

ANNEXURE: KZN FUNDA PORTAL END USER MANUAL



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA



WELCOME

TO THE KZN FUNDA PORTAL ONLINE

QUICK ACCESS GUIDE FOR TEACHERS AND LEARNERS



TABLE OF CONTENTS

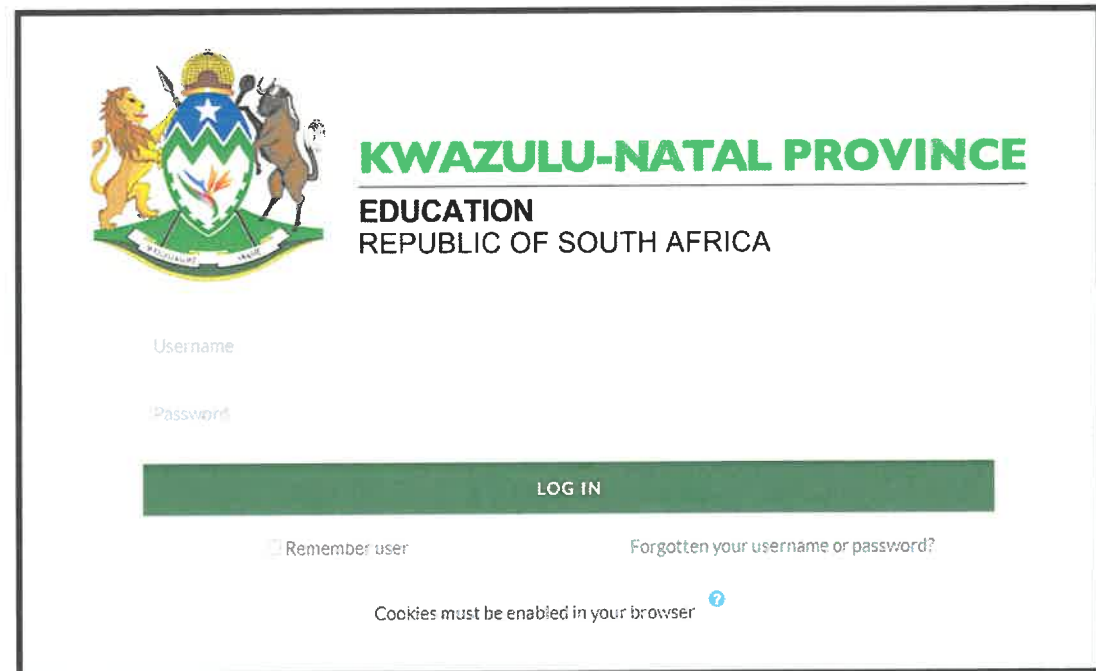
HOW TO LOG IN TO THE KZN FUNDA PORTAL AS A TEACHER	3
HOW TO LOG IN TO THE KZN FUNDA PORTAL AS A LEARNER	5
HOW TO LOG IN TO THE KZN FUNDA PORTAL AS A GUEST	7
HOW TO FIND SUBJECTS ON THE KZN FUNDA PORTAL	8
AUTOMATIC INITIAL ENROLLMENT TO SUBJECTS FOR TEACHERS	10
HOW TO ENROLL TO SUBJECTS FOR TEACHERS AND LEARNERS	10
HOW TO ACCESS USER LOGIN CREDENTIALS & SUBJECT ENROLMENT KEYS	12

KZN FUNDA PORTAL RELATED ENQUIRIES: MST/ICT DIRECTORATE | EMAIL:

GENERAL ENQUIRIES: MR. T.W. MCHUNU – CES: MST/ICT DIRECTORATE | TELEPHONE: 033 846 5525 | EMAIL: themba@kznschools.gov.za

HOW TO LOG IN TO THE KZN FUNDA PORTAL AS A TEACHER

- Open a web browser ( **Microsoft Edge** /  **Google Chrome**) and go to:
<https://kznfunda.kzndoe.gov.za>
- At the login page, input your credentials and click **Log In**.
 - Username: **[PERSAL NUMBER]**
 - Password: **Funda@2023@teacher**





