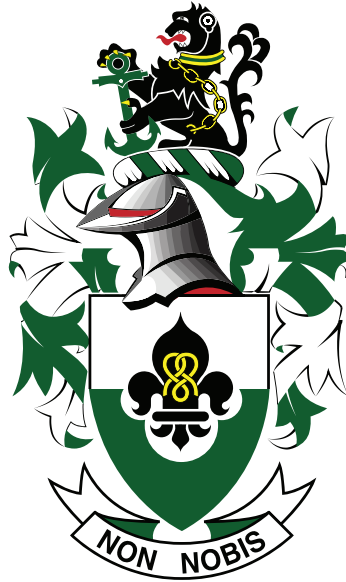




South African Council for Social Service Professions

SACSSP

ONLINE REGISTRATION SYSTEM

User Manual and Reference Guide



NON NOBIS - *Not for ourselves*

SACSSP online registration system: User manual and reference guide

Acknowledgement:

The SACSSP wishes to express appreciation to Ms Christina Moetji, ICT intern, for the preparation of this User Manual and Reference Guide.

Suggested citation:

South African Council for Social Service Professions. 2025. *South African Council for Social Service Professions online registration system: User manual and reference guide*. Pretoria: SACSSP

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Disclaimer

The information in this user manual and reference guide has been compiled with all due care. However, the SACSSP assume no responsibility or liability for any errors or omissions, or for the results obtained from the use of this information.

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ABOUT THE SOUTH AFRICAN COUNCIL FOR SERVICE PROFESSIONS

The South African Council for Social Service Professions (SACSSP) is the statutory body entrusted to regulate the social service professions in South Africa as prescribed in the Social Service Professions Act 110 of 1978 ('the Act') and the Regulations thereto. The SACSSP is an autonomous, financially independent, statutory body, established as a juristic person in terms of section 2 of the Act. It is also the recognised statutory professional body for the social service professions of social work and child and youth care work in terms of section 29 of National Qualifications Framework Act 67 of 2008 (NQF Act). The SACSSP, in conjunction with the Professional Board for Social Work and the Professional Board for Child and Youth Care Work regulates the professions of social work and child youth care work in aspects pertaining to registration (entry to the professions); minimum requirements for education and training (qualifications); professional conduct and ethical behaviour; ensuring continuing professional development; and fostering compliance with standards for professional practice. By regulating the professions, the SACSSP protects the public as well as the integrity of the professions through the execution of the powers and functions conferred upon it in terms of the Act. To safeguard the public and the professions, registration with the SACSSP in terms of the Act is a prerequisite before practicing social work and child and youth care work; and no person may use the title of social worker, social auxiliary worker, child and youth care worker, and/or auxiliary child and youth care workers or practice as such, without being registered with the SACSSP. The SACSSP fulfills its regulatory mandate (powers and functions) through Council, Professional Board for Social Work and Professional Board for Child and Youth Care Work under its auspices, supported by its Secretariat (administration).

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INTRODUCTION

PURPOSE OF THE MANUAL

This User Manual is designed to guide SACSSP-registered professionals in using the SACSSP online system and mobile application, which is built on and use the GlueUp platform and functionalities. It provides step-by-step instructions to help you manage your professional profile, renew your registration, update your details, and access other essential services.

The User Manual is a practical tool for registrants to ensure compliance with the SACSSP's requirements and to make your interaction with the SACSSP systems easy and efficient.

Before you read further, it is important that you understand what some of the terms used in the User Guide mean:

'*member account*' means the account of a registrant on the SACSSP online system;

'*member*' means a registrant; and

'*registrant*' means a social service professional registered with the SACSSP in terms of the Social Service Professions Act 110 of 1978.

OVERVIEW OF THE SACSSP'S ONLINE SYSTEM

The SACSSP has established a new online system that is available via the website as well as a Mobile Application to give registrants convenient access to the SACSSP's services anytime, anywhere.

The online system allows you to:

- apply for registration as a social service professional.
- renew your registration.
- view your profile and update your details.
- make payments securely.
- track SACSSP's events.
- access important notices and documents from the SACSSP.
- interact with other registered social service professionals.
- verify if a person is registered with the SACSSP by using the "member directory".

HOW TO USE THIS USER MANUAL

The User Manual provides guidance on how the online system works, which include step-by-step guidelines with pictures.

The User Manual consists of parts to make it easier to use the online system.

PART A deals with your profile. It provides guidance on how to log into your profile or the create your profile if you do not have one with the SACSSP (*see page #*).

PART B provides you with an overview of the key features that you will find and can use on the online system's Home Page (*see page #*).

PART C takes you through the steps on how to use the online system through website page on a computer (*see page #*).

PART D is similar to PART C, but explains how the online system works through the SACSSP's Mobile App (*see page #*).

PART E assists with explanations how to deal with errors when login in onto the online system (*see page #*).

PART F explains how you can get your registration certificate and practice card through the online system (*see page #*).

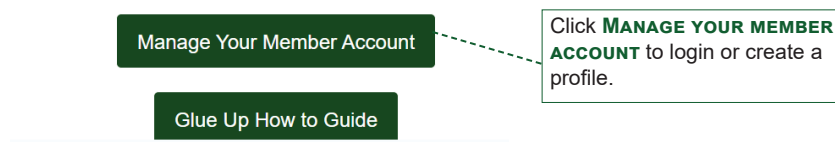
GETTING STARTED

The starting point is to make sure that your profile with the SACSSP is up to date. Please follow the steps and guidance under PART A.

PART A: YOUR PROFILE

A1: Creating your profile

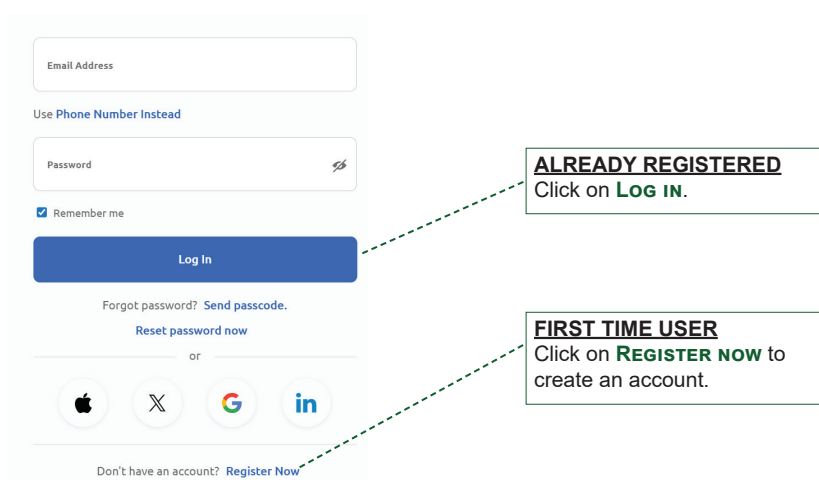
STEP 1: You will receive a welcome email, then click on the **MANAGE YOUR MEMBER ACCOUNT** button at the bottom of the email. This will allow you to either log into your account or to create a profile. Figure 1 will assist you with regards to this first step.



