



HEQF *online*

HEQF-online User Manual
CHE Administrator

V2.0

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1. INTRODUCTION

The HEQF-online system has been developed to facilitate the online submission, processing and tracking of applications for programme alignment.

The system allows institutions to seamlessly submit, track and process applications for programme alignment.

This manual seeks to guide those members of the CHE staff tasked with the alignment process.

In this manual, single quotation marks (' ') are used to indicate a link or a button to be clicked, in the HEQF-online System.

Italics are used to indicate a page or dialogue box which is opened.

For example, 'HOME' is a link to the *Home* page.

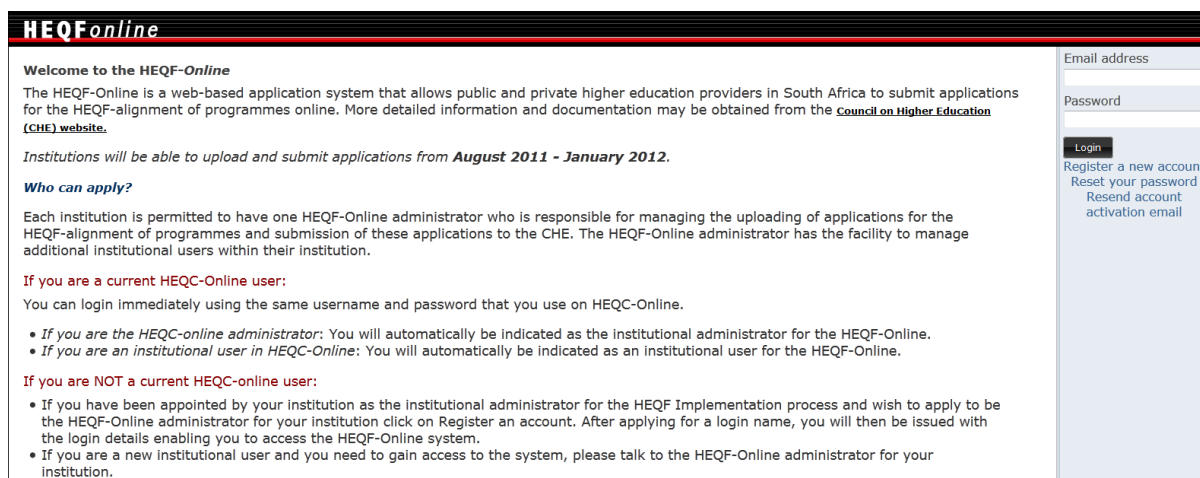
2. SYSTEM ACCESS

2.1 Login

The HEQF-online System is web browser based.

Type the following URL in the Address bar to access the system: <http://heqf-online.che.ac.za/>

- The HEQF-online *landing page* will display as follows:



HEQFonline

Welcome to the HEQF-Online

The HEQF-Online is a web-based application system that allows public and private higher education providers in South Africa to submit applications for the HEQF-alignment of programmes online. More detailed information and documentation may be obtained from the [Council on Higher Education \(CHE\) website](#).

Institutions will be able to upload and submit applications from **August 2011 - January 2012**.

Who can apply?

Each institution is permitted to have one HEQF-Online administrator who is responsible for managing the uploading of applications for the HEQF-alignment of programmes and submission of these applications to the CHE. The HEQF-Online administrator has the facility to manage additional institutional users within their institution.

If you are a current HEQF-Online user:

You can login immediately using the same username and password that you use on HEQF-Online.

- If you are the HEQF-online administrator: You will automatically be indicated as the institutional administrator for the HEQF-Online.
- If you are an institutional user in HEQF-Online: You will automatically be indicated as an institutional user for the HEQF-Online.

If you are NOT a current HEQF-online user:

- If you have been appointed by your institution as the institutional administrator for the HEQF Implementation process and wish to apply to be the HEQF-Online administrator for your institution click on Register an account. After applying for a login name, you will then be issued with the login details enabling you to access the HEQF-Online system.
- If you are a new institutional user and you need to gain access to the system, please talk to the HEQF-Online administrator for your institution.

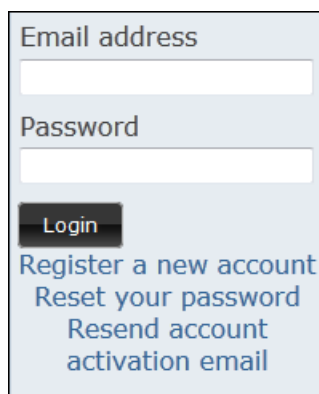
Email address

Password

Login

Register a new account
 Reset your password
 Resend account activation email

On the right side of the *landing page* the 'Login' will display as follows:



Email address

Password

Login

Register a new account
 Reset your password
 Resend account activation email

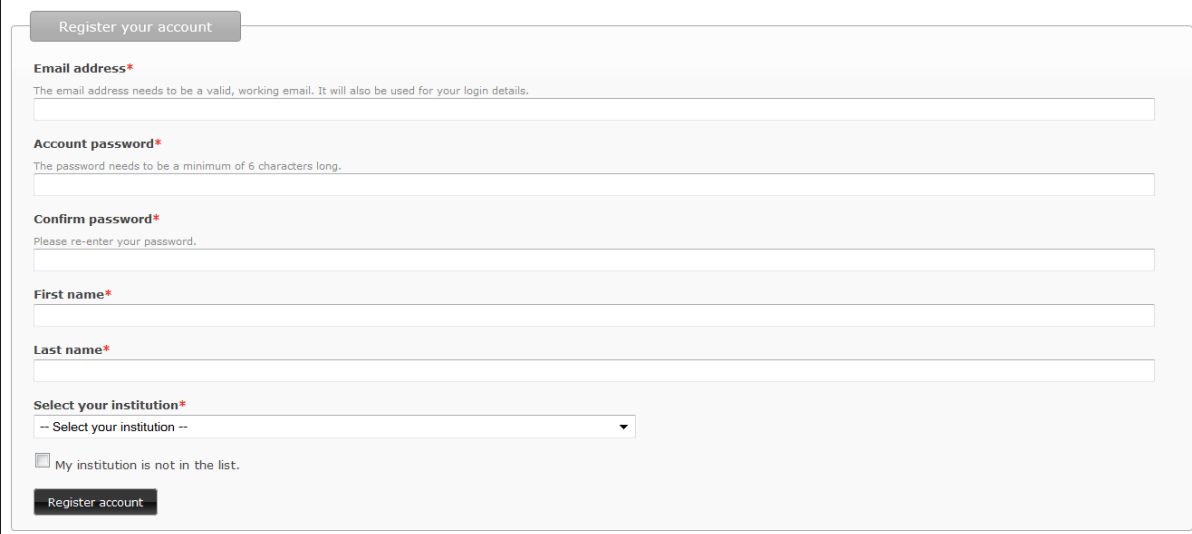
To log in, enter your email address and password and click the 'Login' button.

2.2 Register a new account

A new user can register an account, click on the 'Register a new account' link found below the 'Login' button on the right of the screen.

The new user must complete the required fields.

***Note: All compulsory fields are marked with a *.**



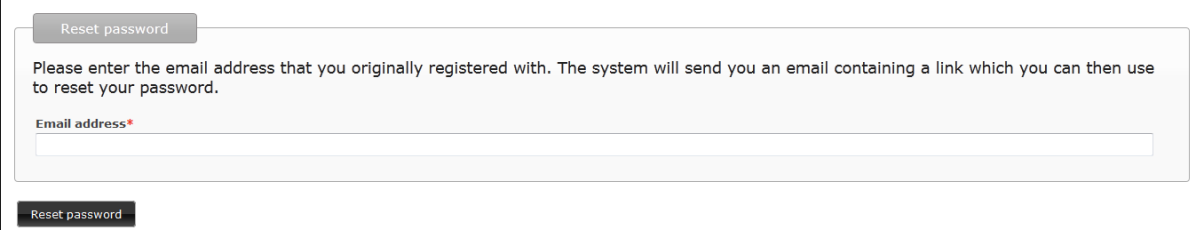
The screenshot shows a web form titled "Register your account". It contains several input fields, each with a red asterisk indicating it is compulsory. The fields are: "Email address*" with a subtext "The email address needs to be a valid, working email. It will also be used for your login details."; "Account password*" with a subtext "The password needs to be a minimum of 6 characters long."; "Confirm password*" with a subtext "Please re-enter your password."; "First name*"; "Last name*"; and "Select your institution*" which is a dropdown menu with the text "-- Select your institution --". Below these fields is a checkbox labeled "My institution is not in the list." and a "Register account" button.

