

NELSON MANDELA
UNIVERSITY



Training Manual

Making the most of your mobile device

Introduction

Nelson Mandela University is the only university in the world to be named after Nelson Mandela. With this honour comes huge responsibilities.

As Nelson Mandela dedicated his life to creating a more equal and just society in ensuring a better life for all, our University wishes to do likewise and continue his work to this end.

As part of the University's efforts to do this, all non-office bound employees will each receive a mobile phone.

This mobile phone will give you the same access to online opportunities as those colleagues who work at desks with computers or laptops. It will, for example, enable you to send and receive emails and get onto the staff portal or intranet where all matters about the University are shared. You will be able to print documents, check your salary pay cheque and so much more.

Training to assist you in using your new mobile device to do all this is available, starting with this manual and a video in both English and isiXhosa.

We want all staff members to be empowered and feel part of a caring, inclusive and values-based institutional culture at Nelson Mandela University.

QUICK REFERENCE GUIDE MANUAL



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- How to use the Namola App

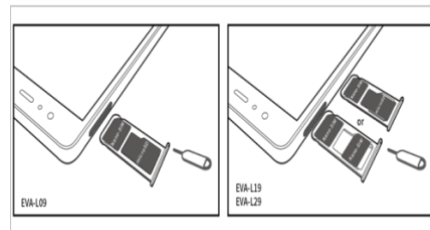
How to insert SIM Card *Quick Reference Guide*

User Guide

1. Check that your device is turned off. If not press the On/Off button to turn power off

How to insert SIM card

1. Take the metal pin provided to eject the SIM tray
2. Insert the tool into the small hole on the side of the device
3. Gently push the tool to eject the SIM tray from its housing
4. Pull out the sim tray with metal side facing upwards
5. Insert sim card in the smallest compartment, sim card must face down
6. If provided, Insert sim2 in the big compartment or insert a memory card/SD
7. Insert the tray back in the device
 - ☐ Check if sim cards are properly aligned
 - ☐ Check that the tray is properly aligned with the slit
 - ☐ Gently push the tray into the device



Battery

1. Do not remove the battery from the device
2. Use the charger included in your original CORE-X3 box
3. If your phone is crushed or severely damaged do not touch your phone contact customer care
4. Do not short circuit
5. Do not throw battery into fire
6. Do not use your phone in humid areas, as this could cause fire, or damage the charger

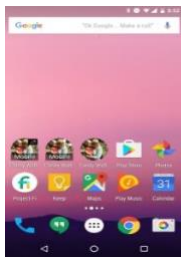
How to navigate Android device *Quick Reference Guide*

User Guide

1. Power on your device

Navigating your android phone

1. On your android device you will see a page like the one below or similar to it, this is your home screen



2. On your home screen you will see these dots they are called page counter.
To navigate through different pages, swipe from the right or left side of your screen



3. The dots that you see on the picture is called an app drawer, it houses all your installed apps. You click on it to view all your apps



4. Android Device have the 3 touch-sensitive buttons at the bottom of the screen



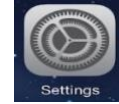
- Back button: Brings you back one page
- Home button – Brings you back to the home screen from wherever you are in the device
- Recent apps key – Pulls up a list of recently used apps (used mainly for quick app switching)



How to connect to Wi-Fi *Quick Reference Guide*

User Guide

1. Power on your device and on your home screen click on settings



Connect to Wi-Fi

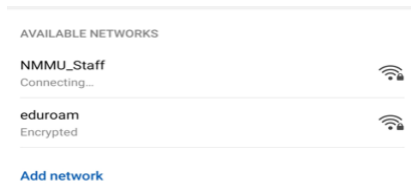
1. Click on WIFI / Wireless and Networks settings



2. Turn on your Wi-Fi by moving the scroller/ Click on the circle to turn Wifi on



3. Your phone will search for all available networks and display them under available networks



4. Click on the correct network/ Click on NMMU_Staff

- A page that requires you to enter your username and password will appear as follows:


The image shows a login form for a network. It has three input fields. The first is labeled 'Identity' and contains the email address 'portias@mandela.ac.za'. The second is labeled 'Anonymous identity' and is empty. The third is a password field with a masked password '.....' and a small icon of a crossed-out eye to its right, indicating that the password is hidden.

- After entering your details click on Connect

5. If you experience problems check if details are correct, and if you still have problems contact Helpdesk on ext3000

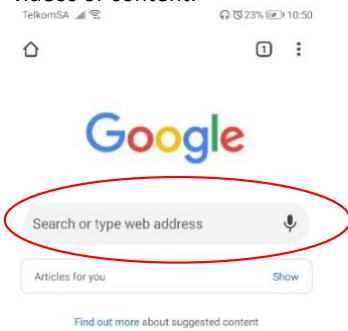
How to use the Browser on the phone *Quick Reference Guide*

Using the Browser

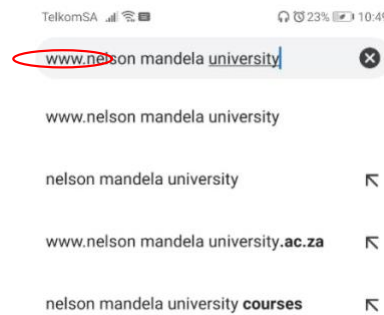
1. On your phone, go to Google Chrome 

Using the Search Engine


2. Once the browser has been opened, you can search for what you are looking for Eg images, videos or content.




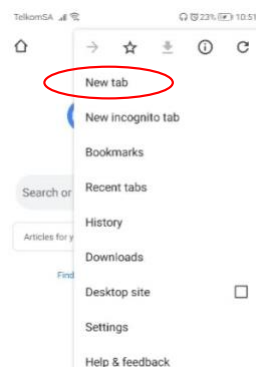
3. You can also search for content using web address starting with "www"



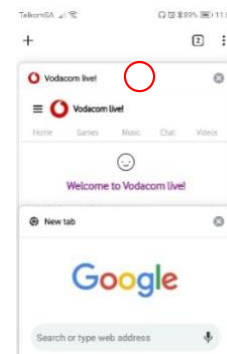
Opening a new Tab & Closing

4. To open a new page "Tab" click on these dots  and a selection menu will open

5. Once you have selected a new "Tab" you will see  on the right hand corner of your screen






6. To close the "tabs" simply click on the "x" on the right hand of your screen and close them.



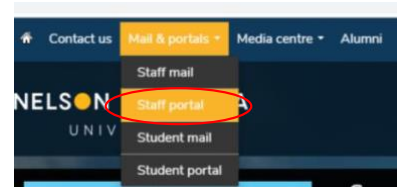
How to access the Staff Portal *Quick Reference Guide*

Using the Search Engine

1. On your phone, go to  and search for  nelson mandela university 

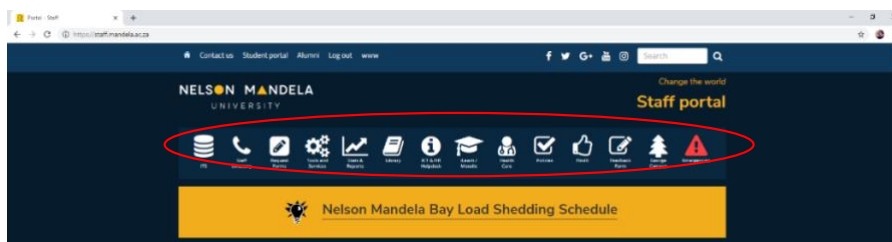
Getting Started

2. Click on “Nelson Nandela University” webpage and launch the site.
3. Click on the “Mail&Portal” tab and select Staff portal.
4. Enter your username & password.