STEP 2: After clicking the Manage your Member Account button, you will be directed to the **LOGIN** or **REGISTRATION** page.

If you already have an account: When the **LOGIN** screen pops up, log in using the credentials you used when creating your profile using the SACSSP Mobile App or the SACSSP online system. Your **USERNAME** will be your email address and the **PASSWORD** will be the unique password you created.

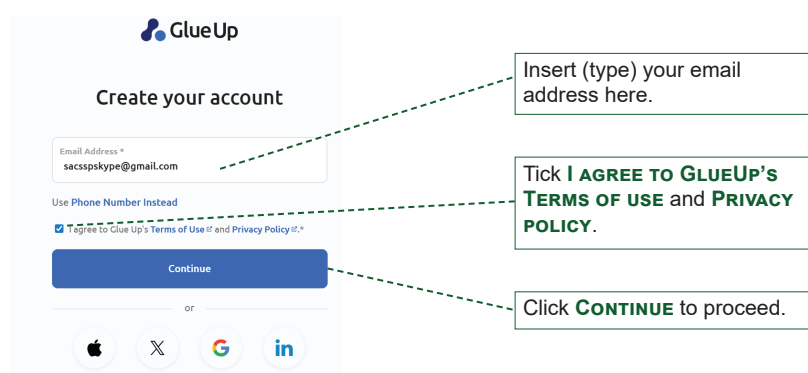
If you are a first-time user: Follow the **REGISTER NOW** process to create an account as showed in Figure 2.



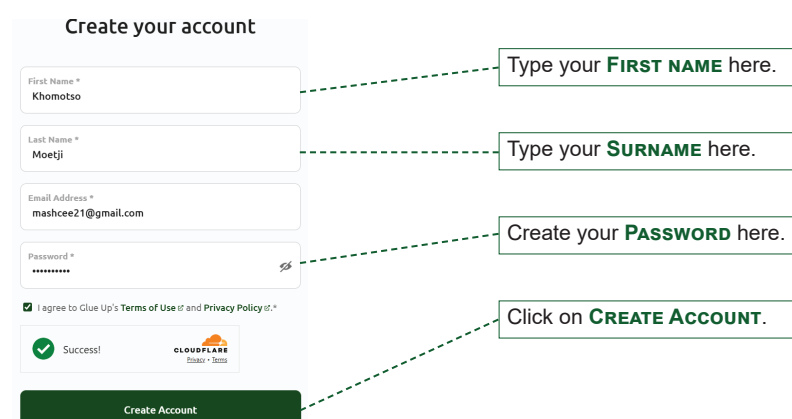
STEP 3: Insert your email address. **Important:** please make sure that you can log into your email account as a verification link will be sent to confirm your email address before you can proceed (see Step 5).

Next, click agree to **TERMS & CONDITIONS** and **PRIVACY POLICY** (after you have read it).

Then click **CONTINUE** as showed in Figure 3.



STEP 4: Insert your name and surname, and also create a password. Then click **CREATE ACCOUNT** as shown in Figure 4.



PART A: YOUR PROFILE

A1: Creating your profile

STEP 5: You will receive an email to the email address inserted earlier to **verify your email address**. Click on the button as shown in Figure 5. This is to ensure that it is actually you who created the account.

Figure 5



Click here to **VERIFY YOUR EMAIL**.

STEP 6: After you have clicked on the **VERIFY YOUR EMAIL** button, it will take you back to a site to **COMPLETE YOUR PROFILE**. You need to fill in all the parts that apply to you. Figure 6 shows the areas to be completed.

Figure 6

Complete your profile to get the most out of your experience.

Here you may upload a professional photo of yourself (face photo). This is optional.

If you are employed, complete A and B

A. Type the **POSITION/ JOB TITLE** at work here.

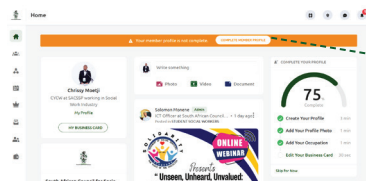
B. Type your employer's name here (**COMPANY**).

Use the drop-down menu and select the industry that best describe your qualification.

Click **SAVE**, to save your information.

STEP 7: Once your information has been saved successfully, the online system will automatically return you to the **HOMEPAGE**.

Figure 7



Click here to complete your **MEMBER PROFILE**.

You need to complete your "member" profile from the Home Page.

Click on **COMPLETE MEMBER PROFILE** as shown in Figure 7.

Please see **PART B** on the **HOME PAGE**.

STEP 8: After clicking **COMPLETE YOUR PROFILE**, the **APPLICATION FORM** will open as shown in Figure 8. You need to complete the application form with all the required information.

Figure 8

The first section of the **APPLICATION FORM** displays your name and outlines the steps required to complete your profile.

The next section of the **APPLICATION FORM** indicates the fields/areas that need to be completed.

Remember: This symbol * indicates the mandatory fields that must be completed.

Click **CONTINUE** to proceed further.

Please note that the asterisk (*) indicates **MANDATORY** fields / areas that must be completed.

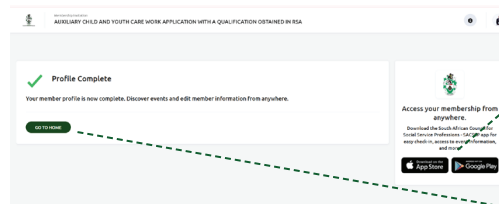
Please note that for some fields/ areas you need to use the drop-down menu to select the appropriate option. You cannot type in these fields.

PART A: YOUR PROFILE

STEP 9: After clicking **CONTINUE**, another screen will appear. Select **Go HOME** to return to the home page.

On this screen you can download the SACSSP Mobile App from the App Store or Play Store, and/or return to the **HOME PAGE** as shown in Figure 9.

Figure 9



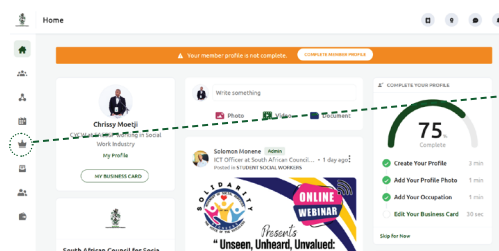
Click on **APP STORE** or **PLAY STORE** to download the SACSSP Mobile App if you have not yet downloaded it.

Click **Go to HOME** to return to HOMEPAGE.

A2: How to view your profile after you logged in

STEP 1 Click on the membership tab to view your profile as shown in Figure 10.

