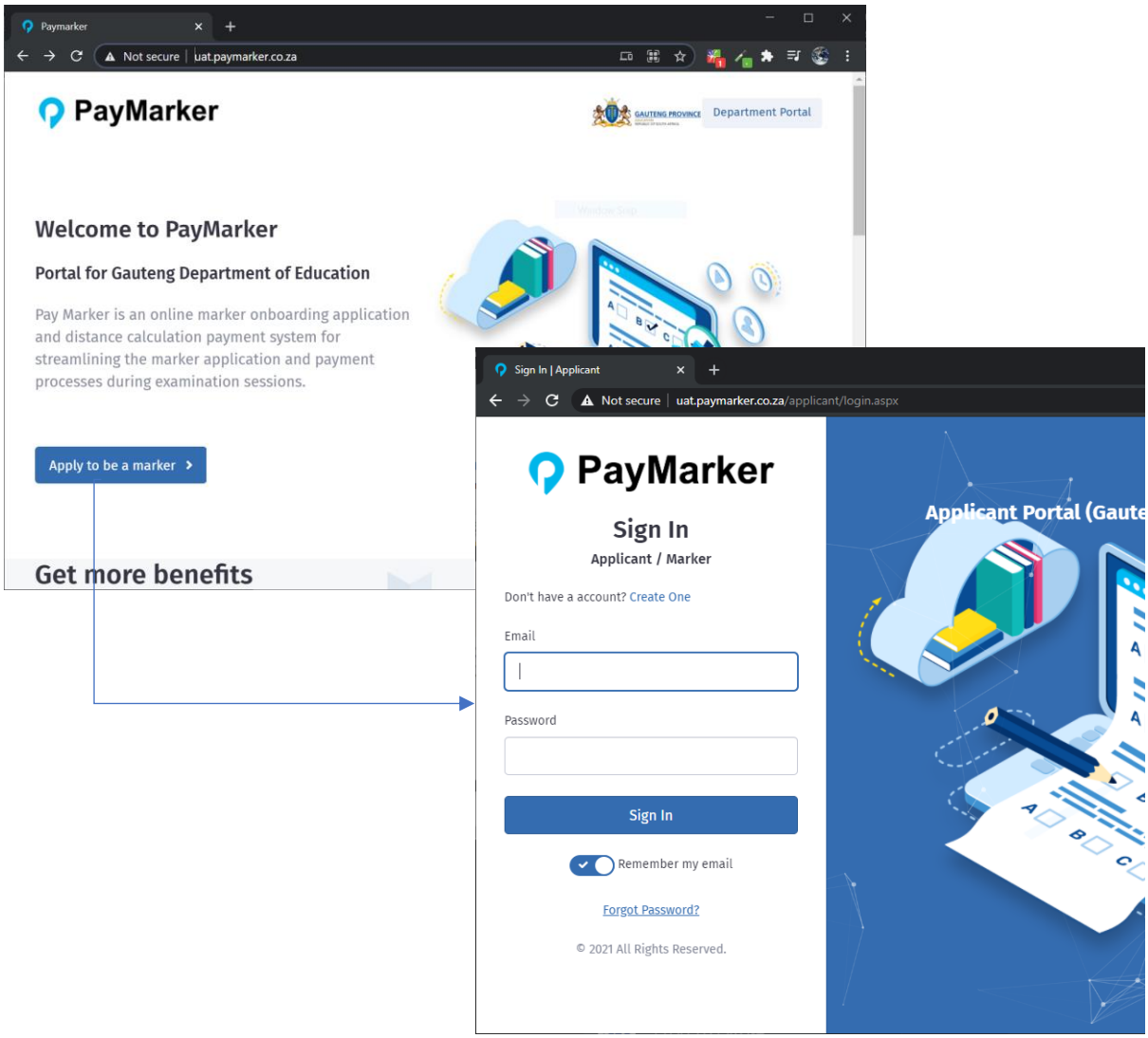
ACCESSING THE PORTAL



To access the PayMarker portal you need to navigate via a web browser to:

1. https://gde.paymarker.co.za
2. On the PayMarker homepage, click on the “Apply to be a marker” button. This will take you to the Applicant Portal login screen.

REGISTERING

If you don't have a profile on the portal, then you need to register first and activate your profile.

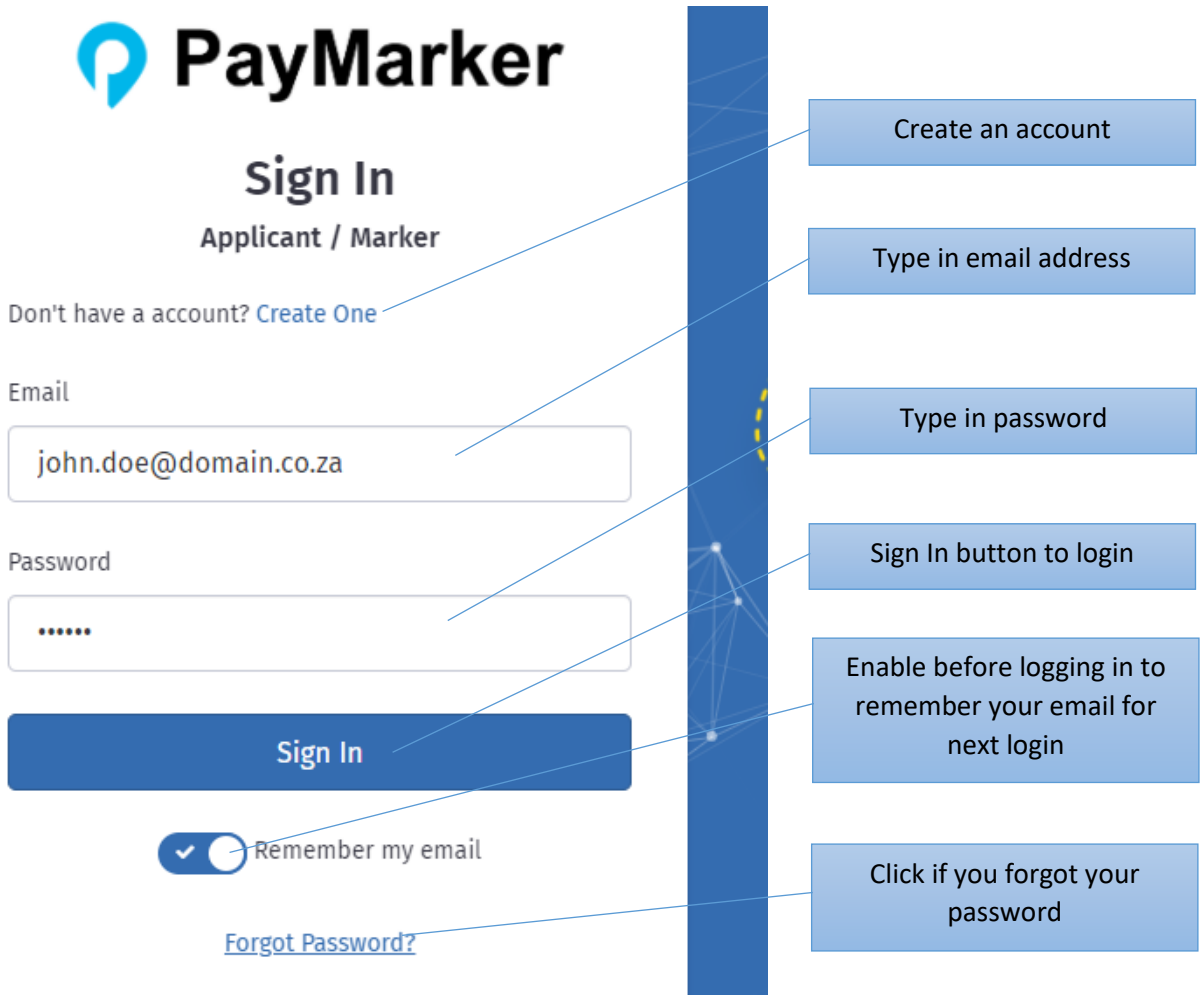
Please follow these steps to register and activate a profile:

1. On the Application login screen click on the "Create One" link on top.
2. Enter your details on the "Sign Up" page and click the "Sign Up" button.
    a. Screen Name: This is your screen name when you're logged in.
    b. Email: This is your email address. Please make sure your email is correct, because an activation email will be sent to this email address.
    c. Password: Your new login password. Please note your password needs to be more than 5 characters.
    d. Confirm Password: Re-type your new password.
3. An activation email will be sent to your email address.
4. Your activation email will have an activate link that you need to click on. This will activate your profile and you will then be able to login to the portal.

LOG IN

You will only register a profile once.

On the login screen of the portal (see accessing the portal), type in your email and password to login.



FORGOT PASSWORD

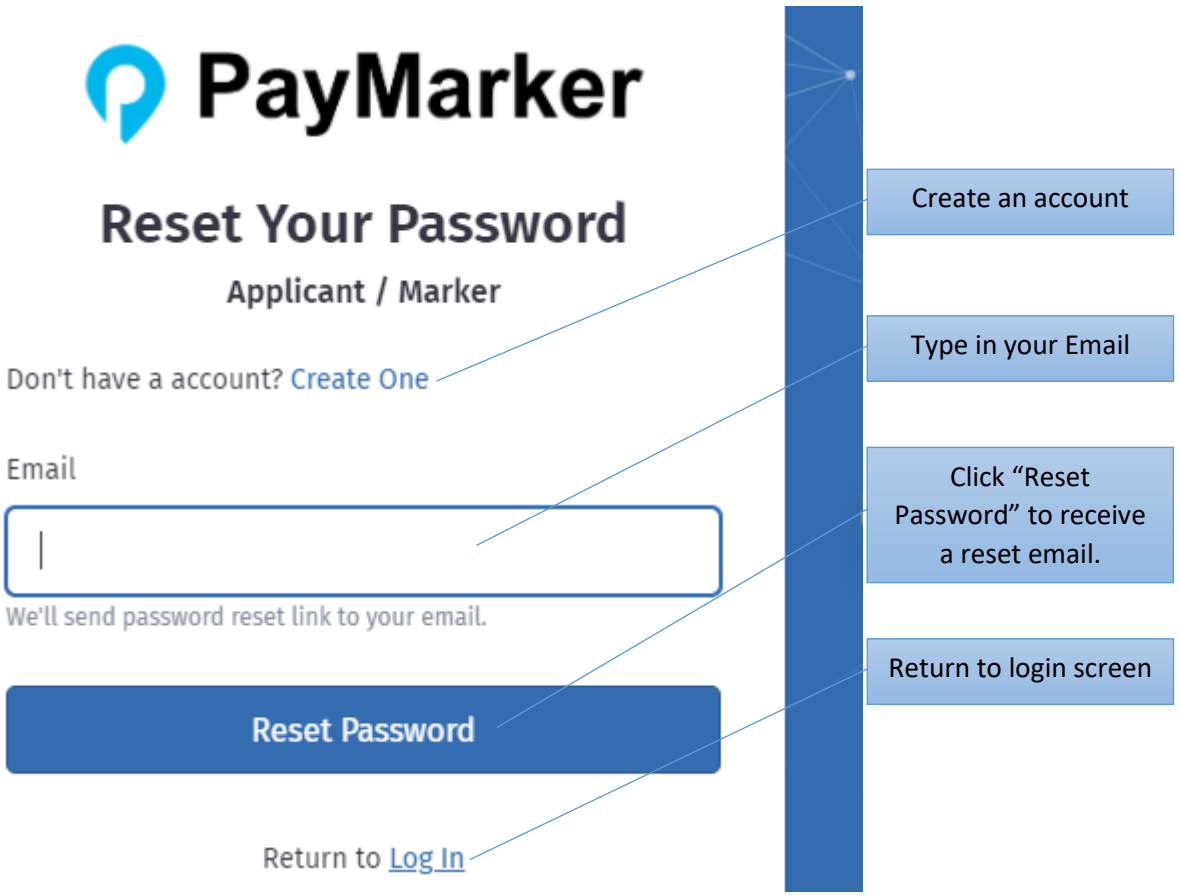
If you forgot your password, you can reset your password.

From the login screen, click on the “Forgot Password?” link below.

This will take you to the Reset Your Password screen, where you can reset your password:

1. Type in your email address
2. Click “Reset Password”

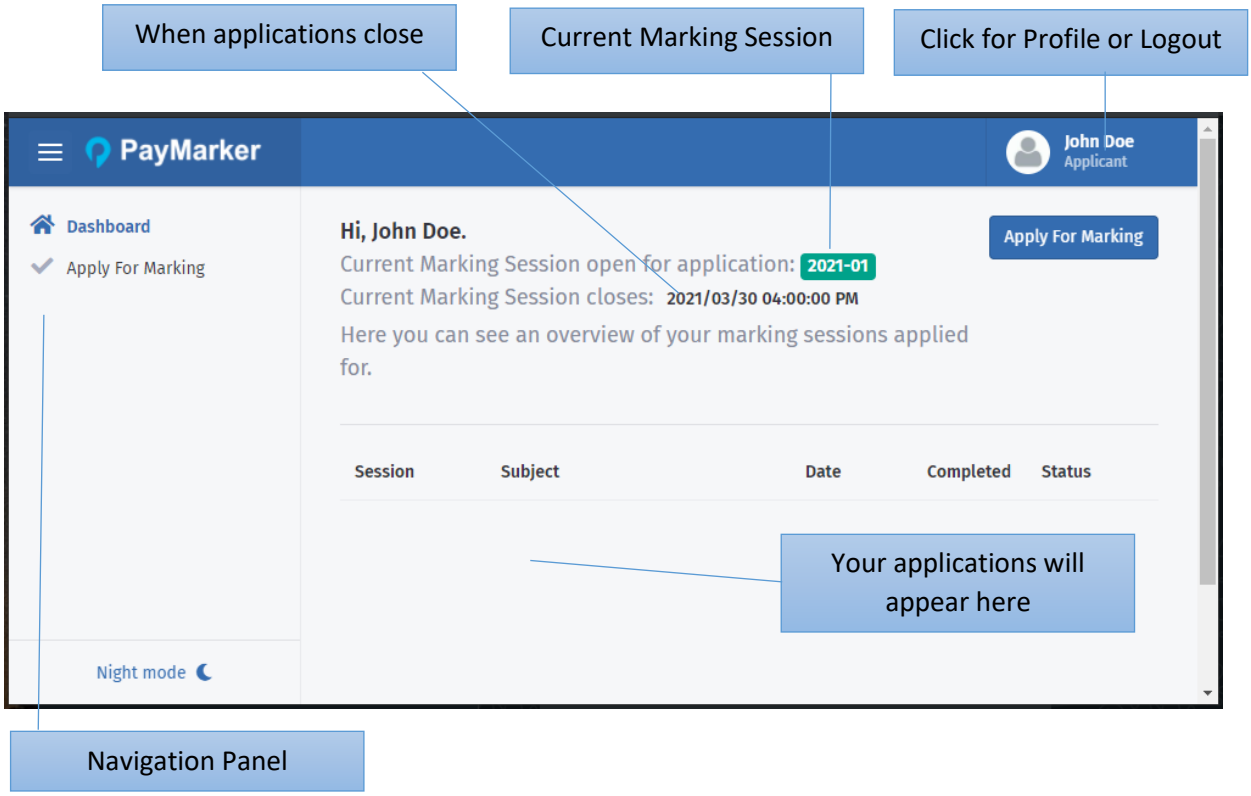
A reset email will be sent to you with a link to reset your password.



Follow the “Reset Password” link on the email to go to the “Reset Your Password” page.

On this page you need to enter a new password and confirm the new password, then click on the “Reset Password” button to change your password.

APPLICANT PORTAL OVERVIEW



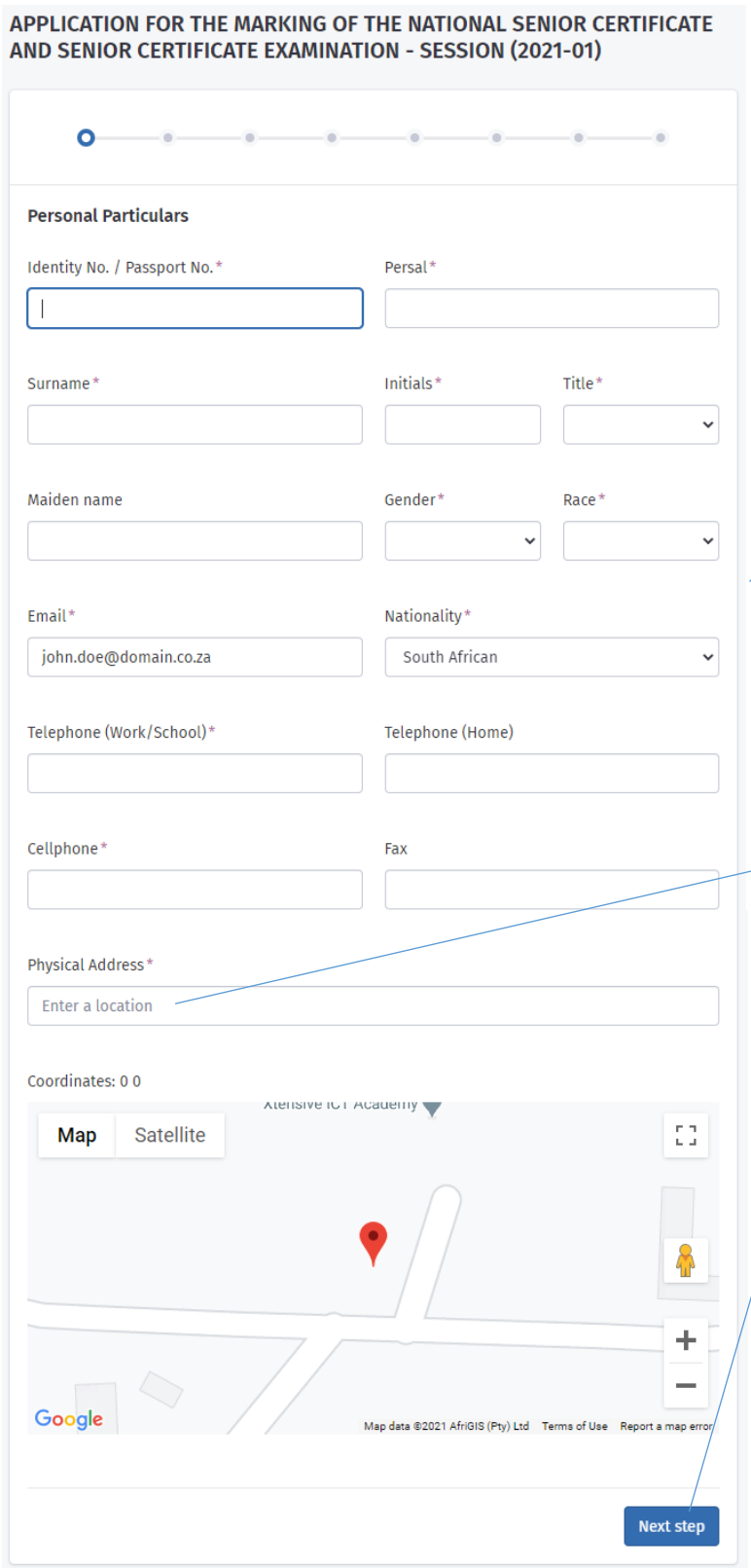
APPLY FOR MARKING

Click on “Apply for Marking” on the dashboard or in the left panel to apply.

