

## Create / Edit HSS Online User Account

<http://hssonline ofs.gov.za/hssonline/DesktopDefault.aspx> (internet)

<http://10.224.3.199/hssonline/DesktopDefault.aspx> (govnet)

Completed for new and existing users as a request form to update their level of access on the HSS online or for password resets. Then fax to email the form to the HSS Online webadministrator 0865139487

### 1. HSS USER INFORMATION

Provincial		National		RSC			Developer
Persons Name:				Directorate / Company			
Province				Designation			
Fax nr:				Responsibility			
Cell:				E-mail Address:			

### 2. INDICATE BELOW THE ADDITION / CHANGE REQUEST TO THE HSS ONLINE USERS ACCOUNT

Applicable to	Prov / NdoH / Dev	Prov / NdoH / Dev	Prov / NdoH / Dev	Prov / NdoH	Prov / NdoH	Prov / NdoH / Dev	Prov	Dev	Prov	Prov	Prov	Prov	Prov	Prov / Dev	Prov / NdoH / Dev	Prov / NdoH
HSS Project Number (To indicate for Non Provincial Officials)	Reset Password	View Applications	Applicant Status Reports	AdHoc Reports	Provincial Reports (Formatted Reports)	Project Progress (View)	Change Project Progress - Developer	Change Project Progress - Inspector	Searches (Send, Receive & Update)	Search Exceptions	Search Override (Supervisor)	Change control Management	Capture Module Import	Import Claims	View Claims	View Registered Users

#### 3.1 APPLICATION FOR ACCESS / CHANGE TO THE ABOVE HSS ONLINE USER ACCOUNT (Non Provincial Officials)

I, the undersigned, \_\_\_\_\_ <name> of \_\_\_\_\_ <company> hereby apply for access on HSS Online as indicated above. Signed on this day, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ <year>

#### 3.2 APPROVAL FOR THE REQUESTED CHANGE TO THE ABOVE HSS ONLINE USER ACCOUNT

I, the undersigned, \_\_\_\_\_ <name> do hereby warrant that I am a duly authorised representative of \_\_\_\_\_ <dept/org>. I certify that the above request to gain access to the specified Hss roles and groups is valid and may be implemented. Signed on this day, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ <year>

### 4. REMARKS & ADDITIONAL INFORMATION / FEEDBACK

Request Details	Date	Name (Print)	Signature
Request Received			
Request forwarded to Web Administrator			
User Acceptance			