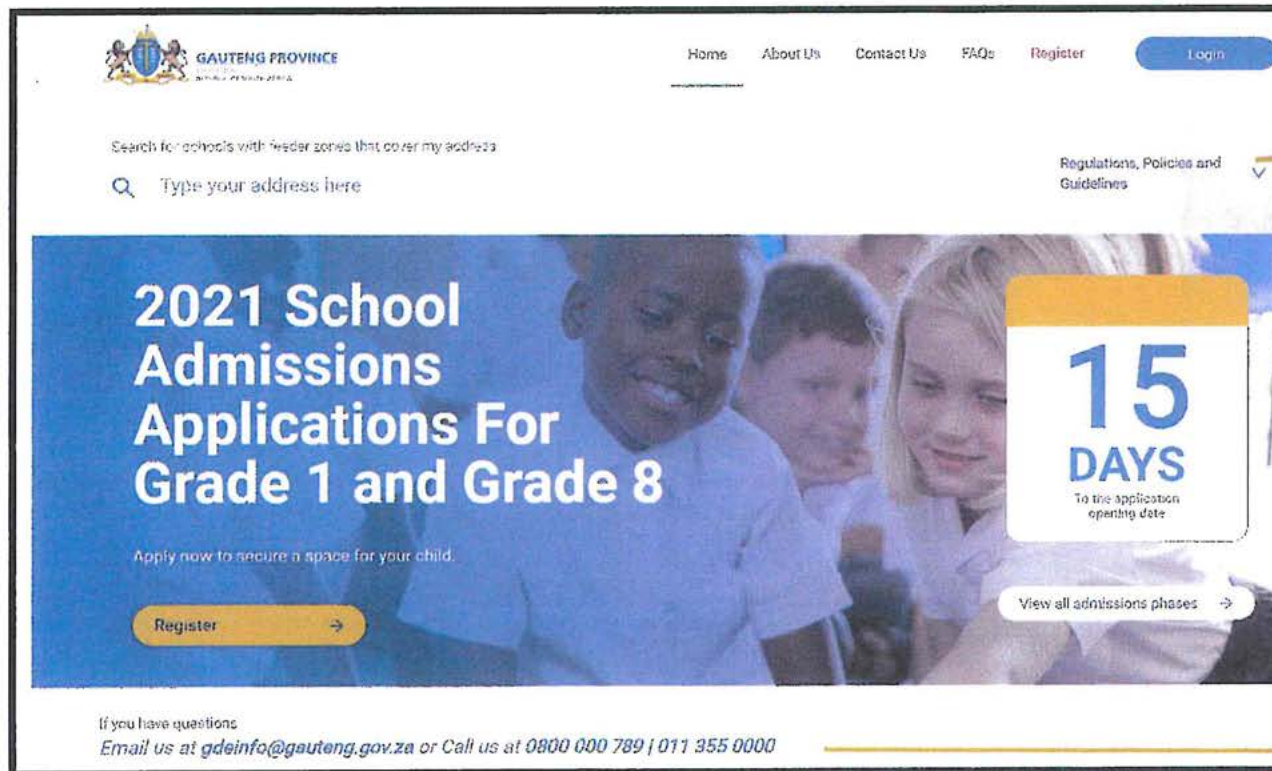


ACCESSING THE PORTAL

1. To access the GDE Admissions **Training** Portal, enter the following url on any web browser www.gdeadmissions.gov.za you will then be directed to the screen below.



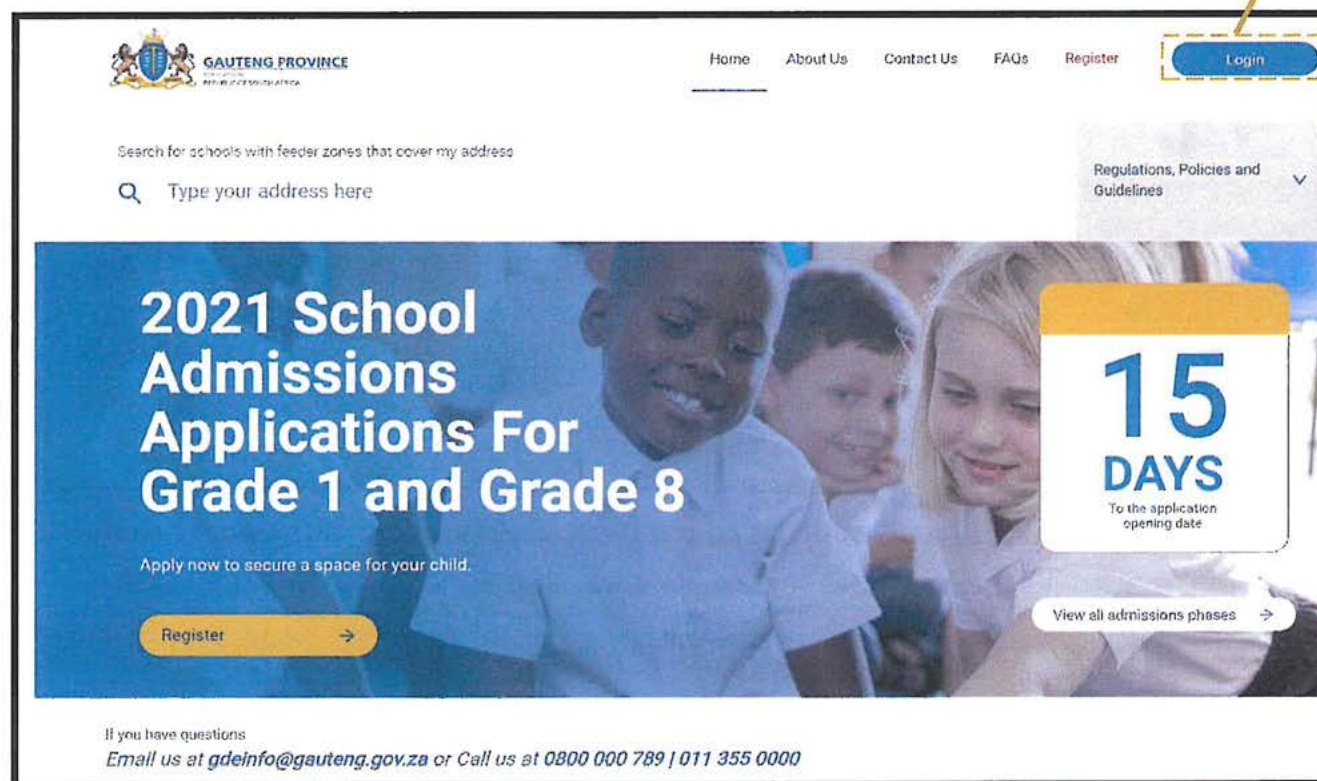
The screenshot shows the homepage of the Gauteng Province 2021 School Admissions Portal. At the top, there is a navigation bar with links for Home, About Us, Contact Us, FAQs, Register, and a Login button. Below the navigation bar is a search bar with the placeholder text "Search for schools with feeder zones that cover my address" and a dropdown menu for "Regulations, Policies and Guidelines". The main banner features a large image of children and the text "2021 School Admissions Applications For Grade 1 and Grade 8". A prominent orange and white badge indicates "15 DAYS To the application opening date". Below the banner, there is a "Register" button and a link to "View all admissions phases". At the bottom, contact information is provided: "If you have questions Email us at gdeinfo@gauteng.gov.za or Call us at 0800 000 789 | 011 355 0000".

