



USER MANUAL

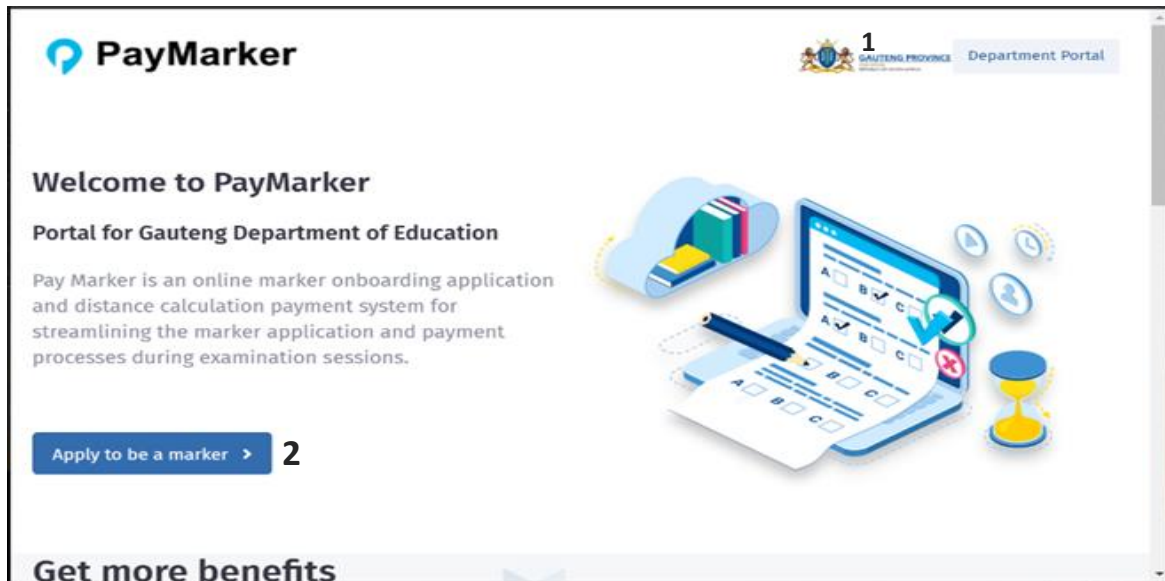
Principal

Version – Mar 2023

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1. Accessing the Portal



Sign In

 **GAUTENG PROVINCE**
EDUCATION
REPUBLIC OF SOUTH AFRICA

 **Warning!**
This is for testing purposes.
Please go to: GDE portal

Login As

Principal / District Director **3**

Centre Number

46664 **4**

Password

..... **5**

Sign In

☐ Remember my email

 **Help (Submit Ticket)**

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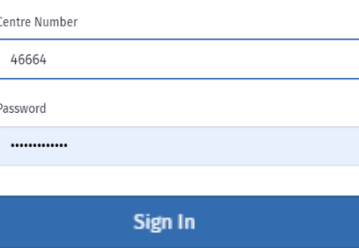
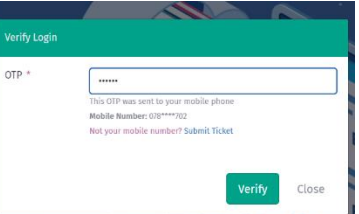
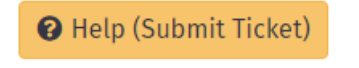
Verify Login

OTP * **6**

This OTP was sent to your mobile phone
Mobile Number: 076****702
Not your mobile number? [Submit Ticket](#)

Verify Close

1.	Department portal button
2.	Applicant button (to apply to be a marker)
3.	Login as, this is where you choose what you want to log in as from five options.
4.	Enter Centre Number
5.	Enter Password
6.	Enter OTP

1	To access the Department portals on PayMarker you need to navigate via a web browser to: https://gde.paymarker.co.za On the PayMarker homepage, click on the “Department Portal” button. This will take you to the Department Portal login screen.	
2	On the login page, select “Principal/District Directors” from the Login As dropdown	
3	Enter your Centre Number and the Password that was supplied by the Department. And click sign in. OTP should be sent to the mobile number registered for school profile.	
4	After putting your Centre number , Password and received your OTP insert “OTP” in the verification dialog box and Click Verify. After that you should be logged into PayMarker School Profile. (Principal Profile)	
5	If you don't have these login details, please submit a ticket to our helpdesk team.	