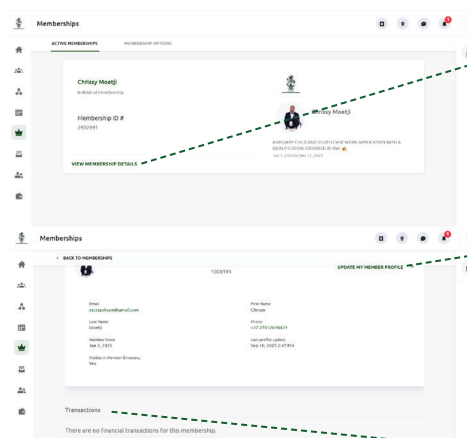
Figure 10



Click the **MEMBERSHIP** tab to access application forms and view you active membership (registration)

STEP 2: After STEP 1, you can view your profile and update your information whenever you want.

Figure 11



Click **VIEW MEMBERSHIP DETAILS** to see more about your application. You will also be able to view your **MEMBER PROFILE** and transactions' payment.

Click **UPDATE MY MEMBER PROFILE** to update your membership details (i.e. personal info, academic information, or employment details).

If there are no financial transactions displayed under **TRANSACTIONS**, it means that your registration fee and/or annual fees for the financial year were already paid.

PART B: THE HOME PAGE (website)

Figure 12 and the explanations will assist you to navigate the **HOME PAGE**.

Figure 12

The screenshot shows the SACSSP Home Page with several callouts explaining icons and features:

- COMMUNITY icon:** Click on the **COMMUNITY** icon, which will allow you to ENGAGE WITH GROUPS created by the SACSSP for different professional registration categories. Here you can participate in discussions, share information, and connect with other person in your registration category or area of interest.
- HOME icon:** If you click **HOME** icon, you will go to **HOME PAGE**.
- MY BUSINESS CARD icon:** You can also create a business card by clicking on '**MY BUSINESS CARD**' and share it with your connections.
- BELL icon:** The **BELL** icon will indicate whether there is any notification regarding the progress of your profile and application.
- THREE DOTS icon:** The **THREE DOTS** icon will take you to **MEMBER DIRECTORY** to view other active registrants and you may send them direct messages.
- CALENDAR icon:** Click on the **CALENDAR** icon to access **EVENTS**.
- WALLET icon:** Click on the **WALLET** icon to view your balance, track **PAYMENT** history, and manage outstanding fees.
- CROWN icon:** Click on the **CROWN** icon to access **APPLICATION FORMS** for all registration categories.
- ENVELOP icon:** Click on **ENVELOP** icon and subscribe to receive newsletters, general notices, and other updates.
- CALLOUT icon:** The **CALLOUT** icon enables you to check your **messages** and send messages to other registrants.
- Post and Comment:** Here you will be able to view what other registrants **post and comment** on their post.

The image shows a tablet displaying the **ONLINE APPLICATION FORM**. The form is titled **ONLINE APPLICATION FORM** and includes the following sections:

- PERSONAL INFORMATION:**
 - Name: [Text Field]
 - Birth Date: [Text Field]
 - Address: [Text Field]
 - Phone Number: [Text Field]
 - Gender: ☐ Male ☐ Female
 - Email Address: [Text Field]
- E Card Number and Date:**
 - E Card Number: [Text Field]
 - Date of Expiration: [Text Field]
- Other Information:**
 - Enter the identification number if appears on the card: [Text Field]
 - Type of License: [Text Field]
 - Date of Start License (if Applicable): [Text Field]

PART C: THE SACSSP'S ONLINE SYSTEM (website)

C1: Accessing the online system

STEP 1: Login using your credentials

Open your preferred web browser (e.g., Google Chrome, Microsoft Edge, or Safari) and enter the SACSSP system link <https://sacsssp.glueup.com/account/login> then press Enter.

When the **LOGIN SCREEN** pops up, login using the credentials you used when creating your profile (Username: Email address & the password).

See Figure 13 for guidance.

Figure 13

The **POP-UP SCREEN** will prompt you to enter the username and password you created when setting up your account.

Enter your **USERNAME** (Email address) here.

Enter your **PASSWORD** here.

C2: If you want to apply for another membership (registration) using the SACSSP online system

STEP 1: Click the **MEMBERSHIP** tab to see different application forms as shown in Figure 14.

Figure 14

Click the **MEMBERSHIP** tab to access application for registration forms.

STEP 2: After clicking the **MEMBERSHIP** tab, choose the application for registration form you want to **APPLY** for as shown in Figure 15.

Figure 15

Click on **ACTIVE MEMBERSHIP** where you will find your current active registration status.

Click here to **APPLY**.

STEP 3: You will have to click **APPLY** again as shown in Figure 16 to open the application form.

Figure 16

Click **APPLY** again to open the application form

STEP 4: Fill in the application form and make sure you complete all fields marked with (*) — these are required (mandatory).

Figure 17

Note that this (*) character indicates a **mandatory** field.

PART C: THE SACSSP'S ONLINE SYSTEM (website)

C2: If you want to apply for another membership (registration) using the SACSSP online system

STEP 5: After completing the application form click **APPLY** to submit your application as shown in Figure 18.

Figure 18

Click on **APPLY** to submit your application form.

STEP 6: Once you submit your application, the SACSSP will process your application within 14 working days. If your application is successful, you will receive an email with an **INVOICE** requesting you to pay the prescribed fee.

Figure 19

The first part shows your **INVOICE**, which lists the registration fee and annual fee you need to pay.

Fill in the **BILLED CONTACT** details.

Select **USE MY PERSONAL BILLING INFORMATION** if you are paying for yourself.

Fill in the **BILLING INFORMATION** details.

Click on **CONTINUE** to proceed to the next step.

STEP 7: To check the status of your application you can **LOGIN** again and then click the **MEMBERSHIP** tab.

Figure 20

APPLICATION STATUS will show here.

Click on **VIEW MEMBERSHIP DETAILS** to see more about your application. You will also be able to view your **MEMBER PROFILE** and **TRANSACTIONS** (see below)

Your **MEMBER PROFILE**.

TRANSACTION details

Complete the next parts on **BILLED CONTACT** and **BILLING INFORMATION** as shown in Figure 19.

Then you will see your application under **ACTIVE MEMBERSHIP**.

Please see Figure 20 for more detail.



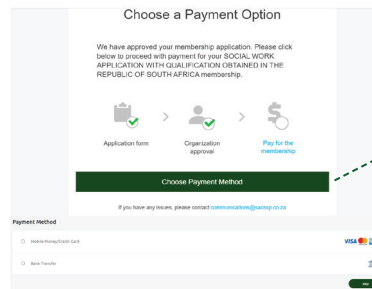
PART C: THE SACSSP'S ONLINE SYSTEM (website)

C3: After your application has been approved

STEP 1: You will get an email with your invoice attached. Choose your **PAYMENT METHOD**. If you pay by EFT, send the proof of payment to Payments@sacssp.co.za.