The following details will be required during the application process:

1. Personal Particulars
2. Current Employment Details
3. Qualifications
4. Teaching Experience
5. Marking Experience
6. Application Details
7. Required Documents
8. Declaration by Applicant

Personal Particulars



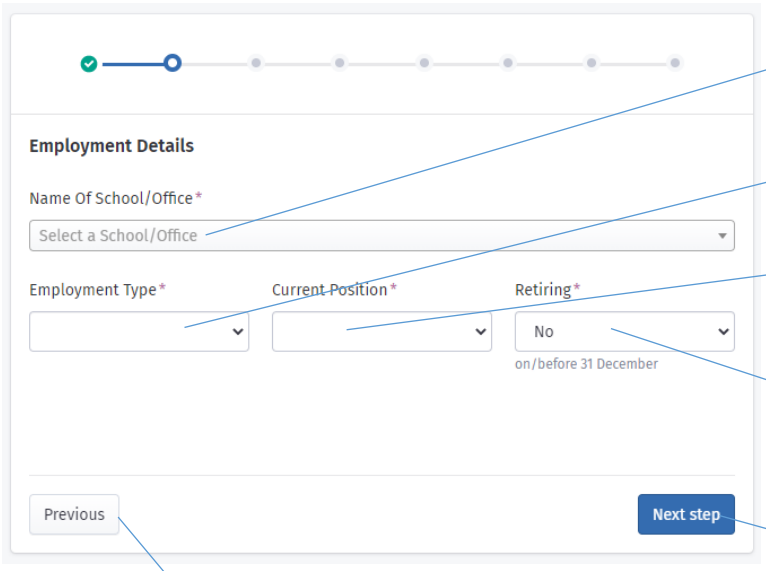
Enter your personal details here

Enter your physical address and select it from the list.

After selecting your address, the map will point to the correct location.

After completing this form, click next step.

Current Employment Details



Select the school that you are employed at

Select your employment type

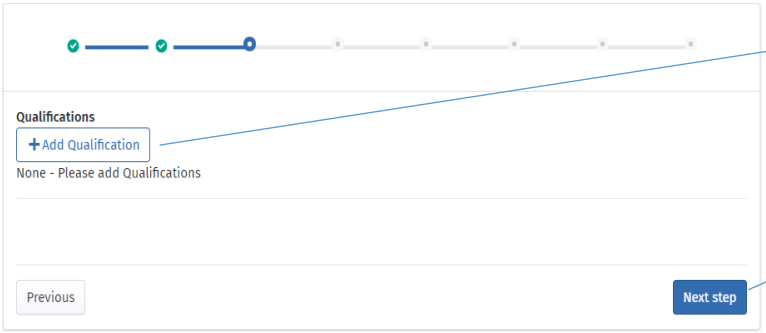
Select your current position

Select Yes if you are retiring the current year

After completing this form, click next step

You can navigate to the previous page by Click Previous

Qualification



Click to add a qualification

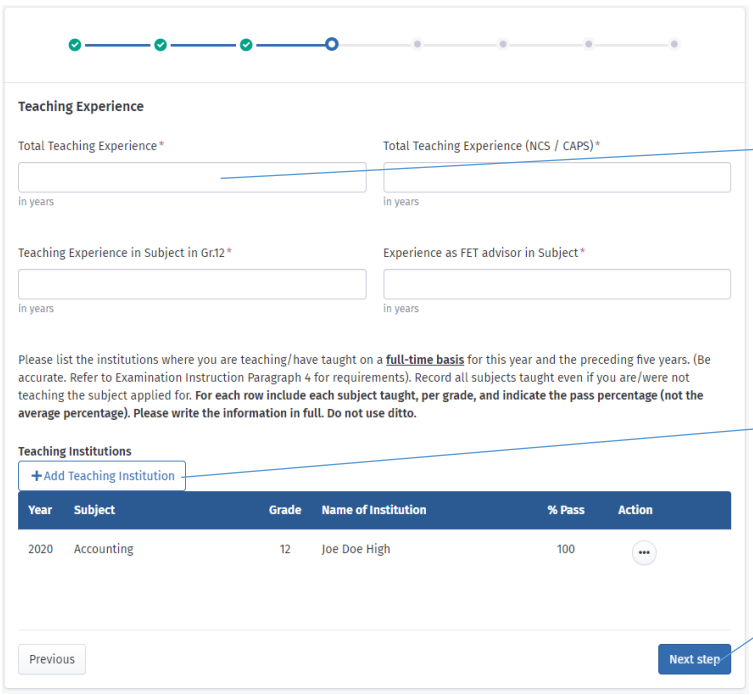
After completing this form, click next step

After adding a qualification:

Added qualifications will be listed here

Click here to Edit / Delete the qualification

Teaching Experience



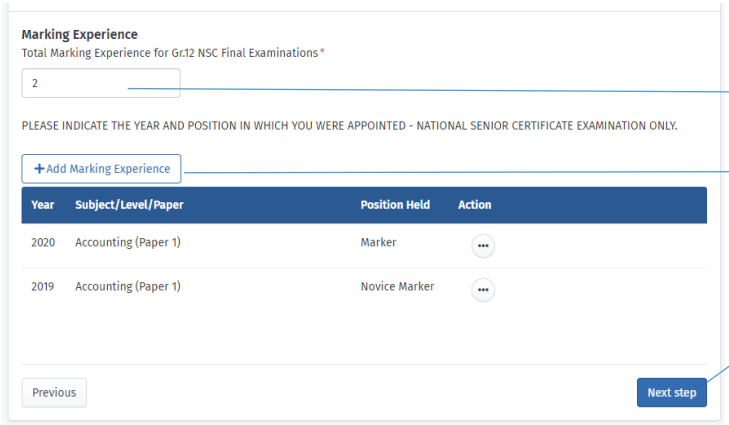
Enter the total years of teaching experience, as well as for:

NCS / CAPS
Subject in Grade 12
FET advisor in Subject

Click here to add teaching institutions you worked at.

