



E-REGISTRATION SYSTEM

Logging in to the e-registration system

Use the provided email and password from ECOS to logging in to the system.

The image shows the 'E-Registration Login' form. At the top left is a red circular icon with a white person silhouette. The form title is 'E-Registration Login'. Below the title are two input fields: 'Username' and 'Password'. Below these fields is a checkbox labeled 'Remember me'. At the bottom of the form is a red 'Login' button and a blue link for 'Forgot Password'. Three red arrows point to the form elements with the following annotations: 'enter username' points to the Username field, 'enter password' points to the Password field, and 'Click Login' points to the Login button.

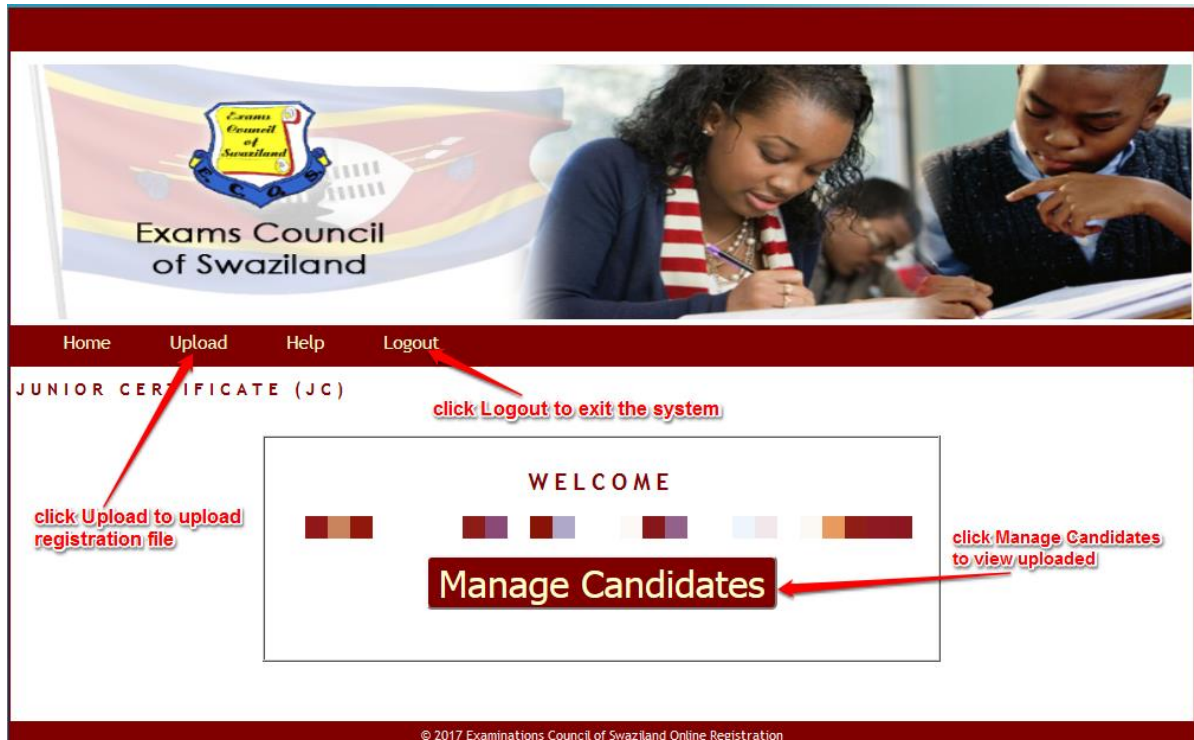
Select level

When the login has been successful, the screen containing your level(s) will be displayed to you. Select the level and you will be taken to your home page.

The image shows the 'Login Successful' screen. At the top left is a red circular icon with a white person silhouette. The text reads 'Login Successful!' followed by 'Please Select Your level'. Below this text are three buttons: 'JC', 'SGCSE', and 'Cancel'. A red arrow points to the 'JC' button with the annotation 'Select your level after succesful login'. At the bottom of the screen is the copyright notice '© Examinations Council of Swaziland'.

Home screen

Selecting your level will take you to the home screen, which contains many elements for carrying out the registration.



- To upload click upload on the system menu
- Click Manage Candidates to manage uploaded candidates
- click logout to exit the e-registration system
- click help to view available help for using the system

Uploading Registration File



- Click upload on the home screen menu
- Click browse to browse file to be uploaded
- Once file is selected, click upload
- The file will be uploaded and an upload report will be returned

Example...

Home Download

DLAMINI,MAJAH: Subject grouping or count does not match candidate type.

DLAMINI,BONISILE GABSILE: Subject count is equal to 0.

unsuccessful records will be displayed on your screen, stating the reason why they are not successful

4 Record(s) Successfully added!

2 Record(s) Failed to be added!

OK

after the file has been uploaded, an upload report will be displayed on your screen, click OK which will take you to your home page

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Using Data Grid

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Home Upload Help Logout

JUNIOR CERTIFICATE (JC)

WELCOME

Manage Candidates

click Manage Candidates to view and manage uploaded candidates

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- To use the Data Grid, select Manage Candidates on the home screen
- Uploaded registration data is viewed on the data grid
- Available options on the Data Grid are: Edit, Delete, and View only

Home Download

JUNIOR CERTIFICATE (JC): search candidate(s)

[click to go back to home page](#) [download uploaded candidates](#) [click to move next page](#)

Results: 1 - 4 of 4 Pages: |<< << 1 >> >>| Page size: 25

		Surname	Names	Date of Birth	OVC	Type	ID No.	View	Delete
<input type="checkbox"/>	Edit	MAMBA	SIMPHWE	2001-01-01	Y	1		Details	
<input type="checkbox"/>	Edit	SIMELANE	MCOLISI SIPHESIHLI	0000-00-00	Y	1	9311256100183	Details	
<input type="checkbox"/>	Edit	DLAMINI	ALPHEUS	0000-00-00	Y	3		Details	
<input type="checkbox"/>	Edit	DABULA	MDUDUZI	2016-11-10	N	3	9311256100183	Details	

Check All / Uncheck All With selected: [view selected candidate\(s\)](#) [view candidate's details](#) [delete candidate](#)

Results: - 4 of 4 Pages: |<< << 1 >> >>| Page size: 25

[select all candidate](#) [delete checked candidate\(s\)](#) [select number of candidates to be displayed on the screen](#)

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