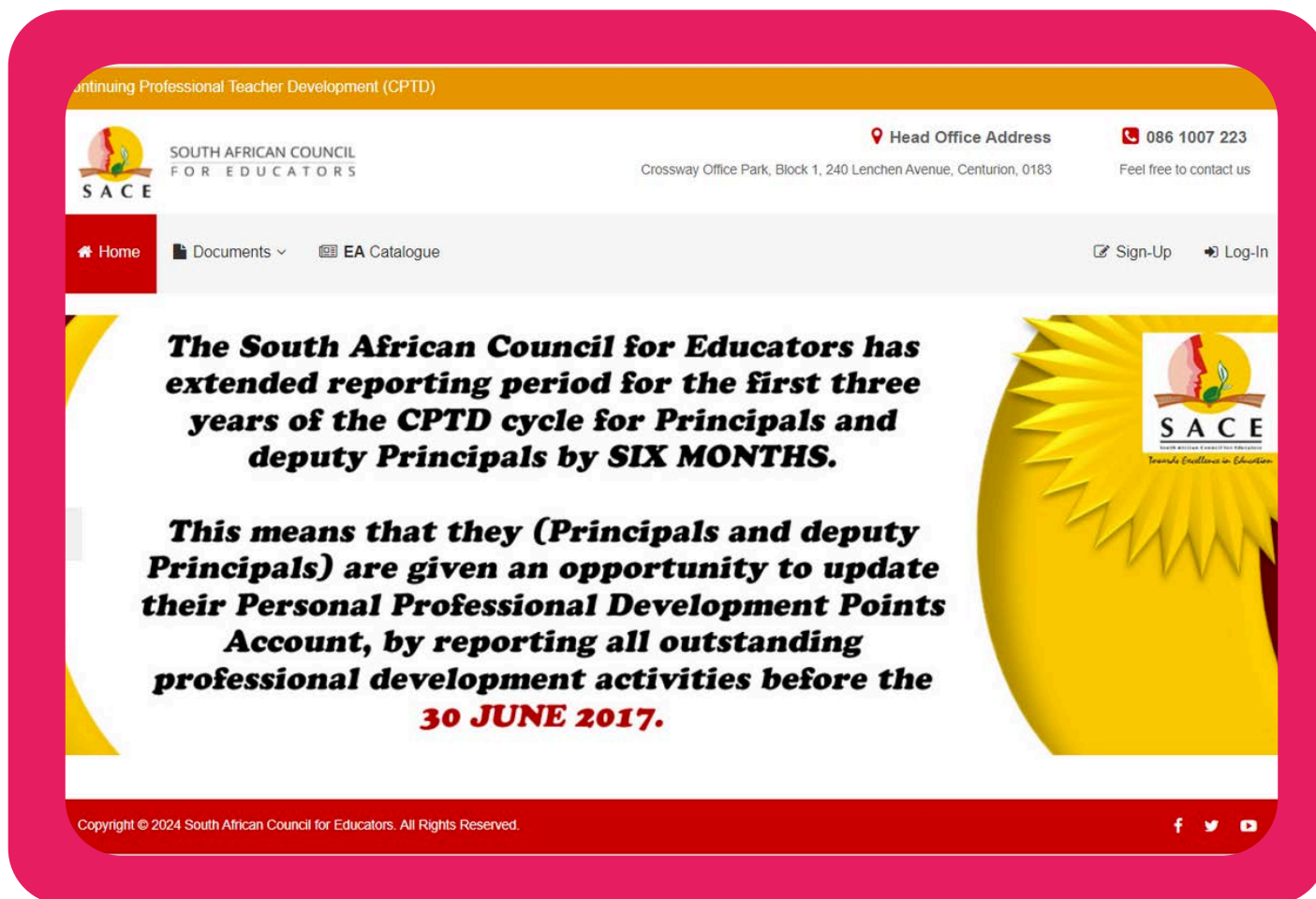


TYPE 1 TEACHER-INITIATED ACTIVITIES

How do I create a profile?



