



OMARESTM

ONLINE MARKERS RECRUITMENT SYSTEM

SYSTEM USER MANUAL

A Step-by-Step
Self-Paced
Application Assistant

Version 3.0.0

For any further Assistance, please consult Our System Administrators



076 942 2313 or 066 471 1959



omares@nwed.gov.za



education

Department:
Education
North West Provincial Government
REPUBLIC OF SOUTH AFRICA





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Education
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CHIEF DIRECTORATE: STRATEGY AND GOVERNANCE

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The OMARES User Manual

Welcome to North West Education Department Online Markers Recruitment System (OMARES)!

We are delighted to have you on board as a user of our comprehensive platform designed to streamline and enhance the markers recruitment process. This user manual is your go-to resource for understanding and effectively utilizing the features and functionalities of our system. This manual will guide you through every step of the process.

The Assessment Directorate understands the importance of efficient and accurate markers recruitment process, OMARES, which aims to provide you with a robust tool that simplifies the recruitment process while ensuring quality, integrity and the selection of qualified and competent markers.

This user manual is designed to be comprehensive yet user-friendly, enabling you to navigate the system effortlessly and making the most of its features.

Let us take a quick overview of what you can expect from this manual:

- Learn how to access the system and log in using your unique credentials;
- Demonstrate how to Register for the first time and using One Time Pin (OTP) sent to your cell phone;
- Explore how to manage your account settings, including personal information and notifications;
- How to upload your required documents for application and
- How to complete your Application Form.

Please make sure that your Cellular Phone number and e-mail address provided are accurate and valid at all material times. Should you have any questions or require further support, our dedicated customer support team is available to assist you and they are available at 076 942 2313 or 066 471 1959 or omares@nwed.gov.za

Best regards,

MS OD Gaborone

Assessment Directorate



NB! OMARES is optimised to be used on a Laptop, Personal Computer and Smart Phone.

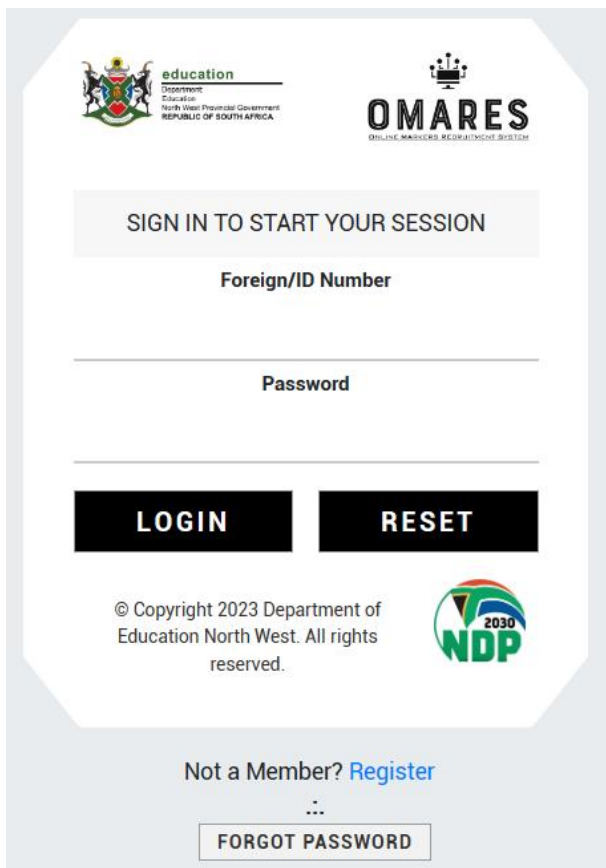
INSTRUCTIONS FOR LAPTOP/PERSONAL COMPUTER/SMART PHONE

You can use any browser to view OMARES Online
(Some of the browser icons shown on the right)



1. TYPE in full, the link shown below in any of the Internet Browsers as indicated above:
<http://edu-emisportal.nwpg.gov.za/omares/>