Once the new user has completed all fields, click on 'Register account' and a new account will be created for the user.

2.3 Forgotten password / Reset password

If the user has forgotten their password, it can be reset by clicking on the 'Reset your password' link found below the 'Login' button on the right of the screen.

The *Reset password* page will display as follows:



The screenshot shows a web form titled "Reset password". It contains a single input field for "Email address*" with a subtext "Please enter the email address that you originally registered with. The system will send you an email containing a link which you can then use to reset your password." Below the input field is a "Reset password" button.

Enter the user email address and click on 'Reset password.' The system will generate a random password and it will be emailed automatically.

Log on using the password that has been emailed.

***Note: It is recommended that a password that is easy to remember is selected.**

2.4 Resend account activation email

Please enter the email address that was submitted during registration.

An email containing the password and an activation link will be sent to the email address entered.

Resend activation email

Please enter the email address that you originally registered with. The system will then send you an email containing a link which you can use to activate your account.

Email address*

Resend activation email

2.5 Once logged in

The CHE administrator is responsible for managing HEQF-online applications submitted to the CHE by institutions.

The *Home* page contains an overview of the functionalities available to the administrator:

1. **Home:** Returns the user to this page from anywhere in the system.
2. **Applications:** View the submitted applications and return them to the institution if necessary.
3. **Users:** Manage the users for your institution. The administrator can add or change institutional administrators.
4. **Help:** Access the HEQF-online user manual.
5. **Logout:** Logout the system.

Welcome Tamara Bezuidenhout
You are logged in as the CHE administrator
The CHE administrator is responsible for managing HEQF-Online applications submitted by to the CHE by institutions. The following functionality is available from the menu options above:
1. **Home:** Returns you to this page from anywhere in the system
2. **Applications:** View the submitted applications and return them to the institution if necessary.
3. **Users:** Manage the users for your institution. You can add or change institutional administrators.
4. **Help:** Access the HEQF-Online user manual
5. **Logout:** Logout the system

2.6 Site navigation

To navigate through the site, use the Main Menu:

Home	Applications	Review	HEQF alignment report	Users	Your account	Help	Logout
------	--------------	--------	-----------------------	-------	--------------	------	--------

The *Main Menu* bar across the top of the screen has the following menu items:

- | | |
|-------------------------|---|
| 1. Home: | Navigates the user to the <i>Home page</i> that displays after login. |
| 2. Applications: | Displays a list of all the active applications available for view. |
| 3. Review: | TBA |

4. **HEQF alignment report:** TBA
5. **Users:** Displays a list of users with details of each user.
6. **Your account:** Displays the logged in user's details.
7. **Help:** Displays a downloadable version of the manual in PDF format.
8. **Logout:** This ends the user's session and returns the user to the *login* page.

All functionalities available to the administrator are described in detail below:

2.7 Applications

This page will display all the applications listed for the logged in administrator.

List of Applications - CHE administrator

Total: 16 applications

With selected: Return to institution Assign to checklist Assign to evaluator Assign to reviewer

↕ Institution	↕ Ref	↕ Qualification name	↕ Submission date	↕ Submission user	↕ Checklist status	↕ Checklist on date	↕ Evaluation date	↕ Catg	↕ Application status	↕ User assigned to
<input type="checkbox"/> Ruth Prowse School of Art (PR042)	6003	Diploma: Fine Arts	2011-09-14	egeustyn@ruthprowse.co.za	Ready for evaluation	2011-10-24	2011-10-24	A	Review	
<input type="checkbox"/> Ruth Prowse School of Art (PR042)	6002	Diploma: Graphic Design	2011-09-14	egeustyn@ruthprowse.co.za	Ready for evaluation	2011-10-24	2011-10-24	A	Review	
<input type="checkbox"/> Ruth Prowse School of Art (PR042)	6006	Diploma in Jewellery Design	2011-09-14	egeustyn@ruthprowse.co.za	Ready for evaluation	2011-10-24	2011-10-24	B	Review	
<input type="checkbox"/> Medi-Clinic Limited (PR201)	CHED-180	Diploma in General Nursing Science	2011-09-20	avril.stroh@mediclinic.co.za	Ready for evaluation	2011-10-24	2011-10-24	C	Review	
<input type="checkbox"/> Medi-Clinic Limited (PR201)	CHED-283	Diploma in Operating Room Practice	2011-09-20	avril.stroh@mediclinic.co.za	Ready for evaluation	2011-10-24		A	Evaluation	

With selected: Return to institution Assign to checklist Assign to evaluator Assign to reviewer

<< Previous Next >>

Display: 20 ▼

***Note:** There are similar links at the bottom of the page.

2.7.1 Search for an application

The administrator can search for an application by entering a specific reference number:

Advanced search

An advanced search can be done by clicking on the 'Advanced search' button.

The advanced search criteria can now be selected by the administrator:

List of Applications - CHE administrator

Advanced Search

Alignment category
Select

Application status
Select

Institution
Select

Qualification type
Select

Search Clear search

2.7.2 Return application to institution

On the *Applications* page the administrator can return a single application to the institution by selecting the checkbox, and clicking the 'Return to institution' button:

↕ Institution	↕ Ref	↕ Qualification name	↕ Submission date	↕ Submission user	↕ Checklist status	↕ Checklisted on date	↕ Evaluation date	↕ Catg	↕ Application status	↕ User assigned to
<input checked="" type="checkbox"/>	Ruth Prowse School of Art (PR042)	Diploma: Fine Arts	2011-09-14	egeustyn@ruthprose.co.za	Ready for evaluation	2011-10-24	2011-10-24	A	Review	

Return to institution

***Note:** There is a similar link at the bottom of the page.

2.7.3 Select multiple applications and assign to checklister

The administrator can select multiple applications and assign them to a checklister by checking the tick in several tick boxes or by ticking the 'All' box:

All: ☐ With selected:

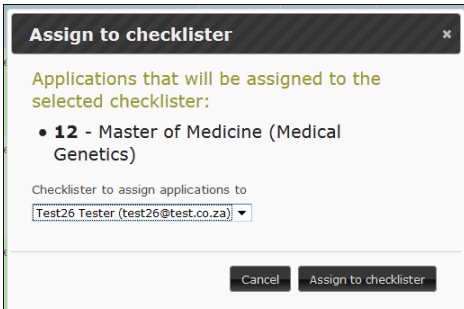
Return to institution Assign to checklister Assign to evaluator Assign to reviewer

↕ Institution	↕ Ref	↕ Qualification name	↕ Submission date	↕ Submission user	↕ Checklist status	↕ Checklisted on date	↕ Evaluation date	↕ Catg	↕ Application status	↕ User assigned to
<input checked="" type="checkbox"/>	Southern Africa Bible College (PR069)	Bachelor of Arts in Theology	2011-09-22	swishart@southernafricabiblecollege.org				A	Submitted	Samuel Wishart (swishart@southernafricabiblecollege.org)
<input checked="" type="checkbox"/>	Global School Of Theology (PR411)	Bachelor of Arts: Christian Theology	2011-10-04	terry.hosch@agmd.org				A	Submitted	Terry Hosch (terry.hosch@agmd.org)