Click here to view Admission Regulations, Policies and Guidelines

For any application questions and assistance, the Helpdesk can be contacted by email or telephone.

LOGIN / REGISTER

2. To begin the Application process, Parents can “**Register**” an account by clicking on the Register options on the landing page:



The screenshot shows the Gauteng Province website's landing page for the 2021 School Admissions. The header includes the Gauteng Province logo and navigation links: Home, About Us, Contact Us, FAQs, Register, and a highlighted Login button. Below the header is a search bar with the text "Search for schools with feeder zones that cover my address" and a placeholder "Type your address here". The main content area features a large blue banner with the text "2021 School Admissions Applications For Grade 1 and Grade 8". To the right of this text is a calendar icon indicating "15 DAYS To the application opening date". Below the banner is a "Register" button with a right arrow. At the bottom of the banner, there is a link "View all admissions phases" with a right arrow. The footer contains contact information: "If you have questions Email us at gdeinfo@gauteng.gov.za or Call us at 0800 000 789 / 011 355 0000".

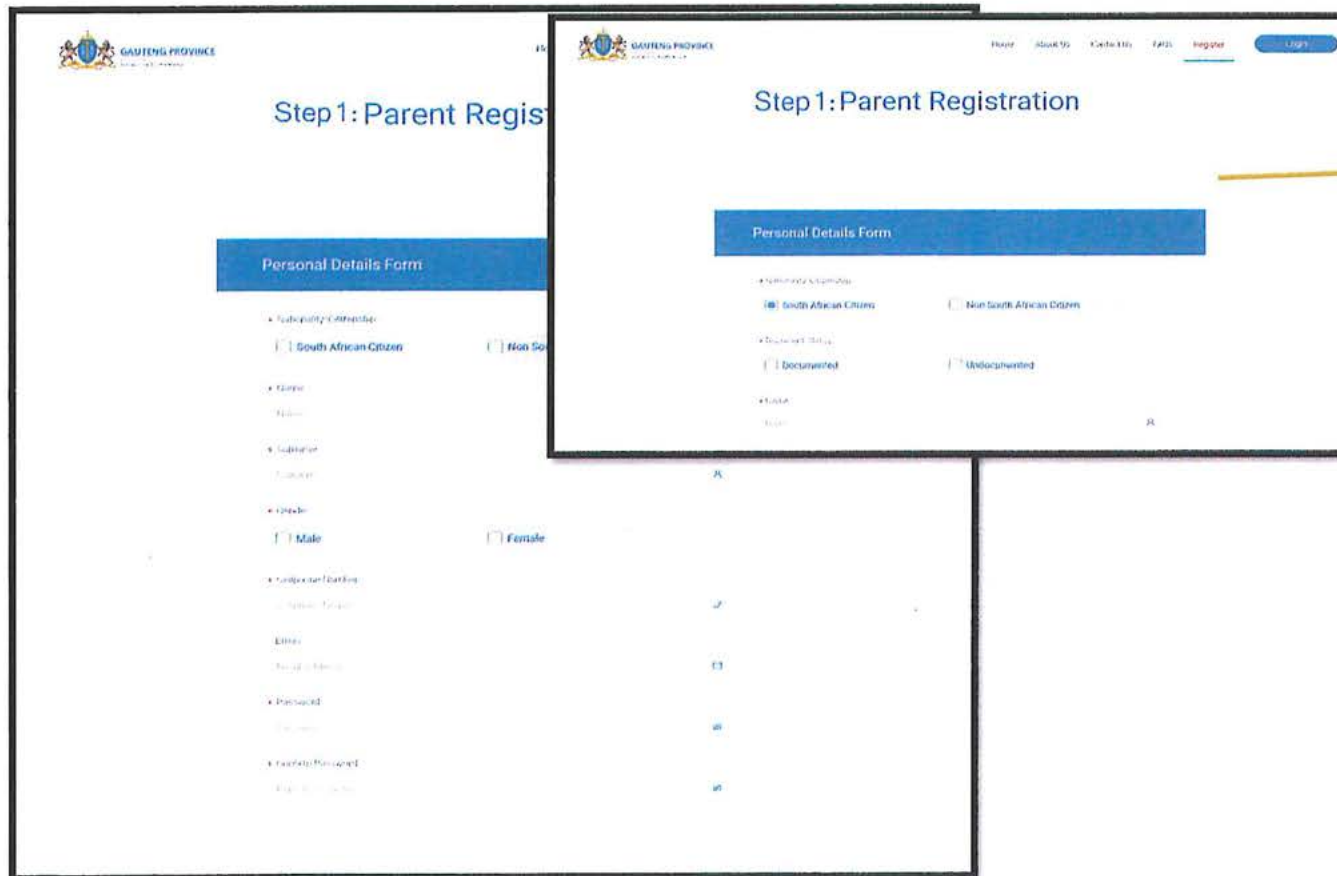
If you have already registered an account on the Portal you can select the Login option to complete your details as Illustrated below:



The screenshot shows the "Parent Login" form. It includes the Gauteng Province logo and the title "Parent Login". Below the title is a prompt: "Provide your login credentials and submit to access your account." The form has two input fields: "Email/Username" and "Password", each with a corresponding icon (a person for email and a key for password). Below the input fields are two buttons: "Sign In" and "Back to Home". At the bottom, there is a link "Don't have an account yet? Register to create it."

STEP 1: PARENT REGISTRATION

3. Complete the Parent Registration form with your personal details: Nationality / Citizenship and Document Status



The screenshot displays the 'Step 1: Parent Registration' form. The form is titled 'Personal Details Form' and includes the following sections:

- Nationality/Citizenship:** Radio buttons for ☒ South African Citizen and ☐ Non South African Citizen.
- Document Status:** Radio buttons for ☒ Documented and ☐ Undocumented.
- Gender:** Radio buttons for ☒ Male and ☐ Female.
- Identification:** Fields for ID Number, ID Type, and ID Status.
- Passport:** Fields for Passport Number, Passport Type, and Passport Status.
- Work Permit:** Fields for Work Permit Number and Work Permit Status.