Figure 21 provides more details on the options available.

Figure 21



Click on **CHOOSE PAYMENT METHOD** to see the payment options.

Select **MOBILE MONEY/ CREDIT CARD** for online payment.

Select **EFT** to pay via bank transfer.

After selecting a payment method, click **PAY** to proceed.

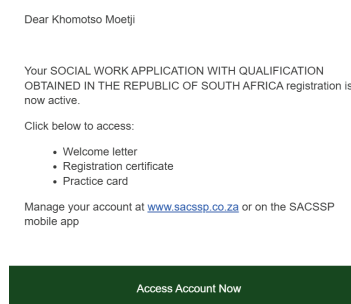
STEP 2: Once you have completed your payment, you will get a confirmation email.

If you pay online, your registration ('membership') will be activated immediately and you can view it instantly.

If you pay by EFT, it may take a little longer for the SACSSP to receive and confirm your payment, but do not worry—we will activate your registration ('membership') as soon as it is cleared.

Figure 22 provides an example of the email that you will receive.

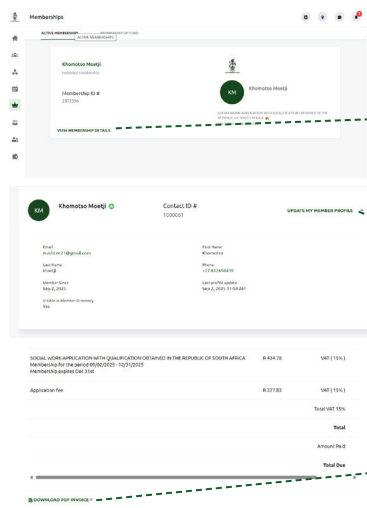
Figure 22



You will receive this **EMAIL** after completing your payment.

STEP 3: After Step 2, you can log in to your account to check your profile and updates, and you can update your information. See the guidance provided with Figure 23.

Figure 23



Click **VIEW MEMBERSHIP DETAILS** to see more about your application. You will also be able to view your member profile and transaction payment.

Click on **UPDATE MY MEMBER PROFILE** to update your details (personal info, academic, or employment details).

Click on **DOWNLOAD PDF INVOICE** to download your invoice.

PART D: SACSSP MOBILE APP

D1: Accessing the SACSSP Mobile App

STEP 1: Download the SACSSP's MOBILE APP. Figure 24

Figure 24 provides more details on the options available.

Registrants should note that the SACSSP Mobile App is not available on the Huawei App Gallery.



Click the link below (or retype) or scan the QR code to download the **SACSSP MOBILE APP** from Play Store.
<https://play.google.com/store/apps/details?id=com.glueup.wl.sacssp>

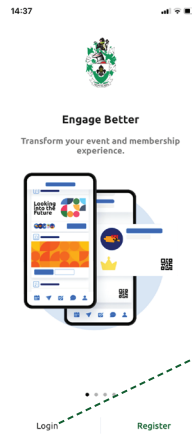


Click the link below (or retype) or scan the QR code to download the **SACSSP MOBILE APP** from the App Store.
<https://apps.apple.com/us/app/sacssp/id6745769277>



If you already have an account, LOG IN with the same details you created (your email address as the username and your password)

STEP 2: Click the **LOGIN** button as shown in Figure 25. Figure 25

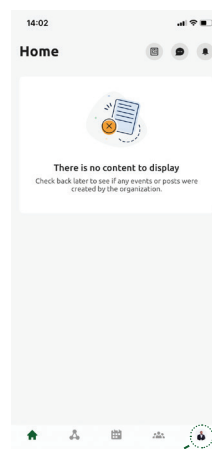


Click **LOGIN** to access your account on the SACSSP Mobile App.

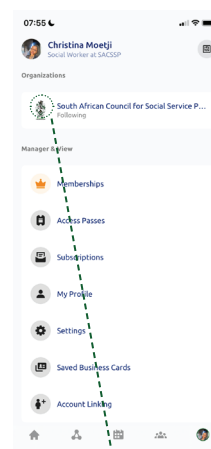
D2: If you want to apply for another membership (registration) using the SACSSP Mobile App

STEP 1: After login click the **PROFILE** icon to see more options, like your profile, memberships, subscriptions, settings, and account details, and then click membership to see different application forms. Figure 26

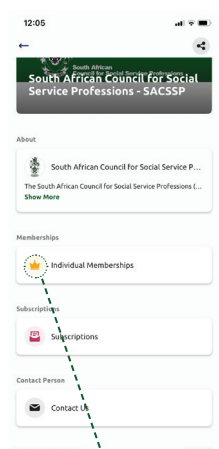
See Figure 26 for more details.



Click the **PROFILE** icon to see more options, like your profile, settings, and account details.



Click here to see more option like individual memberships, subscriptions etc.



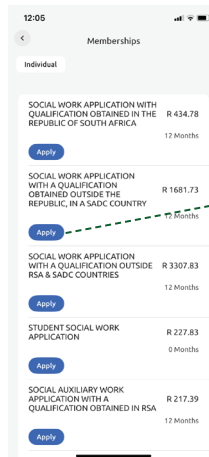
Click on **INDIVIDUAL MEMBERSHIP** to access application forms.

PART D: SACSSP MOBILE APP

D2: If you want to apply for another membership (registration) using the SACSSP Mobile App

STEP 2: After clicking the membership tab, choose the **APPLICATION FORM** you want to apply for.

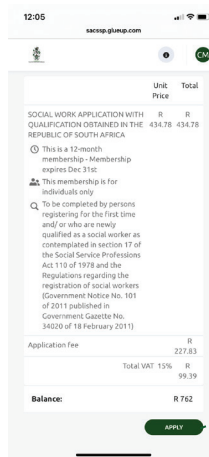
Figure 27



Click on **APPLY** related to the application for registration that you want to make.

STEP 3: You will have to click **APPLY** again to open the application form.

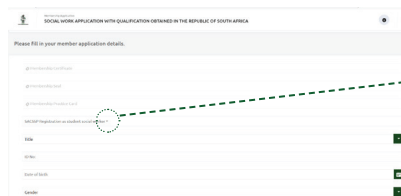
Figure 28



Click **APPLY** again to open the application form.

STEP 4: Fill in the application form and make sure you complete all fields marked with (*) — these are required.

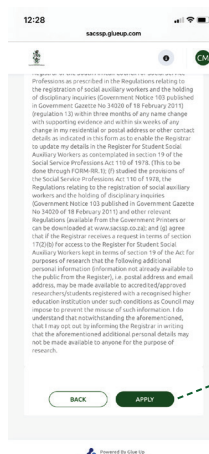
Figure 29



Note that this (*) character indicates a **mandatory** field.