After multiple applications have been selected, click on the 'Assign to checklister' button:

Assign to checklister

A pop up window will appear with a dropdown list of the checklists to which the applications can be assigned to:



Assign to checklist ✕

Applications that will be assigned to the selected checklist:

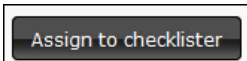
- 12 - Master of Medicine (Medical Genetics)

Checklist to assign applications to

Test26 Tester (test26@test.co.za) ▼

Cancel Assign to checklist

Once the checklist has been selected from the drop down list, click on the 'Assign to checklist' button:



Assign to checklist

The application will now be in 'Checklisting' status:

<input checked="" type="checkbox"/>	Abbo (PR066)	12	Master of Medicine (Medical Genetics)	2011-10-28	test2@test.co.za	Checklisting		H	Checklisting	Test26 Tester (test26@test.co.za)
-------------------------------------	--------------	----	---------------------------------------	------------	------------------	--------------	--	---	--------------	-----------------------------------


***Note: An application can only be assigned to a checklist once it is in 'Submitted' status.**

2.7.4 Select multiple applications and assign to evaluator

The administrator can select multiple applications and assign them to an evaluator by checking the tick in several tick boxes or by ticking the 'All' box:

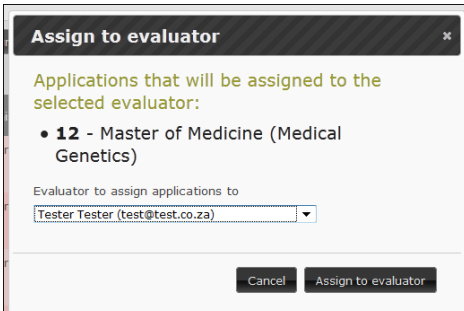
<input checked="" type="checkbox"/>	Abbo (PR066)	12	Master of Medicine (Medical Genetics)	2011-10-28	test2@test.co.za	Ready for evaluation	2011-10-28		H	Checklisting	
-------------------------------------	--------------	----	---------------------------------------	------------	------------------	----------------------	------------	--	---	--------------	--

After multiple applications have been selected, click on the 'Assign to evaluator button:



Assign to evaluator

A pop up window will appear with a dropdown list of the evaluators to which the applications can be assigned to:



Assign to evaluator ✕

Applications that will be assigned to the selected evaluator:

- 12 - Master of Medicine (Medical Genetics)

Evaluator to assign applications to

Tester Tester (test@test.co.za) ▼

Cancel Assign to evaluator

The application will now be in 'Evaluation' status:

<input checked="" type="checkbox"/>	Abbo (PR066)	12	Master of Medicine (Medical Genetics)	2011-10-28	test2@test.co.za	Ready for evaluation	2011-10-28		H	Evaluation	Tester Tester (test@test.co.za)
-------------------------------------	--------------	----	---------------------------------------	------------	------------------	----------------------	------------	--	---	------------	---------------------------------

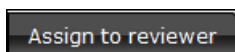
***Note: An application can only be assigned to an evaluator once it is in 'Checklisted' status**

2.7.5 Select multiple applications and assign to reviewer

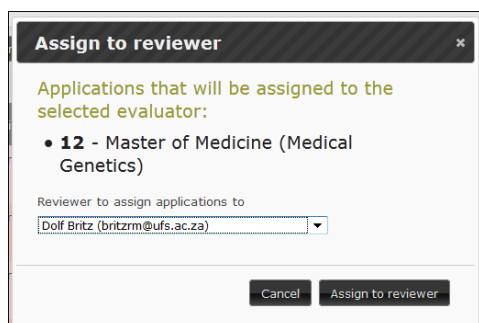
The administrator can select multiple applications and assign them to a reviewer by checking the tick in several tick boxes or by ticking the 'All' box:

<input checked="" type="checkbox"/>	Abbo (PR066)	12	Master of Medicine (Medical Genetics)	2011-10-28	test2@test.co.za	Ready for evaluation	2011-10-28	2011-10-28	A	Evaluation	
-------------------------------------	--------------	----	---------------------------------------	------------	------------------	----------------------	------------	------------	---	------------	--

After multiple applications have been selected, click on the 'Assign to reviewer' button:



A pop up window will appear with a dropdown list of the reviewers to which the applications can be assigned to:



The application will now be in 'Review' status:

<input checked="" type="checkbox"/>	Southern Africa Bible College (PR069)	Prog 3	Bachelor of Arts in Theology	2011-09-22	swishart@southernafricabiblecollege.org	Ready for evaluation	2011-10-27	2011-10-27	A	Review	Dolf Britz (britzrm@ufs.ac.za)
-------------------------------------	---------------------------------------	--------	------------------------------	------------	---	----------------------	------------	------------	---	--------	--------------------------------

***Note: An application can only be assigned to a reviewer once it is in 'Evaluation' status**

2.7.6 Sorting applications

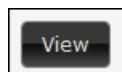
Applications can be sorted by a certain heading by clicking on the chosen column title:

↕ Institution	↕ Ref	↕ Qualification name	↕ Submission date	↕ Submission user	↕ Checklist status	↕ Checklisted on date	↕ Evaluation date	↕ Catg	↕ Application status	↕ User assigned to
---------------	-------	----------------------	-------------------	-------------------	--------------------	-----------------------	-------------------	--------	----------------------	--------------------

***Note: In this example the applications were sorted by 'Qualification name' therefore the icon is only one highlighted blue triangle.**

2.7.7 Viewing an application

The administrator can view more information about the selected application, by clicking the 'View' button:



***Note: To see this button the administrator can left click and hold the mouse button in to drag the page from left to right. Alternatively use the scroller bar at the bottom of the page:**



2.7.8 Selecting all or multiple applications

The administrator can select multiple applications by ticking the checkbox on the left of each application, or all applications can be selected at once by ticking the 'All' box located top left of the table list:



2.7.9 Navigating Previous and Next pages

The administrator can navigate to the next and previous pages by clicking the following buttons:



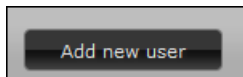
2.8 Users

This page will display a list of all the users registered on the HEQF-online system:

Users							
Total: 123 users							
Add new user		<input type="text" value="Search users"/> <input type="button" value="Go"/> <input type="button" value="Clear"/>					
Email address	First Name	Last Name	Institution	Role	Status	Created	Actions
admin@potchakademie.co.za	Sonja	Wilders	POTCHEFSTROOM AKADEMIE	Institutional administrator	Active	2011-09-29 12:18:57	Edit Deactivate
Ajuluf@ukzn.ac.za	Florence	Southway-Ajulu	University of KwaZulu-Natal	Institutional administrator	Active	2011-09-19 10:38:54	Edit Deactivate
annali@octoplus.co.za	Anna	Erasmus	University of Cape Town	Institutional user	Active	2011-08-12 10:58:56	Edit Deactivate Make admin
ashnas@pctrainingonline.co.za	Ashna	Sivai	PC Training & BUSINESS COLLEGE	Institutional user	Active	2011-10-17 08:59:03	Edit Deactivate Make admin
avril.stroh@mediclinic.co.za	Avril	Stroh	Medi-Clinic Limited	Institutional administrator	Active	2011-09-15 14:55:15	Edit Deactivate
barbara@stellenboschacademy.co.za	Barbara	Fassler	Stellenbosch Academy of Design and Photo	Institutional administrator	Active	2011-09-18 22:11:23	Edit Deactivate
barbaram@pmi-sa.co.za	Barbara	Mayers	Production Management Institute	Institutional administrator	Active	2011-09-13 13:17:36	Edit Deactivate
Bennie.vanRooyen@icg.edu.za	Benjamin	Van Rooyen	Lyceum College	Institutional administrator	Active	2011-09-12 15:33:42	Edit Deactivate

2.8.1 Add new user

On the *Users* page, the administrator can add a new user by clicking on the 'Add new user' button:



The following page will be displayed:

Add User

Email address*
The email address needs to be a valid, working email.