After completing this form, click next step

Marking Experience

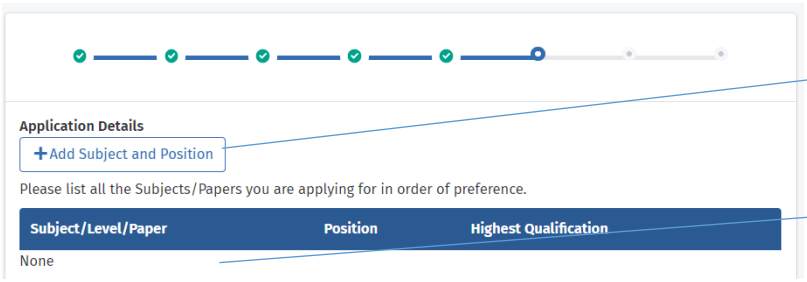


Enter the total marking experience

Click here to add marking experience

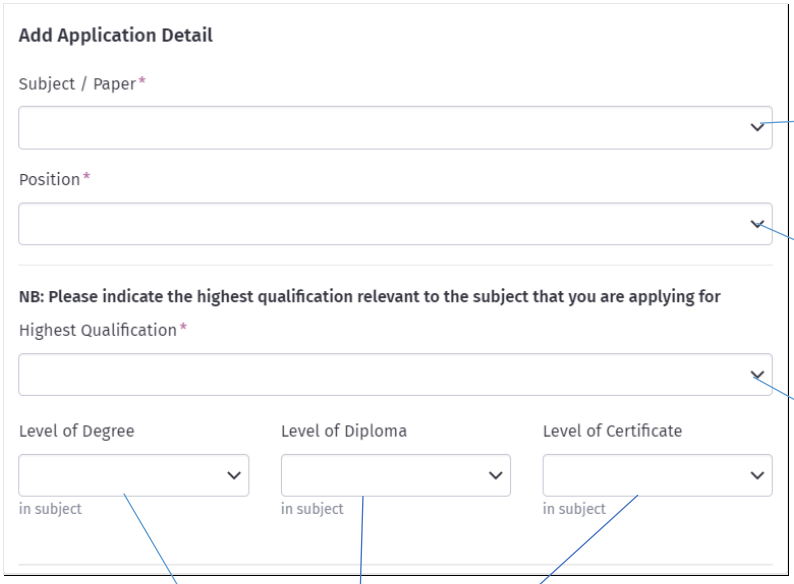
After completing this form, click next step

Application Details



Click here to add Subject(s) that you want to apply for

Details of Subject(s) applied for will appear here

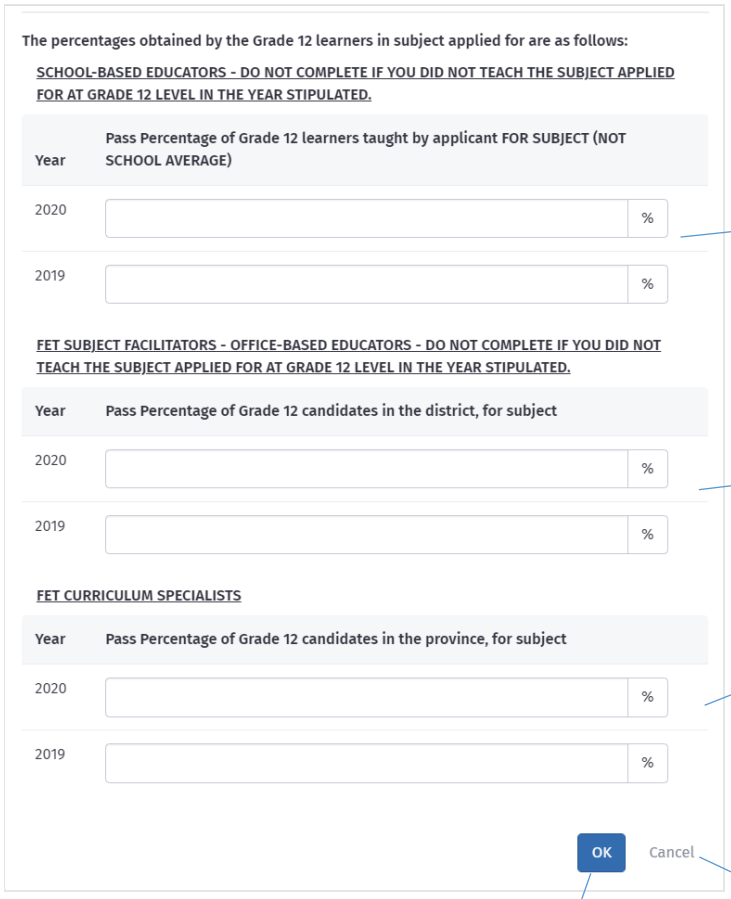


Click here to select Subject that you want to apply for

Click here to select position that you want to apply for in the selected Subject above

Click here to select the Highest Qualification for the Subject you want to apply for

Click 1 option to add Level of Highest Qualification added above



School based Educator?

Enter Pass Percentages of Grade 12 learners taught for subject.

FET subject Facilitator?

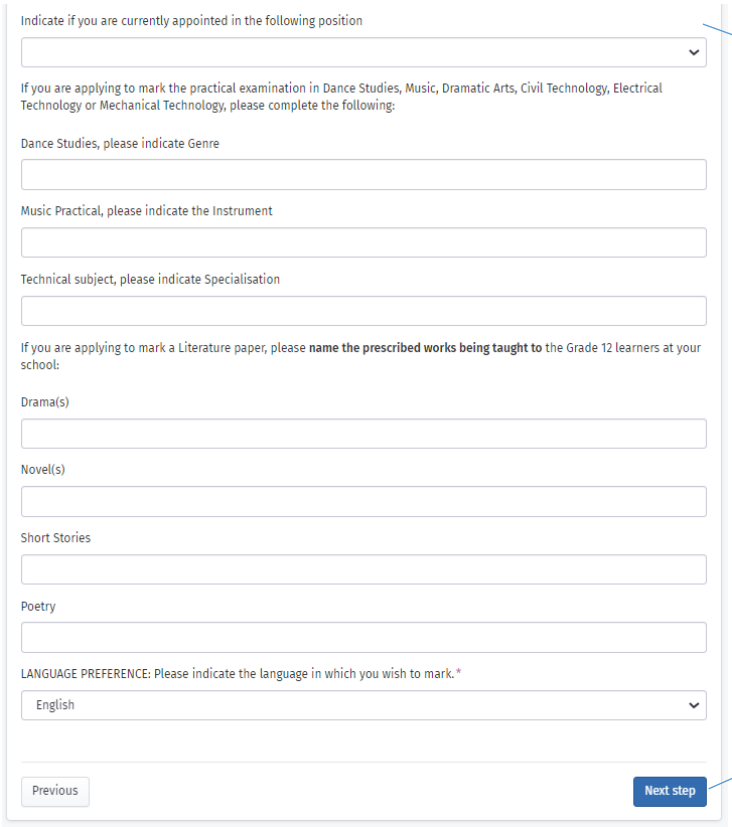
Enter Pass Percentages of Grade 12 learners in district for subject.

FET Curriculum Specialist?

Enter Pass Percentages of Grade 12 candidates in province for subject.