The screenshot shows the login interface for the KZN Funda Education portal. At the top left is the coat of arms of the Republic of South Africa. To its right, the text reads "KWAZULU-NATAL PROVINCE" in green, followed by "EDUCATION" and "REPUBLIC OF SOUTH AFRICA" in black. Below this, there are two input fields: "Username" and "Password". A green "LOG IN" button is positioned below the password field. Under the button, there is a checkbox labeled "Remember user" and a link "Forgotten your username or password?". At the bottom, a message states "Cookies must be enabled in your browser" with a blue question mark icon.

- Before you access your dashboard, you must change your password. Complete the **Change Password Form** and click **Save Changes** to continue.

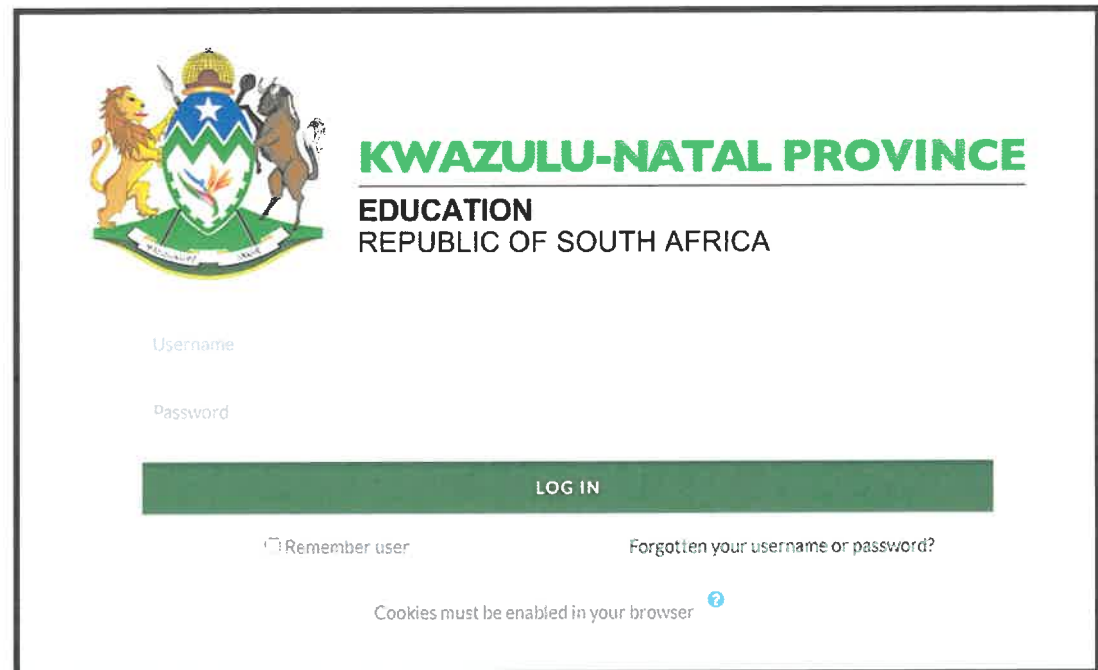
The screenshot shows a web interface for 'Nokulunga ZONDI'. At the top, there is a 'MESSAGE' button. Below it is a navigation bar with links: 'Dashboard', 'Preferences', 'User account', and 'Change password'. The main content area has a message: 'You must change your password to proceed.' followed by the title 'Change password'. There are four input fields: 'Username' (with a red eye icon), 'Current password' (with a red eye icon), 'New password' (with a red eye icon), and 'New password (again)' (with a red eye icon). A green 'SAVE CHANGES' button is at the bottom right. A password strength hint is visible: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as !, -, or #'. At the bottom left, a note says 'There are required fields in this form marked ⓘ'.