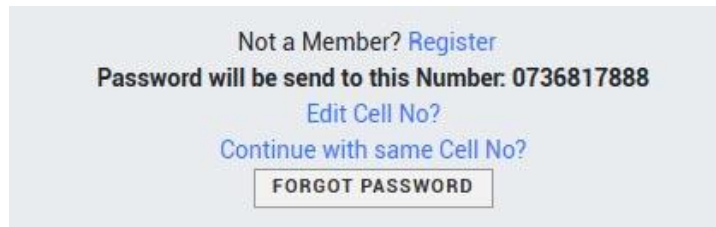
The login screen will be displayed as shown below



The screenshot shows the OMARES login interface. At the top left is the Department of Education logo for the North West Provincial Government, Republic of South Africa. To the right is the OMARES logo. Below the logos is a grey box with the text "SIGN IN TO START YOUR SESSION". Underneath are two input fields: "Foreign/ID Number" and "Password". Below the input fields are two buttons: "LOGIN" and "RESET". At the bottom left, there is a copyright notice: "© Copyright 2023 Department of Education North West. All rights reserved." and the NDP 2030 logo. At the bottom center, there is a link "Not a Member? Register" and a "FORGOT PASSWORD" button.

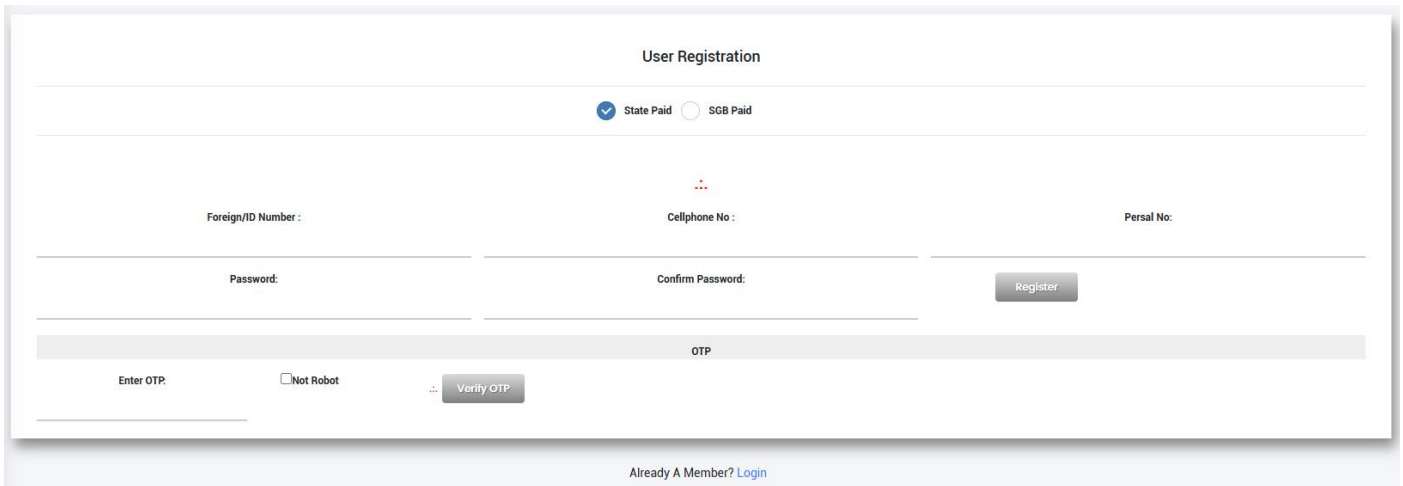
2. For First Time users, CLICK **Register**
The user registration page will be displayed
3. If you are Already Registered, ENTER **ID Number** and **Password**, CLICK **LOGIN**
The user profile page will be displayed
4. If you do not remember your password, ENTER **ID Number** leave the Password blank and CLICK **FORGOT PASSWORD**.

The system will display as shown below.
The number you used to register will be displayed.



The screenshot shows the forgot password screen. It contains the text "Not a Member? Register" in blue. Below that, it says "Password will be send to this Number: 0736817888". There are two links: "Edit Cell No?" and "Continue with same Cell No?". At the bottom is a "FORGOT PASSWORD" button.