Go to www.sace.gov.za. The home screen will look like the image on the left. You will then click on "Sign Up".

The sign up page will look like the image on the right.

- Your SACE number will appear once you enter your ID / Passport number.
- Post levels determine which cycle you will fall into: Teacher (Post Level 1), Head of Department (Post Level 2), Deputy Principal (Post Level 3) and Principal (Post Level 4).

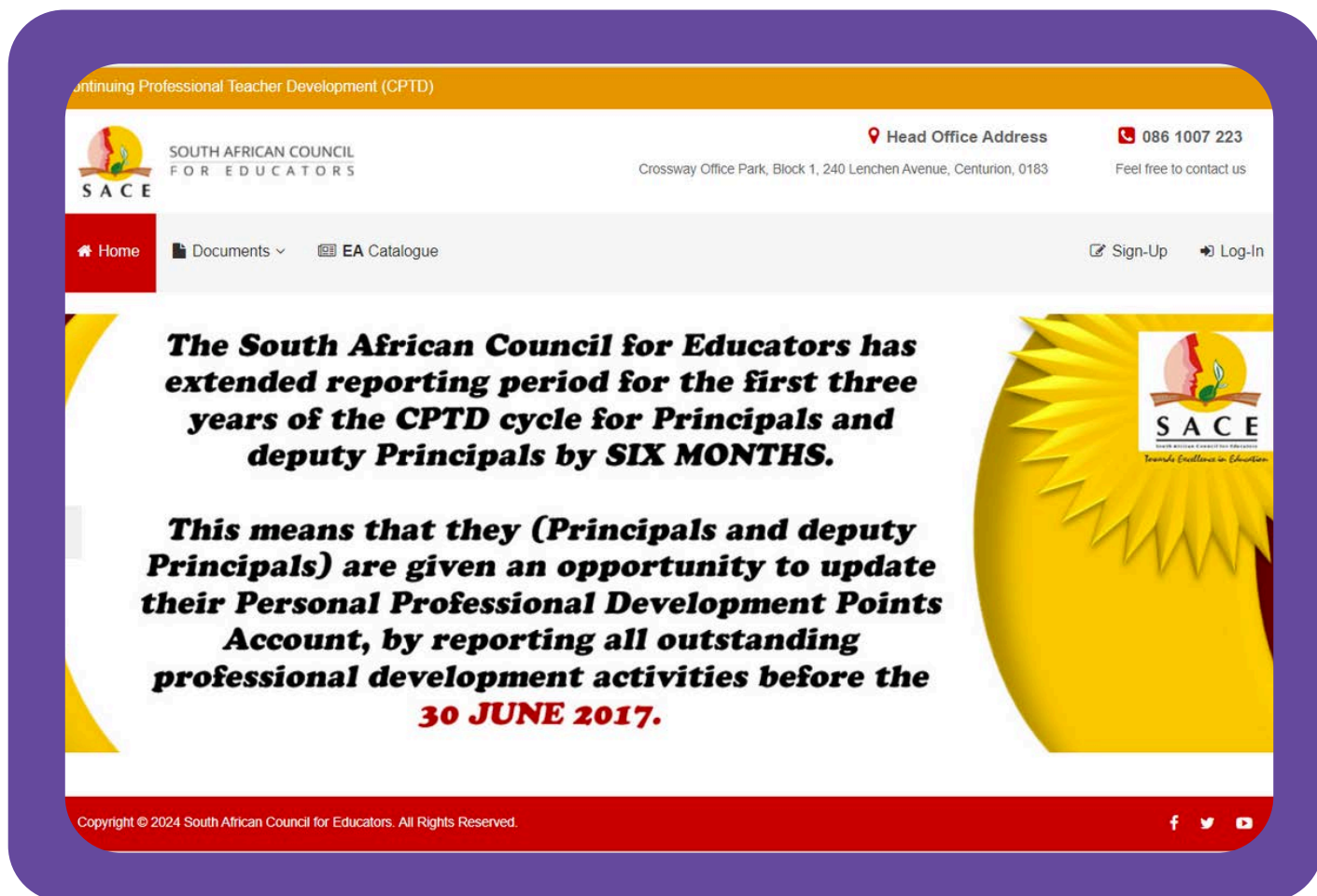
A screenshot of the SACE sign-up page titled "Personal Details". It contains several form fields for registration. The "Personal Details" section includes fields for Registration Number (auto-populated), ID Type, Educator Position, Title, First Name, Last Name, ID Number, Passport Number, Date of Birth, Gender, Country of Origin, District, Communication Method, Post Level, Population Group, Employment Status, Employing Body, Sign Up Date, and Date of Birth. The "Phone" section has fields for School, Fax, and Mobile. The "Email" section has fields for School and Private. The "Address" section has fields for Address Line 1, Address Line 2, Address Line 3, City/Town, Post Code, and Province. A "Verification" section shows a CAPTCHA image. At the bottom, there is a "NOTE: Please Make sure all the required fields are filled before submitting the form." and "Submit" and "Cancel" buttons.A screenshot of the SACE School Search window. It has a title bar "School Search". Below the title bar, there is a "Search School" section with a text input field "Search for..." and a yellow magnifying glass icon. Below this, there is a "Selected School" section with a text input field "Search for School in above field".