Nationality/Citizenship

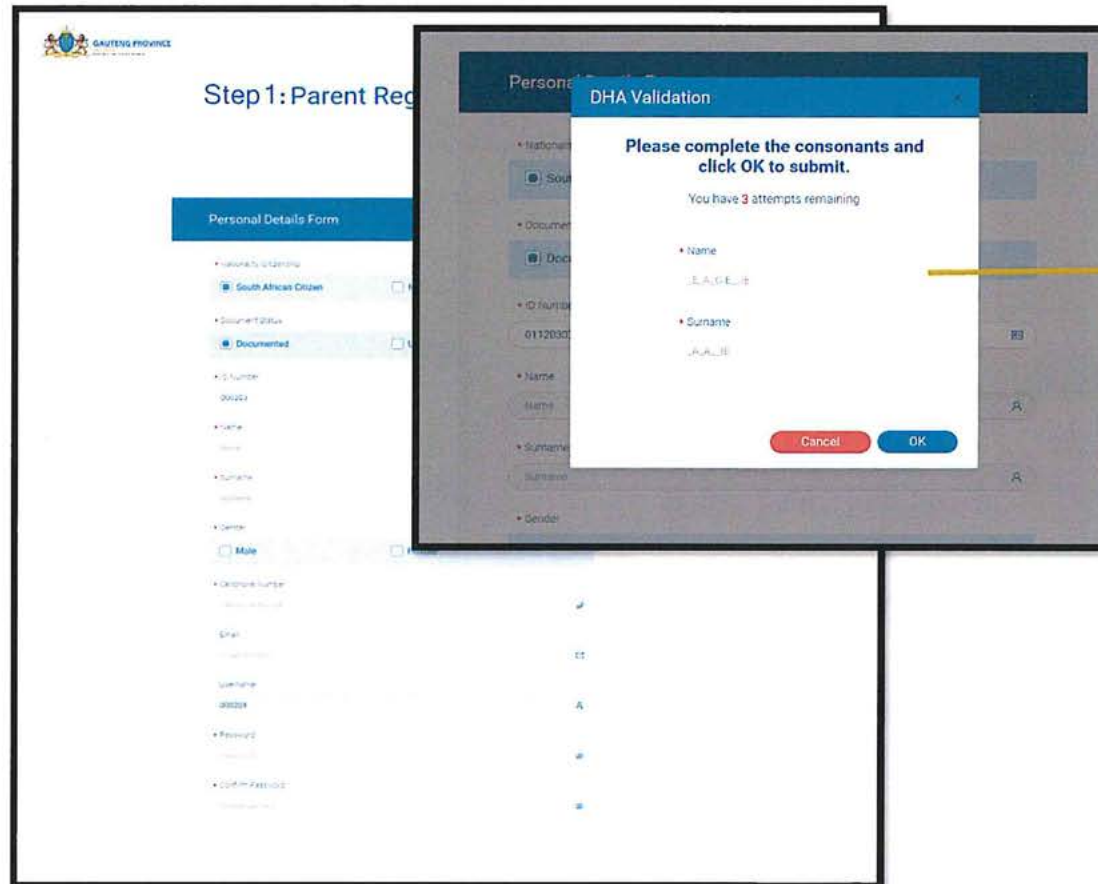
Select the Nationality/Citizen and Document combination that is applicable.

Non-South African Applicants have the option of registering through the below alternative identifications:

- Passport number
- Permanent Residence
- Asylum Seeker number
- Refugee number
- Study Permit and,
- Work Permit

STEP 1: PARENT REGISTRATION

4. Complete the Parent Registration form with your personal details.



The screenshot shows the 'Step 1: Parent Registration' form. A modal window titled 'DHA Validation' is overlaid on the form. The modal contains the following text:

DHA Validation

Please complete the consonants and click OK to submit.

You have 3 attempts remaining

Name: J. A. G. E. L. E

Surname: J. A. G. E. L. E

Buttons: Cancel, OK

The background form shows fields for Personal Details, including Nationality (South African Citizen), Document Status (Documented), ID Number (0112030), Name (J. A. G. E. L. E), Surname (J. A. G. E. L. E), Gender (Male), and Date of Birth (01/01/1990).

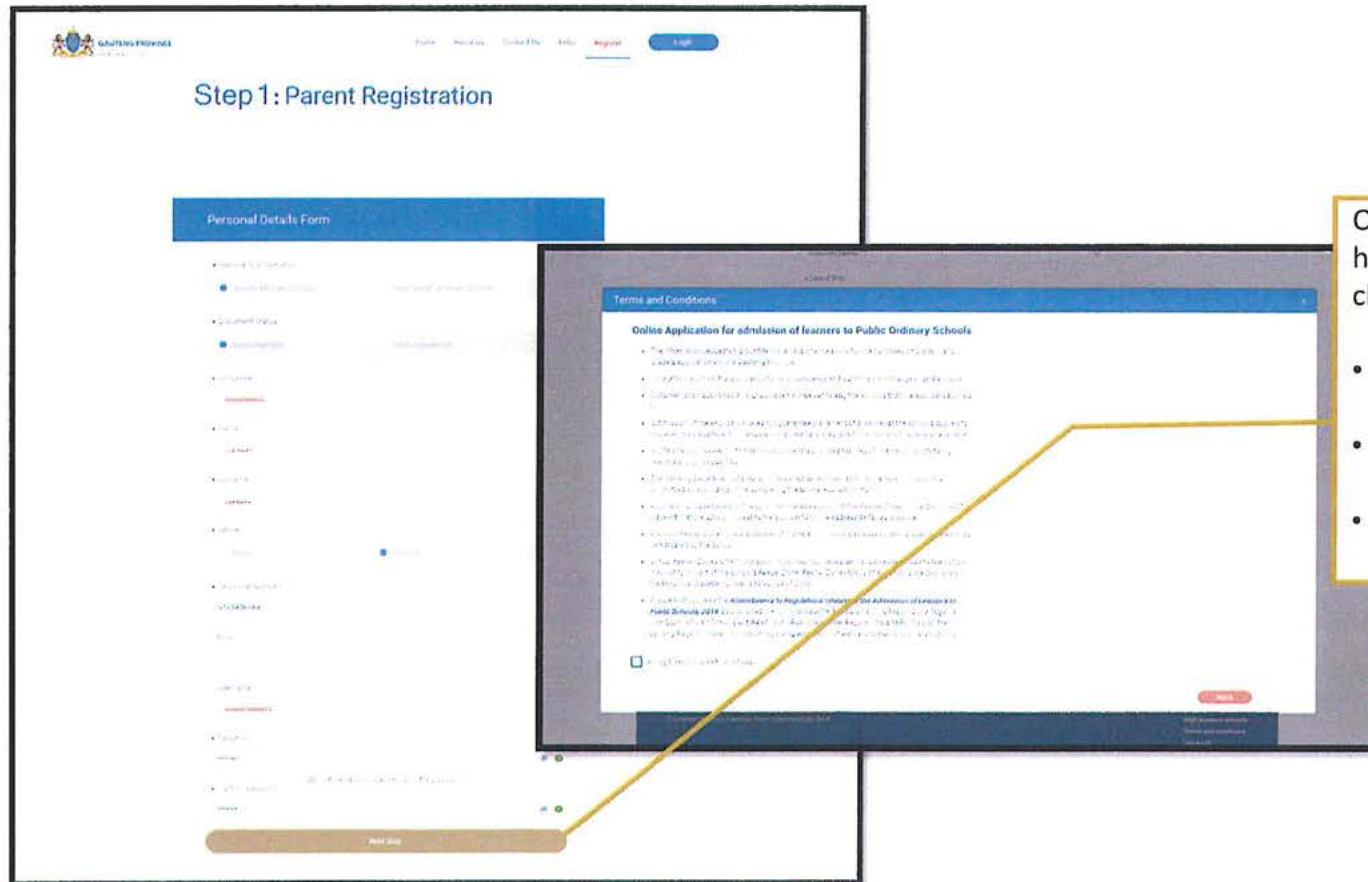
Complete the ID field to allow for a validation of your ID Number with Home Affairs.