USER REGISTRATION



The screenshot shows the 'User Registration' form. At the top, there are radio buttons for 'State Paid' (selected) and 'SGB Paid'. Below this are three input fields: 'Foreign/ID Number', 'Cellphone No', and 'Persal No'. The next row contains 'Password' and 'Confirm Password' fields, followed by a 'Register' button. A third row has an 'Enter OTP' field, a 'Not Robot' checkbox, and a 'Verify OTP' button. At the bottom, there is a link: 'Already A Member? Login'.

1. CHOOSE either **State Paid** or **SGB Paid**.
2. COMPLETE all the fields up to **Confirm Password**, click **Register**.
3. The System will notify you of an SMS with an OTP as shown below

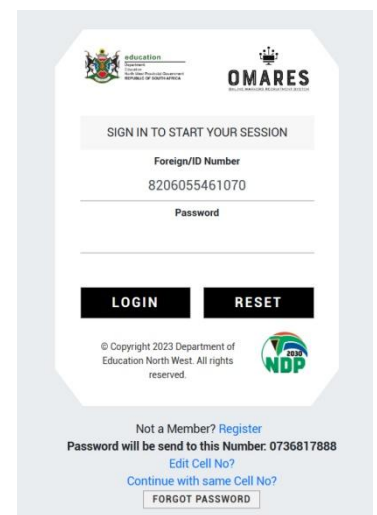
SMS Will Be Send To You Shortly. Please Enter OTP Received!

4. Enter OTP sent to your phone, check **Not Robot**, click **verify OTP**. The login screen will be displayed, you may now continue to login.

FORGOT PASSWORD

If you do not remember your password, follow the steps below

1. ENTER your **ID Number** leave the Password blank and CLICK **FORGOT PASSWORD**, the system will display as shown below, the number you used to register will be displayed as shown on the right.
2. If you wish to change the cellphone number click **Edit Cell No?** The Update Cellphone Number screen will be displayed as shown below



The screenshot shows the 'FORGOT PASSWORD' screen. It features the Department of Education and OMARES logos. The text reads: 'SIGN IN TO START YOUR SESSION'. Below this is an input field for 'Foreign/ID Number' with the value '8206055461070' displayed. There is a 'Password' label and an empty input field. Two buttons, 'LOGIN' and 'RESET', are visible. At the bottom, there is a copyright notice: '© Copyright 2023 Department of Education North West. All rights reserved.' and a logo for '2030 NDP'. At the very bottom, there are links: 'Not a Member? Register', 'Password will be send to this Number: 0736817888', 'Edit Cell No?', 'Continue with same Cell No?', and a 'FORGOT PASSWORD' button.

Update Cellphone Number

...

Foreign/ID Number :

8206055461070

Old Cellphone No :

0736817888

Cellphone No :

Enter OTP.

Not Robot

...

(Update Cellphone Screen)

3. Enter New **Cellphone number**, click **Update**

The system will indicate that an SMS will be shortly sent to your cellphone

Update Cellphone Number

SMS will be send to you shortly!

Foreign/ID Number :

8206055461070

Old Cellphone No :

0736817888

Cellphone No :

0664711959

Enter OTP.

Not Robot

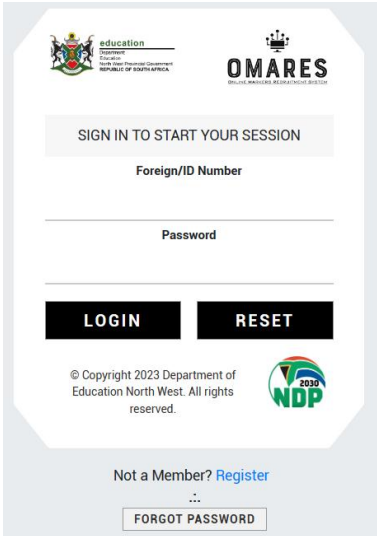
...

4. Enter OTP, check **Not Robot**, click **Verify OTP**, the system will take you to the login page.

5. If you wish to continue using the same phone number click **Continue with same Cell No?**

The system will send your password to your registered number via sms.

LOGIN



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OMARES
ONLINE MARKERS RECRUITMENT SYSTEM

SIGN IN TO START YOUR SESSION

Foreign/ID Number

Password

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Not a Member? [Register](#)

...