Staff Portal

5. Once you have access to the portal, you will see and have access to information such as:
-ITS, Health care services, Policies & Emergencies just to name a few.



Staff Portal

6. On the NMU portal you will also find:

-The Staff Bulletin, where you get to know what is happening in the university.

-Events

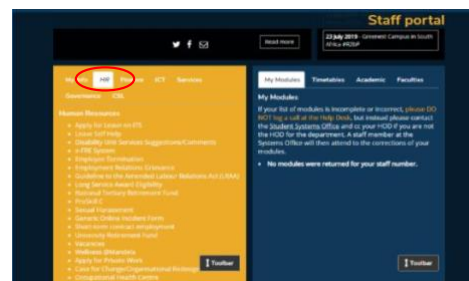
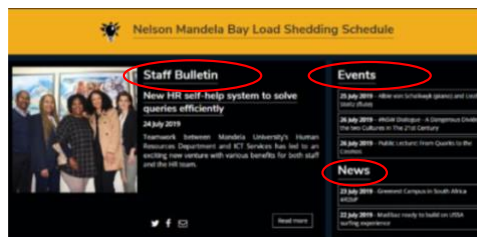
-Notices

-News

7. On the “My info” tab, you can check or change your personal details .


8. You also have access to “HR” where you can:

- [Apply for Leave on ITS](#)
- [Leave Self Help](#)
- [Employment Relations Grievance](#)



How to use Map Buddy *Quick Reference Guide*

Using the Browser

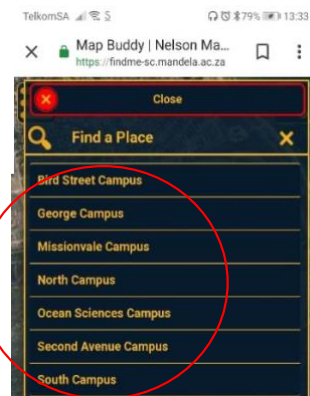
1. On your phone, go to Google Chrome  and once opened type in “Mapbuddy.ac.za” in the search bar.

Using Map Buddy

2. Once the app has been launched, a satellite map of the NMU will be present marked with all the

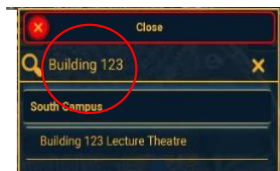


3. Once you have opened the search engine, all the NMU Campuses will be listed.



Finding your way around campus

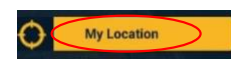
4. Enter the name of the building you are looking for Eg *Building 123* and it will show you the results.



5. When you click on the result, it will show you a landmark, once you see it click on it as it will give you “Directions” option.



6. Click on my “Location”.




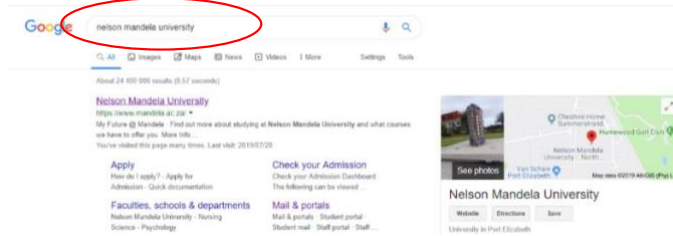
7. Once you have clicked on “My Location”, navigation will start and give you directions.



How to use iEnabler Quick Reference Guide

Using iEnabler

1. On your phone, go to Google Chrome  and once opened type in Nelson Mandela University in the search bar.



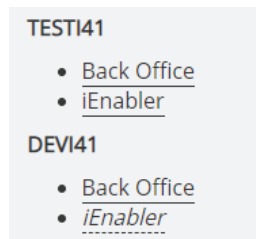
Using iEnabler

2. Once the page is opened, go to your staff portal. Click "ITS".



3. Proceed and scroll down to "iEnabler". You will be required to enter your details.

4. You will have access to:
 - Apply
 - Register
 - Change personal information
 - Get academic and other information
 - And make payments.



How to create a GMAIL account

Quick reference guide

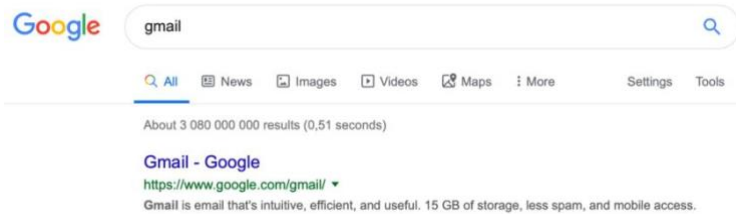
1. Go to the internet browser Google Chrome.



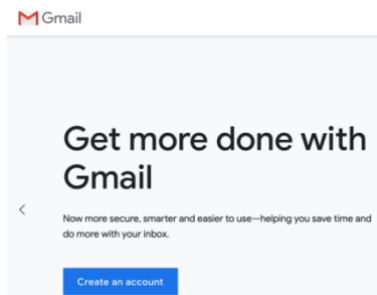
2. Type gmail into the search field.



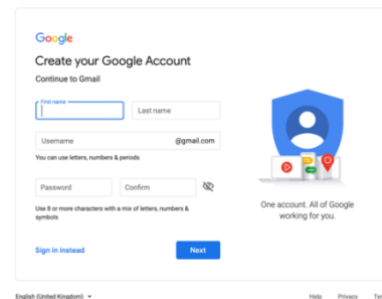
3. Click on the **Gmail - Google** and wait for the next page.



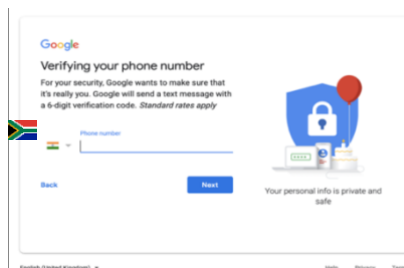
4. Click on **Create an account** and wait for the next page.