PLEASE NOTE: The “Change Password” step is only completed when you log in for the first time. All future logins will not ask you to change your password. After successfully changing your password, you will be redirected to the KZN Funda Dashboard. The login process is complete.

HOW TO LOG IN TO THE KZNFUNDA PORTAL AS A LEARNER

- Open a web browser ( **Microsoft Edge** /  **Google Chrome**) and go to:
<https://kznfunda.kzndoe.gov.za>

- At the login page, input your credentials and click **Log In**.
 - Username: **[ID NUMBER]**
 - Password:
Funda@2023@Student



The screenshot shows the login interface for the KZN Funda portal. At the top left is the coat of arms of the KwaZulu-Natal Province. To its right, the text 'KWAZULU-NATAL PROVINCE' is displayed in green, followed by 'EDUCATION' and 'REPUBLIC OF SOUTH AFRICA' in black. Below this, there are two input fields: 'Username' and 'Password'. A green 'LOG IN' button is positioned below the password field. At the bottom, there is a checkbox for 'Remember user' and a link for 'Forgotten your username or password?'. A footer note states 'Cookies must be enabled in your browser' with a help icon.

- Before you access your dashboard, you must change your password. Complete the **Change Password Form** and click **Save Changes** to continue.

Nokulunga ZONDI

MESSAGE

[Dashboard](#) [Preferences](#) [User account](#) [Change password](#)

You must change your password to proceed.

Change password

Username

220808689

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as as ' , - , or #

Current password

New password



New password (again)

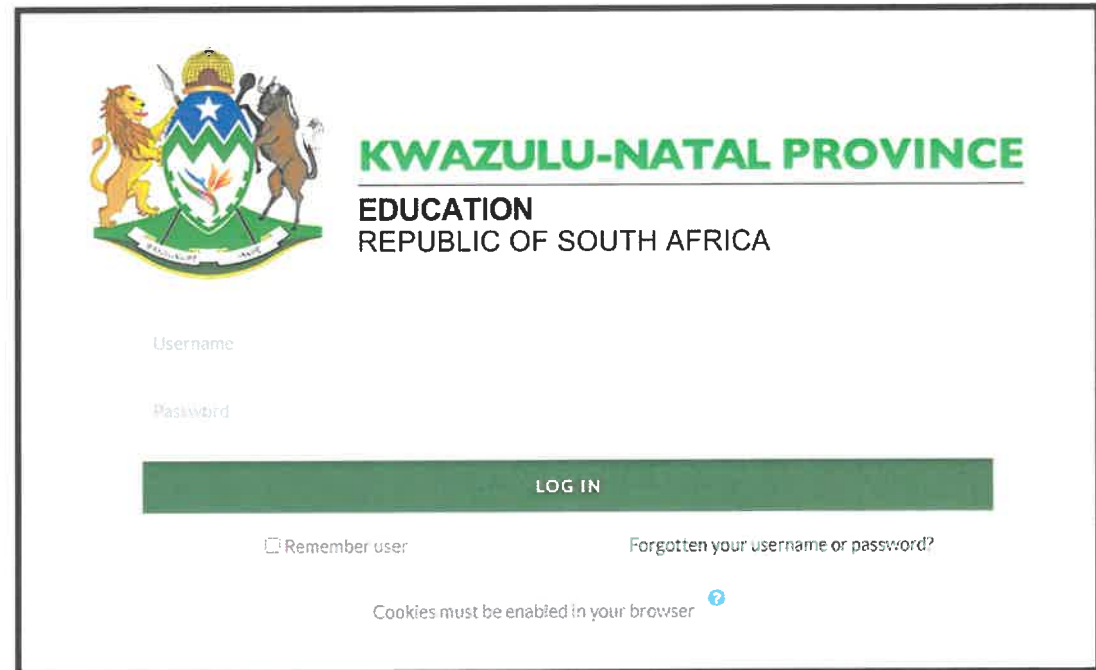
SAVE CHANGES

There are required fields in this form marked

PLEASE NOTE: The “Change Password” step is only completed when you log in for the first time. All future logins will not ask you to change your password. After successfully changing your password, you will be redirected to the KZN Funda Dashboard. The login process is complete.