If you wish to leave the open page without saving, Click Cancel

After completing Application Details, Click Ok to Save

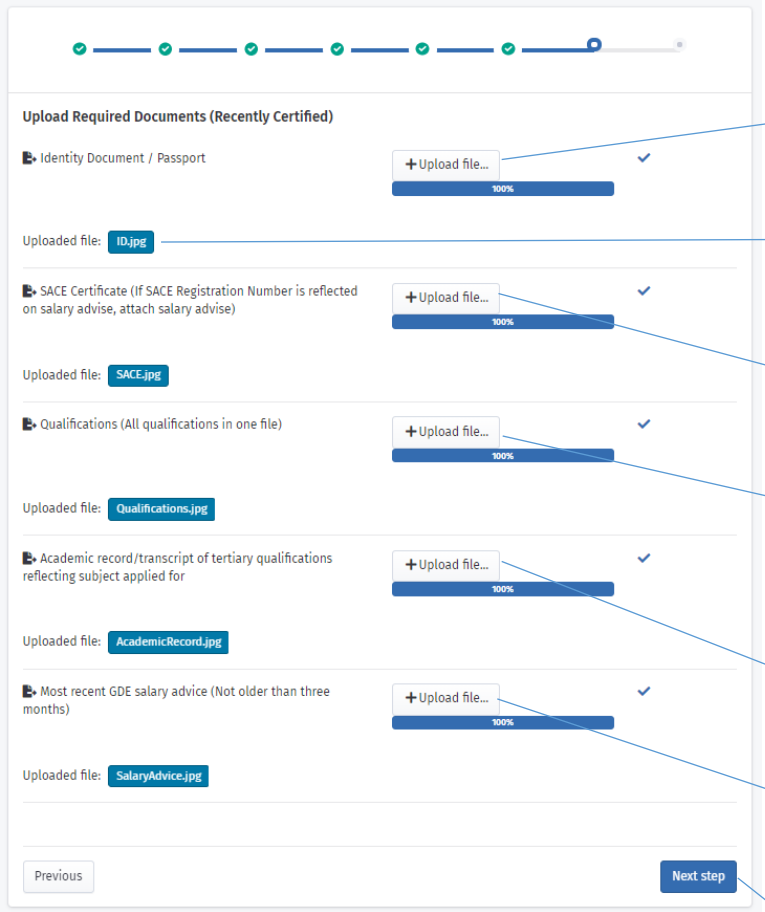


Complete the rest of the form where required.

After completing this form, click next step

Upload Required Documents

Here you upload the required documents, they can be an image file or a PDF file. If an incorrect document was uploaded, upload the correct document using the same process, it will automatically replace the incorrect document.



Click to upload your Identity Document/ Passport.

Once your document is uploaded you can click on these links to view it.

Upload your SACE certificate.

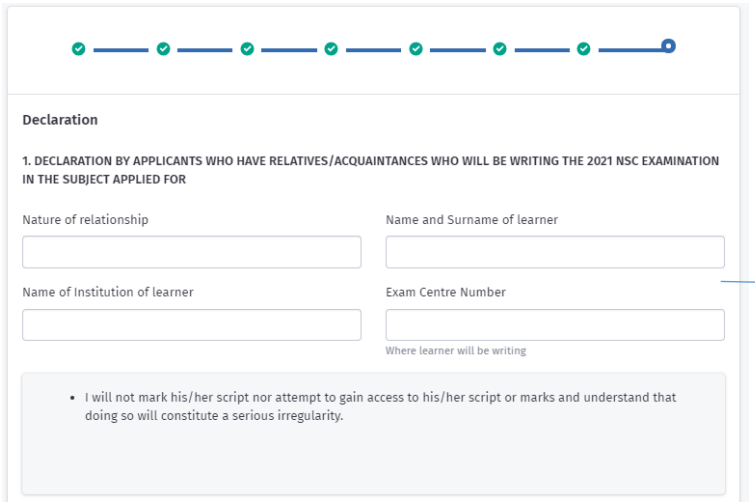
Upload your Qualifications (All qualifications to be uploaded as one file.

Upload your Academic Record All Academic Records to be uploaded as one file.

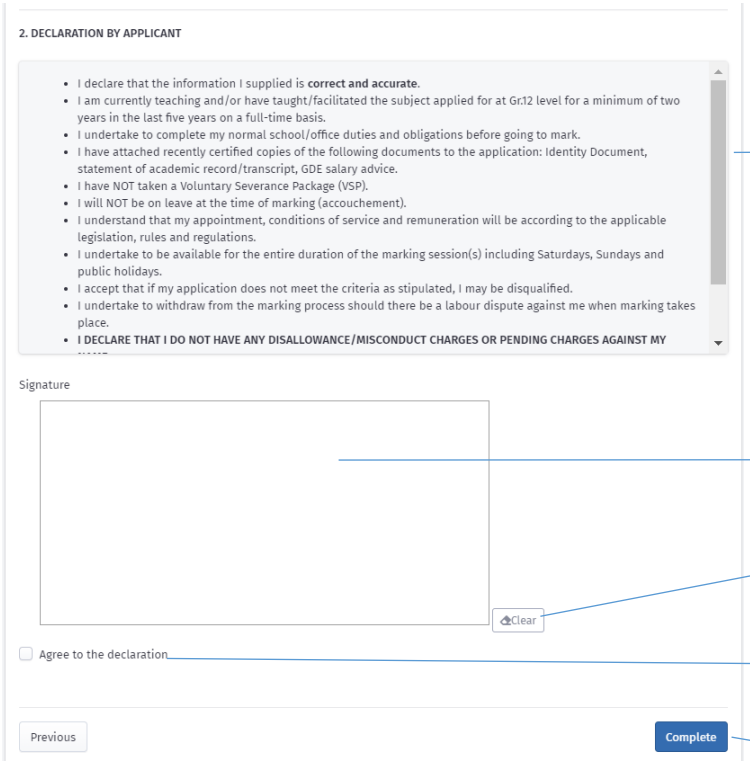
Upload your GDE salary advice.

After completing this form, click next step

Declaration



If you have a relative/acquaintance who will write the NSC examination for the current year, you need to enter the relevant details here.