The Validation will require that you fill in all the consonants of your name and surname as it appears on your ID document.

Users have 3 attempts to complete this correctly.

STEP 1: PARENT REGISTRATION

5. Complete the Parent Registration and Accept Terms and Conditions



The screenshot displays the 'Step 1: Parent Registration' interface. On the left, a 'Personal Details Form' is visible with various input fields. Overlaid on this is a 'Terms and Conditions' dialog box titled 'Online Application for admission of learners to Public Ordinary Schools'. The dialog box contains a list of terms and conditions, followed by a checkbox labeled 'I agree to the above terms and conditions'. A yellow arrow points from the 'Next Step' button at the bottom of the form to the 'Next' button in the dialog box.

Once all compulsory (*) fields have been completed, you can click on the “Next Step” button.

- This will trigger the Terms & Conditions dialogue.
- Select the “Accept Terms and Conditions” box
- Click OK to proceed to the Application Landing Page

STEP 1: PARENT REGISTRATION - ADDRESS DETAILS

6. Complete the Home Address details

Step 1: Parent Registration

Home Address

• Search for home address

Pretoria, 0081, South Africa

Can't find your home address? Click here

Submit

Home Address

• What type of area do you live in?

☒ Suburb/Township

☐ Informal Settlement

☐ Plot/Farm/Rural Area

• What type of residence do you live in?

☒ Free Standing House

☐ Complex or Building/Flat

• House Number

House Number

?

• Street Name

Street Name

?

• Area/Suburb/Township/Extension

Area/Suburb/Township/Extension

?

Go Back To Search

Complete your Home Address details (make sure that the Home Address has a house number, street name, and area/suburb/township/extension)

Cannot find your address?

Should you not be able to locate your address Click the "Can't find home address? Click here" option for an advanced search at a levels of:

- Area you live in
- Type of residence you live in
- Area/Suburb/Township/Extension
- Closest formal address

STEP 1: PARENT REGISTRATION - ADDRESS DETAILS

7. Complete the Work Address details

Step 1: Parent Registration

Work Address

You should only enter your work address if you plan to apply to schools which cover your work address in their feeder zones.

Do you intend to apply at schools close to your place of work?

☒ Yes ☐ No

* Search for work address

123 Maar, Blommestein Street, Quellerie Park, Krugersdorp, Gauteng, South Africa

[Can't find your work address? Click here](#)

Submit

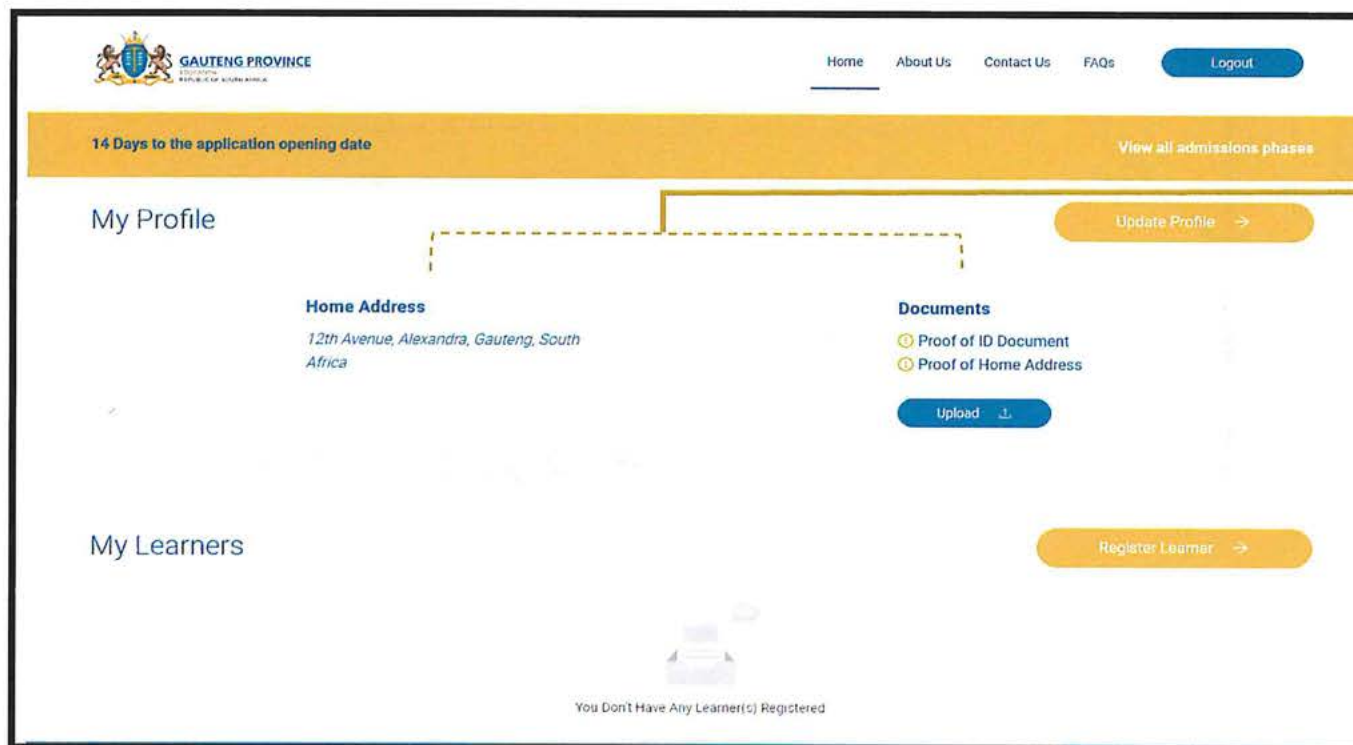
Complete your Work Address details (ONLY if you are going to use the Work Address Application Option to apply to a school)

- Note: **Select Yes if you intend to apply at schools close to your place of work.**
- There is also a **Can't find Address** search option for the Work Address

- **Click the submit button to proceed to Learner Registration**

STEP 2: LEARNER REGISTRATION

8. Registering a Learner



The screenshot shows the 'My Profile' page of the Gauteng Province application system. At the top, there is a navigation bar with links for Home, About Us, Contact Us, FAQs, and a Logout button. Below this, a yellow banner indicates '14 Days to the application opening date' and provides a link to 'View all admissions phases'. The main content area is divided into sections: 'My Profile' with an 'Update Profile' button, 'Home Address' (showing '12th Avenue, Alexandra, Gauteng, South Africa'), 'Documents' (listing 'Proof of ID Document' and 'Proof of Home Address' with an 'Upload' button), and 'My Learners' (showing 'You Don't Have Any Learner(s) Registered' and a 'Register Learner' button). A dashed line connects the 'Update Profile' button to the 'My Profile' section.