After entering all the required fields, a window will appear to link yourself to your current

school. Under "Search School", you will type in your school's EMIS number and then click the yellow magnifying glass. Your school will appear and you can then select it. Finally, click SUBMIT, a window will appear with your username and password, and you are done!

TYPE 1 TEACHER-INITIATED ACTIVITIES

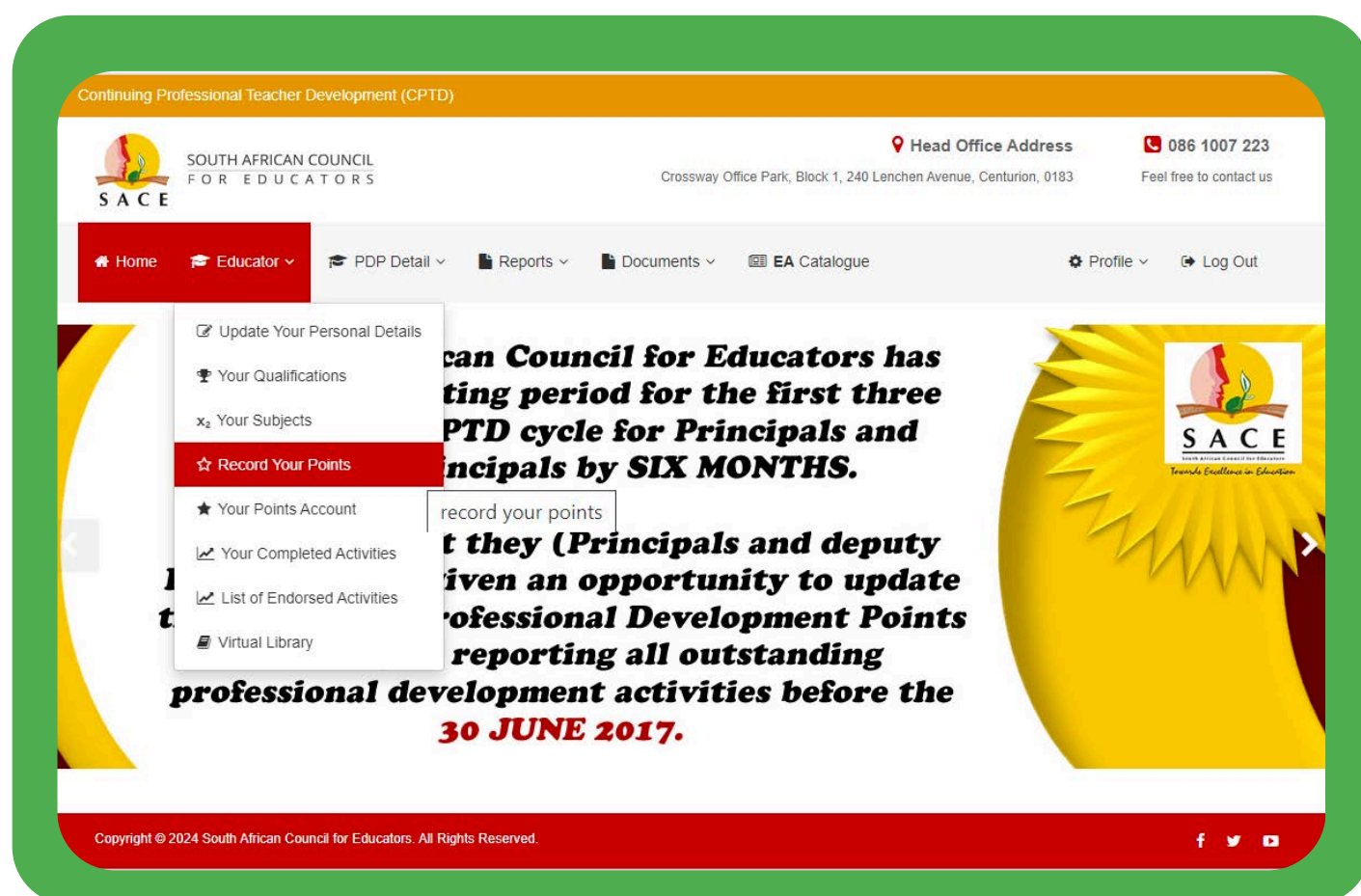
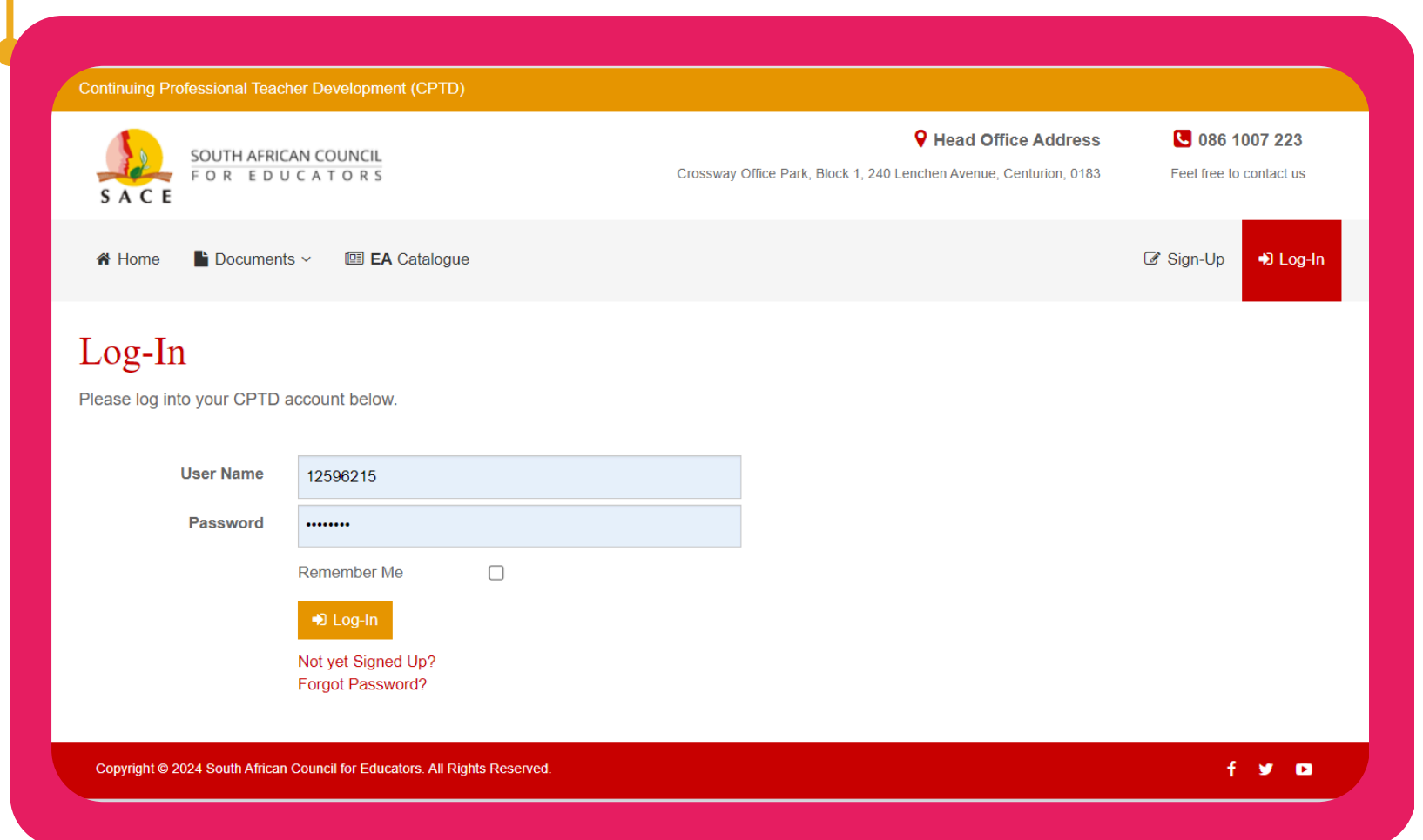
How do I load points?