5. Fill in all the fields and click next.




6. Verify your mobile number +27 at the beginning of the number for the South African code.



7. You will get a verification code sent on the mobile phone.



8. Add the code and click continue.


9. Now you have a GMAIL account and can access it at any time by logging in with your username and password.

10. Double click on  access it.

How to use the NMU APP *Quick Reference Guide*

How to install NMU Mobile App

1. On your home screen or click on your app drawer  and click on google play store 

2. At the top where it is written  type in

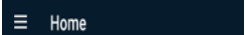

3. Click on Nelson Mandela University App

4. On the next page  click on install

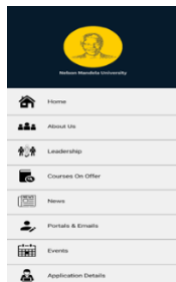
5. Wait for your app to finish installing

6. Click on 

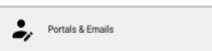
NMU MOBILE APP

1. On the  click on 

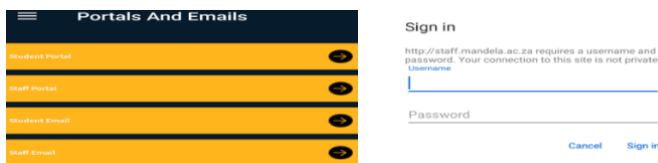
2. The following screen will appear



3. You can access your e-mails and portals by clicking on



4. The following page will appear, when you click in any of these tabs you will be required to enter your details



5. When you enter your username always ensure that include @mandela.ac.za/ @nmmu.ac.za

6. After entering your username and password then click sign in

7. If you experience problems check if details are correct, and if you still have problems contact Helpdesk on ext3000



How to use the InfoSlips App *Quick Reference Guide*

Getting Started

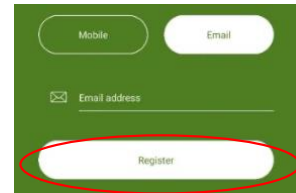
1. On your phone, go to the Google Play Store  click on it and search for  and install the app.



Register

2. Once the App has been installed, click on “Register here” and proceed to register using your email account. You have an option to register with your @mandela email or using your personal email account eg Gmail or Yahoo.

**The email address you use will be the one that all your infoSlips will be sent to.*



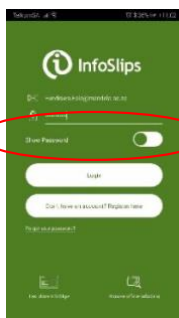
InfoSlips PUK

3. Once you have registered, an email will be sent to your email account with your PUK number, follow the prompts and complete. This PUK number will then activate your account and you will be able to access the App.

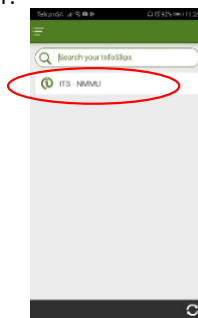


Login to access your account

4. Enter your details and “Login”

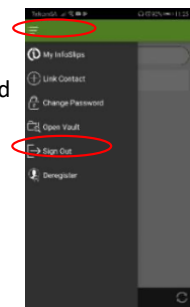


5. Once logged in, you will see “ITS-NMU” click on it and all your payslips will appear.



6. Once you have viewed your payslips, click on the “Menu” bar on the left hand corner of your screen.

7. An open menu will appear, scroll to “Sign Out” And you will be logged out.



How to use the Outlook App on mobile phone

Quick Reference Guide

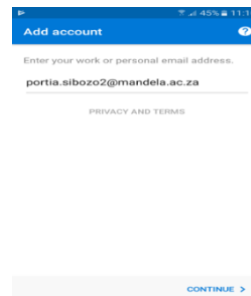
1. Go to Google Play store and install the Outlook app.



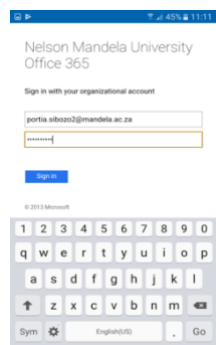
2. Go to Outlook on your phone and tap "Get Started".



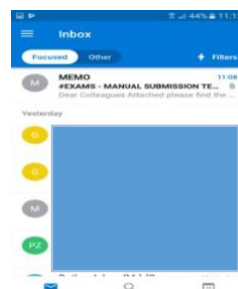
3. Write down your @mandela.ac.za email address and tap on "Continue".



4. Punch in your email address and password and tap on "Sign-in".



5. Now your email account is ready for use.



How to download and install Catch-ur-Mood

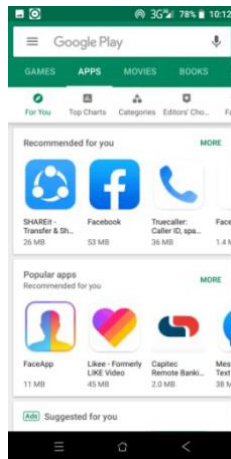


Quick reference guide

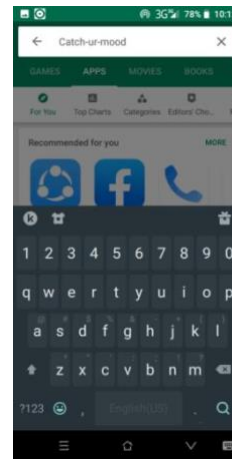
1. Go to Google Play Store app on your mobile phone and tap on it.



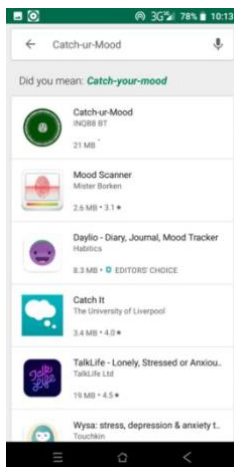
2. This will show on the mobile phone screen.



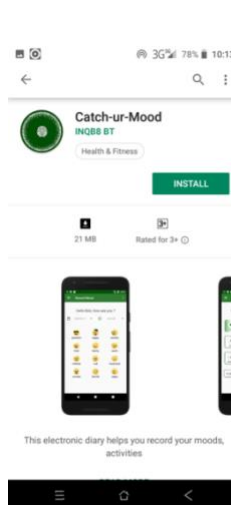
3. Type Catch-ur-Mood in the search bar.



4. Tap on Catch-ur-Mood to select Catch-ur-Mood.



5. Tap on install to download it.



6. Now the Catch-ur-Mood app will be on your mobile phone where all the other apps are.

7. Go to the same place where you found Play Store and the Catch-ur-Mood app will be there.

8. Tap on Catch-ur-Mood app icon and follow the instructions.



How to download and install Ncediso

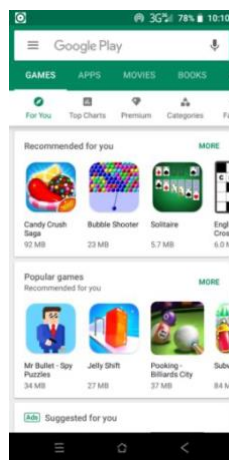


Quick reference guide

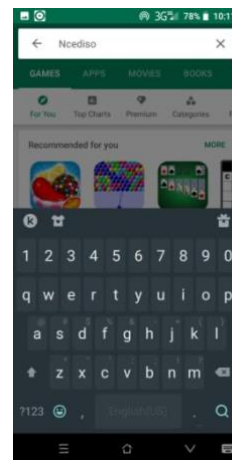
1. Go to Google Play Store app on your mobile phone and tap on it.



