



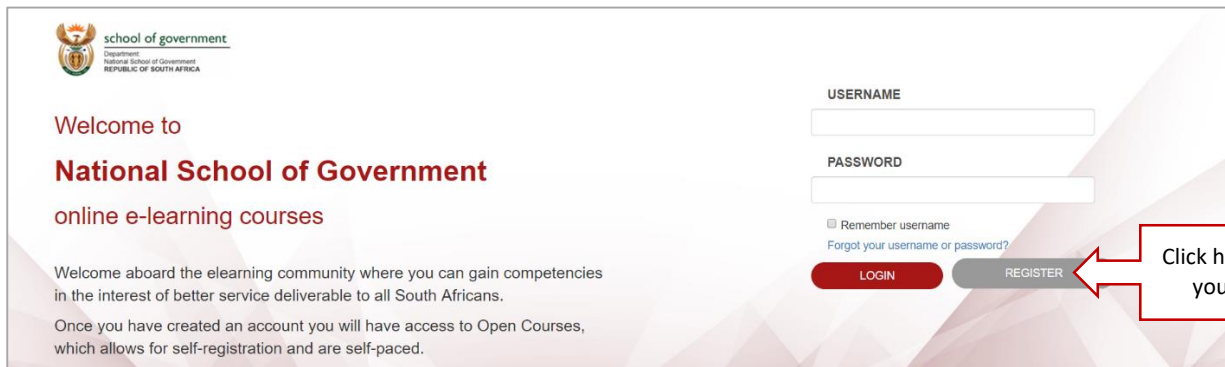
### How to self-register for an online course at the National School of Government

For full access to the Open eLearning courses you will need to take a minute to create a new account for yourself.

**Note:** please use *Google Chrome* or *Mozilla Firefox* to access the NSG online learning environment.

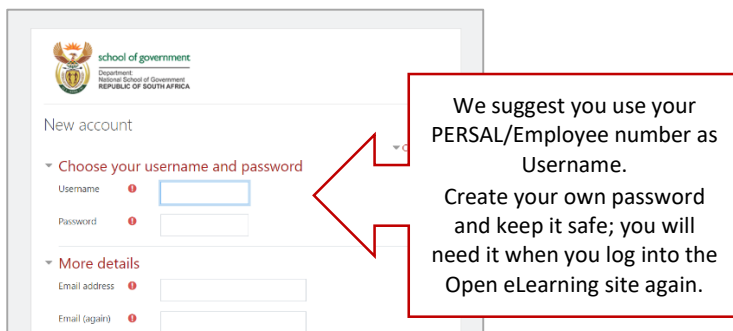
#### Step 1:

Follow the *Open eLearning Courses* link under the eLearning tab on the NSG website ([www.thensg.gov.za](http://www.thensg.gov.za)). A new page will open. Click on the button “Register” as illustrated below:



#### Step 2:

Fill out all the fields marked with \* and click on the “Create my new account” button. Note that you will need to use a South African **government email address** in order to create your Open eLearning account. If you are a government official who does not have a **.gov.za** email address, contact the eLearning Helpdesk at [eLearning@thensg.gov.za](mailto:eLearning@thensg.gov.za).



### Step 3:

Once you have submitted your details, you will be asked to confirm your email address.

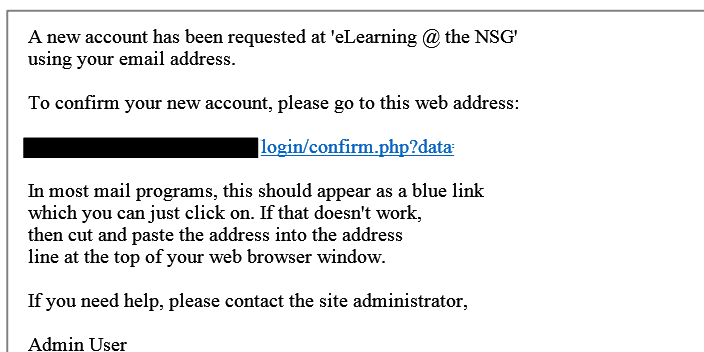
An automatically generated email will be sent to the email address you provided. Look out for an email message from the “NSG eLearning Administrator” (with the email address eLearning@thensg.gov.za).

Wait at least 30 minutes. If you do not see the email in your Inbox, check your spam/trash folder or contact the eLearning Helpdesk at eLearning@thensg.gov.za.

### Step 4:

Read the automatically generated email you received and click on the web link it contains (similar to the picture below) to confirm your email address.

You may get a warning from your email client that clicking on links in emails could be unsafe. However, clicking on the link is safe and required to confirm you email address.



### Step 5:

The online registration process is now complete and you can use the login details you selected to log into the site.

### Step 6:

Once you are successfully logged in, a list of available courses will be presented to you. Click on the name of the course you would like to enrol in. A new page will open up. Click on the “Enrol me” button to enrol yourself in the course.

You now have access to all course-related materials and activities.



**Step 7:**

Lastly, our advice is that you bookmark the course web address for easy access in future.

**Step 8:**

Please note that for every future access you will need the Username and Password that you have created during the registration process in order to access the eLearning course.

Contact the NSG eLearning Helpdesk at any time for assistance:

[eLearning@thensg.gov.za](mailto:eLearning@thensg.gov.za)