Read the declaration

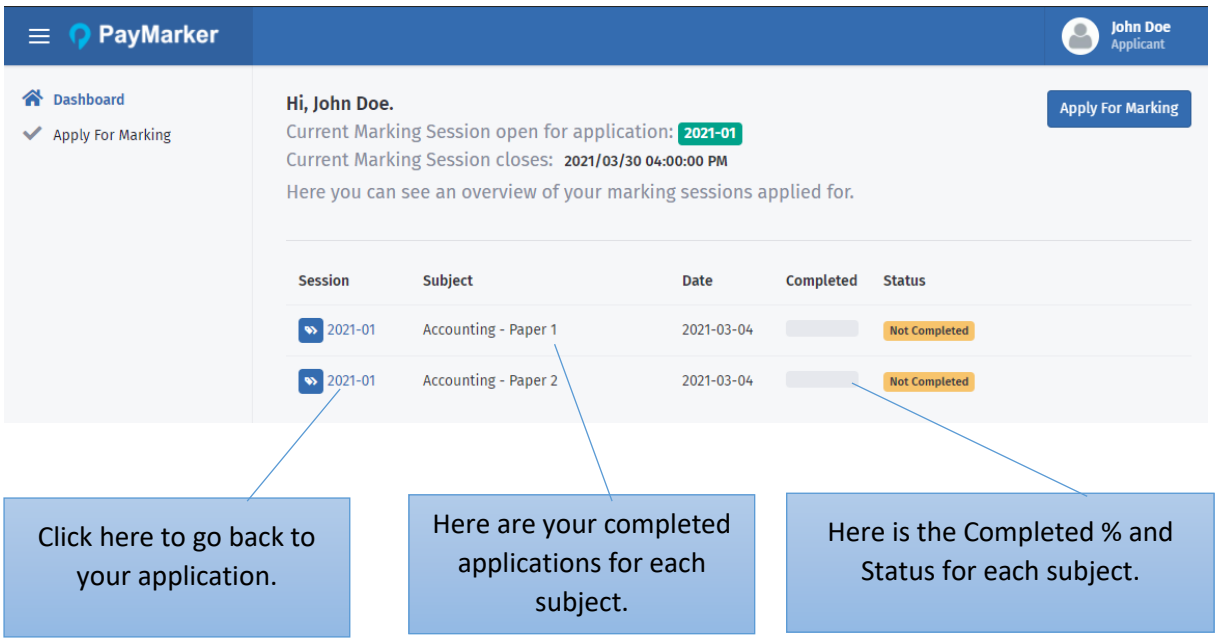
Draw your signature

If signed incorrectly, Click here to clear signature

Agree to the declaration

Complete the application

APPLICATION STATUS



If the status of your application is 'Not Completed', you can return to your application to complete the remaining information. If there is any information you wish to change on your application, you can change it before the closing date.

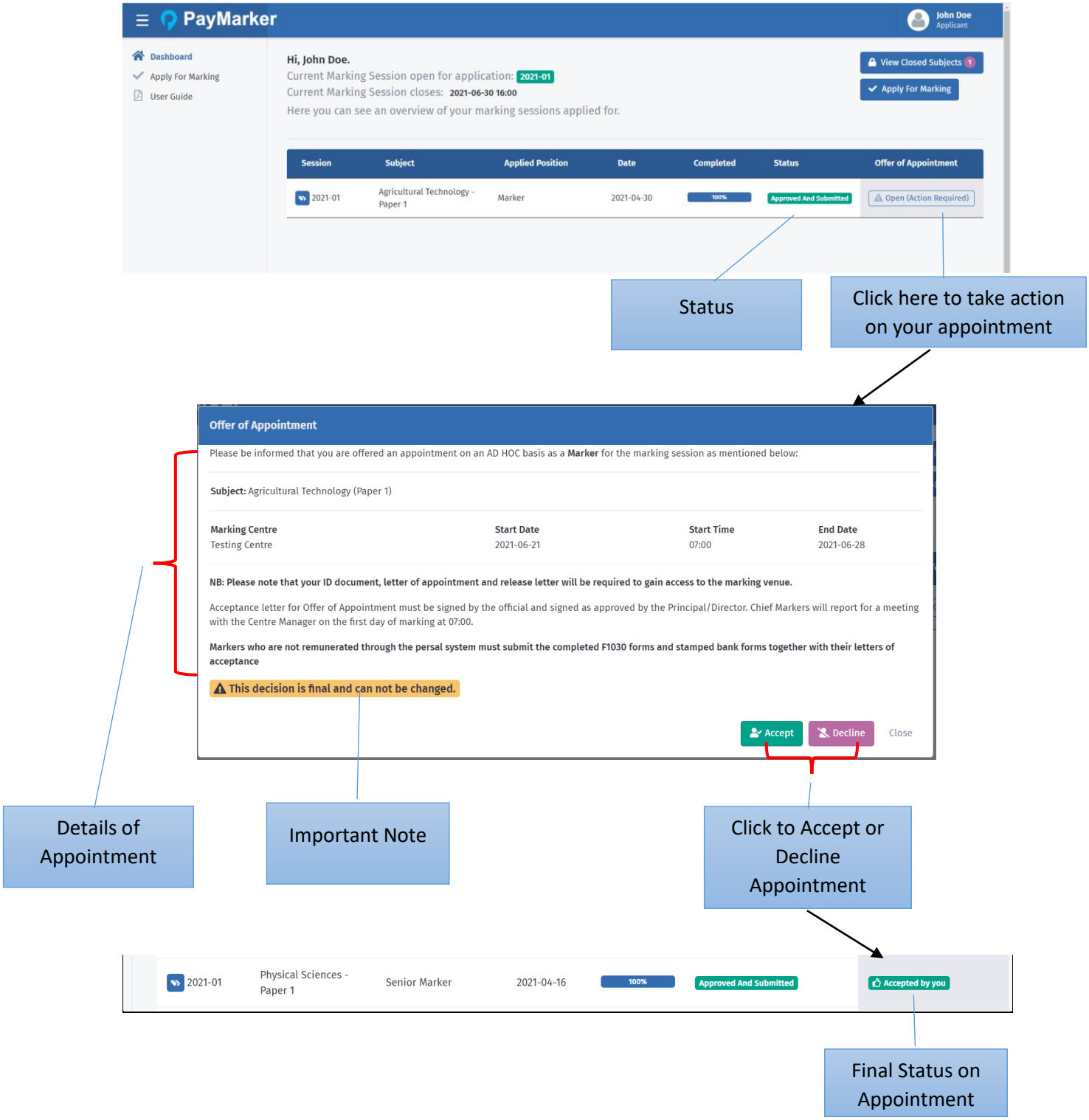
As your application goes through the selection process you can see the status of each subject you applied for.

APPOINTMENT

Please note that once you have made a decision, it is final and cannot be changed.