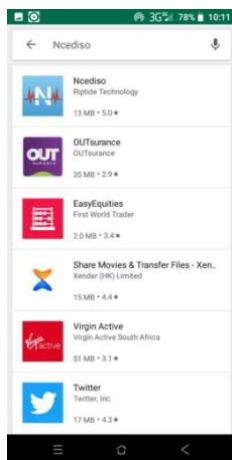
2. This will show on the mobile phone screen.



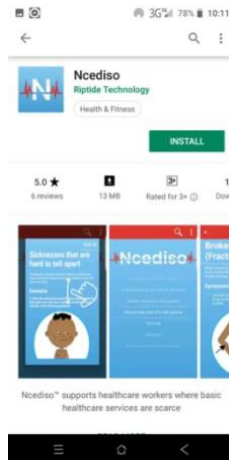
3. Type Ncediso in the search bar.



4. Tap on Ncediso to select Ncediso.



5. Tap on install to download it.



6. Now the Ncediso app will be on your mobile phone where all the other apps are.

7. Go to the same place where you found Play Store and the Ncediso app will be there.

8. Tap on Ncediso app icon and follow the instructions.



How to use the Namola App

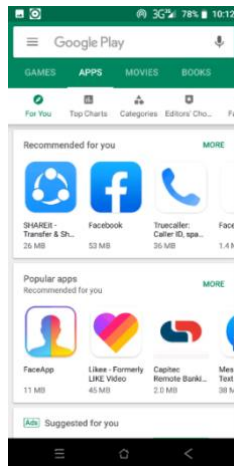


Quick Reference Guide

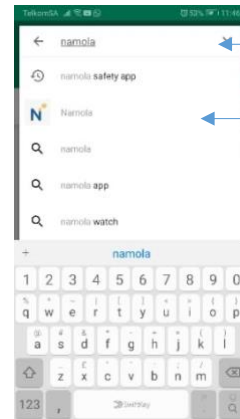
1. Go to Google Play Store app on your mobile phone and tap on it.



2. This will show on your mobile screen.



3. Type "Namola" in the search bar.
4. Select "Namola" and install the app.



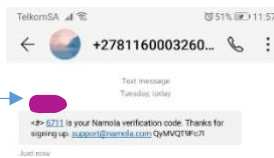
5. Once you have filled in all your details, click on "continue".



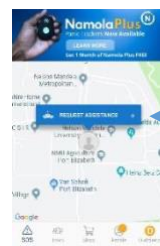
6. Read all the terms and conditions and click on "Agree"



7. A verification code will be sent to your mobile to verify your account.



8. Press on "Request Assistance" for a few seconds and you will be immediately connected to a nearby responder.



Incwadi yesikhokelo

Intshayelelo

I-Nelson Mandela University ikuphela kwe-Dyunivesithi eyathi yathiwa ngegama lika tata u-Nelson Mandela kwilizwe jikelele. Njengokuba nisazi, utata u-Nelson Mandela wanikela ngobomi bakhe ekuqinisekiseni ukuba unika uluntu ubomi obungcono.

Njengokuba utata u-Nelson Mandela wanikela ngobomi bakhe ekuqinisekiseni uluntu olu linganayo kunye nobomi obungcono. I-Dyunivesithi inqwenela ukuqhubeka nawo lomsebenzi ka tata u-Nelson Mandela. Bonke abasebenzi-phandle bedyunivesithi, bazokufumana iminxeba njenge nxalenye, nemizamo ye dyunivesithi.

Ngaleminxeba uzokwazi ukwenza izinto ezifanayo nabasebenzi base ofisini abane laptops kunye nee khompyutha kwidesika zabo. Uzokwazi ukufumana kwaye uthumele i-emails, ukwazi ukungena nakwi staff portal kunye nokusebenzisa i-inthanethi ubone zonke izinto zedyunivesithi ezithunyelwa ngonxebelelwano lwe-inthanethi. Ngalomnxeba uzokwazi uku-printa li-documents, ujonge i-pay slips kwakunye nokunye okuninzi.

Uqeqesho lokusebenzisa lomnxeba luyafumaneka kulencwadi yesikhokelo kunye ne vidiyo ezikulwimi lwesiXhosa kunye nolwesi-Ngesi.

I-Nelson Mandela University ifuna ukuqinisekisa ukuba bonke abasebenzi bayo baxhotyisiwe kwaye baziva bekhathalelwe, beyinxalenye yeenqubo ezise mgangathweni zencubeko yedyunivesithi.

INCWADI YESIKHOKELO



IPHEPHA LESALATHISO

- Indlela yokufaka iSIM card emnxebeni
- Indlela yokusebenzisa i-Android
- Indlela yokunxebelelana ne-WiFi
- Ukusebenzisa iBrowser efownini
- Ukusebenzisa iStaff Portal
- Ukusebenzisa iMap Buddy
- Ukusebenzisa i-Enabler
- Vula iakhawunti ye-Gmail
- Indlela yokusebenzisa i-NMU app
- Ukusebenzisa i InfoSlips App
- Indlela yokusebenzisa u-Outlook App
- Ukufaka u-Catch-ur-Mood kumnxeba
- Indlela yokulanda ngaphakathi u-Ncediso App
- Ukusebenzisa iNamola App kumnxeba

Indlela yokufaka iSIM card emnxebeni

Isikhokhelo

1. Qinisekisa ukuba umnxeba ucinyiwe.

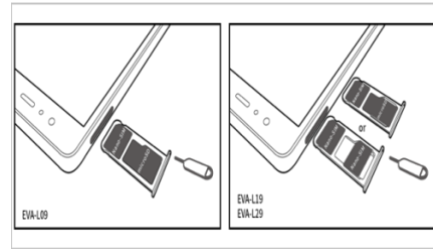
Indlela yokufaka iSIM card

1. Thatha esi sixhobo se-pin yentsimbi esiphume nomnxeba
2. Faka esi sixhobo se-pin yentsimbi kulomngxunya umncinci ulapha ecaleni emnxebeni
3. Thyala nje kancinci izophuma i-tray ye-Sim card
4. I-tray Ye-sim card izophuma icala lentsimbi lijonge phezulu
5. Faka i-Sim card yakho kulandawo incinci ubuso bayo bujonge ngezantsi
6. Ungayifaka i-sim card yesibini okanye ufake SD card kulendawo inkulu



7. Buyisela i-tray emnxebeni

- Qinisekisa ukuba isim card zihleli kakuhle
- Qinisekisa ukuba itray ihleli ngendlela eyiyo
- Yithyale kancinci itray xa uyifaka emnxebeni



Battery

1. Sukuyi khupha i-battery emnxebeni wakho.
2. Sebenzisa uqobelo lwe-charger maxa onke.
3. Ukuba umnxeba wako awusebenzi futhi ne-battery yayo ichaphazelekile nceda ungayilungisi ngokwakho , fqhakamshelana ne-customer care line ikuncede.
4. Sukuyikhupha kwi-charger ingekagcwali.
5. Ungawusondezi umnxeba endaweni enomlilo okanye ulahle i-battery emlilwe
6. Ungawu-charge umnxeba endaweni emanzi ngoba lonto ingabangela umlilo okanye imoshakale i-charger yomnxeba.