Account password*
The password needs to be a minimum of 6 characters long.

First name*

Last name*

Institution

Role*
Institutional user

User status
Active

Save user

***Note:** The institution list comes from the HEQC-online system in order to use the same institution reference numbers e.g. PR045 as a standard, therefore if the institution is not on HEQC-online, the user must first register on HEQC-online, in order to obtain a unique reference number for their institution.

The administrator can assign different roles to new users by selecting an option from the 'Role' drop down menu:

Role*

- Institutional user
- Institutional administrator
- CHE User
- CHE administrator
- System admin
- Checklistster
- Evaluator
- Reviewer
- Heqcmember

***Note:** These roles are discussed in further detail in section xxx.

Once all the details of the new user have been entered, click on the 'Save user' button:

Save user

***Note:** Fields marked with a * is compulsory.

2.8.2 Search for a user

The administrator can search for users by entering the search criteria in the 'Search users' field and clicking the 'Go' button:

Search users **Go** **Clear**

The 'Clear' button can be clicked to empty the search criteria entered, and to start a new search.

Users can be sorted by a certain heading by clicking on the chosen column title:

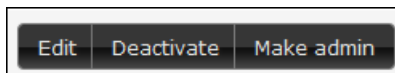
Email address	First Name	Last Name	Institution	Role	Status	Created	Actions
---------------	------------	-----------	-------------	------	--------	---------	---------

***Note:** In this example the applications were sorted by 'Email address' Therefore the icon is only one highlighted blue triangle.

2.8.3 Edit, Deactivate and Make administrator

There are different actions that can be performed on each listed user:

- **Edit:** Edit the details of a certain user.
- **Deactivate :** Deactivate a certain user.
- **Make admin:** Change a certain user to an administrator.



***Note:** Only the role of an institutional user can be changed to administrator.

The user can navigate to the next and previous pages by clicking the following buttons:



2.9 Help

On the *Help* page, the user manual can be downloaded in PDF format by clicking the 'Help manual' link:

Help page

For any additional information, please consult the manual.

[Help manual](#)

2.10 Your account

This page enables the CHE Administrator to update their account details. Once the details have been updated, click on the 'Submit' button.

The CHE Administrator can also change their password by clicking on the 'Change your password' button.

 A screenshot of the 'Update your account' form. The form has a title bar 'Update your account'. It contains three input fields: 'Email address*' with the value 'bezuidenhout.t@che.ac.za', 'First name*' with the value 'Tamara', and 'Last name*' with the value 'Bezuidenhout'. Below these fields are two buttons: 'Change your password' and 'Submit'. Both buttons are circled in red.

Change your password

Existing password*

New password*

Confirm new password*

Enter your existing password
Choose your new password
Confirm (Repeat) your new password

Click 'Submit'

Submit

2.11 Logout

The CHE Administrator can log out of the system by clicking on the 'Logout' button in the Main Menu bar:

Logout

2.12 Support

For **business related** queries, please contact the CHE:

Tel: +27 12 349 3934

For **technical related** queries, please contact Octoplus Information Solutions:

Tel: +27 12 346 4823

Email: heqf@octoplus.co.za

2.13 Roles

The following are roles that can be assigned to users by the administrator:

***Note: An application can only be assigned:**

To a checklister once it has been submitted.

To an evaluator once it has been checklisted.

To a reviser once it has been evaluated.

2.13.1 Checklister

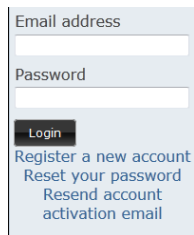
2.13.1.a Login

The HEQF-online system is web browser based.

Type the following URL in the Address bar to access the system: <http://heqf-online.che.ac.za/>

- The HEQF-online *landing page* will display as follows:

On the right side of the *landing page* the 'Login' will display as follows:



The login form is a light blue box containing the following elements from top to bottom: an 'Email address' label above a text input field, a 'Password' label above a text input field, a dark grey 'Login' button, and four links: 'Register a new account', 'Reset your password', 'Resend account activation email', and 'Resend account activation email'.

To log in, enter your email address and password and click the 'Login' button.

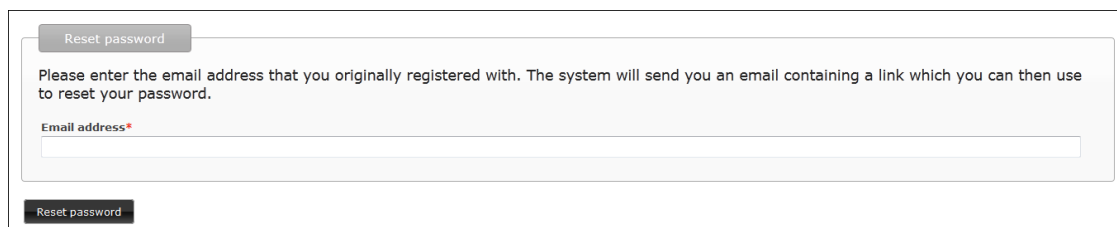
2.13.1.b Register a new account

If you are not already a HEQF-online user the CHE administrator must register a user account for you and let you know what username and password you must use to login.

2.13.1.c Forgotten password / Reset password

If the user has forgotten their password, it can be reset by clicking on the 'Reset your password' link found below the 'Login' button on the right of the screen.

The *Reset password* page will display as follows:



The 'Reset password' form is a light grey box with a title bar 'Reset password'. Below the title bar is a text instruction: 'Please enter the email address that you originally registered with. The system will send you an email containing a link which you can then use to reset your password.' Below this is a label 'Email address*' followed by a text input field. At the bottom is a dark grey 'Reset password' button.

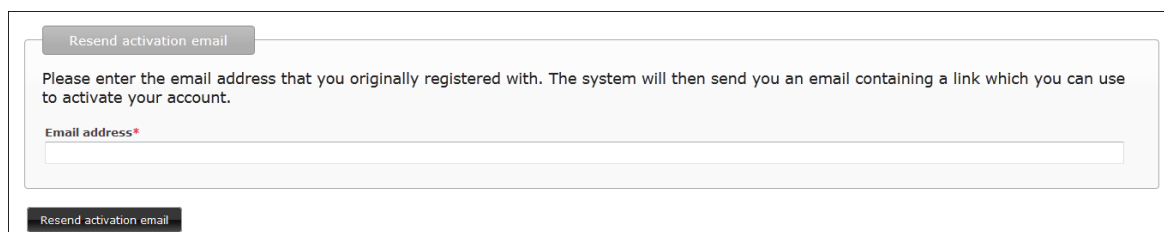
Enter the user email address and click on 'Reset password.' The system will generate a random password and it will be emailed automatically.

Log on using the password that has been emailed.

***Note: It is recommended that a password that is easy to remember is selected.**

2.13.1.d Resend account activation email

Please enter the email address that was submitted during registration. An email containing the password and an activation link will be sent to the email address entered.



The 'Resend activation email' form is a light grey box with a title bar 'Resend activation email'. Below the title bar is a text instruction: 'Please enter the email address that you originally registered with. The system will then send you an email containing a link which you can use to activate your account.' Below this is a label 'Email address*' followed by a text input field. At the bottom is a dark grey 'Resend activation email' button.

2.13.1.e Once logged in

The *Home* page will display as follows:

The screenshot shows the HEQFonline interface. At the top is a black header with 'HEQFonline' in white. Below it is a navigation bar with six tabs: Home, Checklist, HEQF alignment report, Your account, Help, and Logout. The main content area has a black background with white text. It starts with 'Welcome Test26 Tester' and 'You are logged in as a Checklister' in red. Below this, it says 'The following functionality is available from the menu options above:' followed by a numbered list of five items: 1. Home, 2. Checklist, 3. HEQF alignment report, 4. Help, and 5. Logout, each with a brief description of its function.