The Application Profile page has a “My Profile” section providing:

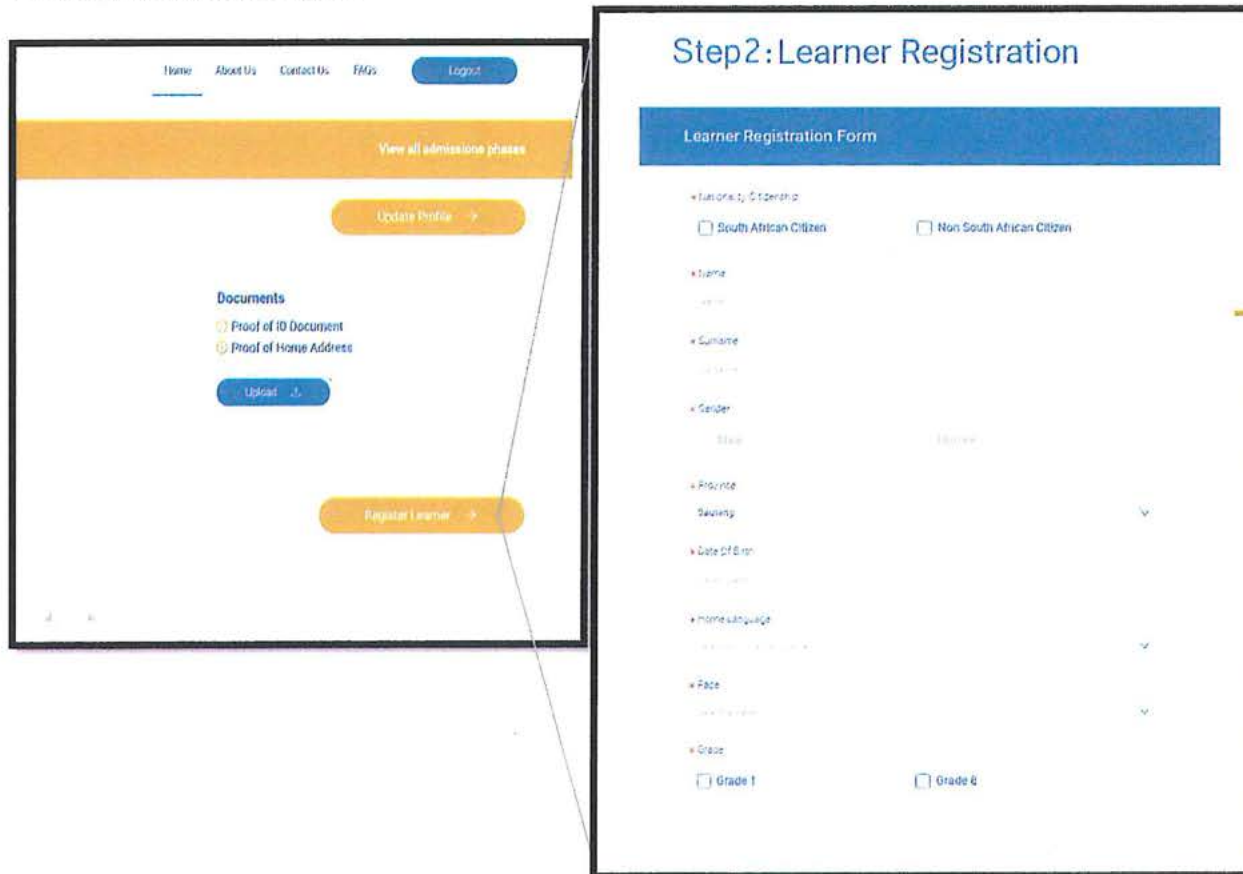
- The Home Address Details as captured in Registration and the work address (Where a work address is within feeder zone)
- Access to document **uploads** applicable to the Registration completed.

The “My Learners” section provides a summary of learner details as registered and the option to apply for schools

Application profile page is the starting point for registering learners

STEP 2: LEARNER REGISTRATION

9. Registering a Learner



The image shows a screenshot of the Gauteng Provincial Government website. On the left, a sidebar menu contains links for Home, About Us, Contact Us, FAQs, and Logout. Below these links is a section titled 'View all admissions phases' with an 'Update Profile' button. Further down is a 'Documents' section with links for 'Proof of ID Document' and 'Proof of Home Address', and an 'Upload' button. At the bottom of the sidebar is a 'Register Learner' button. A line connects this button to a larger, detailed view of the 'Step 2: Learner Registration' form on the right.

Step 2: Learner Registration

Learner Registration Form

☐ Tutorship Stipendship

☐ South African Citizen ☐ Non South African Citizen

Name

Surname

Gender

Province

Date of Birth

Home language

Race

Grade

☐ Grade 1 ☐ Grade 6

Click **Register Learner** button to access the Learner Registration Form and complete the form as with Parent Registration

- Complete all compulsory (*) fields of the form.



STEP 2: LEARNER REGISTRATION

10. Registering a Learner

Step2: Learner Registration

Learner Registration Form

* Nationality/Citizenship
☐ South African Citizen ☐ Non South African

* Name
First Name:
Surname:

* Gender
☐ Male ☐ Female

* Province
Gauteng

* Date Of Birth

* Home Language
Select Home Language

* Race
Select Race

* Grade
☐ Grade 1 ☐ Grade 8

* Grade
☒ Grade 1 ☐ Grade 8

* Preferred Language of Teaching
Select Preferred Language of Teaching

* Is the learner in Grade R or an Early Childhood Development (ECD) program?
☒ Yes ☐ No

* Is the institution in Gauteng?
☒ Yes ☐ No

* Institution Name
Institution Name

* Suburb/Township
Suburb/Township

* Grade
☐ Grade 1 ☒ Grade 8

* Preferred Language of Teaching
English

* Is The Current School in Gauteng?
☒ Yes ☐ No

* Is The Current School a Public or Private?
☐ Private ☒ Public

* Current School

Register Learner

Complete all compulsory (*) fields of the form.

Grade 1: Once you select the Grade 1 option, you will also need to specify whether the learner is in Grade R or in an ECD Programme. If so, you will need to also specify the name and location of the institute.

Grade 8: Once you select the Grade 8 option, you will also need to specify whether the learner's current school is in Gauteng and provide the name of the learner's current school

If so, you will need to also specify whether the learner's current school is a Private or Public school.

Once all fields are complete click the Register Learner button.

