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# EXAMINATIONS COUNCIL OF SWAZILAND

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**2018**

**E-REGISTRATION SYSTEM**

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## 1.0 Description

The e-registration system is an online registration system designed to help schools register their candidates for examination sessions for all the examination levels (SPC, JC, SGCSE, PREVOC).

## 2.0 What do you need in order to be able to use the system?

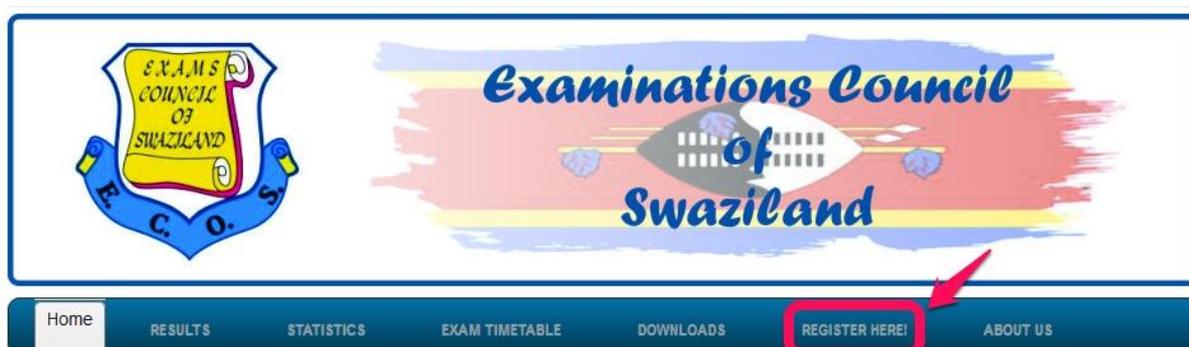
- Have a personal computer/laptop/tablet
- Be registered by ECOS to get username and password
- Have a valid email address
- internet access, internet enabled device (phone, computer)
- have a Registration Procedures booklet available from ECOS
- registration fees and deadlines notice available from ECOS

## 3.0 Using the e-registration system

### NOTE:

- *The system login session is timed for 3 minutes. If there is an inactivity on the system for three minutes, the system will automatically logout. To use the system again you need to login.*
- *Keep your username and password safe*
- Open the ECOS website ([www.examsCouncil.org.sz](http://www.examsCouncil.org.sz)) and click Register or insert this straight link ([www.examsCouncil.org.sz/eregistration](http://www.examsCouncil.org.sz/eregistration))

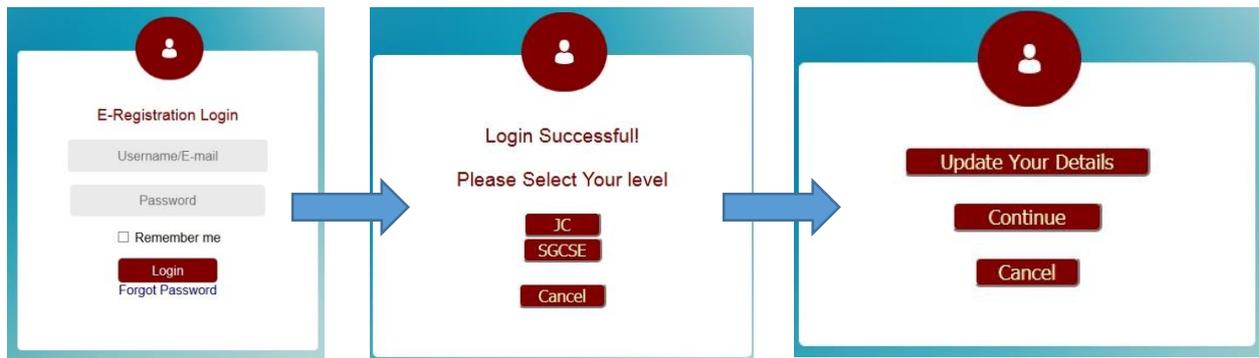
### ECOS Website menu...