HOW TO LOG IN TO THE KZN FUNDA PORTAL AS A GUEST (PARENT OR SECOND CHANCE LEARNER)

- Open a web browser ( **Microsoft Edge** /  **Google Chrome**) and go to:
<https://kznfunda.kzndoe.gov.za>
- At the login page, input your credentials and click **Log In**.
 - Username: **GuestAccess**
 - Password: **Guest@2024**



The screenshot shows the login interface for the KZN Funda portal. At the top left is the coat of arms of the Republic of South Africa. To its right, the text 'KWAZULU-NATAL PROVINCE' is displayed in green, followed by 'EDUCATION' and 'REPUBLIC OF SOUTH AFRICA' in black. Below this, there are two input fields: 'Username' and 'Password'. A green 'LOG IN' button is positioned below the password field. Under the button, there is a checkbox labeled 'Remember user' and a link 'Forgotten your username or password?'. At the bottom, a message states 'Cookies must be enabled in your browser' with a question mark icon.

IMPORTANT: The Guest Account is intended for parents and second-chance learners who need to access curriculum support material on KZN Funda.

HOW TO FIND SUBJECTS ON THE KZN FUNDA PORTAL

PLEASE NOTE: Subjects on the KZN Funda Portal are categorized according to Education Phase and Grade, so to find the correct subject that is relevant to you as a teacher or a learner, you must navigate through the available Education Phases and Grades.

- To begin, click the **ALL SUBJECTS** button on the dashboard.

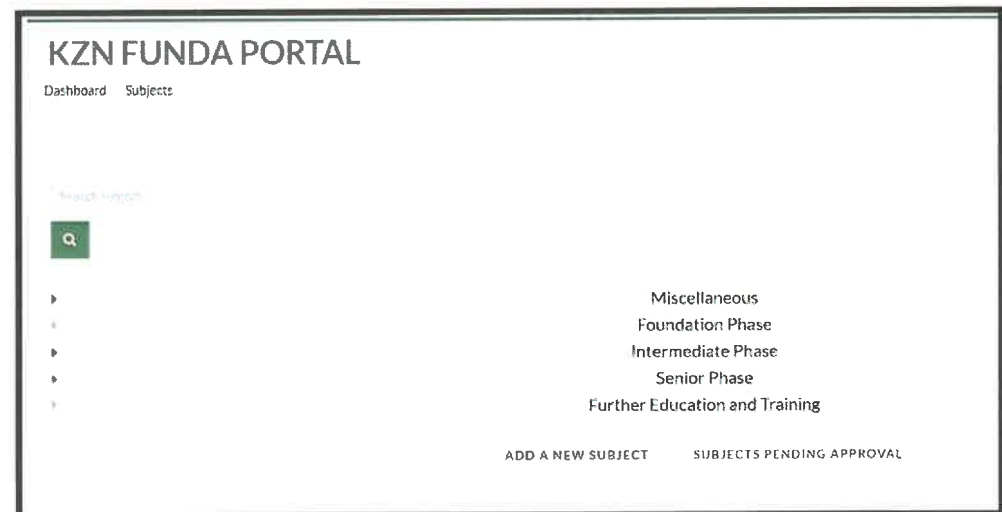
ENROLL / ACCESS AVAILABLE SUBJECTS

Subjects are organized according to Phase > Grade > Subject.