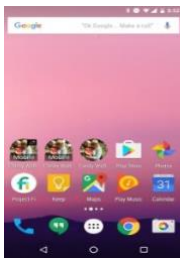
Indlela yokusebenzisa i-Android

Isikhokhelo

1. Qinisekisa ukuba umnxeba uvuliwe

Indlela yokusebenzisa umnxeba we-android

1. Esi-screen sibizwa ngoba yi-Homescreen



2. Kwi-Homescreen yakho uzobona ii-dots, ezintathu nangaphezulu, zibizwa ngoba yi-page counter
Xa ufuna uthyila ii-screen onazo, cofa ngomnwe e-screenini sakho siye ngasekhohlo nasekunene



3. Ezi zona i-dots zibizwa ngoba yi-app drawer, kulapho uzofumana zonke i-App zakho ubuzi-downloadile.



4. Ifowuni zakwa-Android zinalamaqosha mathathu abuthathaka



- Back button: Eliqosha likubuyisela umva kulonto ubuyenza
- Home button – Eliqosha likubuyisela kwi-home screen yako noba ubuphi efownini yako
- Recent apps key – Eliqosha likubonisa okanye likuvezela zonke ii-Apps ubuzivulile



Indlela yokunxebelelana ne-WiFi

Isikhokhelo

1. Qinisekisa ukuba umnxeba uvuliwe, ucofe i-settings

Ukunxibelelana ne-Wifi

1. Xa ugqibokucofa i-settings cofa u-Wifi okanye ucofe ku-Wireless & Networks
2. Qinisekisa ukuba uyayivula iWifi kwelaqhosha lisecaleni
3. Umnxeba uzokhangela onke amagama eWifi ewafumanayo iwaveze ezantsi kuAvailable Networks



4. Cofa kweligama ufuna unxebelelana nalo/ Cofa ku NMMU_Staff
 - Kuzovela ipage efana nale ingezantsi, kufuneka ufake iinkcukacha zonxebelelwano

- Xa ugqibofaka iinkcukacha zako jonga ngezantsi ucofe kuConnect
5. Ukuba ufumana ingxaki qinisekisa ukuba ufake iinkcukacha ezi zizo, ukuba usafumana ingxaki qhakamshelana kunye ne-Helpdesk kulenombolo xt3000



Ukusebenzisa iBrowser efownini

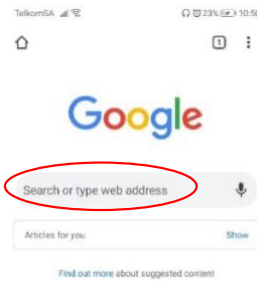
Isikhokhelo

Ukusebenzisa iBrowser

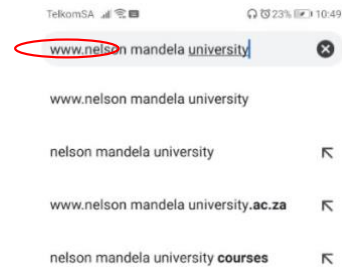
1. Kwi fowni yakho cofa uGoogle Chrome  ukhangele nokuba yintoni ufuna inkcukacha zayo.

Ukusebenzisa u-Google


2. Xa ibrowser ivulekile, bhala lento uyi khangelayo/ uyifunayo.




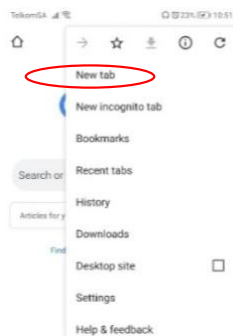
3. Xa ukhangelela inkcukacha uyakwazi nozikhangela ngala dilesi iqala ngo "www".



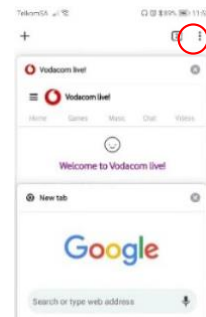
Ukuvula noku vala iPage

4. Ukuvula ipage entsha cofa  kulamachaphaza i-menu izovuleka apho uzokwazi ukuvula ipage (Tab) entsha.

5. Xa ukhethile i"Tab"entsha uzobona u  apho ikubonisa khona ukuba uvule ipages ezimbini ono sebenza kuzo.



6. Ukuvala i-page cofa kula "x" use kunene apha kwi screeni. Zonke ipage zakho zizo valeka ukubonisa ukuba ugqibile.



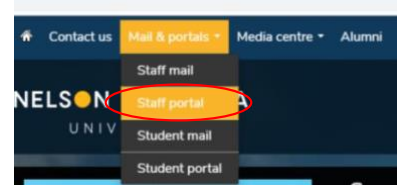
Uku sebenzisa iStaff Portal *Isikhokhelo*

Uku sebenzisa iSearch Engine

1. Emxebeni wakho cofa kolu phawu  ukhangele i-Nelson Mandela University.

Masiqale Apha

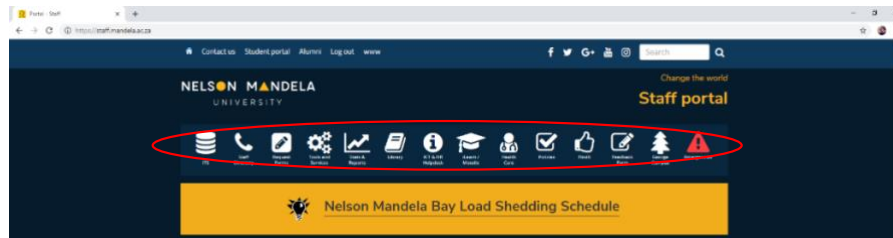
2. Cofa ku “Nelson Nandela University” ulindele I website ivele.
3. Cofa ku “Mail&Portal” wandule ukhethe “Staff portal”.
4. Faka i-username & password.



iStaff Portal

5. Ukungena kwakho kwi site, uzokubona ezi zinto zilandelayo:

-ITS, iHealth care services, iPolicies & iEmergencies



iStaff Portal

6. Kwi NMU portal uzokubona izinto ezifana nezi zingezantsi:

-Iindaba zabasebenzi .