- The login screen then appears having two fields/text boxes: the first being the username/email field and the second being the password field.

- Fill in the username and password details then click the login button to enter the system (*in case you have forgotten your password, there is a "Forgot Password" link below the Login button which when clicked it will allow you to enter your email address where your reset password will be sent to.*)
- If login is successful, you will then select your centre level to continue
- If your email is available in your registered user details, you will be able to click Continue to move to the Home screen. If your email is missing you will be automatically redirected straight to the profile page where you will update your details.

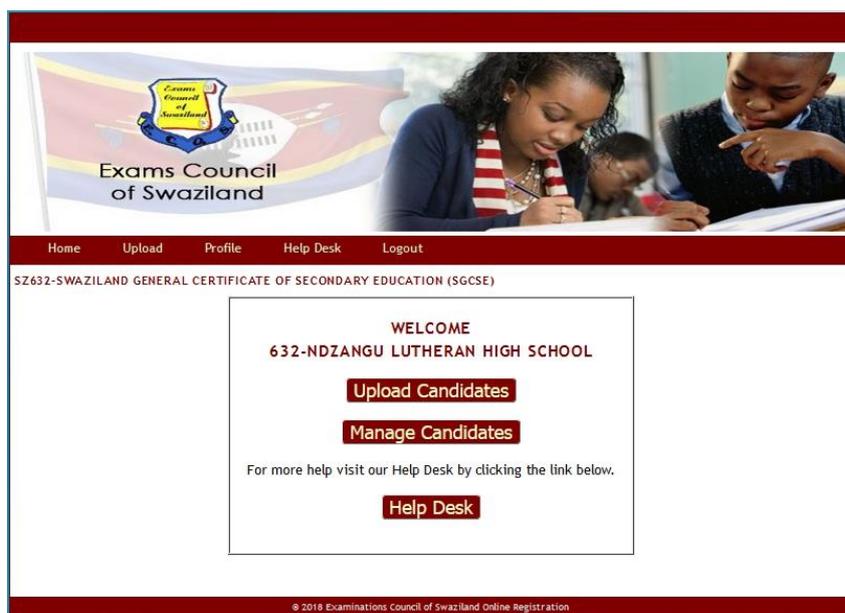
**Login stages...**



**3.1 Home Screen**

The home screen contains the following menu links: Upload, Profile, Manage Candidate, Logout and also Help Desk.