STEP 5: After completing the application form click **APPLY** to submit your application.

Figure 30



Click **APPLY** to submit your application form.

PART D: SACSSP MOBILE APP

D2: If you want to apply for another membership (registration) using the SACSSP Mobile App

STEP 6: Once you submit your application, the SACSSP will process your application within 14 working days. Should your application be successful you will receive an email with an invoice instructing you to pay the prescribed fee.

Move on to the next part for **BILLED CONTACT** and **BILLING INFORMATION**.

Figure 31

The screenshot shows two screens from the SACSSP Mobile App. The top screen displays an invoice with the following details:

Item	Description	Unit Price (ZAR)	Taxes	Amount (ZAR)
SOCIAL WORK APPLICATION WITH QUALIFICATION OBTAINED IN THE REPUBLIC OF SOUTH AFRICA	12 MONTHS (valid December 31, 2023)	R 454.75	VAT (15%)	R 514.76
Application fee		R 227.83	VAT (15%)	R 262.82
			Total VAT 15%	R 86.58
			Total	R 762
			Amount Paid	0
			Total Due	R 762

The bottom screen shows the 'Billed Contact' and 'Billing Information' sections. The 'Billed Contact' section includes fields for Name, Email, and Phone. The 'Billing Information' section includes fields for Billing Address, Contact Person, and Contact Number. A 'CONTINUE' button is visible at the bottom right.

The first part shows your **INVOICE**, which lists the registration fee and annual fee you need to pay.

Fill in the **BILLED CONTACT** details.

Select '**USE MY PERSONAL BILLING INFORMATION**' if you are paying for yourself.

Fill in the **BILLING INFORMATION** details.

Click on **CONTINUE** to proceed to the next step.

NOTE: To check the status of your application, please log in to the SACSSP Online System using your registered credentials.

- You will be able to view your application status and any updates directly on the SACSSP online platform.
- Once your application has been activated after payment, your details will automatically become available in the SACSSP Mobile App.

Important: The SACSSP Mobile App will only reflect your profile and membership after activation.

STEP 7: To check your application you can login again then click the Membership tab.

After clicking the Membership tab, you will see your application under active membership.

Figure 32

The screenshot shows two screens from the SACSSP Mobile App. The top screen displays the 'MEMBERSHIP STATUS' section with the following details:

Khumalo Moeji
National Membership ID # 2872396
VIEW MEMBERSHIP DETAILS

Your member profile

Khumalo Moeji (Contact ID # 1000001)

Email: khumalo.moeji@csd.co.za
Phone: 011 123 4567
Address: 123 Main St, Johannesburg, 2000

The bottom screen displays the 'TRANSACTIONS' section with the following details:

09/02/2022 **R 762** Membership Application # 2872396

Item	Description	Unit Price (ZAR)	Taxes
SOCIAL WORK APPLICATION WITH QUALIFICATION OBTAINED IN THE REPUBLIC OF SOUTH AFRICA	12 MONTHS (valid December 31, 2023)	R 454.75	VAT (15%)
Application fee		R 227.83	VAT (15%)
			Total VAT 15%
			Total

APPLICATION STATUS will show here.

Click on **VIEW MEMBERSHIP DETAILS** to see more about your application. You will also be able to view your **MEMBER PROFILE** and **TRANSACTIONS** (see below).

Your **MEMBER PROFILE**.

TRANSACTION details

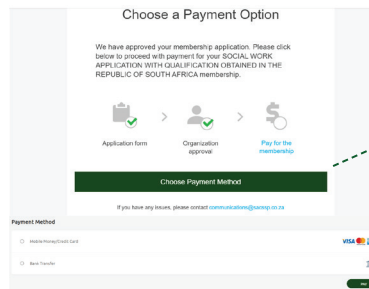
PART D: SACSSP MOBILE APP

D3: After your application has been approved

STEP 1: You will get an email with your invoice attached. Choose your **PAYMENT METHOD**. If you pay by EFT, send the proof of payment to Payments@sacssp.co.za.

Figure 33 provides more details on the options available.

Figure 33



Click on **CHOOSE PAYMENT METHOD** to see the payment options.

Select **MOBILE MONEY/ CREDIT CARD** for online payment.

Select **EFT** to pay via bank transfer.

After selecting a payment method, click **PAY** to proceed.

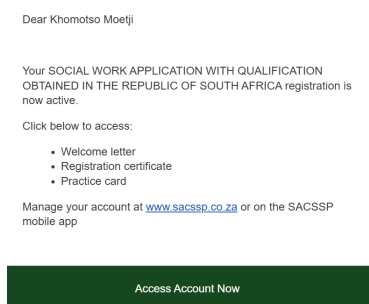
STEP 2: Once you have completed your payment, you will get a confirmation email.

If you pay online, your registration ('membership') will be activated immediately and you can view it instantly.

If you pay by EFT, it may take a little longer for the SACSSP to receive and confirm your payment, but do not worry—we will activate your registration ('membership') as soon as it is cleared.

Figure 34 provides an example of the email that you will receive.

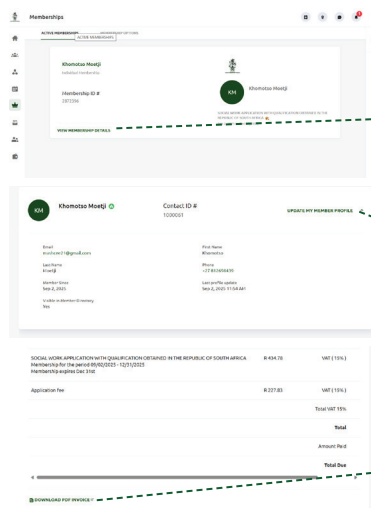
Figure 34



You will receive this **EMAIL** after completing your payment.

STEP 3: After Step 2, you can log in to your account to check your profile and updates, and you can update your information. See the guidance provided with Figure 35.

Figure 35



Click **VIEW MEMBERSHIP DETAILS** to see more about your application. You will also be able to view your member profile and transaction payment.

Click on **UPDATE MY MEMBER PROFILE** to update your details (personal info, academic, or employment details).

Click on **DOWNLOAD PDF INVOICE** to download your invoice.