The following functionality is available to the checklister from the menu options above:

Home:	Returns you to this page from anywhere in the system
Checklist:	Checklist the applications assigned to you.
HEQF alignment report:	Report containing a list of all the qualifications with outcome "deemed accredited".
Your account	Update your personal details
Help:	Access the HEQF-Online user manual
Logout:	Logout of the system

Home

The *Home* page will display as follows:

This screenshot is identical to the one above, showing the HEQFonline Home page for a user logged in as a Checklister. It includes the same navigation bar, welcome message, and list of available functionalities.

Checklist

The *Checklist* page will display a list of all the applications assigned to the checklister:

List of Applications - CHE checklister

All: ☐ With selected: ☐

<input type="checkbox"/>	↕ Institution	↕ Qualification type	↕ HEQF ref	↕ Qualification name	↕ Date submitted	↕ Proposed HEQF category	↕ Checklist status	Actions
<input type="checkbox"/>	Southern Africa Bible College (PR069)	Bachelors degree 360-credit	PR069/0008/HEQF	Bachelor of Arts in Theology	2011-09-22	A	New	<input type="button" value="Checklist"/>

With selected:

<< Previous Next >>

The checklister can search for a certain application:

The checklister can select all the applications by clicking the tick in the tick box at 'All':

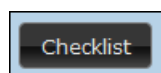


The checklister can sort applications by a certain heading, by clicking on the name of the heading:

↕ Institution	↕ Qualification type	↕ HEQF ref	↕ Qualification name	↕ Date submitted	↕ Proposed HEQF category	↕ Checklist status	Actions
---------------	----------------------	------------	----------------------	------------------	--------------------------	--------------------	---------

***Note: In this example the applications were sorted by 'Institution' therefore the icon is the only highlighted blue triangle.**

The checklister can checklist applications by clicking on the 'Checklist' button:



An application summary of the checklisted application will display:

Application summary		
Qualification reference Bachelor of Arts in Theology (Prog 3)		
Field	Section 1	Section 2
Proposed HEQF Category	A	
Qualification reference number	Prog 3	Prog 3
HEQC reference number	H/PR069/E001CAN	H/PR069/E001CAN
Qualification title	Bachelor of Arts in Theology	Bachelor of Arts in Theology
Qualification title abbr	BA (Th)	BA (Th)
Qualification type		6
Qualification designator		The
Other designator		
Motivation for other designator		
CESM		217
Mode of delivery	4	4
Professional class		2

Notes can be made in the 'Comments/Suggestions' field, highlighting specific areas that are incorrect or incomplete.

***Note: All incorrect fields must be listed in this comment field.**

The checklister can edit the 'Checklisting Status Id' by clicking on the radio button.

Checklisting - Checklist form

NOTE: If "Return to institution" or "Ready for evaluation" selected, the application will be returned to the CHE administrator

Checklisting Status Id

☒ Checklisting
☐ Return to institution
☐ Ready for evaluation

Comments / suggestions

Make any notes highlighting specific areas that are incorrect or incomplete

***Note:** If 'Return to institution' or 'Ready for evaluation' is selected, the application will be returned to the CHE administrator, In the case where 'Checklisting' is selected, the application will remain with the checklister, this is recommended if the checklister is uncertain about any of the information on the application.

Once all fields have been completed, the checklister can click on the 'Save and return to list' button:

Save and return to list

Pages can be navigated by clicking on the 'Previous' and 'Next' button:

<< Previous Next >>

HEQF alignment report

The checklister can view a report:

Download Excel report

Report filter

Inst	CESM	NQF	Qualification type	HEQF alignment Category	Designator	Mode of delivery	Professional Classification	Submission date	Checklister name	Checklisting date	Evaluator name	Evaluation date	Reviewer name
()								Not submitted	No checklister assigned	Not checklisted	No evaluator assigned	Not evaluated	No reviewer assigned
Abbo (PR066)								2011-10-26	No checklister assigned	Not checklisted	No evaluator assigned	Not evaluated	No reviewer assigned
Abbo (PR066)								2011-10-26	No checklister assigned	Not checklisted	No evaluator assigned	Not evaluated	No reviewer assigned
DURBANVILLE COLLEGE (PTY) LTD (PR279)				Category C - Major changes				2011-10-05	Jennifer Maloi	2011-10-25	Stella Mkhavale	2011-10-25	Denyse Webbstock
DURBANVILLE COLLEGE (PTY) LTD (PR279)								2011-10-05	Jennifer Maloi	2011-10-25	No evaluator assigned	Not evaluated	No reviewer assigned
DURBANVILLE COLLEGE (PTY) LTD				Category C - Major changes				2011-10-05	Jennifer Maloi	2011-10-25	Stella Mkhavale	2011-10-25	Denyse Webbstock

***Note:** To see this button the checklister can left click and hold the mouse button in to drag the page from left to right. Alternatively use the scroller bar at the bottom of the page:

Horizontal scrollbar

The checklister can apply a report filter by clicking on the 'Report filter' link:

Report filter

The checklister can edit the filter settings by choosing options from the dropdown list:

Click on 'Filter' to apply the filter, or 'Clear filter' to clear the filter selections:

The checklister can download an Excel report by clicking on the 'Download Excel report' button:

Pages can be navigated by clicking on the 'Previous' and 'Next' button:

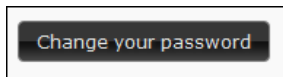
The checklister can select the number of records that display on one page:

Your account

The account details can be edited by the checklister on the *Your account* page:

***Note: Fields marked with a * is compulsory.**

The checklist's password can be changed by clicking on the 'Change your password' link:



The following page will appear where the checklist must complete the following fields:

Existing password

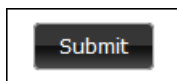
New password

Confirm new password

A screenshot of the "Change your password" form. It has a title bar "Change your password" and three input fields: "Existing password*", "New password*", and "Confirm new password*". Each field has a small red asterisk indicating it is compulsory.

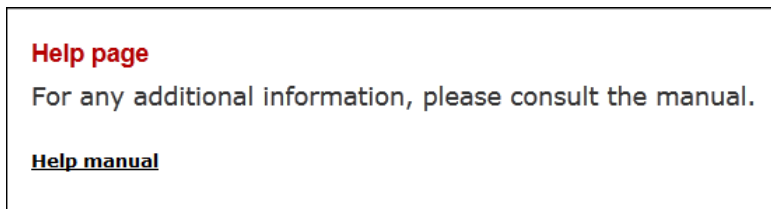
***Note: Fields marked with a * are compulsory.**

When all the fields have been completed the checklist can submit the change by clicking on the 'Submit' button:



Help page

The checklist can download the help manual in PDF format by clicking on the 'Help manual' link:



Log out

The checklist can log out of the system, by clicking on the 'Logout' button in the main menu:



2.13.2 Evaluator

2.13.2.a Login

The HEQF-online system is web browser based.

Type the following URL in the Address bar to access the system: <http://heqf-online.che.ac.za/>

- The HEQF-online *landing page* will display as follows:

HEQFonline

Welcome to the HEQF-Online

The HEQF-Online is a web-based application system that allows public and private higher education providers in South Africa to submit applications for the HEQF-alignment of programmes online. More detailed information and documentation may be obtained from the [Council on Higher Education \(CHE\) website](#).

*Institutions will be able to upload and submit applications from **August 2011 - January 2012**.*

Who can apply?

Each institution is permitted to have one HEQF-Online administrator who is responsible for managing the uploading of applications for the HEQF-alignment of programmes and submission of these applications to the CHE. The HEQF-Online administrator has the facility to manage additional institutional users within their institution.

If you are a current HEQC-Online user:

You can login immediately using the same username and password that you use on HEQC-Online.