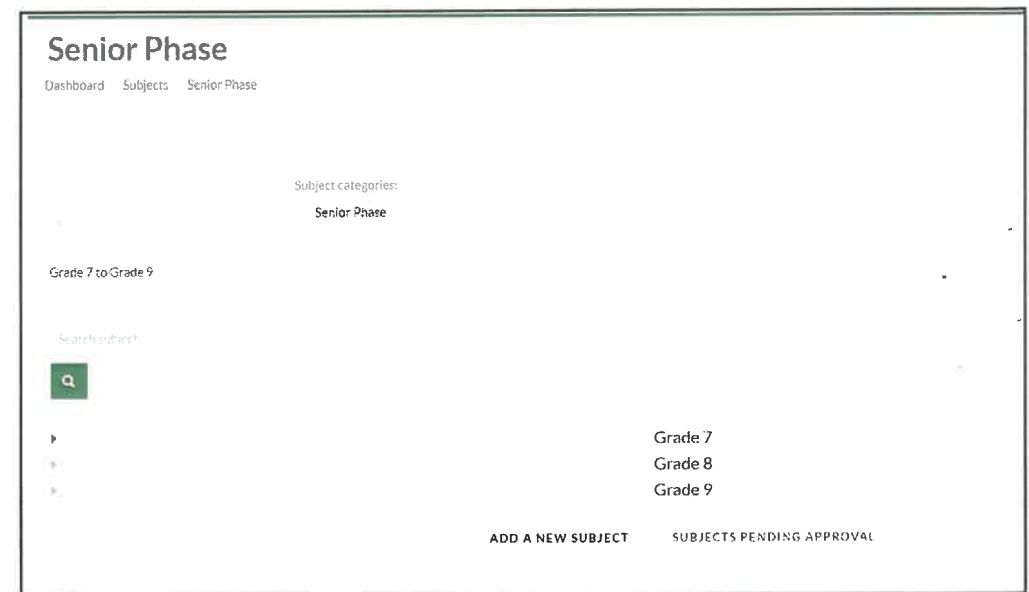
Navigate to the appropriate subject by clicking the link below.

ALL SUBJECTS

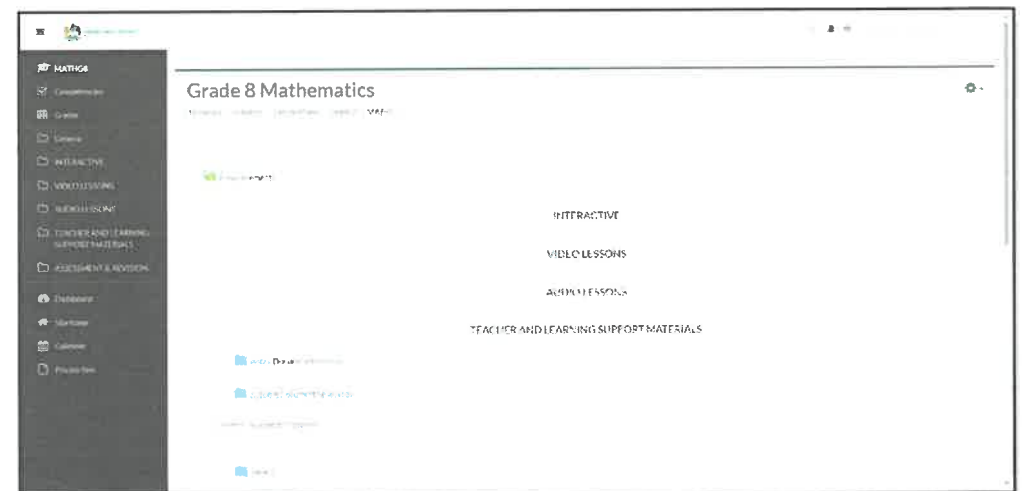
- Click to select the appropriate **Education Phase** from the list:
 - Foundation Phase (Grades R – 3)
 - Intermediate (Grades 4 – 6)
 - Senior Phase (Grades 7 – 9)
 - Further Education and Training Phase (Grades 10 – 12)



- Click to select the appropriate **Grade** in the Education Phase you have selected previously.



- Click to select a **Subject** that is relevant to you to view its content.