2. Roles:

These are the roles that are in use in the Department Portal.

- Principal
 - Responsible for:
 - Updating/uploading of stamp and school information
 - Approving and rejecting applicants
 - Uploading of minutes
 - Approving appointment letters

Overview

PayMarker Principal - Dashboard

To the Principal / District Director of 3D CHRISTIAN ACADEMY.
Here you can see all the markers that applied at your school for the following marking session: **2022-Dec**
You need to complete their application(s), please click on each marker and complete the application.

4 New Applicants **5** Approved **6** Rejected

Show **50** entries

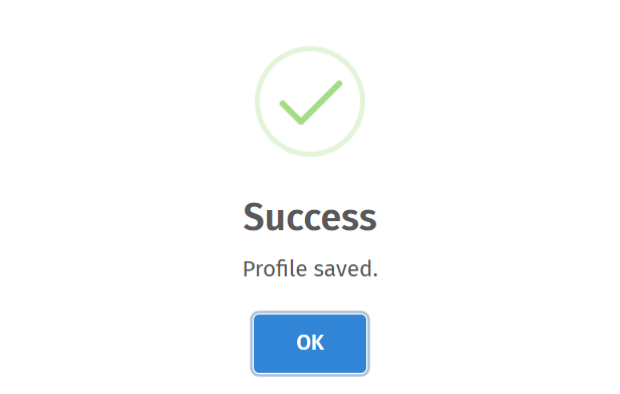
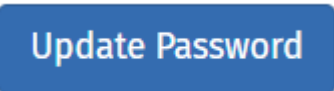
Marker	Persal	Subject	Position	Date
Tj Tleane, J	14985365	Life Science (Paper 2)	Marker	2021-05-04
SP Simelane, P.P.	18522742	IsiZulu First Additional Language (Paper 1)	Marker	2021-05-05
MA Maluleke, AD	28888243	Engineering Graphics and Design (Paper 2)	Marker	2021-05-05
MA Maluleke, AD	28888243	Engineering Graphics and Design (Paper 1)	Marker	2021-05-05
MN Mangisa-Nkomonje, N	23212969	Physical Sciences (Paper 2)	Marker	2021-05-05

1	This is where the minute for the applicants is uploaded	4	Number of new applicants
2	Principal's profile can be updated in this section	5	Approved Applicants
3	Tab to download the appointment letters of all the applicants	6	Rejected Applicants

3. Updating/uploading of stamp and school information

3.1. Instructions

Click for Profile or Logout	
Click Browse to Upload/Change Institution Stamp	
Enter your primary email address	Primary Email enter-email-address@gmail.com

Signature	Signature of the Principal / Director 
Clear for new/mend Signature	
Update changes	
Click OK to save changes	
Enter a new Password and Confirm the Password	 Update Password Password Confirm Password
Update password	

4. Approving and rejecting applicants

4.1. Instructions

4.1.1 Approving Applicant:

Click Dashboard	 Dashboard
Click on the applicant's surname	Marker SI Surname, Initial MB Marker, B
Click View Application to view the applicant's details	View Application
Click Next Step	Next step
Please read the Declaration	Declaration by Principal/Director • I have mediated the content of this exam instruction to all members of my staff. • All applications have been verified by the Applications Committee and the Minutes of the Meeting have been included in the file. • I declare that the information in this application is correct and that the applicant is qualified in all respects to mark the subject applied for.
Enter your name and contact details	Name* Contact Number* Name(s) Surname 0112345678 Principal / District Director
Click on Checkbox to agree to the declaration	☒ Agree to the declaration
Approve applicant	✓ Approve

