



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

REGISTERING AS A JOB APPLICANT / QUALIFIED UNEMPLOYED EDUCATOR

STEP 1: DOWNLOAD THE APP FROM THE APP STORES, BY TYPING “KZN UNEMPLOYED EDUCATORS” IN THE APP STORE

STEP 2: INSTALL THE APP ON YOUR SMART DEVICE(S).

STEP 3: REGISTER YOUR PROFILE BY CLICKING ON “REGISTER”

STEP 4: the screen below will be displayed. Click on the **+** sign at top right hand corner.

4.1 Enter your details on each text field.

4.2 Select each field by answering each question below and click “Next”.

Carrier 1:37 PM

Register

education
Department
Education
PROVINCE OF KWAZULU-NATAL

Personal Information

Surname

Name

ID Number

Mobile Number

Alternate Mobile Number

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Register

Race
Select

Preferred District
Select

Disability No Yes

Specify

Do you have any Criminal Record? No Yes

Specify

Age Group
Select

Are you a Bursary Holder? No Yes

Select Bursary Holder Type

Next

Carrier 1:38 PM

Register

Previous Next

Academic Information

Matric Year Of Completion
Select

Certified copy of matric certificate Upload

Matric statement of result Upload

Choose your qualifications

DIPLOMA

Year Obtained In YEAR

Institution Name

Certified copy of certificate Upload

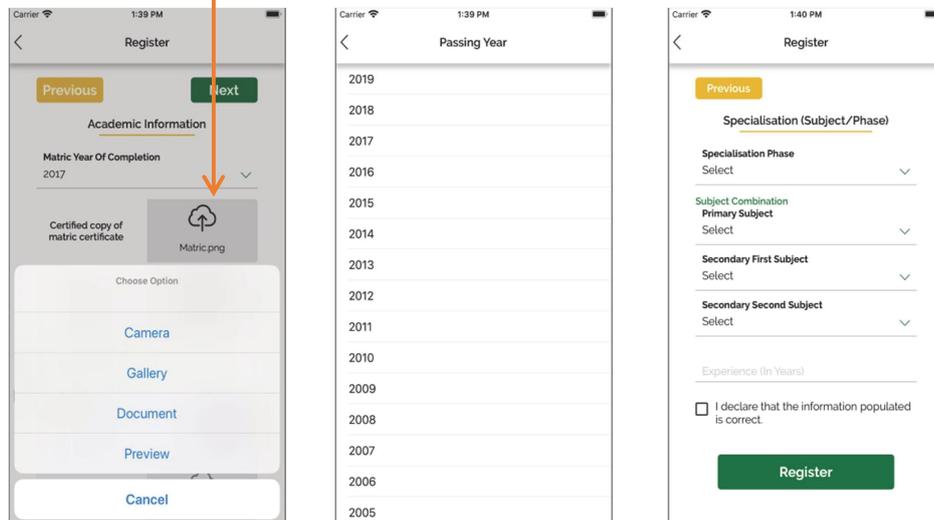
4.3 Populate academic information on the by providing the necessary documentation.

4.4 Indicate level of qualification by selecting the relevant check box

4.3 TO UPLOAD, click on the cloud icon. You may either select to take a picture or upload a document.

NB: A picture is quicker.

4.4 Year passed, you will be given a list to choose from.



5. Select Area of Specialisation

5.1 Select from the drop down your subject combinations.

NB: Subject that you can teach.

6. Experience, you may skip, it is not a mandatory/required field.

7. Declare that the information populated is correct.

8. Click Register.

9. Once completed, a message will be displayed inform you that you have successfully registered.

NB: The system will not allow you to move to a next screen without populating all the required fields.

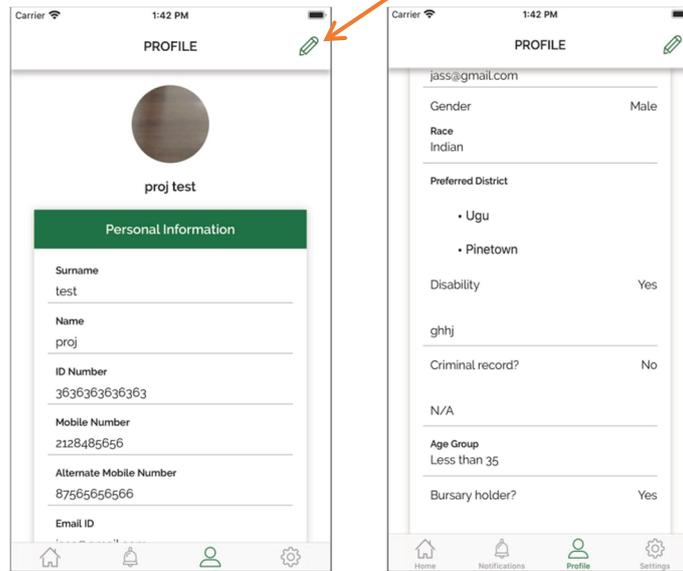
EDITING AN EXISTING PROFILE

STEP 1: LOG IN INTO YOUR PROFILE.

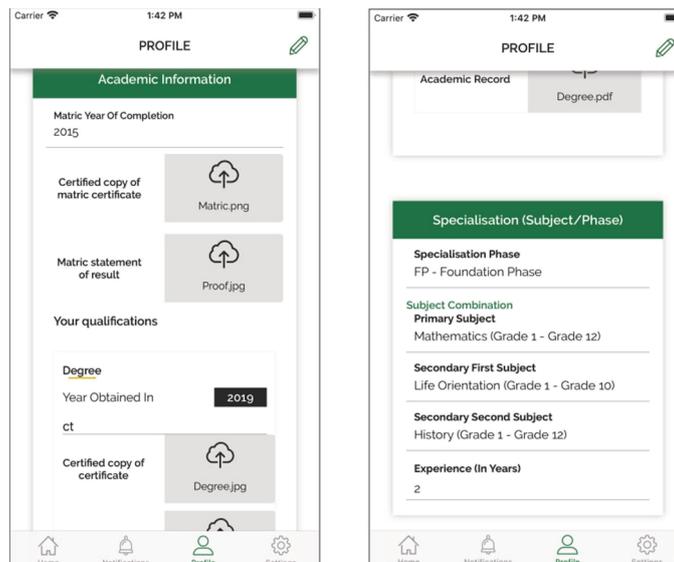
STEP 2: CLICK ON

STEP 3: REGISTER YOUR PROFILE BY CLICKING ON “REGISTER”

STEP4: the screen below will be displayed. Click on the **+** sign at top right hand corner. The screen will unlock.



The system will allow you to navigate to any part of your profile to update your information.



ONCE COMPLETED, CLICK THE UPDATE BUTTON. Once complete, a message will be displayed inform you that you have successfully updated your information.