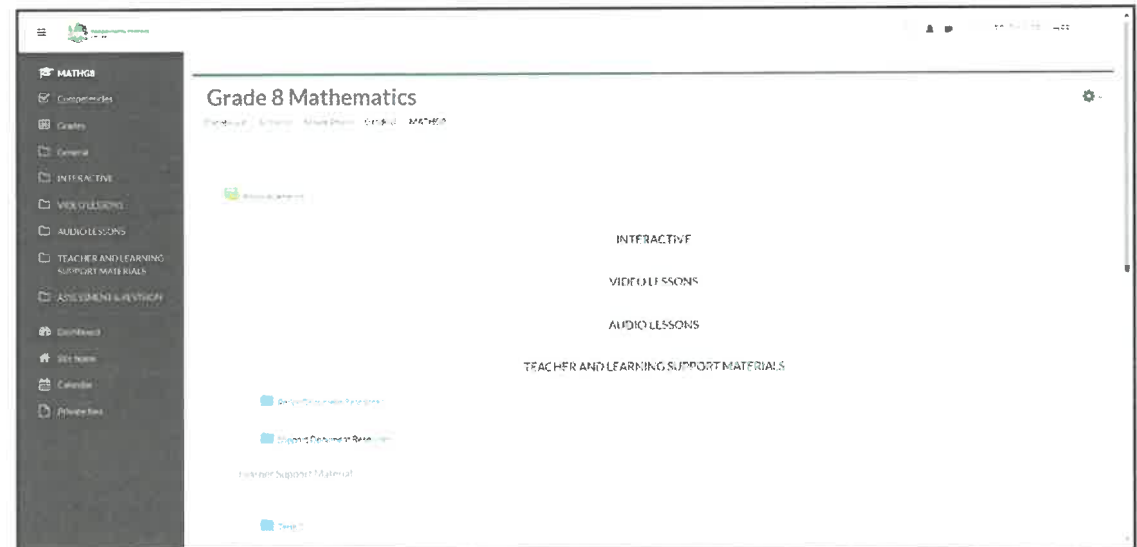



AUTOMATIC INITIAL ENROLLMENT TO SUBJECTS FOR TEACHERS

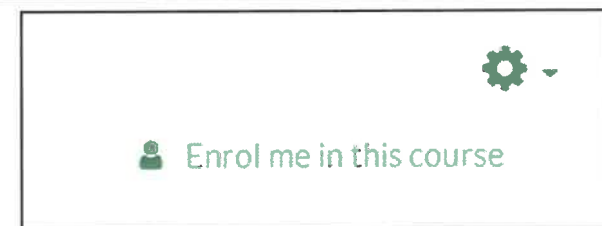
All teachers that have a profile on the KZN Funda Portal will initially be automatically enrolled to their teaching subjects by the service provider. However, if a teacher's teaching subjects change, the teacher will be able to unenroll themselves from their previous teaching subjects and manually enrol into their new teaching subject.

HOW TO ENROLL TO SUBJECTS FOR TEACHERS AND LEARNERS

- Navigate to the relevant **Phase > Grade > Subject**, as previously described, and view subject content.