- If you are the HEQC-online administrator: You will automatically be indicated as the institutional administrator for the HEQF-Online.
- If you are an institutional user in HEQC-Online: You will automatically be indicated as an institutional user for the HEQF-Online.

If you are NOT a current HEQC-online user:

- If you have been appointed by your institution as the institutional administrator for the HEQF Implementation process and wish to apply to be the HEQF-Online administrator for your institution click on Register an account. After applying for a login name, you will then be issued with the login details enabling you to access the HEQF-Online system.
- If you are a new institutional user and you need to gain access to the system, please talk to the HEQF-Online administrator for your institution.

Email address
Password
Login
Register a new account
Reset your password
Resend account activation email

On the right side of the *landing page* the 'Login' will display as follows:

Email address
Password
Login
Register a new account
Reset your password
Resend account activation email

To log in, enter your email address and password and click the 'Login' button.

2.13.2.b Register a new account

If you are not already a HEQF-online user the CHE administrator must register a user account for you and let you know what username and password you must use to login.

2.13.2.c Forgotten password / Reset password

If the user has forgotten their password, it can be reset by clicking on the 'Reset your password' link found below the 'Login' button on the right of the screen.

The *Reset password* page will display as follows:

Reset password

Please enter the email address that you originally registered with. The system will send you an email containing a link which you can then use to reset your password.

Email address*

Reset password

Enter the user email address and click on 'Reset password.' The system will generate a random password and it will be emailed automatically.

Log on using the password that has been emailed.

***Note: It is recommended that a password that is easy to remember is selected.**

2.13.2.d Resend account activation email

Please enter the email address that was submitted during registration. An email containing the password and an activation link will be sent to the email address entered.

Resend activation email

Please enter the email address that you originally registered with. The system will then send you an email containing a link which you can use to activate your account.

Email address*

Resend activation email

2.13.2.e Once logged in

The *Home* page will display as follows:

Home	Evaluate	Your account	Help	Logout
------	----------	--------------	------	--------

Welcome Tester Tester

You are logged in as an Evaluator

The following functionality is available from the menu options above:

- 1. Home:** Returns you to this page from anywhere in the system
- 2. Evaluations:** Evaluate the applications assigned to you.
- 3. Help:** Access the HEQF-Online user manual
- 4. Logout:** Logout of the system

The following functionality is available to the evaluator from the menu options above:

Home:	Returns you to this page from anywhere in the system
Evaluate:	Evaluate the applications assigned to you.
Your account	Update your personal details
Help:	Access the HEQF-Online user manual
Logout:	Logout of the system

Home

The *Home* page will display as follows:

HEQFonline

Home Evaluate Your account Help Logout

Welcome Tester Tester
 You are logged in as an Evaluator

The following functionality is available from the menu options above:

1. **Home:** Returns you to this page from anywhere in the system
2. **Evaluations:** Evaluate the applications assigned to you.
3. **Help:** Access the HEQF-Online user manual
4. **Logout:** Logout of the system

Evaluate

This page will display a list of the applications that are ready to be evaluated:

List of Applications to evaluate

All: ☐ With selected:

Search

[Advanced search](#)

↕ Institution	↕ Ref	↕ Qualification name	↕ Date submitted	↕ HEQF reference	↕ Qualification type	↕ HEQF catg	↕ Outcome	↕ Date evaluation completed	Actions
<input type="checkbox"/> Southern Africa Bible College (PR069)	Prog 3	Bachelor of Arts in Theology	2011-09-22	PR069/0008/HEQF	Bachelors degree 360-credit	A			<input type="button" value="Evaluate"/>

With selected:

The evaluator can select all the applications by clicking the tick in the tick box at 'All':



The evaluator can sort applications by a certain heading, by clicking on the name of the heading:

↕ Institution	↕ Qualification type	↕ HEQF ref	↕ Qualification name	↕ Date submitted	↕ Proposed HEQF category	↕ Checklist status	Actions
---------------	----------------------	------------	----------------------	------------------	--------------------------	--------------------	---------

***Note: In this example the applications were sorted by 'Institution' therefore the icon is the only highlighted blue triangle.**

The evaluator can search for a certain application:

Search

The evaluator can do an advanced search for a certain application:

[Advanced search](#)

The evaluator can select options from the drop down list:

Advanced Search

Alignment category

Select

Application status

Select

Institution

Select

Qualification type

Select

Once the evaluator has selected all the options click on 'Search' or 'Clear search' to clear all selected options:

Search

Clear search

A list of all applications will display below the advanced search:

All:

With selected:

Return to administrator

Search

Go

Hide advanced search

<div>↕</div> Institution	<div>↕</div> Ref	<div>↕</div> Qualification name	<div>↕</div> Date submitted	<div>↕</div> HEQF reference	<div>↕</div> Qualification type	<div>↕</div> HEQF catg	<div>↕</div> Outcome	<div>↕</div> Date evaluation completed	Actions
<div><div><div><div><div><div><input checked="" type="checkbox"/></div></div></div><div>Southern Africa Bible College (PR069)</div></div></div></div>	<div>Prog 3</div>	<div>Bachelor of Arts in Theology</div>	<div>2011-09-22</div>	<div>PR069/0008/HEQF</div>	<div>Bachelors degree 360-credit</div>	<div>A</div>			<div>Evaluate</div>

With selected:

Return to administrator

To evaluate an application click on the 'Evaluate' button:

Evaluate

The following form will appear:

Application summary

Qualification reference (13)

Field	Section 1	Section 2
Proposed HEQF Category	6	
Qualification reference number	13	
HEQF reference number	H/H06/E013CAN	
Qualification title	Master of Medical Science (Genetic Counselling)	
Qualification title abbr	MoMS	
Qualification type		
Qualification designator		
Other designator		
Motivation for other designator		
CESM		
Mode of delivery	4	

The evaluator must complete the following form by selecting the radio buttons:

Evaluate applications - Evaluate form

1. Is the application for HEQF alignment correctly categorised?

☐ Yes*

☐ No*

Please indicate Yes or No.

Please specify the HEQF alignment category:
The institution specified HEQF alignment category: B

☐ Category A - Minimal changes*

☐ Category B - Minor changes*

☐ Category C - Major changes*

2. Is the qualification type aligned with HEQF requirements?

☐ Yes*

☐ No*

Please indicate Yes or No.

3. Is the exit NQF level correctly aligned to HEQF requirements?

☐ Yes*

☐ No*

Please indicate Yes or No.

4. Are the total credits correctly aligned to HEQF requirements?

☐ Yes*

☐ No*

Please indicate Yes or No.

5. Is the programme correctly titled in terms of HEQF requirements?

☐ Yes*

☐ No*

Please indicate Yes or No.

Comments / suggestions

Evaluator Recommendation:
It is recommended that this programme is:

☐ HEQF aligned and deemed accredited*

☐ Not aligned*

☐ Re-categorised*

Please enter your recommendation for this programme.