Enter your ID Number and Password, click **LOGIN**

A successful login will take you to the User Profile page as shown below

USER PROFILE

USER PROFILE

Surname : Marope	First Names: Katlego	Title: Mr	Gender: Male
---------------------	-------------------------	--------------	-----------------

Persal No: 82060554	Foreign/RSA ID Number: 8206055461070	Permit No:	Cell No: 0664711959	Email Address: katlegomarope@gmail.com
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EMPLOYER INFORMATION

School Based Office Based

Emis No: 600100012	SACE Number: 4534353535353	District: DR KENNETH KAUNDA	LEO: JB MARKS	<input type="button" value="Go"/>
Circuit: RETLAKGONA	School: AGAPE CHRISTIAN SCHOOL	Present Post: Educator		

SUBJECTS INFORMATION

Subject Applying For: Afrikaans First Additional Language	<input checked="" type="checkbox"/> Add Another Subject
Teaching Experience: Afrikaans First Additional Language Years : 1	Teaching Experience: Accounting Years : 1
Marking Experience: Afrikaans First Additional Language Years : 1	Marking Experience: Accounting Years : 1
Subject Currently Teaching: Afrikaans First Additional Language	Subject Currently Teaching 2: Accounting

Set Works:

Novel Drama Poetry Short Story

Qualification

Add Qualification(s)

ID	Type	NQF	Name	Year	Institution	Delete	Edit	Qualification	Transcript	QualificationPath	TranscriptPath
19783	Elementary Certificate	2	Certificate in Education	2021	College of Education	Delete	Edit	Qualification	Transcript	7701010101001_Qualification_sign-location-icon-bla	7701010101001_Transcript_sign-location-icon-black-

ID/Passport Copy Choose File No file chosen <input type="button" value="Upload"/> File Already Uploaded! ID Copy	Picture: Choose File No file chosen <input type="button" value="Upload"/> File Already Uploaded! Shoulder Picture	Supervisor Approval: Choose File No file chosen <input type="button" value="Upload"/> File Already Uploaded! Supervisor Approval
SACE Choose File No file chosen <input type="button" value="Upload"/> File Already Uploaded! SACE Document	Work Permit: Choose File No file chosen <input type="button" value="Upload"/> File Already Uploaded! Work Permit	

1. Enter your personal information starting with your surname up to **email address**
2. Under *Employer Information* indicate if you are School Based or Office Based

If you are School Based, enter your school **EMIS number** and click **Go**, the system will populate **District, LEO, Circuit and School** details

Enter your **SACE number** and select your **Present Post**

If you select **Office Based** the following options will be available as shown below

EMPLOYER INFORMATION

School Based Office Based

Office: _____ SACE Number: 4534353535353 District: DR KENNETH KAUNDA LEO: == Select Subdistrict ==

Present Post: Subject Advisor

Enter your **Office name, SACE Number, select District, LEO and Present Post**

3. Under Subject Information, select the **Subject Applying For:**

SUBJECTS INFORMATION

Subject Applying For: Afrikaans First Additional Language Add Another Subject

Teaching Experience: Afrikaans First Additional Language Years: 1 Teaching Experience: Accounting Years: 1

Marking Experience: Afrikaans First Additional Language Years: 1 Marking Experience: Accounting Years: 1

Subject Currently Teaching: Afrikaans First Additional Language Subject Currently Teaching 2: Accounting

Set Works: Novel Drama Poetry Short Story

Save Markers Application Form

4. Add **Teaching and Marking Experience**, select the **Subject Currently Teaching**
5. If you wish to add another subject, check **Add Another Subject**
6. Choose the second Subject, add **Teaching and Marking Experience**, select **Subject Currently Teaching 2**
7. If you selected Language Subjects, indicate your genres by checking them (novel, Drama, Poetry, Short Story)
8. Click **Save Markers Application Form**
A message will display to indicate your profile has been saved successfully as shown below.

Employee Profile Saved Successfully!



