#### HOW TO DOWNLOAD YOUR SACNASP CERTIFICATE – FOR REGISTERED SCIENTISTS

<u>STEP 1</u>: Open the SACNASP Portal by clicking <u>here</u> or copying to your browser <u>https://portal.sacnasp.org.za</u>

SACNASP Scientist Portal Welcome to the SACNASP Scientist Portal. If you're already a registered scientist with us, or have applied for registration please login below using your registration number or application reference number and password. If you don't have a password, please click or registration, please first ensure that you familiarise yourself with all the relevant information. When you're ready to begin, click here to apply for registration.  Registration / Reference Number 003319 Password Parssword / Reference number?  Login	SACNASP Scientist Portal Weicome to the SACNASP Scientist Portal. If you're already a registered scientist with us, or have applied for registration please login below using your registration number or application reference number and password. If you don't have a password, please click or registration, please first ensure that you familiarise yourself with all the relevant information. When you're ready to begin, click here to apply for registration. Registration / Reference Number 00319 Password Forgot Your Password / Reference number? Login	SACNASP Scientist Portal Weicome to the SACNASP Scientist Portal. If you're already a registered scientist with us, or have applied for registration please login below using your registration number or application reference number and password. If you don't have a password, please click or Forgot my Password' to create one. If you're not yet registered and would like to apply for registration, please first ensure that you familiarise yourself with all the relevant information. When you're ready to begin, click here to apply for registration.  Registration / Reference Number 003319 Password Forgot Your Password / Reference number?  Login	SACNASP Scientist Portal Welcome to the SACNASP Scientist Portal. If you're already a registered scientist with us, or have applied for registration please login below using your registration number or application reference number and password. If you don't have a password, please click on 'Forgot my Password' to create one. If you're not yet registered and would like to apply for registration, please first ensure that you familiarise yourself with all the relevant information. When you're ready to begin, click here to apply for registration. Registration / Reference Number 003319 Password		South African Council for Natural Scientific Professions
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Login	Login	Login	Login		Forgot Your Password / Reference number?
					Login

**STEP 2**: Login using your Application Reference or Registration number. If you have never logged in before, your password will be your ID or passport number.

#### **STEP 3**: The portal opens on the Dashboard,

-,,,,,,
Your current status is: Active
CANCELLED
ACTIVE
+ Add a Field of Practice
Apply for an additional field of practice
Add Field of Practice

<u>STEP 4</u>: Follow the on-screen prompts including reading and agreeing to the SACNASP Code of Conduct as well as for and making payment online of any outstanding fees.

STEP 5: "Download Certificate" is in the bottom left of the screen. Click the "Download Certificate"

button. The certificate can be saved by moving the mouse over the certificate slowly until the save or print bar appears, then save or print the certificate





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#### FREQUENTLY ASKED QUESTIONS

### (1) How do I register because I have not yet even done that?

Resolution: Click <u>here</u> or copy this link to your browser <u>https://www.sacnasp.org.za/registration-basics</u>

# **(2)** My Registration Number is not working

Resolution: SACNASP has several years ago migrated to a new membership numbering system and retains the previous system. Your number may have changed. Contact SACNASP on registrations@sacnasp.org.za or 0127486500 (option 1) to obtain your current registration number. Please provide your ID number so you can be easily traced on the system.

# **(3)** My Password is not working

Resolution: Click on "Forgot Password" to obtain a reissuing of your password and if this does not work contact SACNASP by email (<u>registrations@sacnasp.org.za</u>) or phone on 0127486500 option 1.

# (4) My Membership Payments are not up to date so a certificate cannot be downloaded

Resolution: Make payment and bring account up to date using the in-portal pathway to complete payment - the amount due is reflected. NB: Do not make payment, as previously, into SACNASP's bank account as this could take up to 30 days to reflect and your certificate will only be downloadable once it does. Then proceed to follow the steps above.

## **(5)** Now I have even more questions

Resolution. Click <u>here</u> or copy this link to your browser <u>https://www.sacnasp.org.za/faq</u>

## Useful Contact Emails

- General Enquiries: sacnasp@sacnasp.org.za
- Registrations: registrations@sacnasp.org.za
- Finance Department: accounts2@sacnasp.org.za

Remember to always include in the subject line of any registration related matter e-mail to SACNASP your

- Full name and
- Reference number or Registration number
- ID Number or Passport number

\*Report any other problems in this process to SACNASP or your Voluntary Association who will update this guideline.



prepared by the GSSA but free to use by any SACNASP VA