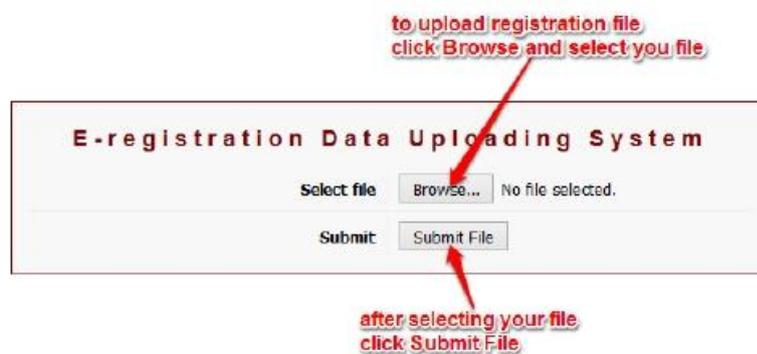
**Home Screen...**



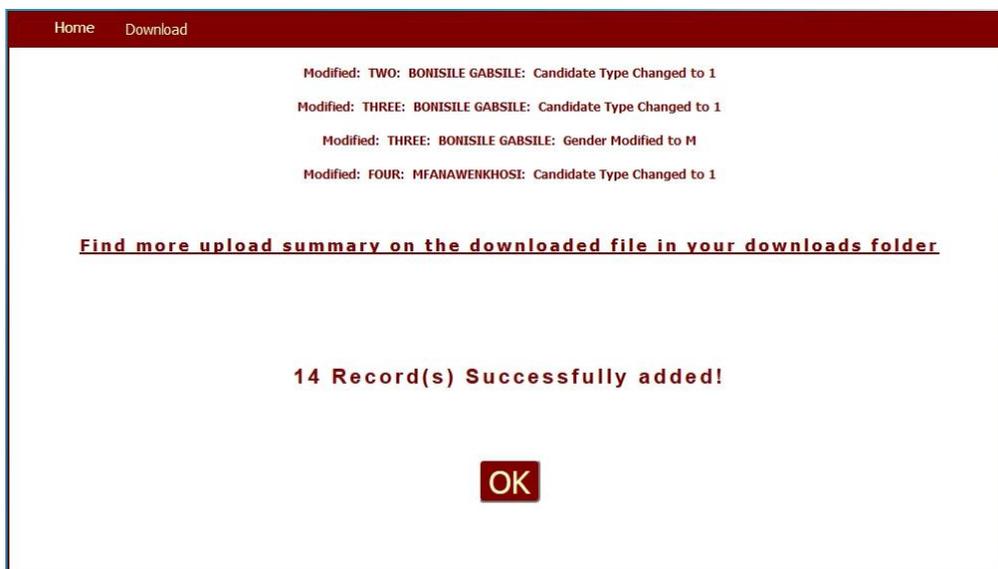
### 3.1.1 Upload menu link

- Click the upload link to upload your excel registration file
- 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 in an excel file which you need to save in to your computer
- If the excel file contains wrong header information, the system will display an error on your screen.
- The system will perform correct minor errors on the excel file.
- If there were no errors or the system did not make any corrections on your upload, no excel file will be provided to be saved

#### **Upload file selection...**



#### **Upload Report...**



### 3.1.2 Profile menu link

- It contains the user details: name, address, phone numbers, etc.
- These user details can be edited and updated on this page
- Profile page contains an option to change your password

### 3.1.3 Manage Candidates menu link

- The select menu link contains the data grid which will have all the details for the uploaded candidates.
- Available options on the Data Grid are: Delete and View
- You can search the grid for any candidate and you can also sort your candidates according to your own liking
- To edit a candidate's information click Edit
- To remove a candidate from the registration, click Delete
- To view a candidate's information click view
- The manage candidates page contains a download link at the top to download registration report and also the upload report if you have uploaded on the current session

#### Data Grid...

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	SIMPHIWE	2001-01-01	Y	1		Details	
<input type="checkbox"/>	Edit	SIMELANE	MCOLISI SIPHESIHLE	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

### 3.1.4 Logout menu link

- This link is used to exit the system after finishing your work
- It is also used to change levels for high school centres with more than one levels

### 3.1.5 Help Desk menu link

- This menu link takes you to the help desk system home screen
- Any queries you have with the e-registration system are logged with the help desk system
- To log your query, you submit a ticket by clicking the submit link on the help desk
- You provide the name of the query, your email, the subject of the query, the message of the query, and if there are any attachments you need to provide you attach them
- For SPAM prevention, you have to type the number provided on screen and then click submit in order for your ticket to be submitted.
- The system will then provide you with a ticket tracking ID which you will use to see the progress of your logged query
- You can view your submitted tickets by using the tracking ID and your email by clicking the "view existing ticket" link on the help desk home screen

- The help desk contains a “*Knowledge Base*” which is a collection of help articles about using the e-registration system

### Help Desk...

**ECOS Help Desk**

[ECOS](#) > ECOS Help Desk

Search help:  

 **Welcome To ECOS Help Desk**



**[Submit a ticket](#)**  
Submit a new issue to a department



**[View existing ticket](#)**  
View tickets you submitted in the past

**Knowledgebase**

» *Top Knowledgebase articles:*

-  [Uploading Registration File](#)
-  [Using Data Grid](#)

» [View entire Knowledgebase](#)