-iEvents

-iiNdaba

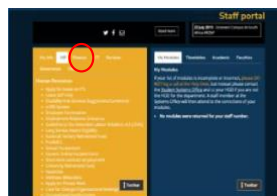
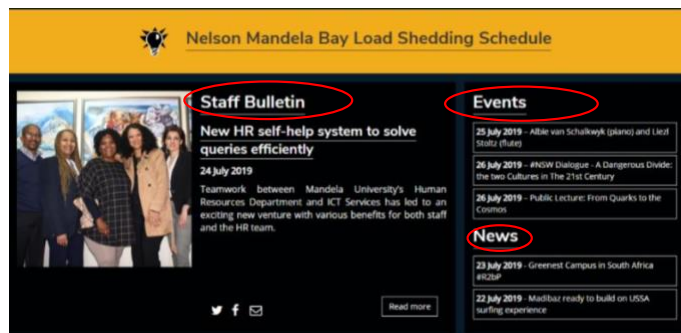
7. Xa ucofe “My info”, uyakwazi ukulungisa inkcukacha zakho kwaye ubone ukuba yonke into ibhalwe ngoku qinisekileyo.

8. Xa ucofe ku “HR” kulapho uzokwazi ukwenza oku kulandelayo:

[Apply for Leave on ITS](#)

[Leave Self Help](#)


[Disability Unit Services](#)



Ukusebenzisa iMap Buddy

Isikhokhelo

Ukusebenzisa iBrowser

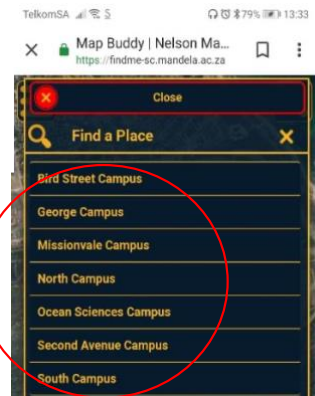
1. Emnxebeni wakho cofa uGoogle Chrome  ukhangele "Mapbuddy.ac.za."

Ukusebenzisa iMap Buddy

2. Xa uvula i-app, uzokubona imap ekubonisa apho iYunivesithi ime khona kunye ne khampasi zazo. Cofa "isearch engine"



3. Xa ucofe "isearch engine" zonke ikhampasi zase NMU zizovela.



Ukukhangela iindawo eKhampasini

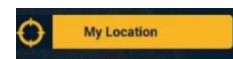
4. Faka igama la lendawo oyifunayo umzekelo "Building 123". Apha izokunika iinkcukacha wandule ukhethe le uyifunayo.



5. Xa ucofe ku "Building 123" kuzovela ichaphaza eli bomvu (landmark). Xa ulicofile eli chaphaza kuzovela i "Directions" wandule ucofe khona.



6. Cofa u"Location".




7. Xa sowu cofile u "My Location" i-app izokubonisa indlela yokuhamba ukwenzela unga lahleki.



Ukusebenzisa i- iEnabler

Isikhokhelo

Ukusebenzisa i- iEnabler

1. Kwi fowni yakho cofa uGoogle Chrome  xa sele evulekile, khangela iNelson Mandela University.

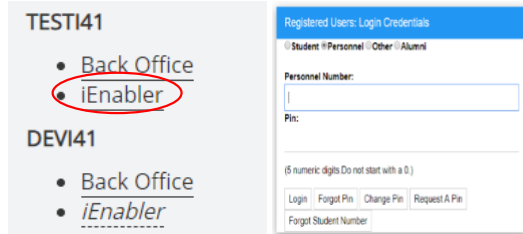
Ukusebenzisa i- iEnabler

2. Xa ungenile kwi “Staff portal”, cofa ku “ITS”.



3. Wandule uyocofa ku “iEnabler” apho kuzofuneka ufake inkcukacha zakho ukuze ukwazi ukusebenzisa le sevisi.

4. Apha kule sevisi uzokwazi ukwenza oku kulandelayo:
 - uku Apply(a)
 - Uku Register
 - Ukutshintsha kwe nkcukacha zakho
 - Ukubhatala iaccounts zakho zase yunivesiti.



vula iakhawunti ye-Gmail

Isikhokhelo

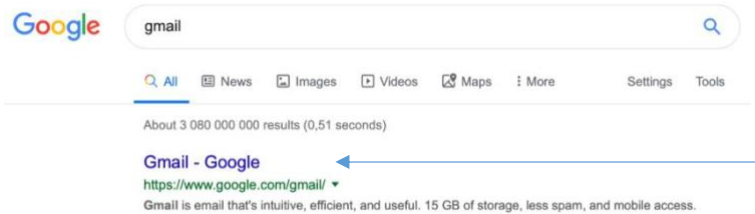
1. Iya kwi internet ucofe u-Google Chrome.



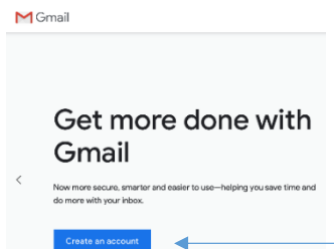
2. Khangela u -gmail njengakwisibonelo ezantsi



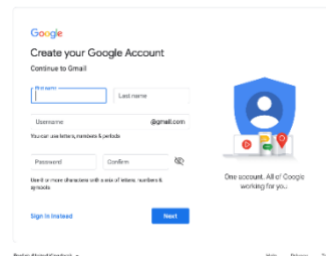
3. Cofa u**Gmail - Google** ulindele i-page elandelayo.



4. Cofa ku **Create an account** ulindele i-page elandelayo.




5. Faka zonke inkcukacha zakho wa ndule ucofe u-next.



6. Qinisekisa I nombolo yakho, xa uyifaka iqala ngo +27 ngoba le yi-code yase Mzantsi Afrika.







7. Ikhona i-varification code ezo ku thunyelwa emnxebeni wakho.
8. Bhala la-code wandule ucofe u-continue.
9. Ngoku une-GMAIL account kwaye ungayisebenzisa nanini na. Vela ufake i-username kunye ne-password yakho. Yibhale phantsi idilesi ye-email yakho.
10. Cofa kabini  xa ufuna ujongwa i-email.

Indlela yokusebenzisa i-NMU app





Isikhokhelo

Indlela yokufaka ngaphakathi iApp yaseNMU emnxebeni

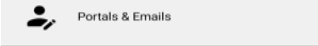
1. Kwi-home screen cofa kweliqhosa 
2. Phezulu emnxebeni cofa kulendawo  ubhale ngoluhlobo
3. Cofa kweligama Nelson Mandela University
4. Kweliphepha lilandelayo  cofa ku-Install
5. Linda umnxeba ugqibe uku-Installer emva koko ucofe eliqhosa 

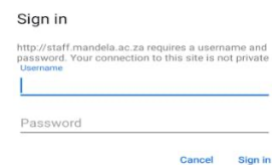
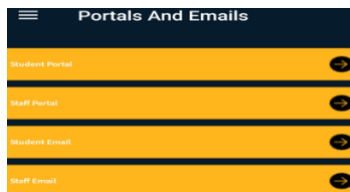


Indlela yokusebenzisa iApp yaseNMU

1. I-NMU app emva kokuba uyifake ngaphakathi emnxebeni, uzoyifumana ngocofa kweliqhosa 
2. Cofa eliqhosa kwi-App zako 
3. Kwi-screen esilandelayo uzobona lendawo  apha uzocofa kulemigca 
4. Kuzovela i-screen esifana nesi-screen singezantsi. Kwesi-screen kulapho uzofumana zonke iinkcukacha ofuna uzazi ngeDyunivesithi. Cofa kweligama ukwazi banzi ngokwenzekayo eDyunivesithi



3. Xa ufuna ujonge e-mails zako or ukuya kwi-portals cofa apa 
4. Xa ucofe ku-Portals & Emails uzobona le- page isekuqaleni, xa ucofe noba kweliphi igama kula anomva oyellow uzonyanzeleka ufake iinkcukacha zako



5. Xa ufaka iinkcukacha zako qinisekisa ukuba usoloko ufaka u-@mandela.ac.za/ @nmmu.ac.za
6. Emva kokuba uyifakile i-Username ne-password yako cofa ku-Sign in
7. Ukuba ufumana iingxaki qinisekisa ukuba ufaka iinkcukacha ezizizo okanye uncede ufownele i-Helpdesk kule number xt3000



Ukusebenzisa i InfoSlips App

Isikhokhelo

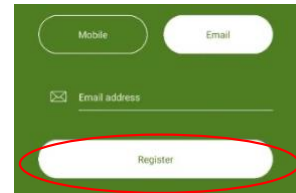
Ukuqalisa

1. Kumnxeba wakho yiya kuGoogle Play Store  ukhangele "InfoSlips" wandule udownloade iApp.

ukuRegister

2. Xa i-app isebenza, cofa ku"Register here" uqhubeke ubhalise i-email accounti yakho. Apha unga khetha u-register nge @mandela email okanye usebenzise i-email account engenye umzekelo u-Gmail or u-Yahoo.

**Le email address-i uyisebenzisayo yiyo le i-payslips zakho zizo phumela kuyo rhoqo ngenyanga.*



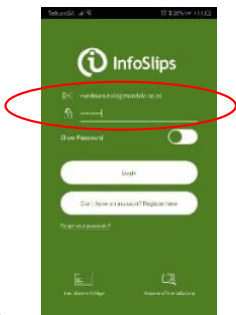
iInfoSlips PUK

3. Xa ubhalisile, uzokufumana i-email ezothunyelwa kwi email accounti yakho ene "PUK number", landela imigaqo wandule ugqibe. Le "PUK number" yiyo ezokwazi ukuvula i-app yakho kwaye ukwazi ukuyi sebenzisa ngoku pheleleyo.

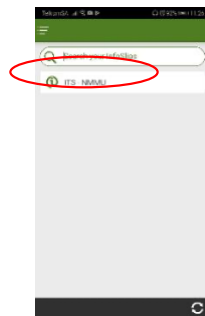


Indlela yokungena kwi account

4. Faka iinkcukacha zakho ucofe "Login"

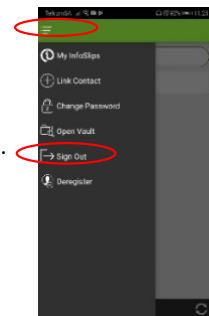


5. Xa ungenile uzobona u "ITS-NMU" cofa kuye ukuze ubone zonke i-pay slips zakho.



6. Xa uzibonile i-payslips zakho, cofa ku "Menu" ngase khohlo kwe screen emnxebeni.

7. Xa i-menu ivulekile, iya ngezantsi ku "Sign Out" kulapho uzokwazi ukuphuma khona kwi app.

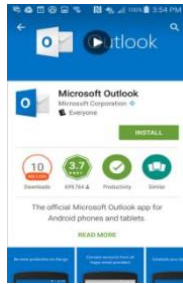




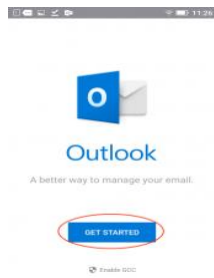
Indlela yokusebenzisa u- Outlook App

Isikhokhelo

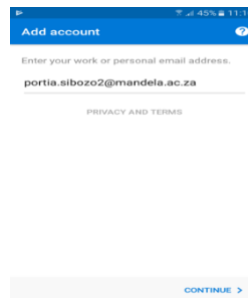
1. Iya ku-Google play store ufake ngaphakathi u-outlook



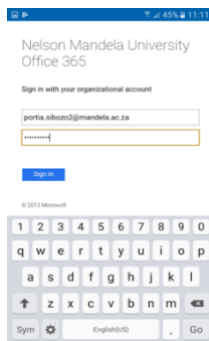
2. Cofa kweligama “Get Started”.



3. Bhala idilesi ye-email yakho wandule u-Continue



4. Bhala i-password ye E-mails zakho wokugqiba ucofe ku-Sign-in



5. Zonke e-mails zako zizo kudweliswa njenga kulomfanekiso ungezantsi



Ukufaka u- Catch-ur-Mood kumnxeba

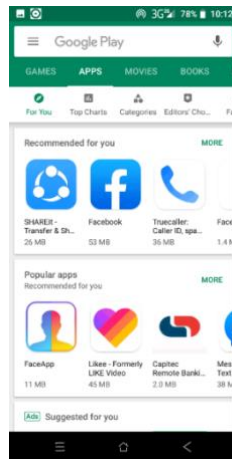


Isikhokhelo

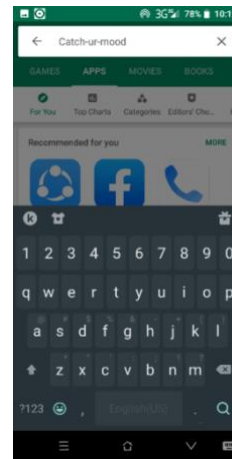
1. Iya kuGoogle Play Store emnxebeni wakho ucofe khona.



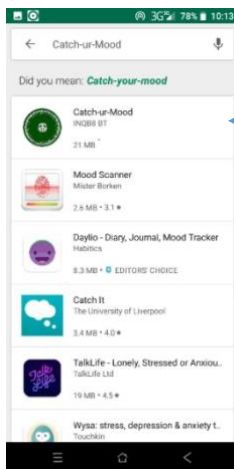
2. Kungavela ezinye i-apps kowakho umnxeba.



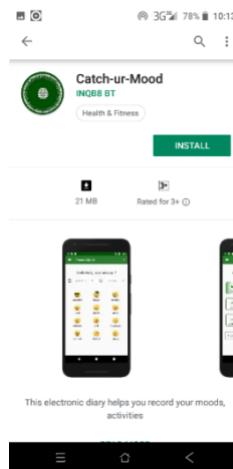
3. Bhala ukhangele "Catch-ur-Mood".