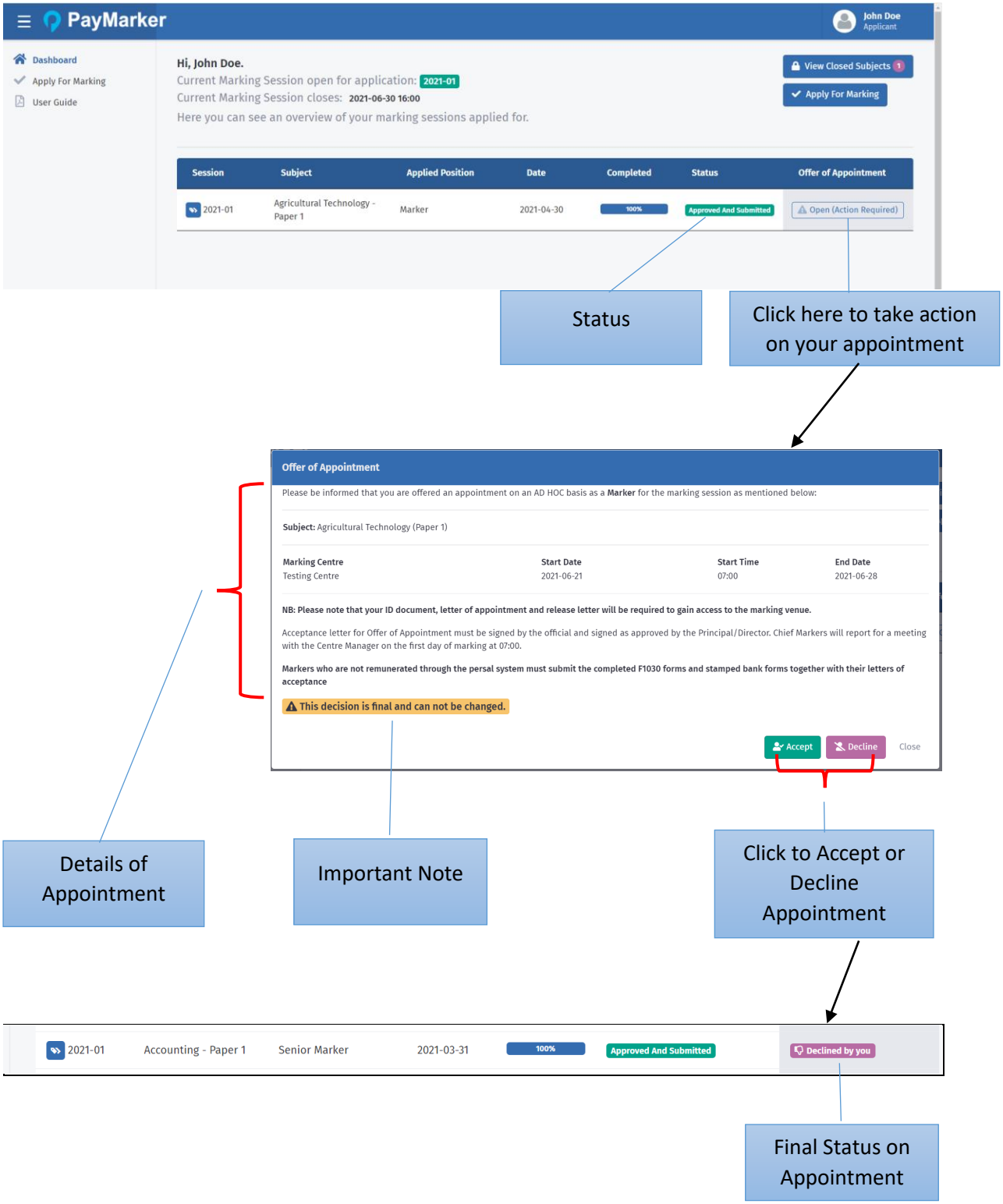
Accepting Appointment

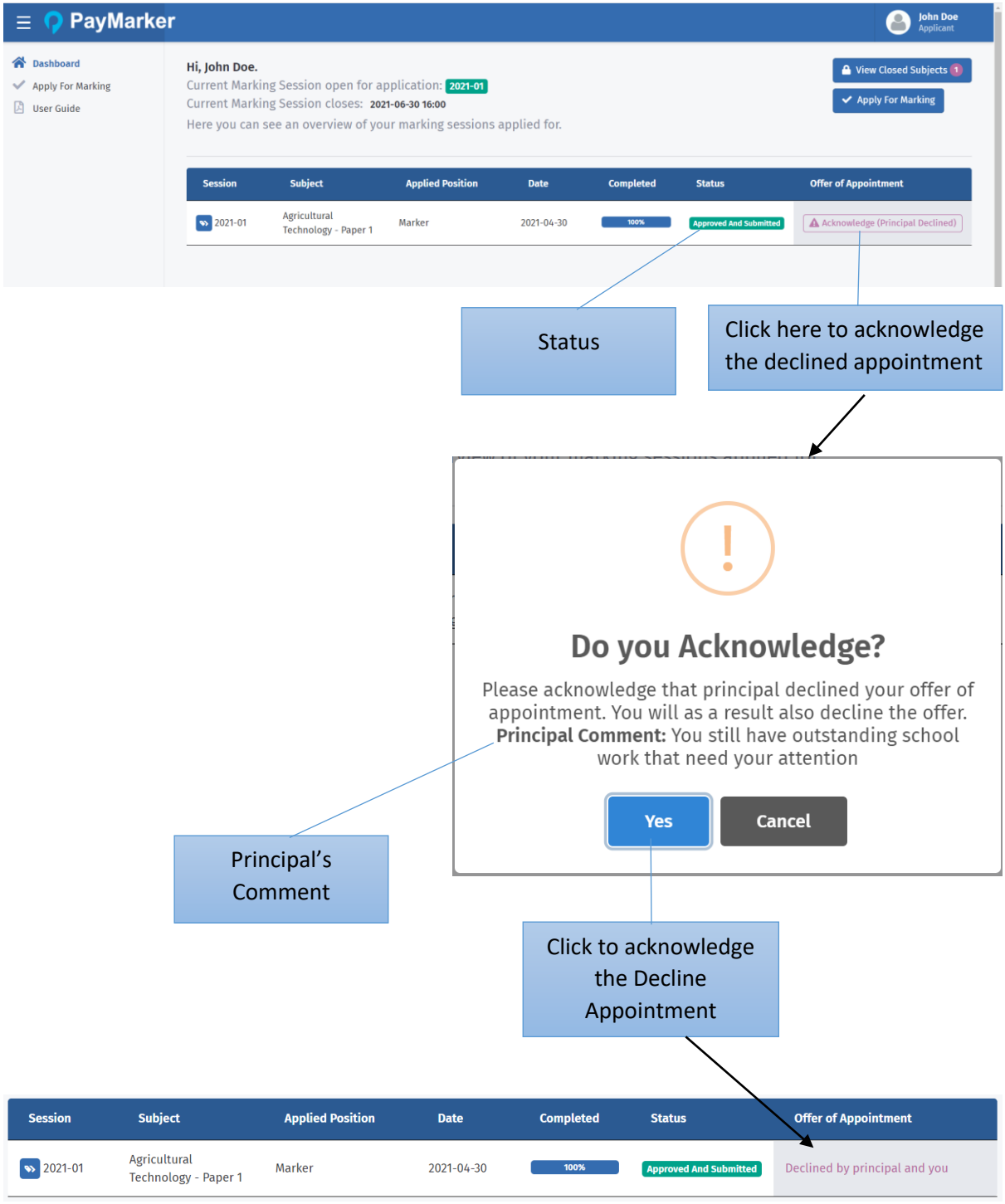
- Please note that the below Action window will only appear if the Principal has accepted your appointment.



Declining Appointment

Appointment Declined by Applicant



Appointment Declined by Principal

- If the Principal declined your appointment, the below window will appear.