Click OK to complete the application form	 Success Application Form Completed Successfully OK
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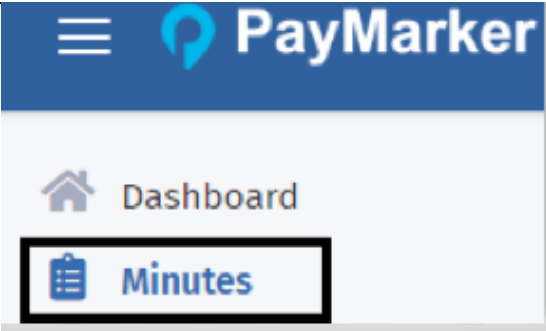
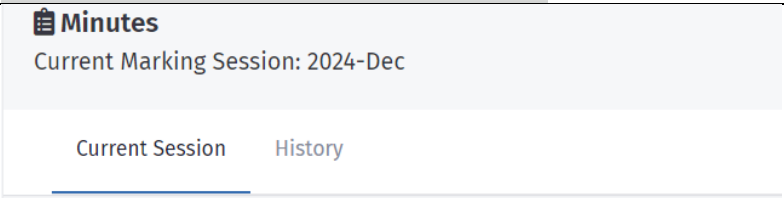
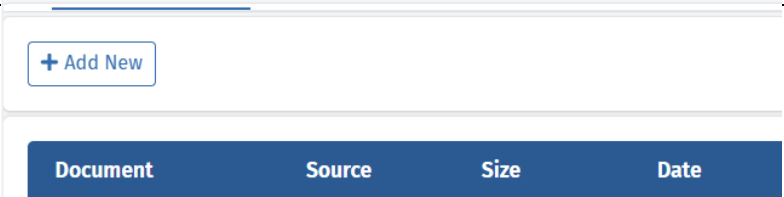
4.1.2. Rejecting Applicant:

Click Dashboard	 Dashboard
Click on the applicant's surname	Marker SI Surname, Initial MB Marker, B
Click View Application to view the applicant's details	View Application
Please answer these two questions and enter Reason for Rejecting, that if you are rejecting the marker.	Motivation by Principal/Director Does the applicant have the qualifications to be a marker?* Does the applicant have the experience to be a marker?* MOTIVATION BY PRINCIPAL/DIRECTOR. Please complete if EDUCATOR/OFFICIAL DOES NOT HAVE THE MINIMUM QUALIFICATIONS, BUT IS AN EXPERIENCED GRADE 12 EDUCATOR/FET SUBJECT FACILITATOR. Please indicate reasons for educator teaching Grade 12 learners, experience at Grade 12 level and results of candidates. For office-based educators, please elaborate on experience as a subject facilitator and the results of the candidates in the district. *
Click Next Step	Next step
Please read the Declaration	Declaration by Principal/Director • I have mediated the content of this exam instruction to all members of my staff. • All applications have been verified by the Applications Committee and the Minutes of the Meeting have been included in the file. • I declare that the information in this application is correct and that the applicant is qualified in all respects to mark the subject applied for.
Enter your name and contact details	Name* Name(s) Surname Contact Number* 0112345678 Principal / District Director

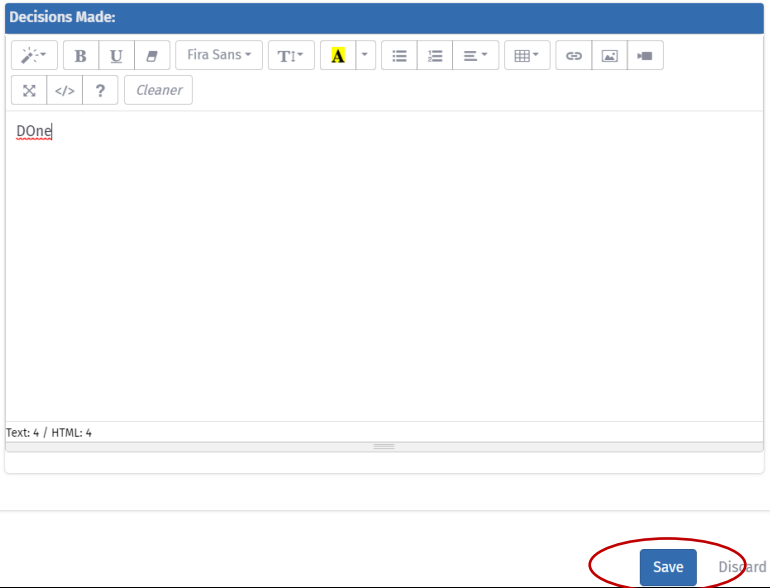
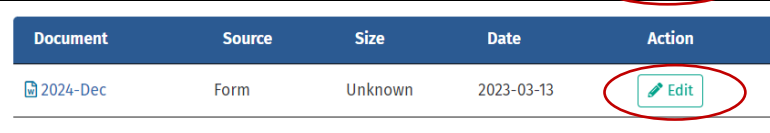
	Click on Checkbox to agree to the declaration	☒ Agree to the declaration
	Reject applicant	<button>✕ Reject</button>
	Click OK to complete the application form	 Success Application Form Completed Successfully <button>OK</button>