STEP 3: APPLY TO SCHOOLS

11. Apply to Schools

13 Days to the application opening date

View all admissions phases

My Profile

Update Profile →

Home Address

Temblisa, Gauteng, South Africa

Work Address

Temblisa, Gauteng, South Africa

Documents

Proof of ID Document

Proof of Home Address

Proof of Work Address

Upload ↓

My Learners

Register Another Learner →

Learner Details

Gwenepeth Test

1206120001018

Grade 1

Female

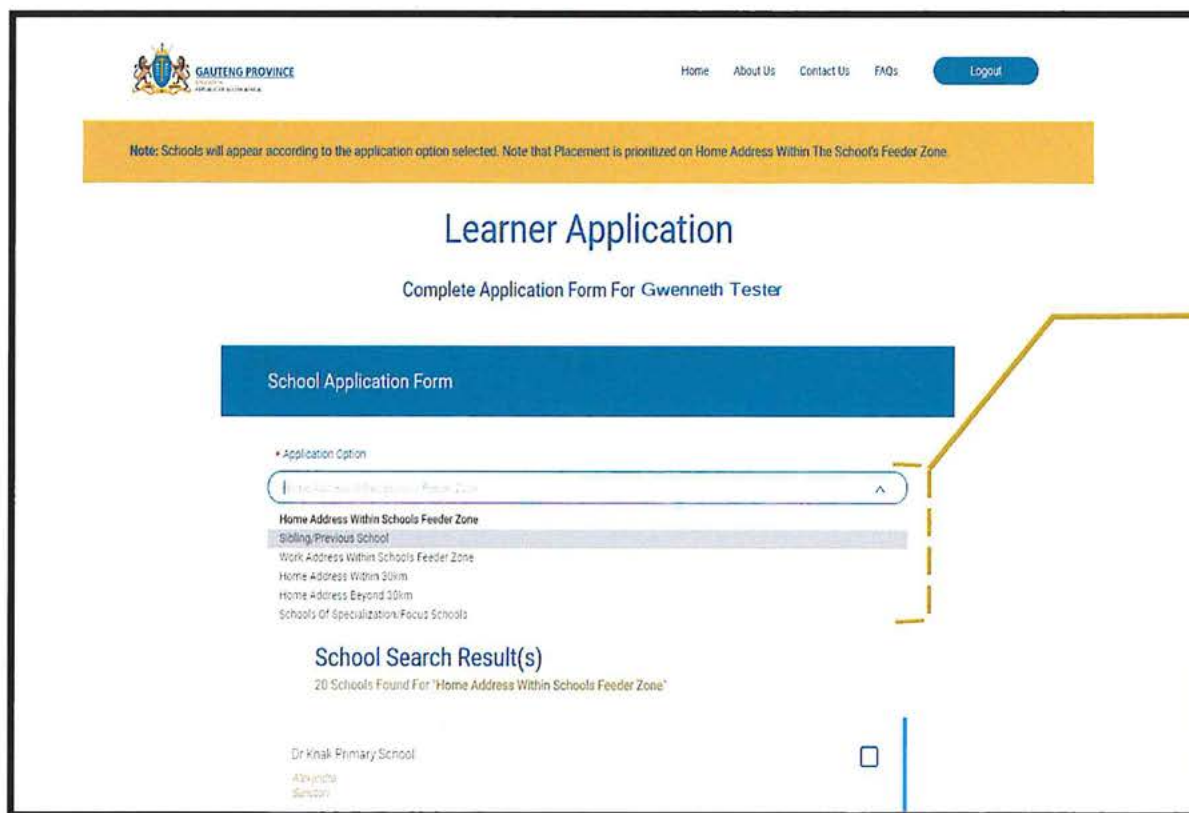
Apply +

Your learner application is in progress

Click Apply to make an Application

STEP 3: APPLY TO SCHOOLS

12. School Application Option: Home Address within Feeder Zone



Learner Application
Complete Application Form For Gwenneth Tester

School Application Form

* Application Option

- Home Address Within Schools Feeder Zone
- Sibling/Previous School
- Work Address Within Schools Feeder Zone
- Home Address Within 30km
- Home Address Beyond 30km
- Schools Of Specialization/Focus Schools

School Search Result(s)
20 Schools Found For "Home Address Within Schools Feeder Zone"

Dr Kinak Primary School

Selecting the Apply button will direct you to the Learner Application page.

There are six Application Options in the Drop down:

1. **Home Address within the Schools Feeder Zone**
2. Sibling/Previous Schools
3. Work Address within Schools Feeder Zone
4. Home Address within 30km
5. Home Address Beyond 30km
6. Schools of Specialization/Focus Schools

Note that Placement is prioritized on Home Address within Feeder Zone

You can select a maximum of 3 Schools at the same time when using the Home Application Option

STEP 3: APPLY TO SCHOOLS

13. Application Options: Sibling/Previous School

Complete Application Form For LUFUNO MORARE

School Application Form

• Application Option
Sibling/Previous School

Would you like to add a sibling?

☒ Yes ☐ No

Sibling Name
Sibling name

Sibling Surname
Sibling Surname

Sibling Grade
7

Note That You Cannot Use the Sibling Application Option to Apply to A School Where the Sibling Is Currently in Grade 7 Or Grade 12

Sibling School
mooi

Sibling Grade
7

Sibling Surname
Mafeni Boy's High School / Mafeni Secondary

Apply

The Sibling/Previous School application option:

- **Note that you cannot use the sibling application option where the Sibling is currently in Grade 7 or Grade 12**
- **Note that the Previous School option is only applicable to Grade 8 applicants.**

You can only select a maximum of 2 Schools for Previous School application option and 1 School for Sibling application option

Once all fields are completed correctly click Apply to complete the Learner Application

STEP 3: APPLY TO SCHOOLS

14. Application Option: Work Address within School Feeder Zone

School Application Form

• Application Option

Work Address Within Schools Feeder Zone

• School Name

Search School Name

School Search Result(s)

20 Schools Found For "Work Address Within Schools Feeder Zone"

Dr Knak Primary School <i>Alexandra Sandton</i> Distance: 0.37 Km	<input type="checkbox"/>
Ithute Primary School <i>Alexandra Sandton</i> Distance: 0.38 Km	<input type="checkbox"/>
Ekukhanyisweni Primary School <i>Alexandra Sandton</i> Distance: 0.76 Km	<input type="checkbox"/>

The Work Address within Schools Feeder Zone application option:

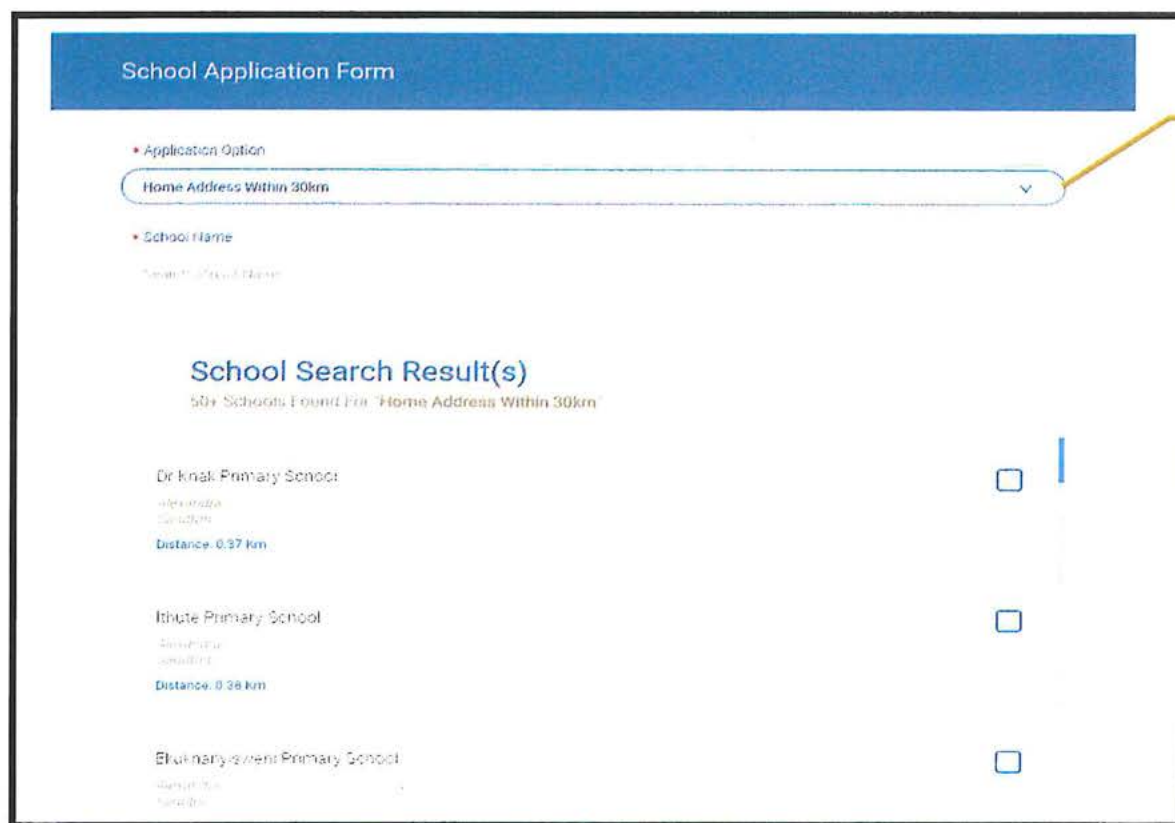
- **Applies to applications made to schools close to your place of work.**
- This means that a work address would have been included in the Parent Registration

You can only select a 1 School for the Work Address within Schools Feeder Zone application option.

Once all fields are completed correctly click Apply to complete the Learner Application

STEP 3: APPLY TO SCHOOLS

15. Application Option: Home Address within 30km



School Application Form

• Application Option
Home Address Within 30km

• School Name
Search for School Name

School Search Result(s)
50+ Schools Found For "Home Address Within 30km"

School Name	Distance	Select
Dr Knisk Primary School Alexandria Gauteng	Distance: 0.37 km	<input type="checkbox"/>
Ithute Primary School Alexandria Gauteng	Distance: 0.38 km	<input type="checkbox"/>
Ekurhanyisweni Primary School Alexandria Gauteng		<input type="checkbox"/>

The Home Address within 30km application option:

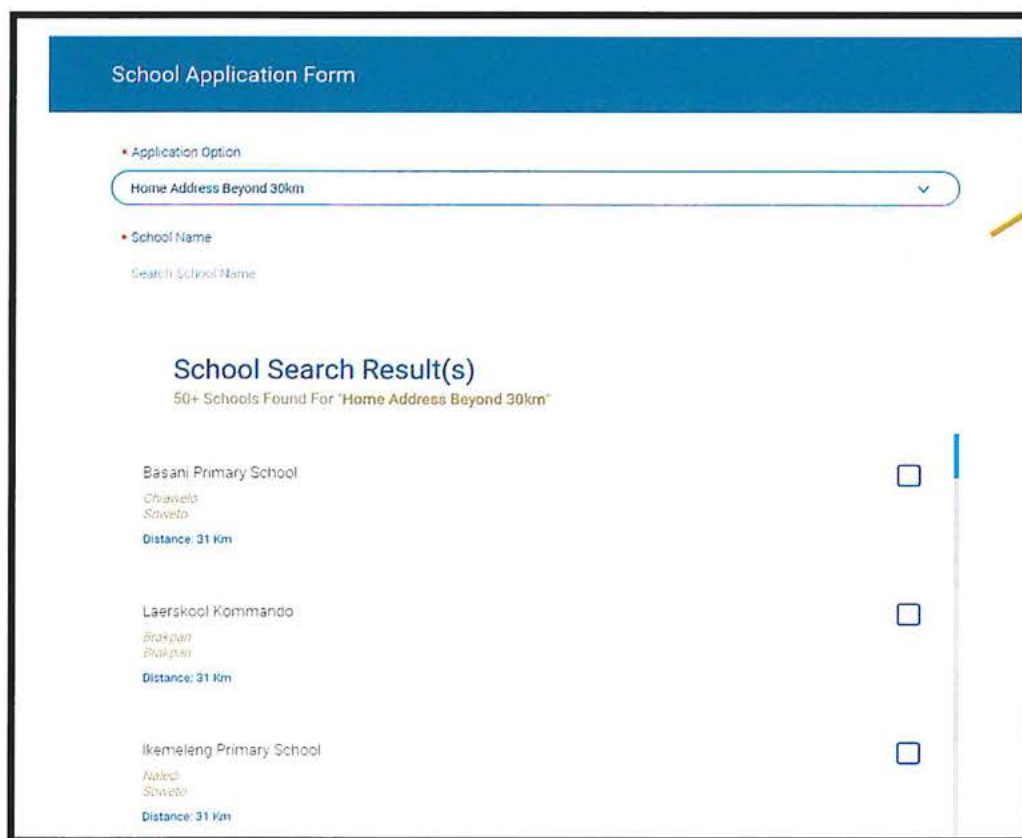
- You can use the Home Address Application option to apply to a school with a feeder zone that does not cover your home address, but is within 30 km radius

You can only select 1 School for the Home Address within 30km application option.

Once all fields are completed correctly click Apply to complete the Learner Application.

STEP 3: APPLY TO SCHOOLS

16. Application Option: Home Address beyond 30km



The screenshot shows a web-based 'School Application Form'. At the top, there's a blue header with the title 'School Application Form'. Below this, the 'Application Option' is set to 'Home Address Beyond 30km'. The 'School Name' field is empty, with a placeholder 'Search School Name'. The 'School Search Result(s)' section shows '50+ Schools Found For "Home Address Beyond 30km"'. Three schools are listed: Basani Primary School (Distance: 31 Km), Laerskool Kommando (Distance: 31 Km), and Ikemeleing Primary School (Distance: 31 Km). Each school entry has a checkbox to its right for selection.