Please indicate when you have completed by selecting the option below.*

Evaluating

***Note: All incorrect fields must be listed in this comment field.**

The evaluator must select one of the following options from the drop down list:

Please indicate when you have completed by selecting the option below.*

Evaluating

Evaluating

Ready for review

***Note: Application will be returned to the CHE administrator when selecting 'Ready for review'. In the case where 'Evaluating' is selected, the application will remain with the evaluator, this is recommended if the evaluator is uncertain about any of the information on the application.**

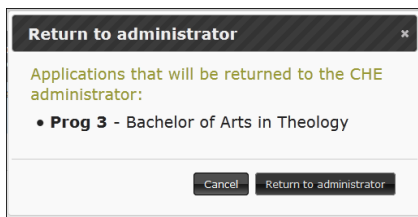
Once all fields have been completed the evaluator can 'Save and return to list':

Save and return to list

The evaluator can return an application to the administrator by clicking on the 'Return to administrator' button:

Return to administrator

A pop up window will appear to confirm if the evaluator would like to return the application to the administrator:



Return to administrator x

Applications that will be returned to the CHE administrator:

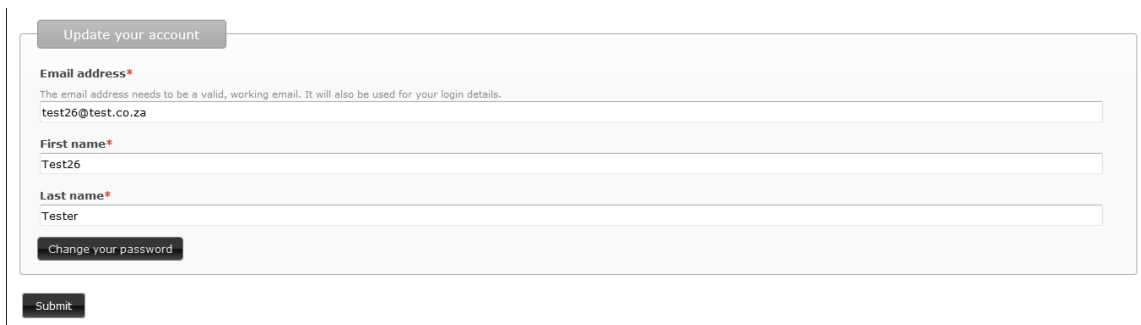
- **Prog 3** - Bachelor of Arts in Theology

Cancel Return to administrator

To cancel, click on the 'Cancel' button.

Your account

The account details can be edited by the evaluator on the *Your account* page:



Update your account

Email address*
The email address needs to be a valid, working email. It will also be used for your login details.
test26@test.co.za

First name*
Test26

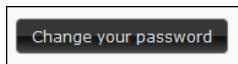
Last name*
Tester

Change your password

Submit

***Note: Fields marked with a * is compulsory.**

The evaluator's password can be changed by clicking on the 'Change your password' link:



Change your password

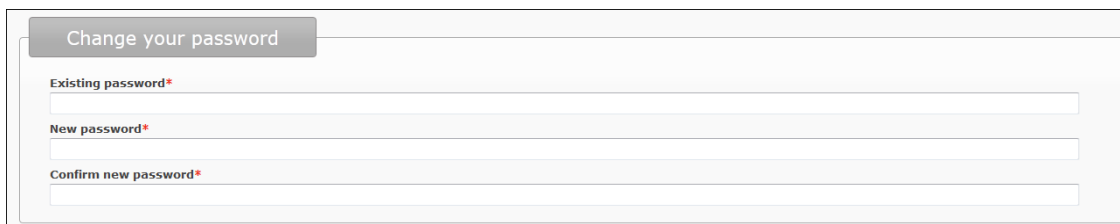
The following page will appear where the evaluator must complete the following fields:



Existing password

New password

Confirm new password



Change your password

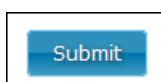
Existing password*

New password*

Confirm new password*

***Note: Fields marked with a * is compulsory.**

When all the fields have been completed the evaluator can submit the change by clicking on the 'Submit' button:



Submit

Help page

The evaluator can download the help manual in PDF format by clicking on the 'Help manual' link:

Help page

For any additional information, please consult the manual.

[Help manual](#)

Log out

The evaluator can log out of the system, by clicking on the 'Logout' button in the main menu:



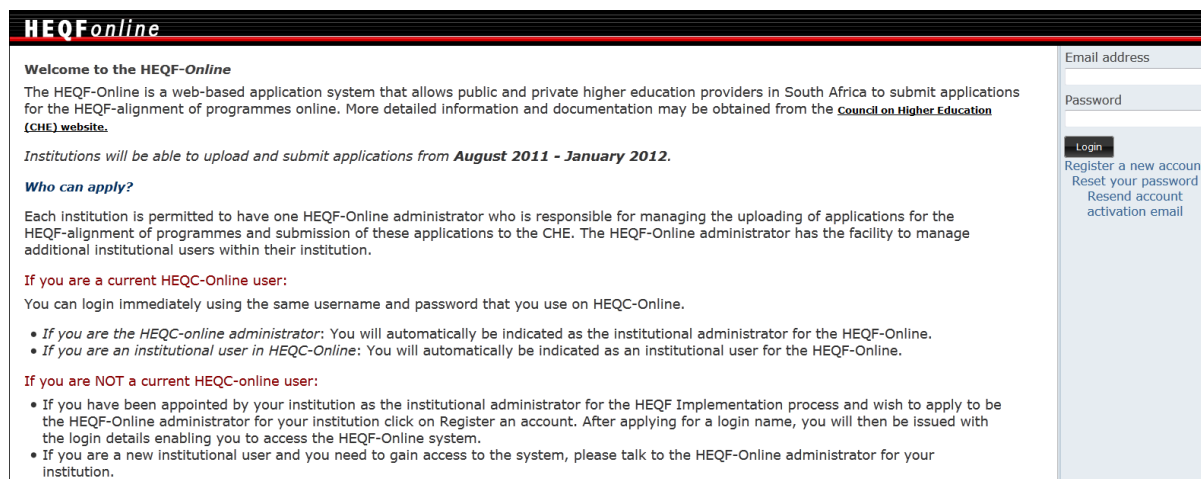
2.13.3 Reviewer

2.13.3.a Login

The HEQF-online system is web browser based.

Type the following URL in the Address bar to access the system: <http://heqf-online.che.ac.za/>

- The HEQF-online *landing page* will display as follows:



HEQFonline

Welcome to the HEQF-Online

The HEQF-Online is a web-based application system that allows public and private higher education providers in South Africa to submit applications for the HEQF-alignment of programmes online. More detailed information and documentation may be obtained from the [Council on Higher Education \(CHE\) website](#).

Institutions will be able to upload and submit applications from **August 2011 - January 2012**.

Who can apply?

Each institution is permitted to have one HEQF-Online administrator who is responsible for managing the uploading of applications for the HEQF-alignment of programmes and submission of these applications to the CHE. The HEQF-Online administrator has the facility to manage additional institutional users within their institution.

If you are a current HEQC-Online user:

You can login immediately using the same username and password that you use on HEQC-Online.

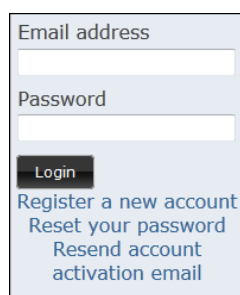
- If you are the HEQC-online administrator: You will automatically be indicated as the institutional administrator for the HEQF-Online.
- If you are an institutional user in HEQC-Online: You will automatically be indicated as an institutional user for the HEQF-Online.

If you are NOT a current HEQC-online user:

- If you have been appointed by your institution as the institutional administrator for the HEQF Implementation process and wish to apply to be the HEQF-Online administrator for your institution click on Register an account. After applying for a login name, you will then be issued with the login details enabling you to access the HEQF-Online system.
- If you are a new institutional user and you need to gain access to the system, please talk to the HEQF-Online administrator for your institution.

Email address
Password
Login
Register a new account
Reset your password
Resend account activation email

On the right side of the *landing page* the 'Login' will display as follows:



Email address
Password
Login
Register a new account
Reset your password
Resend account activation email

To log in, enter your email address and password and click the 'Login' button.

2.13.3.b Register a new account

If you are not already a HEQF-online user the CHE administrator must register a user account for you and let you know what username and password you must use to login.

2.13.3.c Forgotten password / Reset password

If the user has forgotten their password, it can be reset by clicking on the 'Reset your password' link found below the 'Login' button on the right of the screen.

The *Reset password* page will display as follows:

Reset password

Please enter the email address that you originally registered with. The system will send you an email containing a link which you can then use to reset your password.

Email address*

Reset password

Enter the user email address and click on 'Reset password.' The system will generate a random password and it will be emailed automatically.