5. Uploading of minutes

5.1 Instructions

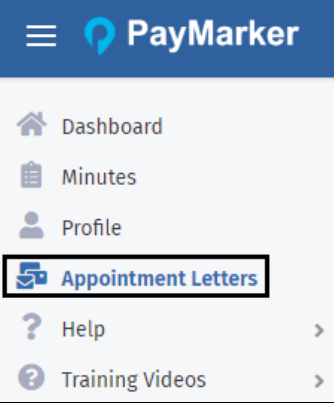
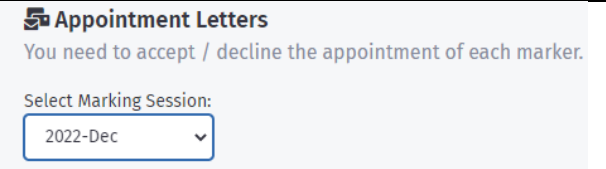
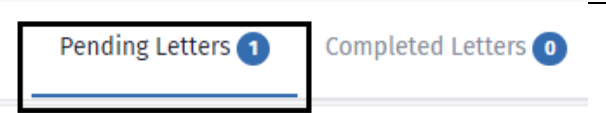
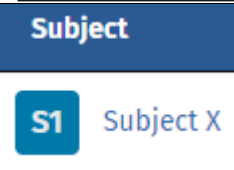
1	Click Minutes Navigation to open minutes page	
	Current Marking Session will be automatically selected for uploaded of the minutes	
	Click Add New . There is a standard and approved format, follow the standard input data per section.	

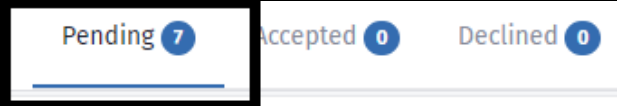
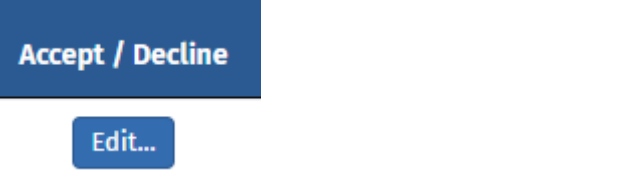
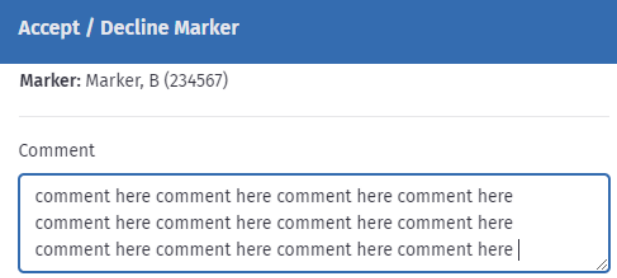
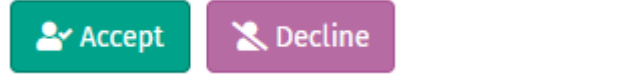
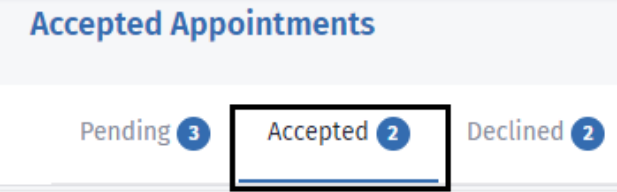
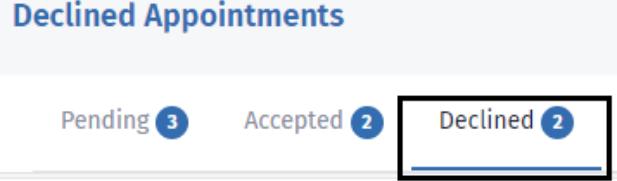
Type in. 1. Purpose and Agenda of the meeting	Meeting Minutes Purpose Of The Meeting : Agenda Agenda: Text: 0 / HTML: 11
Type In. 1. Date 2. Time started. 3. Time Agender 4. Location 5. Meeting faciliatory	Meeting Date: 2023/03/13 Meeting Start Time: 12:15 Meeting End Time: 15:00 Meeting Location: Johannesburg Meeting Facilitator Done Text: 3 / HTML: 3
Type in. All attendees of the meetings and Apologies if any.	Attendees Mike Bright <u>Lesanda</u> Text: 16 / HTML: 37
Type In 1. Minute Scribe 2. Discussion and Action Points	Minute Scribe: John Discussion and Action Points/Items: (Items/Knowledge Shared) Done Text: 3 / HTML: 3