Go to www.sace.gov.za. The home screen will look like the image on the left. You will then click on "Log In".

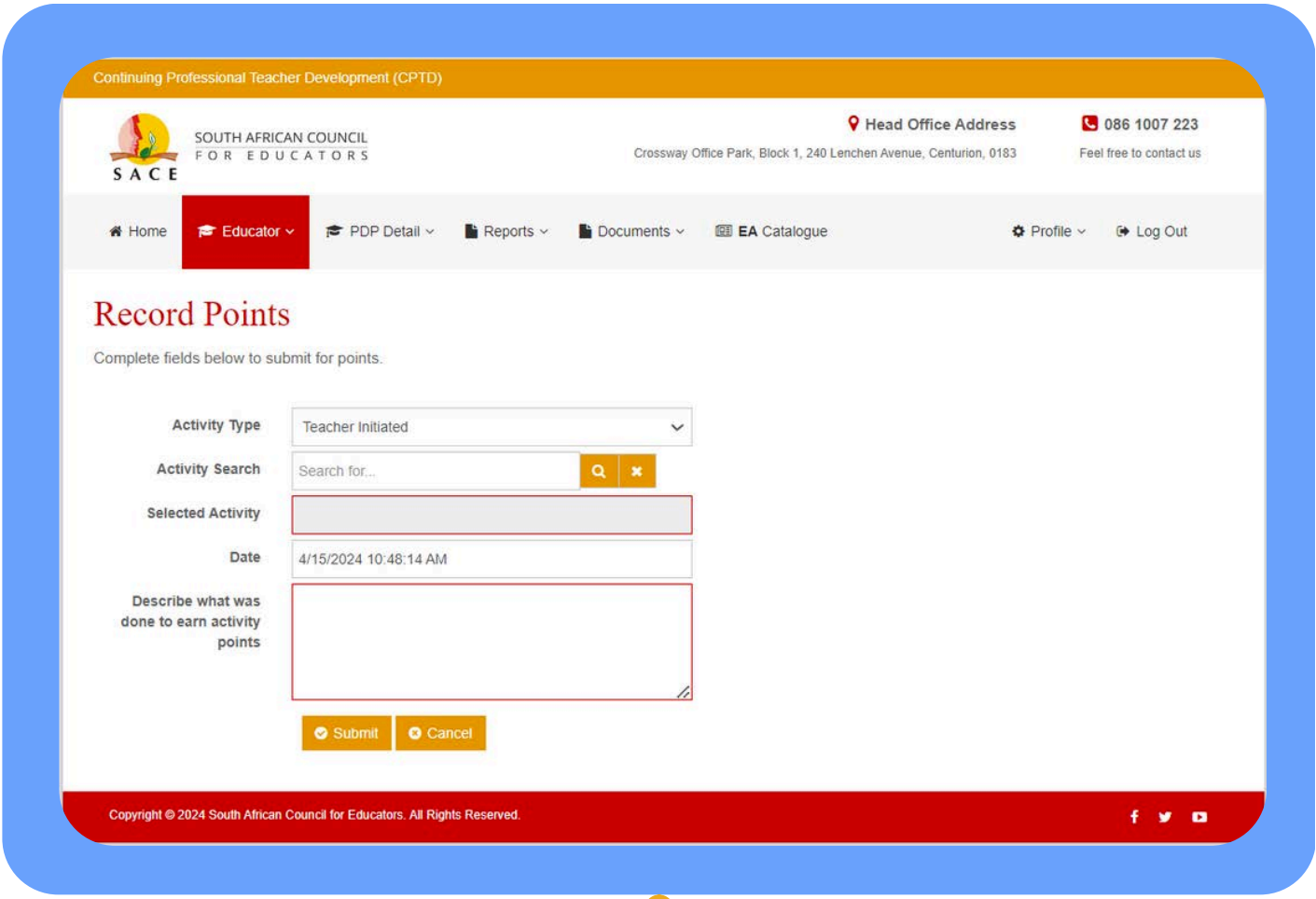
The log in page will look like the image on the right. Your user name will be your SACE number, and your password will either be:

- Your SACE number again
- Your ID number
- Your married / maiden surname with a capital at the start eg. Smith



Once logged in, click on "Educator" and then select "Record Your Points".

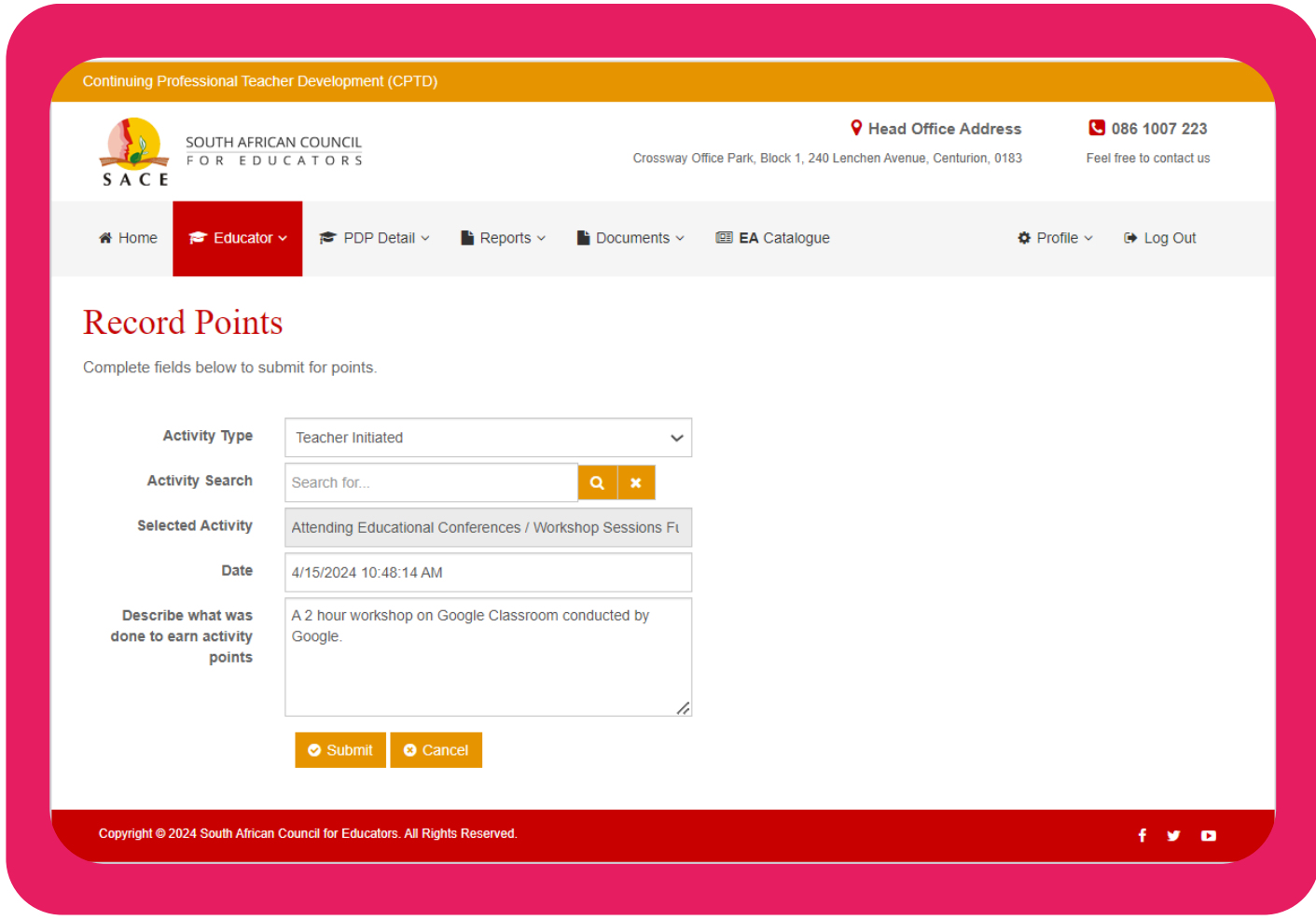
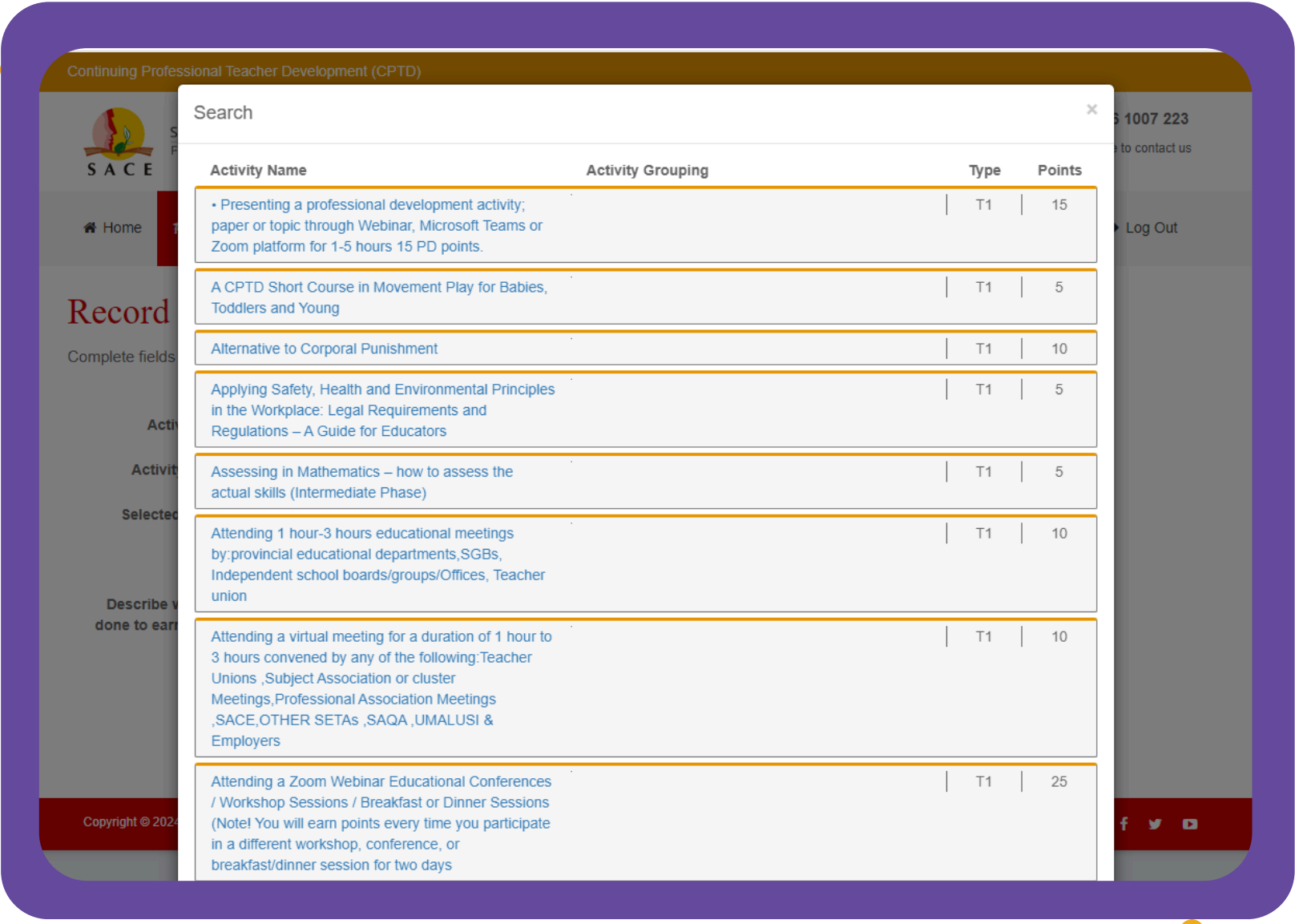
TYPE 1 TEACHER-INITIATED ACTIVITIES