Log on using the password that has been emailed.

***Note: It is recommended that a password that is easy to remember is selected.**

2.13.3.d Resend account activation email

Please enter the email address that was submitted during registration. An email containing the password and an activation link will be sent to the email address entered.

Resend activation email

Please enter the email address that you originally registered with. The system will then send you an email containing a link which you can use to activate your account.

Email address*

Resend activation email

2.13.3.e Once logged in

The *Home page* will display as follows:

HEQFonline

Home

Review

HEQF alignment report

Your account

Help

Logout

Welcome Dolf Britz

You are logged in as a Reviewer

The following functionality is available from the menu options above:

- Home:** Returns you to this page from anywhere in the system
- Review:** Review the applications assigned to you.
- HEQF alignment report:** Report containing a list of all the qualifications with outcome "deemed accredited".
- Your account:** Update the details of your account.
- Help:** Access the HEQF-Online user manual
- Logout:** Logout of the system

The following functionality is available from the menu options above:

Home:	Returns you to this page from anywhere in the system
Review:	Review the applications assigned to you.
HEQF alignment report:	Report containing a list of all the qualifications with outcome "deemed accredited".
Your account:	Update the details of your account.
Help:	Access the HEQF-Online user manual

Logout: Logout of the system

Home

The *Home* page will display as follows:

Review

The reviewer can select all the applications by clicking the tick in the tick box at 'All':



The reviewer can sort applications by a certain heading, by clicking on the name of the heading:

Institution	Qualification type	HEQF ref	Qualification name	Date submitted	Proposed HEQF category	Checklist status	Actions
-------------	--------------------	----------	--------------------	----------------	------------------------	------------------	---------

***Note: In this example the applications were sorted by 'Institution' therefore the icon is the only highlighted blue triangle.**

The reviewer can search for a certain application:

The reviewer can do an advanced search for a certain application:

Advanced search

The reviewer can select options from the drop down list:

Advanced Search

Alignment category

Select

Application status

Select

Institution

Select

Qualification type

Select

Once the evaluator has selected all the options click on 'Search' or 'Clear search' to clear all selected options:

Search

Clear search

A list of all applications will display below the advanced search:

↕ Institution ↕ Qualification type ↕ Evaluator name ↕ HEQF ref ↕ Qualification name ↕ New Qualification name ↕ Credits ↕ NQF level Evaluator Questions ↕ HEQF catg ↕ Outcome ↕ Review status Actions																	
									1	2	3	4	5				
<input type="checkbox"/>	Southern Africa Bible College (PR069)	Bachelors degree 360-credit	TesterTester	PR069/0008/HEQF	Bachelor of Arts in Theology	Bachelor of Arts in Theology	367	Level 6	Yes	Yes	Yes	Yes	Yes	A	HEQF aligned and deemed accredited	New	<button>View</button>
With selected:																	

The reviewer can mark applications as reviewed or return to the administrator by clicking on the button:

Mark as reviewed

Return to administrator

When clicking on 'Mark as reviewed' the following pop up will appear where the reviewer has to select a HEQC meeting date:

Mark as reviewed

Applications that will be assigned to the selected HEQC meeting:

- **Prog 3 - Bachelor of Arts in Theology**

Please select the HEQC meeting for these applications*

Select

Select

2012-02-08

2012-03-28

Cancel

Mark as reviewed

***Note: The application will be reviewed in the HEQC meeting on the date selected.**

Click on the 'Mark as reviewed' button:

Mark as reviewed

The application will now be removed from the list of applications.

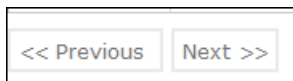
The reviewer can view applications by clicking on the 'View' button:



***Note:** To see this button the reviewer can left click and hold the mouse button in to drag the page from left to right. Alternatively use the scroller bar at the bottom of the page:



Pages can be navigated by clicking on the 'Previous' and 'Next' button:

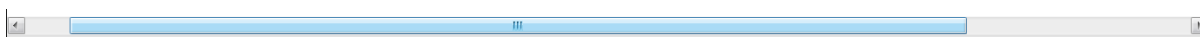


HEQF alignment report

The reviewer can view a report:

Download Excel report														Report filter	
Institution	CESM	NQF	Qualification type	HEQF alignment Category	Designator	Mode of delivery	Professional Classification	Submission date	Checklist name	Checklisting date	Evaluator name	Evaluation date	Reviewer name		
()								Not submitted	No checklist assigned	Not checked	No evaluator assigned	Not evaluated	No reviewer assigned		
Abbo (PR066)								2011-10-26	No checklist assigned	Not checked	No evaluator assigned	Not evaluated	No reviewer assigned		
Abbo (PR066)								2011-10-26	No checklist assigned	Not checked	No evaluator assigned	Not evaluated	No reviewer assigned		
DURBANVILLE COLLEGE (PTY) LTD (PR279)				Category C - Major changes				2011-10-05	Jennifer Maloi	2011-10-25	Stella Mkhavale	2011-10-25	Denyse Webbstock		
DURBANVILLE COLLEGE (PTY) LTD (PR279)								2011-10-05	Jennifer Maloi	2011-10-25	No evaluator assigned	Not evaluated	No reviewer assigned		
DURBANVILLE COLLEGE (PTY) LTD				Category C - Major changes				2011-10-05	Jennifer Maloi	2011-10-25	Stella Mkhavale	2011-10-25	Denyse Webbstock		

***Note:** To see this button the checklist can left click and hold the mouse button in to drag the page from left to right. Alternatively use the scroller bar at the bottom of the page:



The reviewer can apply a report filter by clicking on the 'Report filter' link:



The reviewer can edit the filter settings by choosing options from the dropdown list:

Filter report

Alignment category*

Select

Institution

Select

Qualification type

Select

Filter

Clear filter

Hide report filter

Click on 'Filter' to apply the filter, or 'Clear filter' to clear the filter selections:

A rectangular box containing two buttons. The first button is dark grey with the text 'Filter' in white. To its right is a vertical line, followed by the text 'Clear filter' in blue, underlined.

The reviewer can download an Excel report by clicking on the 'Download Excel report' button:

A dark grey rectangular button with the text 'Download Excel report' in white.

Pages can be navigated by clicking on the 'Previous' and 'Next' button:

A rectangular box containing two buttons. The first button is light grey with the text '<< Previous' in blue. The second button is light grey with the text 'Next >>' in blue.

The reviewer can select the amount of records that displays on one page:

A dropdown menu with the label 'Display:' at the top. The menu is open, showing a list of numbers: 20, 10, 20, 50, 100, and 250. The number 20 is highlighted in blue.

Your account

The account details can be edited by the reviewer on the *Your account* page:

A form titled 'Update your account' in a grey box. Below the title is a large light grey rectangular area containing the following fields:

- Email address***: A text input field with the placeholder text 'The email address needs to be a valid, working email. It will also be used for your login details.' and the value 'test26@test.co.za'.
- First name***: A text input field with the value 'Test26'.
- Last name***: A text input field with the value 'Tester'.
- Change your password**: A dark grey button.

 At the bottom of the form is a dark grey 'Submit' button.

***Note: Fields marked with a * are compulsory.**

The reviewer's password can be changed by clicking on the 'Change your password' link:

A dark grey rectangular button with the text 'Change your password' in white.

The following page will appear where the reviewer must complete the following fields:

A rectangular box containing three text input fields:

- Existing password
- New password
- Confirm new password

Change your password

Existing password*

New password*

Confirm new password*

***Note: Fields marked with a * are compulsory.**

When all the fields have been completed the reviewer can submit the change by clicking on the 'Submit' button:

Submit

Help page

The reviewer can download the help manual in PDF format by clicking on the 'Help manual' link:

Help page

For any additional information, please consult the manual.

[Help manual](#)

Log out

The reviewer can log out of the system, by clicking on the 'Logout' button in the main menu:

Logout