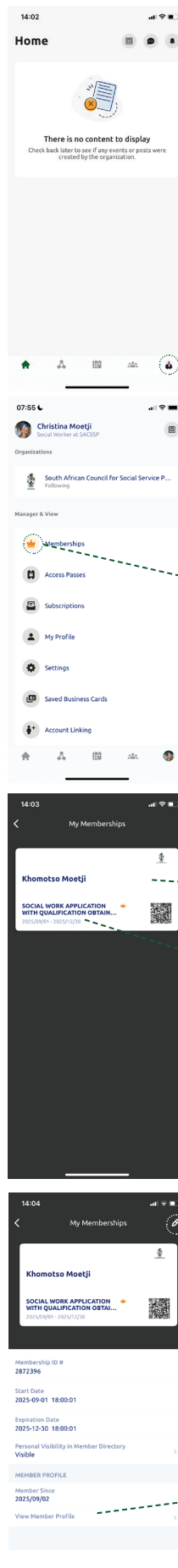
PART D: SACSSP MOBILE APP

D3: After your application has been approved

STEP 4: Now you can use the SACSSP Mobile App and find more information.

Figure 36 provides more details on the options available.

Figure 36



Click on the **PROFILE** icon to see more options, like your profile, membership, subscriptions, settings, saved business cards and account

Click on the **MEMBERSHIPS** icon to see your active registration status.

Click anywhere on the box to see more details about your application.

Here you will see the date you registered and the date your registration (membership) will end.

Click on the **PEN** icon if you would like to edit your application form.

Click here to view your application form. You will also be able to edit it.

PART E: EXPERIENCING ERRORS WITH LOGIN ON THE ONLINE SYSTEM AND THE APP

E1: Possible error #1



Error message: 'Email does not exist'.

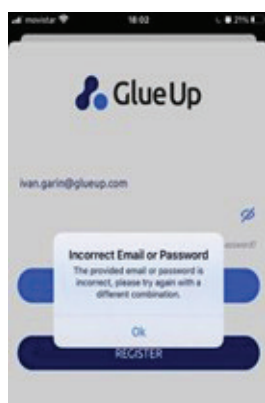
Scenario: Trying to login.

Reason: You have not registered yet an account with this email address.

SOLUTION 1: Try again logging in with other email that might have been used to register an account instead.

SOLUTION 2: Instead of trying to log in, register an account instead.

E2: Possible error #2



Error message: 'incorrect email or password'.

Scenario: Trying to login.

Reason: You have a registered account already, but you are putting the wrong password.

SOLUTION: click on FORGOT PASSWORD > check INBOX or SPAM BOX for auto email> Click > follow instructions > RESET PASSWORD and LOGIN.

E3: Possible error #3



Error message: 'Error - email address does not exist'.

Scenario: Trying to register.

Reason: You are trying to register, but you already have an account associated with this email.

SOLUTION: Try to login instead. Forgot password? Please refer to above solution.

PART F: AFTER BEING REGISTERED: CERTIFICATE, PRACTICE CARD AND SEAL

F1: REGISTRATION CERTIFICATE

The SACSSP Registration Certificate is an official confirmation of your registration with the South African Council for Social Service Professions. It is a legal requirement for practising as a social service professional in South Africa. The Registration Certificate:

- Serves as proof that your name and particulars had been entered into the Register kept in terms of section 19 of the Social Service Professions Act 110 of 1978 for the profession you are practicing and the applicable registration category.
- Confirms that you are in good standing and meets the minimum requirements as prescribed the Social Service Professions Act 110 of 1978 and the Regulations thereto to practice your profession.
- Indicates your professional status with regards to your category of registration.
- Confirm your right to practise within the profession.
- Asserts that you prescribe to the standards for professional conduct related to your profession and that you are accountable in terms of your professional code of ethics.

F1a: Getting your Registration Certificate through the SACSSP's online system (website)

STEP 1: Click on membership.

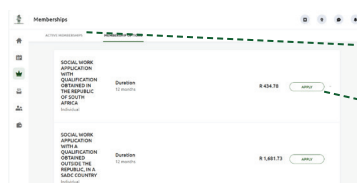
Figure 37



Click the **MEMBERSHIP** icon to access application forms.

STEP 2: Click on active membership.

Figure 38

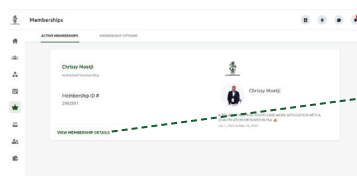


This is where you will find your **ACTIVE MEMBERSHIP** (registration).

Click here to **APPLY**.

STEP 3: Click on the view membership details to update your details.

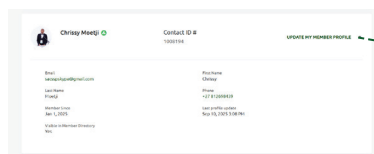
Figure 39



Click on **VIEW MEMBERSHIP DETAILS**.

STEP 4: Next click update my membership profile to see your details.

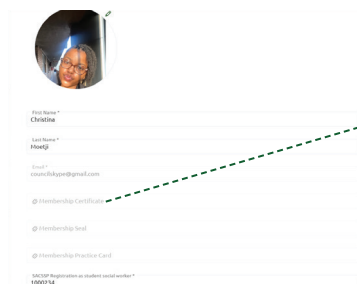
Figure 40



Click on **UPDATE MY MEMBER PROFILE**.

STEP 5: After clicking on **UPDATE MY MEMBER PROFILE** you will see your details.

Figure 41



Click on **MEMBER CERTIFICATE** to get the link to your Registration Certificate.

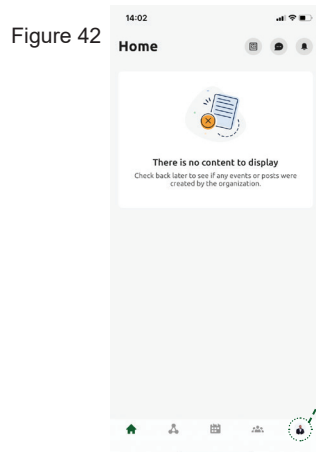
The link to get your Registration Certificate will now show as shown in Figure 41.

STEP 6: Copy the link of your certificate to showed under Step 5 and paste it into your preferred browser to access your digital Registration Certificate.

PART F: AFTER BEING REGISTERED: CERTIFICATE, PRACTICE CARD AND SEAL

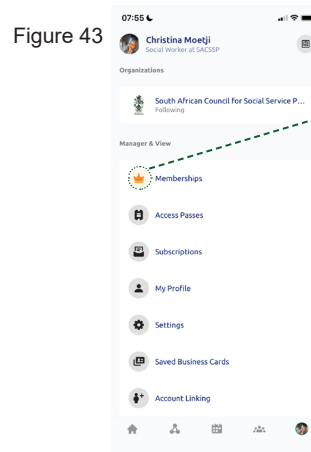
F1b: Getting your Registration Certificate through the SACSSP Mobile App

STEP 1: Click on the **PROFILE** icon to access your membership.



Click the **PROFILE** icon to see more options, like your profile, settings, and account details.

STEP 2: Click on the **MEMBERSHIPS** icon to access your active membership (registration).