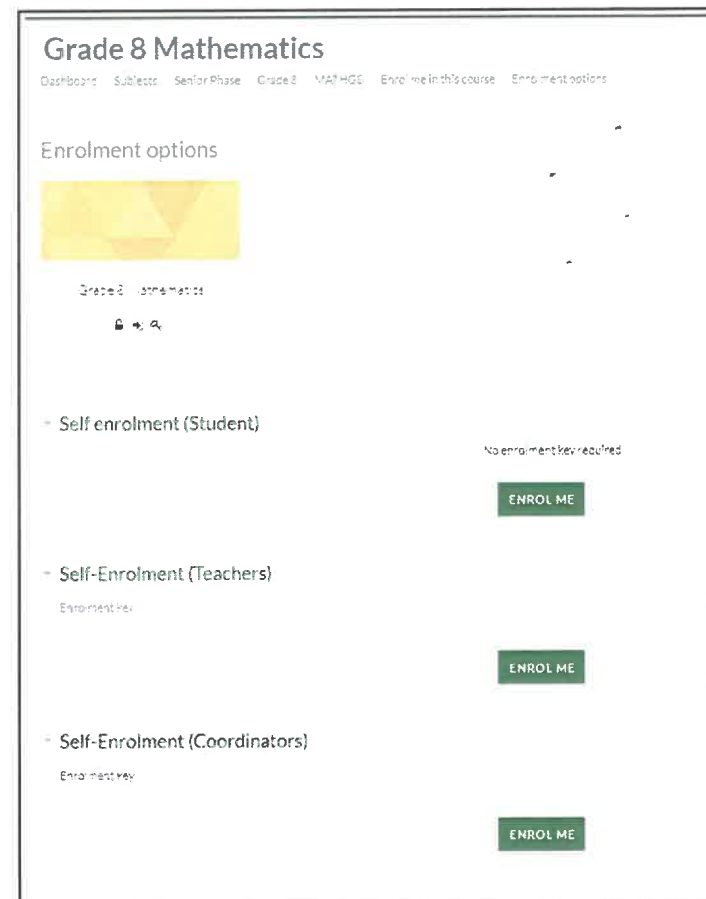
- Click the  icon in the top-right corner of the window and click **Enroll me in this course/subject**.



- On the Enrolment options screen, choose the relevant Enrolment option according to the following description:

- **Self-Enrolment (Student):** Enrolment for students only
(NO ENROLMENT KEY IS REQUIRED).
- **Self-Enrolment (Teachers):** Enrolment for Teachers
(REQUIRES UNIQUE ENROLMENT KEY)
- **Self-Enrolment (Coordinators):** Enrolment for Subject Coordinators
(REQUIRES UNIQUE ENROLMENT KEY)

- The main purpose for enrolment in a subject is for teachers and learners to be able to interact with virtual classroom features such as classroom chat facility. Teachers are also able to view virtual classroom analytics for enrolled learners.



The screenshot shows the 'Grade 8 Mathematics' enrolment options screen. At the top, there is a breadcrumb trail: Dashboard > Subjects > Senior Phase > Grade 8 > MAT HGS > Enrol me in this course > Enrolment options. Below this, the title 'Enrolment options' is displayed. A yellow banner with a geometric pattern is visible. Underneath, the text 'Grade 8 Mathematics' is shown with a lock icon and a search icon. There are three enrolment options listed, each with an 'ENROL ME' button:

- Self enrolment (Student)**: No enrolment key required. Button: ENROL ME.
- Self-Enrolment (Teachers)**: Enrolment key. Button: ENROL ME.
- Self-Enrolment (Coordinators)**: Enrolment key. Button: ENROL ME.

HOW TO ACCESS USER LOGIN CREDENTIALS & SUBJECT ENROLMENT KEYS

IMPORTANT NOTE:

- **Enrolment keys are unique per Grade for each subject.** This means that the enrolment key for Grade 8 Mathematics **WILL NOT WORK** for Grade 9 Mathematics.
- Additionally, enrolment keys for teacher profiles **WILL NOT WORK** for Coordinator profiles (and vice versa). Teachers must use teacher enrolment keys to access the contents of their teaching subject and Subject Coordinators must enroll using the enrolment keys provided for Subject Coordinator profiles on the platform.
- All teachers will be enrolled automatically for first time users however if a teacher has been re-allocated to another grade(s) with new subject then that teacher will have to enroll himself/herself manual within his/her profile so that he/she can have access to the correct grade and subject.

If you do not have the appropriate user login credentials and/or enrolment keys for teachers or learners at your school, please email: themba@kznschools.gov.za

NB: Only teachers with Persal numbers and learners with ID number will be able to access the portal.