Type In 1. Decisions Made 2. Once done Click SAVE	
If need be, you can EDIT minutes	

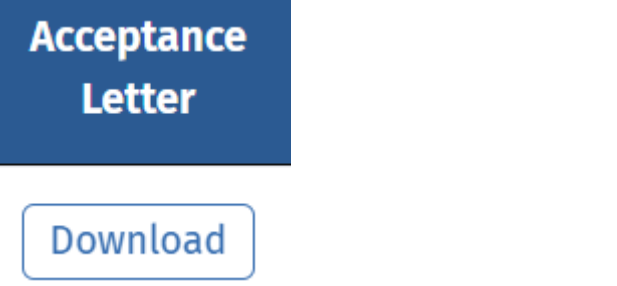
6. Approving/Rejecting appointment letters

6.1 Instructions

Click Appointment Letter	
Select Marking Session for that current year	
Click Pending Letters	
Click on the Subject to open details	

Select Pending markers that need to be actioned.	
Click Edit to Accept / Decline	
Write on Comment box – Marker will see this comment on their portal	
Accept or Decline Marker's appointment	
Click to view. Accepted markers	
Click to view. Declined markers.	

7. Downloading of Appointment Letters

Completed Letters	
Click to the download letter- only available if there are no pending markers.	

8. Help

Help

- User Guides 1
- Open a Ticket 2
- My Tickets 3

Disclaimer 4

Lebone Media respects your right to privacy and therefore aim to ensure that we comply with the legal requirement of the POPI Act which regulates the manner in which we collect, process, store, share and destroy any personal information which you have provided to us.

[I Understand](#)

Submit a Ticket 5

Category: Error Message 6

User Logged In: Unathi Magodla

Priority: Low

Subject:

Message:

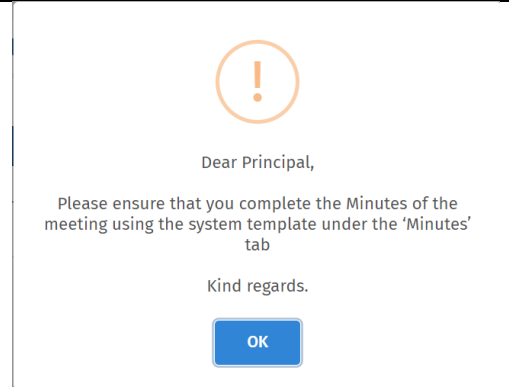
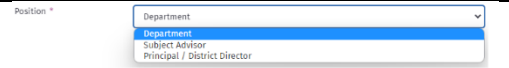
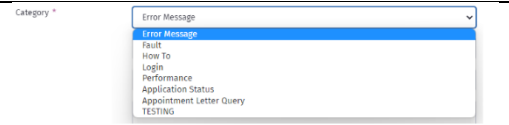
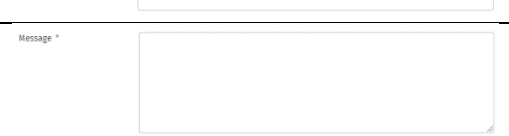
Attach a File: Attach File Browse

[Submit](#) [Close](#)