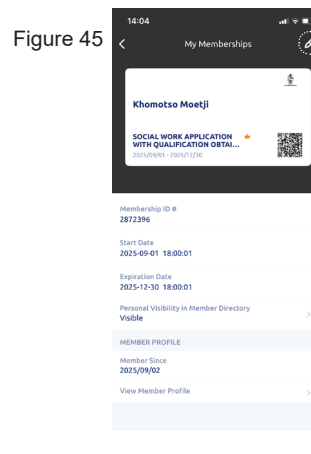
Click the **MEMBERSHIPS** icon to see your active membership

STEP 3: Click anywhere on the box to see your membership details



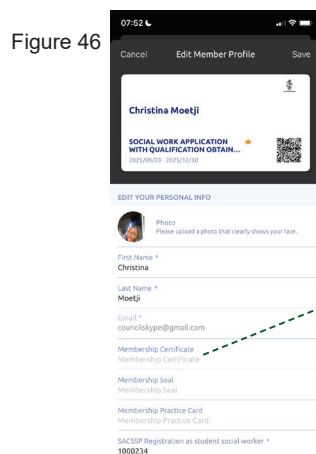
Click anywhere on the box to see more details about your application.

STEP 4: Click on the **PEN** icon to see details of your application.



Click on the **PEN** icon if you would like to edit your application form.

STEP 5: After clicking on **EDIT MEMBER PROFILE** you will see your details. The link to get your Registration Certificate will now show as shown in Figure 41.



Click on **MEMBER CERTIFICATE** to get the link to your Registration Certificate.

STEP 6: Copy the link of your certificate to showed under Step 5 and paste it into your preferred browser to access your digital Registration Certificate.

PART F: AFTER BEING REGISTERED: CERTIFICATE, PRACTICE CARD AND SEAL

F2: PRACTICE CARD

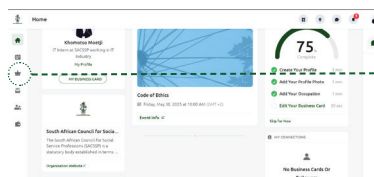
The SACSSP issues the **SACSSP PRACTICE CARD** for social service professionals once you have completed your registration and paid your annual fees.

- The Practice Card shows that you are currently registered with the SACSSP and allowed to practise.
- Unlike the Registration Certificate (which is displayed in your office), the Practice Card can be carried with you and presented when required.
- Employers, institutions and members of the public (including clients) may request your valid Practice Card as confirmation of your registration and professional status.
- The Practice Card is renewed each year once you pay your annual fees and remain in good standing with the SACSSP as a registered professional.

F2a: Getting your PRACTICE CARD through the SACSSP's online system (website)

STEP 1: Click on membership.

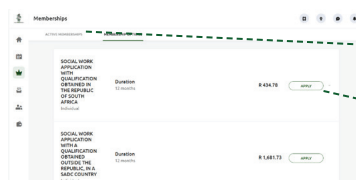
Figure 47



Click the **MEMBERSHIP** icon to access application forms.

STEP 2: Click on active membership.

Figure 48

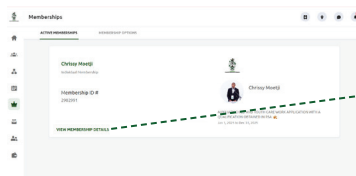


This is where you will find your **ACTIVE MEMBERSHIP** (registration).

Click here to **APPLY**.

STEP 3: Click on the view membership details to update your details.

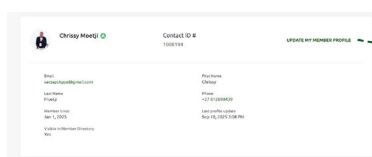
Figure 49



Click on **VIEW MEMBERSHIP DETAILS**.

STEP 4: Next click update my membership profile to see your details.

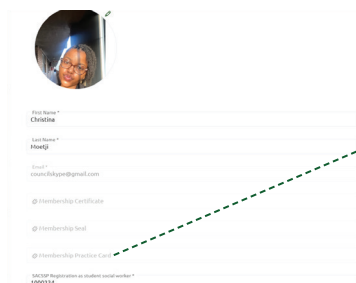
Figure 50



Click on **UPDATE MY MEMBER PROFILE**.

STEP 5: After clicking on **UPDATE MY MEMBER PROFILE** you will see your details.

Figure 51



Click on **MEMBERSHIP PRACTICE CARD** to get the link to your Practice Card.

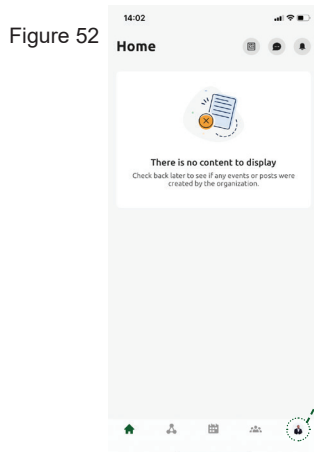
The link to get your Practice Card will now show as shown in Figure 41.

STEP 6: Copy the link of your Practice Card to showed under Step 5 and paste it into your preferred browser to access your digital Practice Card.

PART F: AFTER BEING REGISTERED: CERTIFICATE, PRACTICE CARD AND SEAL

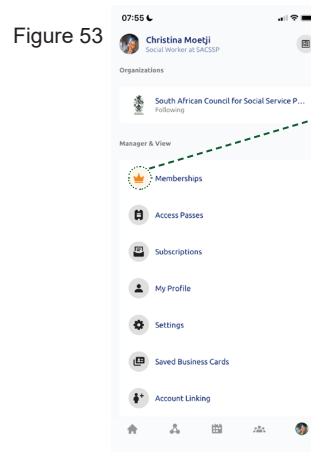
F2b: Getting your PRACTICE CARD through the SACSSP Mobile App

STEP 1: Click on the **PROFILE** icon to access your membership.



Click the **PROFILE** icon to see more options, like your profile, settings, and account details.

STEP 2: Click on the **MEMBERSHIPS** icon to access your active membership (registration).



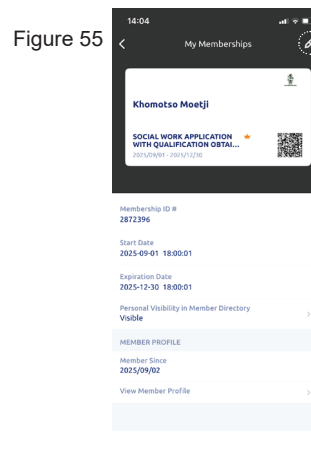
Click the **MEMBERSHIPS** icon to see your active membership

STEP 3: Click anywhere on the box to see your membership details



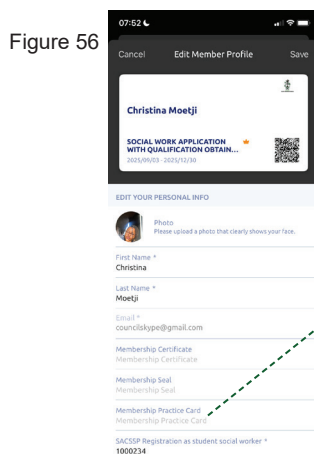
Click anywhere on the box to see more details about your application.

