



## ourGOVERNANCE Signup Guide

### Contents:

Step 1: Signing up

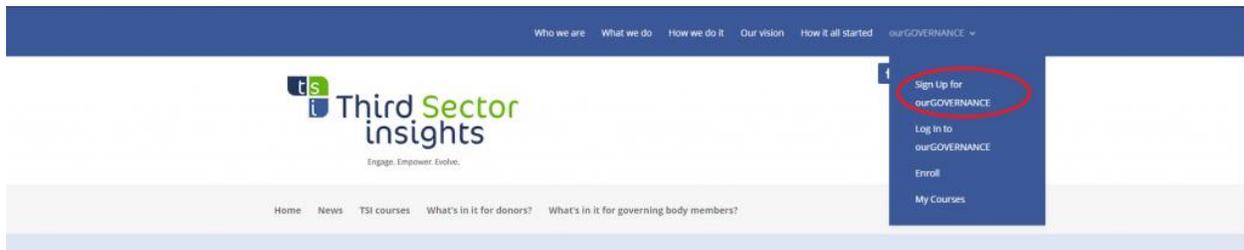
Step 2: Logging In

Step 3: Enrolling in ourGOVERNANCE

Step 4: Accessing your Courses

## Step 1: Signing Up and Creating an Account

The first step to enrolling into the ourGOVERNANCE program is to create an account at <http://thirdsector.co.za/> by clicking on the Sign Up for ourGOVERNANCE tab under the ourGOVERNANCE menu drop down.



*The top menu is where you will find the sign up option.*

On the sign up page you will be prompted to enter your personal information as well as a username and password which will be used to access your account

and courses. If you would like these login details to be emailed to you, please tick the box 'send these credentials via email'.

Once you have entered your details, click on 'Add User' to proceed.

To sign up for our GOVERNANCE, create an account by supplying your information below. Once you have created an account and signed in you will be able to enroll in a course via the enrollment page.

### Name

Username \*

First Name

Last Name

### Contact Info

E-mail \*

### About Yourself

About Yourself

*Tell us a bit about your organisation, as well as your position in your organisation*

Password \*

Repeat Password \*

\*

I'm not a robot



Send these credentials via email.

Add User

## The Sign-Up Page

## Step 2: Logging In

Once you have signed up and created an account, you should be automatically logged in. If not, click on the **Log in to ourGOVERNANCE** tab under the ourGOVERNANCE drop down on the top menu and enter your login information from step 1.

If you have not yet created an account and signed up for a course click [here](#).

Username or Email

Password

I'm not a robot



reCAPTCHA

[Privacy](#) - [Terms](#)

Remember Me

[Click here to manage which courses you are enrolled in.](#)

## *The Login Screen*

### Step 3: Enrolling

After logging in, you will be able to enrol for the relevant ourGOVERNANCE course through the Enrol page. Here you can select which program you wish to enroll for and apply any discount codes you may have. Once you have completed this, **click on the Payfast button to complete your subscription.**

**Please note: Even if you have used a discount code and your balance due is 0.00 the Payfast button still needs to be clicked in order to complete the subscription process.**

Thank you for signing up for ourGOVERNANCE. To register for a course, please select the appropriate option below. Checkout and payment is done securely through PayFast.

ourGOVERNANCE RSA	R 1,200.00 per Year.	Select
ourGOVERNANCE Lesotho	R 1,200.00 per Year.	Select
ourGOVERNANCE Malawi	R 1,200.00 per Year.	Select
ourGOVERNANCE Australia	R 1,200.00 per Year.	Select

[← Return to Home](#)

[Click here to cancel any active memberships.](#)

Simply select which of the ourGOVERNANCE option you will be enrolling for and proceed to the secure checkout through PayFast. If you have been provided with a discount code, you will be able to enter it now.

#### Membership Level change

You have selected the **ourGOVERNANCE Lesotho** membership level.

The price for membership is R 1,200.00 per Year.

Discount Code

You are logged in as . If you would like to use a different account for this membership, [log out now](#).

Check Out with



**NOTE:** if changing a subscription it may take a minute or two to reflect. Please also log in to your PayFast account to ensure the old subscription is cancelled.

Upon checkout, you will be redirected to the PayFast gateway to complete your payment. Should you require assistance with PayFast, their support email is [support@payfast.co.za](mailto:support@payfast.co.za)



Secured and powered by **PayFast**

### Recurring Payment

ourGOVERNANCE Lesotho at Our Governance

Future Recurring Amount R 1,200.00

<b>Due now</b>	<b>R 1,200.00 ZAR</b>
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Future payments to be debited annual starting on 2018-10-11 with no end date.

[Register](#) an account to manage your subscriptions.

Email address

Password

**CONTINUE WITH PAYMENT**

[Forgotten password?](#)

Having trouble with your transaction? Let us help you  
+27 (0)21 300 4455 [support@payfast.co.za](mailto:support@payfast.co.za)

**All subscription and billing is handled securely through PayFast.**

## Step 4: Accessing your Courses

Once you have completed the sign up and enrolment process, you will be able to access your courses by clicking on the My Courses tab. This lists all of your enrolled courses, and is where you will be able to resume your progress. To access your course, simply click the name of the course.

Once logged in your profile and enrolled courses will be listed below. If you have not yet enrolled for any courses, click here to be directed to the enrollment page.

Expand All | Collapse All

Profile



**Name:**  
**Username:**  
**Email:**  
**Earned Course Points:** 0

Registered Courses

		Certificate	Status
▶	ourGOVERNANCE Australia	-	
▶	ourGOVERNANCE Lesotho	-	
▶	ourGOVERNANCE Malawi	-	
▶	ourGOVERNANCE RSA	-	

[Click here to edit your profile.](#)