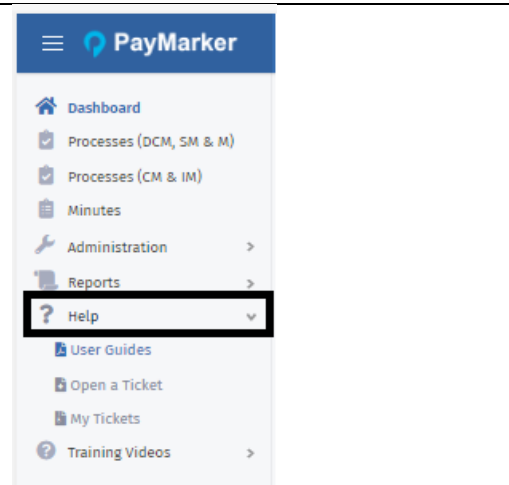
1	All the user guides to assist the user will be found in this section	4	This is the POPI act popup, it sets out the minimum standards regarding accessing and 'processing' of any personal information belonging to another.
2	This is where the user clicks for further assistance	5	The interface for submitting the ticket
3	This is where the user will view progress on the ticket they logged	6	The category of the ticket is selected here

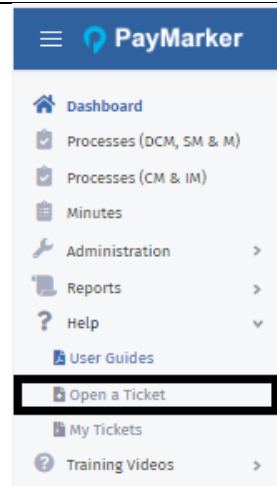
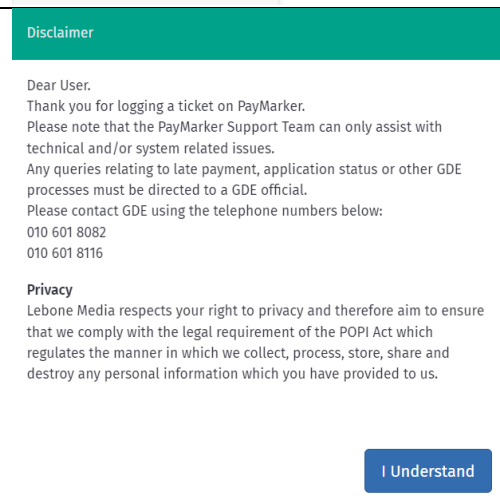
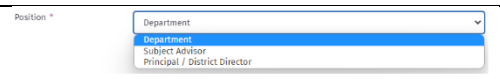
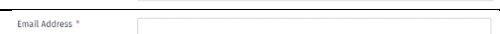
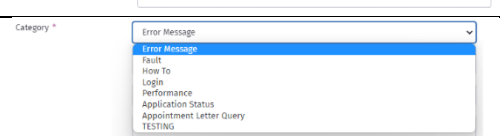
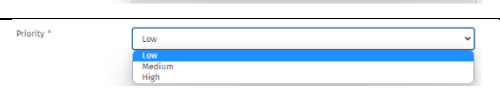
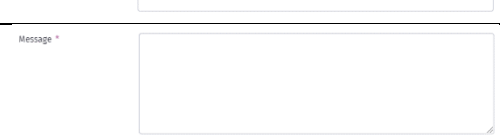
9. Submitting a Ticket: Outside the Portal

1	To locate how to submit a ticket click "Department Portal" on the homepage	
2	On the bottom of the login page, click "submit a ticket"	

3	Click the OK button after, complete minutes of the meeting you held.	
4	Select your position	
5	Enter Full name	
6	Enter email address	
7	Select category of the tick, i.e. what is the ticket is about	
8	Select Priority	
9	Enter the subject	
10	Enter the reason for your ticket in the message area	
11	Attach a supporting file if necessary and click submit	

10. Submitting a Ticket: Inside the Portal

1	To locate how to submit a ticket help on the navigation panel	
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2	Click on “open a ticket”	
3	Click the I Understand button after reading and adhering	
4	Select your position	
5	Enter Full name	
6	Enter email address	
7	Select category of the tick, i.e. what is the ticket is about	
8	Select Priority	
9	Enter the subject	
10	Enter the reason for your ticket in the message area	
11	Attach a supporting file if necessary and click submit	