4. Cofa ukhetho u-Catch-ur-Mood.



5. Cofa ku-install wandule uyi download(e).



6. U-Catch-ur-Mood uzakubakho kuluhlu lwe apps zakho.

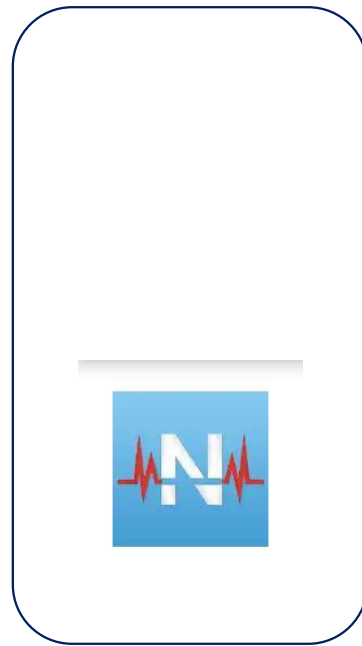
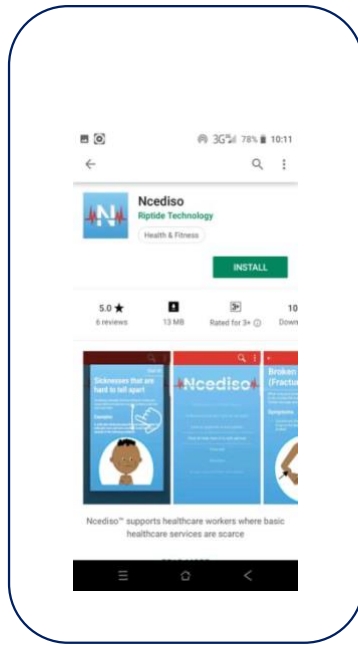
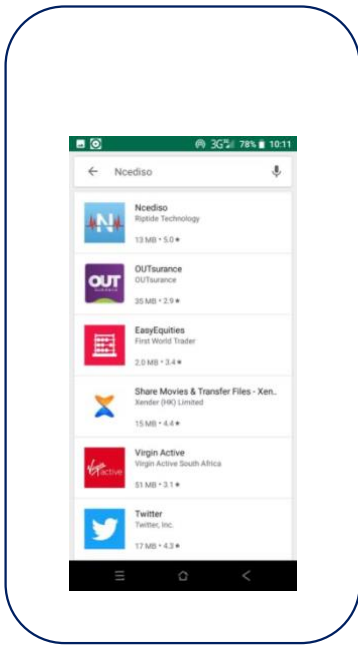
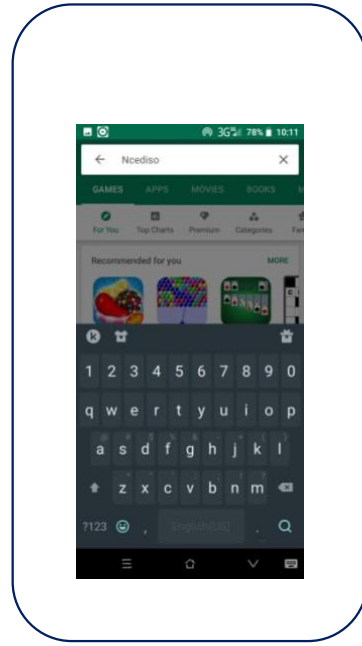
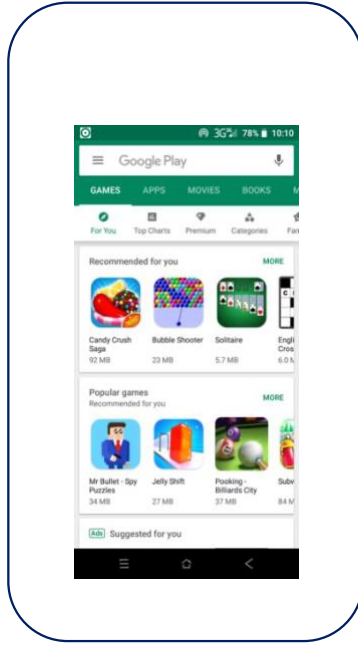
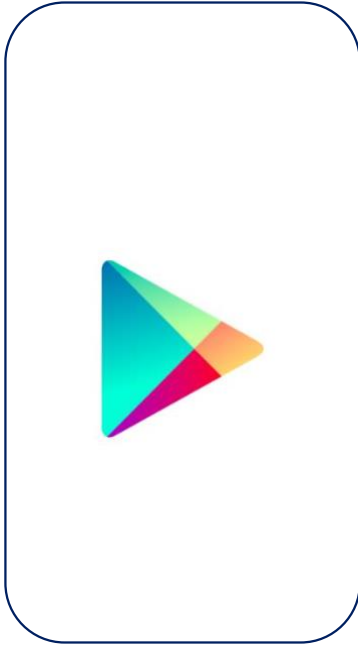
7. Cofa ku Catch-ur-Mood wandule ukulandela imiqathango yokusebenzisa le app.



Indlela yokulanda ngaphakathi u-Ncediso App



Isikhokhelo



Ukusebenzisa iNamola App kumnxeba

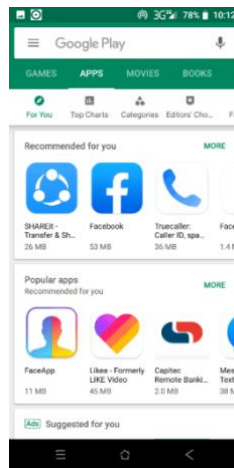


Isikhokhelo

1. Iya kuGoogle Play Store emnxebeni ucofe khona.

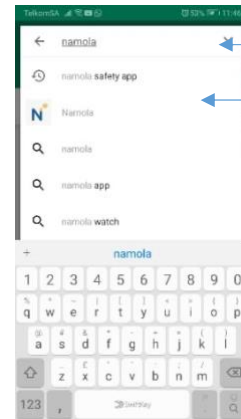


2. Kungavela ezinye i-apps kowakho umnxeba.



3. Bhala ukhangele "Namola".

4. Khetha uNamola wandule uku-install(a).



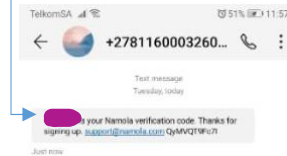
5. Xa ugqibile uye ufake inkukacha zakho wandule ucofe u-continue.



6. Okulandelayo, fundisisa imiyalelo nemiqathango wandule ucofe u-Agree



7. Kukho amanani esi qinisekiso azo thunyelwa emxebeni.



8. Xa ufuna uncendo, cofa kweli qhosha imizuzwana embalwa. Kulapho uzofumana khona uncendo apha emnxebeni.



For more information on the Centre for Community Technologies

Email: Darelle.vanGreunen@mandela.ac.za

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IN AFRICA, FOR AFRICA, BY AFRICA