ADD/UPDATE QUALIFICATION

9. Click **Add Qualification(s)**

Qualification

Add Qualification(s)

Make Sure You Have Scanned in your Degree/Diploma certificates

10. Select **Qualification Type**

11. Enter **Qualification Name**

12. Enter **Year Obtained**

13. Enter **Institution Name**

14. Click **Choose File** to attach Qualification file, click **Upload**, the system will indicate if your file has been uploaded successfully

File Uploaded Successfully !! 132862 Bytes

15. Click **Choose File** to attach Transcript file, click **Upload**, the system will indicate if your file has been uploaded successfully.

16. SELECT **Update Qualification**

If you have more than 1 Qualification you'd like to add in your Application, REPEAT Step 9 to 16

The system will take you back to the **User Profile** page

Qualification

Add Qualification(s)

ID	Type	NQF	Name	Year	Institution	Delete	Edit	Qualification	Transcript	QualificationPath	TranscriptPath
19783	Elementary Certificate	2	Certificate in Education	2021	College of Education	Delete	Edit	Qualification	Transcript	7701010101001_Qualification_sign-location-icon-bla	7701010101001_Transcript_sign-location-icon-black-

The Qualifications you have uploaded will be displayed as shown above.

If you wish to view the Qualification and Transcript you have uploaded, click the blue Qualification and Transcript links

If you wish to delete the qualification click **Delete**

If you wish to edit the fields you have entered (Qualification Type, Qualification Name, Year Obtained, Institution Name) click **Edit**, the system will take you to the Qualifications page, once done click **Update Qualification**

ADDING ATTACHMENTS

ID/Passport Copy Choose File No file chosen Upload ... ID Copy	Picture: Choose File No file chosen Upload ... Shoulder Picture	Supervisor Approval: Choose File No file chosen Upload ... Supervisor Approval
SACE Choose File No file chosen Upload ... SACE Document	Work Permit: Choose File No file chosen Upload ... Work Permit	

Apply

Add all required attachments, ID/Passport Copy, ID photo, SACE Certificate, Work Permit

N.B The Supervisor Approval will be attached at a later stage after it has been signed

For each of the attachments click **Choose File** then click **Upload**, the system will indicate per upload if the file is uploaded successfully

After finishing with the uploads click **Apply**, the Applicant Summary page will be displayed as shown below.

Applicant's Summary

Cell No:	0664711959	Application No:	NWED 0018
Initials:	Andrew	Surname:	Mokgositlong
ID / Passport Number:	7701010101001	Persal No:	00000001
Institution:	AGAPE CHRISTIAN SCHOOL	Subject Teaching Currently:	Afrikaans First Additional Language
		Subject Applied For:	Afrikaans First Additional Language

ID / Passport Copy: Yes
 Shoulder Picture: Yes
 SACE: Yes
 Work Permit: Yes
 Principal Approval: Yes
 Qualification: Yes
 Transcript: Yes

Make sure all the details are correct and all attachments are uploaded.

“Yes” indicates the attachment is uploaded.

INSTRUCTIONS:

1. All applications must comply with the policy and marking process guidelines from the National Department of Basic Education. Any official found not to comply (even after appointment), will be released from the marking venue without remuneration.

2. Attach copies of the following: ID document, all post-matric qualifications.

Notes:

The applicant must be currently teaching the subject in Grade 12 or has taught it in the last three years in Grade 12.

If the applicant is not teaching the subject in Gr 12 this year, he/she must be teaching that subject in Gr. 10 or 11. Preference will be given to those who currently teaching in Grade 12.

Applicants must have at least a three year post matric qualification which must include the subject concerned at second or third year level;

Applicants must have extensive experience as a teacher in the particular subject and at least two years teaching or other curriculum-related experience within the last three years at Grade 12 level in the subject.

Preference will be given to teachers/ Subject Advisors/ Curriculum Specialists teaching/ providing professional support to the Grade 12 CAPS.

Officials that may NOT apply include: Principals/acting principals, AET educators, office-based educators or Subject Advisors/Curriculum Advisors who are not directly involved in providing professional support to Grade 12 subject teachers in the particular subject.

Have Read And Fully Agree And Will Abide By These Instructions

1. DECLARATION BY THE APPLICANT:

All information in this application form is complete and correct. I accept that incorrect or incomplete applications will not be considered.

I will undertake to complete my normal school duties and obligations prior to the start of the marking session.

I will not be on leave during the marking session.

I will be at the marking centre for the entire duration of the marking session (unless there is an unpredicted situation)

I acknowledge that should the information that I supplied be incorrect, disciplinary action will be taken against me.

I also undertake to work through the question paper I am appointed for and present my memorandum to the Chief marker on the day of arrival.

Once appointed, I will ensure that every script is accurately marked, every mark sheet correctly completed, and will not leave the marking centre until every mark sheet and script are accounted for.

Have Read And Fully Agree To The Terms And Conditions


Print Application Form

Read the instructions and check **I have Read and Fully Agree And Will Abide By These Instructions**

Read the Declaration By The Applicant and check **I have Read and Fully Agree And Will Abide By These Instructions**


Click **Print Application Form**, the system will generate a form with all the details entered as shown below.

APPLICATION FORM TO BE PRINTED



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Department:
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REPUBLIC OF SOUTH AFRICA

3/14/2024



OMARES
RECRUITMENT SYSTEM

Inset Building, Dr Albert Luthuli Drive, Mmabatho,
Private Bag X2044, Mmabatho 2735
Tel.: (018) 384-5805 / 388-0851 / 388-0850
Fax: 086-263-2755
e-mail: ogaborone@nwpg.gov.za
or
90 Thabo Mbeki Drive, Potchefstroom,
Private Bag X1225, Potchefstroom 2520
Tel.: (018) 297-5211 / Fax: (018) 293-0199

CHIEF DIRECTORATE: EXAMINATION AND ASSESSMENT

DIRECTORATE:ASSESSMENT

Cell Number: 0664711959 Application Date: 3/12/2024 1:45:38PM

Subject Applied For:	Marking Exp	Subject Teaching:	Teaching Exp
Afrikaans First Additional Language	1	Afrikaans First Additional Language	1
Accounting	1	Accounting	1

Surname: First Names: Title:

ID Number/Foreign ID: Gender:

PersalNo: Institution:

SACE No: District:

Current Post: LEO:

Circuit:

Email Address:

Poetry: Novel:

Set Works: Drama: Short Story:

Qualification Type	NQF	Qualification Name	Year	Institution
Elementary Certificate	2	Certificate in Education	2021	College of Education

DECLARATION BY THE APPLICANT -

All information in this application form is complete and correct. I accept that incorrect or incomplete applications will not be considered. ·

I will undertake to complete my normal school duties and obligations prior to the start of the marking session. ·

I will not be on leave during the marking session. ·

I will be at the marking centre for the entire duration of the marking session (unless there is an unpredicted situation) ·

I acknowledge that should the information that I supplied be incorrect, disciplinary action will be taken against me. ·

I also undertake to work through the question paper I am appointed for and present my memorandum to the Chief marker on the day of arrival.

Once appointed, I will ensure that every script is accurately marked, every mark sheet correctly completed, and will not leave the marking centre until every mark sheet and script are accounted for.

Applicant Signature _____ Date _____

SCHOOL
STAMP

I, the principal/supervisor, declare that the information provided by the applicant above is true and accurate. I declare that the management has held a meeting where such recommendations were made to support application.

Principal/Supervisor Signature _____ Date _____


Recommended/Not Recommended _____

LEO
STAMP

Subject Advisor/Curriculum Coordinator _____


Date _____

Comment _____



NWED : 18

8206055461070



Let's Grow North West Together

1. Save the prepopulated System generated Application form on your Computer
2. Print the Application Form
3. Get the Coordinator/Principal to sign and affix an **official stamp**
4. Get the Subject Advisor/Curriculum Coordinator to sign and affix an **official stamp**
5. Go back into the System and Upload the **signed and stamped approval form**
6. The system will send an SMS stating **"the application is complete"**



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ONLINE MARKERS RECRUITMENT SYSTEM

For any further Assistance, please consult Our System Administrators



066 443 7860 or 071 474 2679 or 073 333 5188



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