STEP 4: Click on the **PEN** icon to see details of your application.



Click on the **PEN** icon if you would like to edit your application form.

STEP 5: After clicking on **EDIT MEMBER PROFILE** you will see your details. The link to get your Practice Card will now show as shown in Figure 41.



Click on **MEMBERSHIP PRACTICE CARD** to get the link to your Practice Card.

STEP 6: Copy the link of your Practice Card to showed under Step 5 and paste it into your preferred browser to access your digital **PRACTICE CARD**.

PART F: AFTER BEING REGISTERED: CERTIFICATE, PRACTICE CARD AND SEAL

F3: SACSSP SEAL

The **SACSSP SEAL** is the official mark of authenticity placed on certificates and other formal documents issued by the South African Council for Social Service Professions. It serves as:

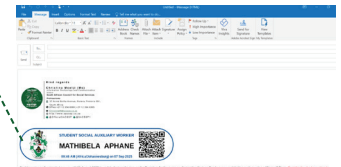
- **Proof of authenticity** (confirms that the document is original and officially issued by SACSSP).
- **Legal validity** (ensures the Registration Certificate and/or Practice Card is recognized under the law).
- **Security feature** (helps prevent fraud, forgery, or misuse of SACSSP documents).

This is what the **SACSSP SEAL** looks like:



The **QR code** can be scanned to access the Registration Certificate. If you are not in good standing with the SACSSP, the Registration Certificate will not be displayed.

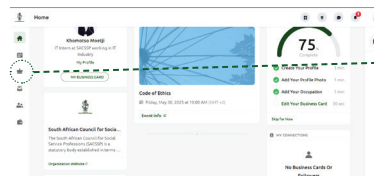
You can also insert the **SACSSP SEAL** into your **EMAIL SIGNATURE**. Anyone who receives your email can verify that you are in good standing with the SACSSP by scanning the QR code, which will direct them to your Registration Certificate.



F3a: Getting your SACSSP SEAL through the SACSSP's online system (website)

STEP 1: Click on membership.

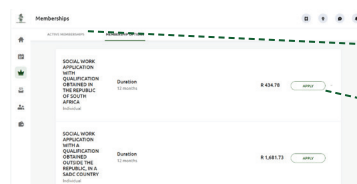
Figure 57



Click the **MEMBERSHIP** icon to access application forms.

STEP 2: Click on active membership.

Figure 58

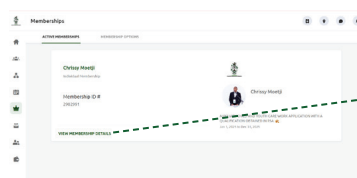


This is where you will find your **ACTIVE MEMBERSHIP** (registration).

Click here to **APPLY**.

STEP 3: Click on the view membership details to update your details.

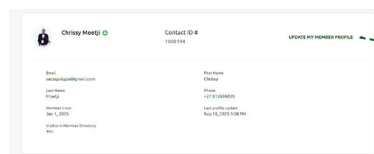
Figure 59



Click on **VIEW MEMBERSHIP DETAILS**.

STEP 4: Next click update my membership profile to see your details.

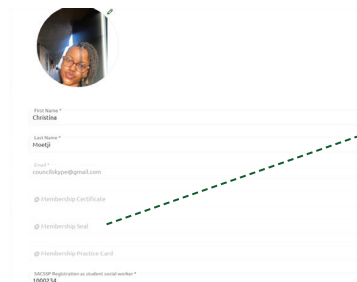
Figure 60



Click on **UPDATE MY MEMBER PROFILE**.

STEP 5: After clicking on **UPDATE MY MEMBER PROFILE** you will see your details.

Figure 61



Click on **SACSSP SEAL** to get the link to your SACSSP Seal.

The link to get your **SACSSP SEAL** will now show as shown in Figure 41.

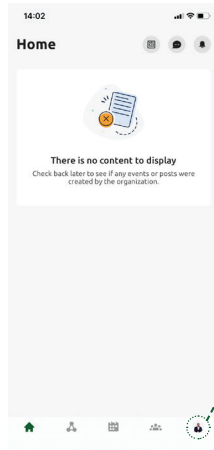
STEP 6: Copy the link of your SACSSP Seal to showed under Step 5 and paste it into your preferred browser to access your digital SACSSP Seal.

PART F: AFTER BEING REGISTERED: CERTIFICATE, PRACTICE CARD AND SEAL

F3b: Getting your SACSSP SEAL through the SACSSP Mobile App

STEP 1: Click on the **PROFILE** icon to access your membership.

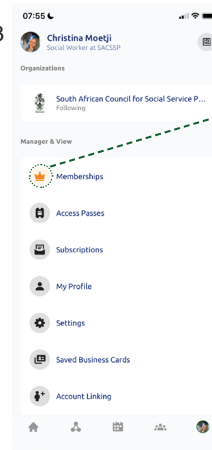
Figure 52



Click the **PROFILE** icon to see more options, like your profile, settings, and account details.

STEP 2: Click on the **MEMBERSHIPS** icon to access your active membership (registration).

Figure 53



Click the **MEMBERSHIPS** icon to see your active membership

STEP 3: Click anywhere on the box to see your membership details

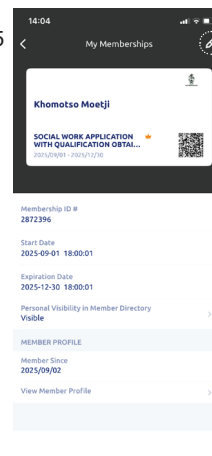
Figure 54



Click anywhere on the box to see more details about your application.

STEP 4: Click on the **PEN** icon to see details of your application.

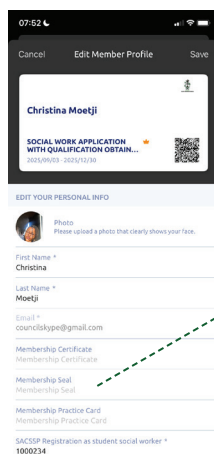
Figure 55



Click on the **PEN** icon if you would like to edit your application form.

STEP 5: After clicking on **EDIT MEMBER PROFILE** you will see your details. The link to get your **SACSSP SEAL** will now show as shown in Figure 41.

Figure 56



Click on **SACSSP SEAL** to get the link to your SACSSP Seal.

STEP 6: Copy the link of your **SACSSP SEAL** to showed under Step 5 and paste it into your preferred browser to access your digital **SACSSP SEAL**.

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