The Home Address beyond 30km application option:

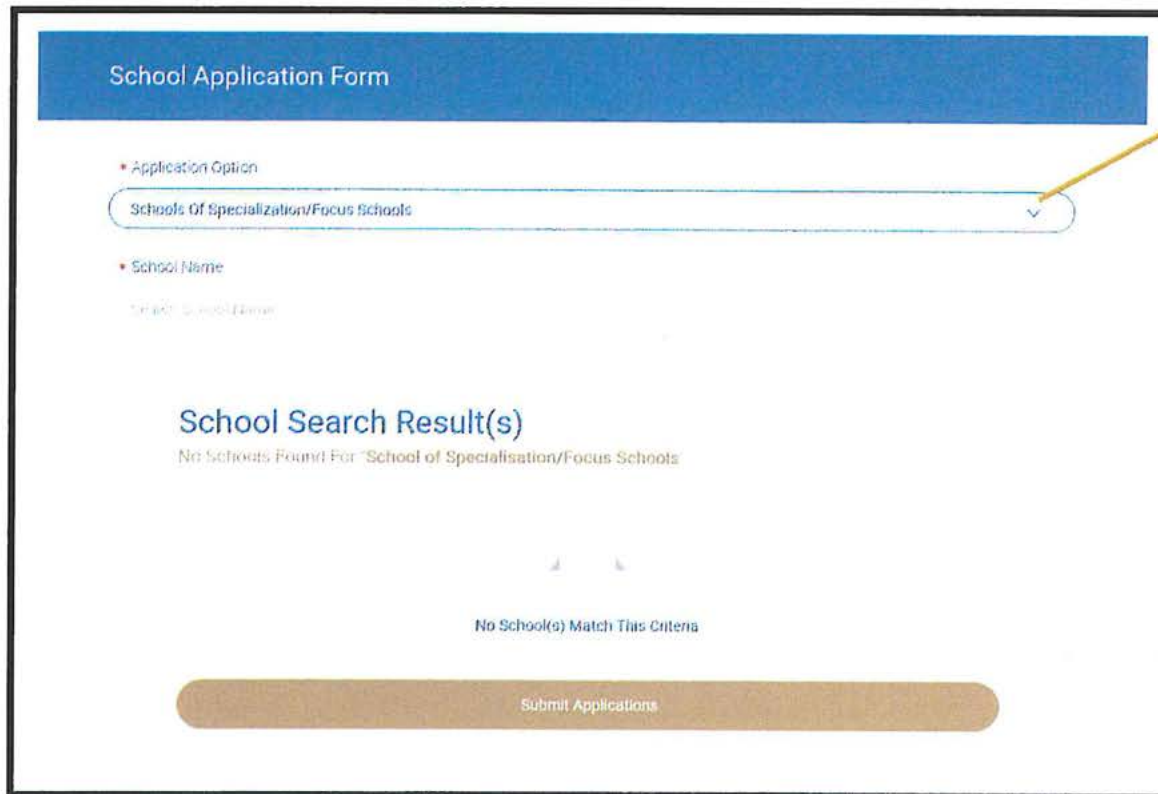
- You can use the Home Address Application option to apply to a school with a feeder zone that does not cover your home address, but is beyond 30 km radius

You can only select a 1 School for the Home Address beyond 30km application option.

Once all fields are completed correctly click Apply to complete the Learner Application.

STEP 3: APPLY TO SCHOOLS

17. Application Option: Schools of Specialization/Focus Schools



School Application Form

* Application Option
Schools Of Specialization/Focus Schools

* School Name
[Empty field]

School Search Result(s)
No Schools Found For "School of Specialisation/Focus Schools"

No School(s) Match This Criteria

Submit Applications

The Schools of Specialization/Focus Schools application option:

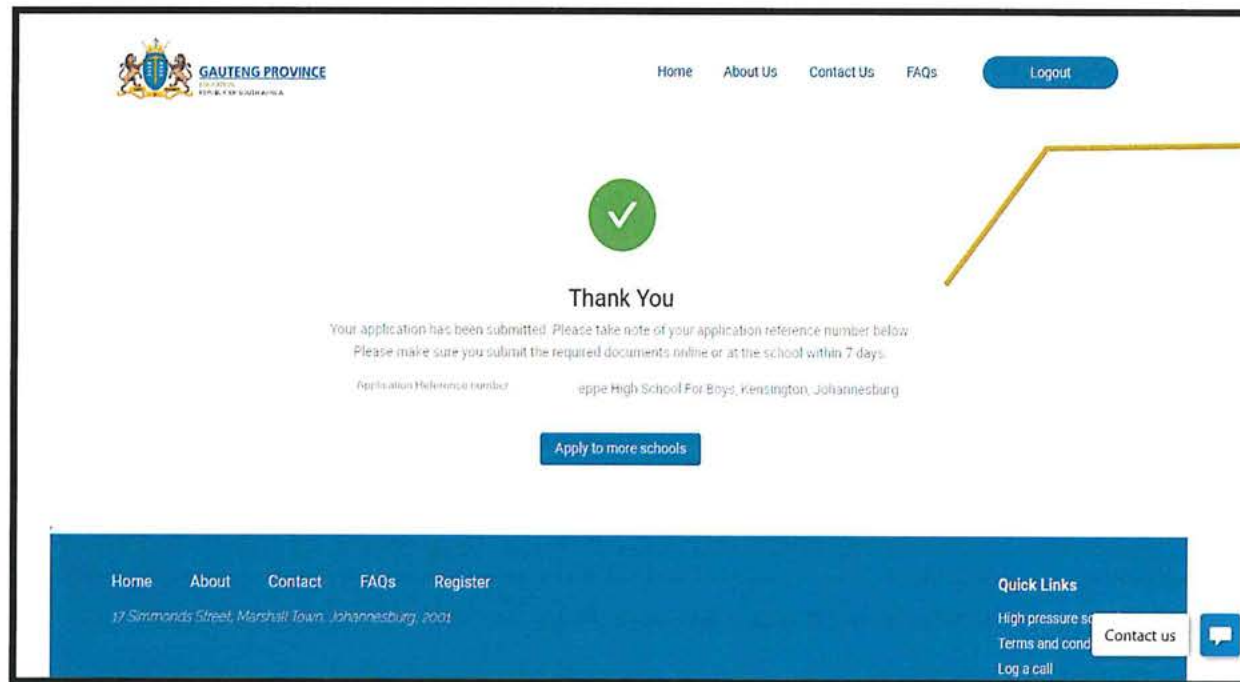
You can only select 1 School of Specialization/Focus Schools at a time.

Once all fields are completed correctly click Apply to complete the Learner Application.

Contact the **School of Specialization/Focus Schools** to enquire about the dates for the Admissions Tests / Auditions

APPLICATION COMPLETED

18. Submission Confirmation Message



Upon application submission a Thank you confirmation note is displayed with the Reference No. for with the learner application.

- The user has the option to apply to more schools
- **NOTE: A maximum of 5 schools can be applied to for one learner**
- **1 or 2 parents can apply for the same learner a maximum of 5 schools collectively**