You will be taken to a page like the one you see on the left. Click on the yellow magnifying glass to do an activity search and a window will pop up like the one you see below.

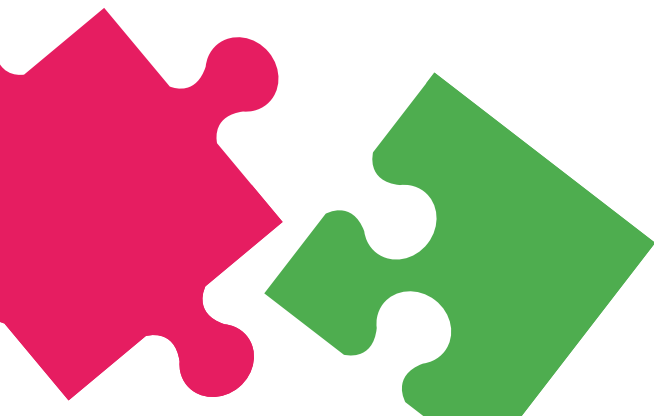
Scroll down and select the activity that best describes yours, with the closest allocated time.

Eg. Attending Educational Conferences / Workshop Sessions Full Day (6 - 10 hours)



Select the date you took part in the activity. Under "Describe what was done to earn activity points", give a short explanation of what the activity consisted of (See example on the left)

Once completed, select SUBMIT and you will be taken to a page that says "Attendance Record Captured".



TYPE 1^{TEACHER-INITIATED} ACTIVITIES

The Get SACE App



Use our app to load your registers directly from your phone! Take a screenshot or attach a file, but be sure to indicate:

- Type of meeting (eg. Reading Educational Material)
- Date
- Time allocated

Once logged in, visit the "Members Area" and select "Type 1". Choose your name from the dropdown menu. It's as easy and as efficient as that!

Click on the respective Stores to download:

