

How to register as a user on the OIS Portal

To access the solution, use Google Chrome <https://oisportal.thedtic.gov.za/> and follow the steps below:

The screenshot shows the registration page of the OIS Portal. At the top, there is a header with the dtic logo and navigation links. The main content area is titled 'Create a new account'. Step 1 points to the 'Register' button in the top right. Step 2 points to a blue box containing the privacy notice. Step 3 points to the 'I Agree' checkbox. Step 4 points to the 'Password' input field. Step 5 points to the 'Confirm password' input field. Step 6 points to a small input field next to a button labeled '>&LIGA', which is part of a CAPTCHA verification step.

1. Click 'register' to display the user registration form
2. Read the privacy notice
3. Select the 'I agree' checkbox
4. Complete the following fields:
Full name, email, password, and confirm password
5. Enter the value displayed on the button below 'Confirm password'
6. Click 'Submit' – an email confirmation will be sent to your mailbox
7. Open the mail sent to your mailbox and click the confirmation link to confirm your account. Once this final step is concluded, you will have access to the solution.

2.2 Log-in

To gain access, the user has to log-in to the OIS solution. The following steps detail the log in procedure:

The screenshot shows the log-in page of the OIS Portal. At the top, there is a header with the dtic logo and navigation links. The main content area is titled 'Log In'. Step 1 points to the 'Log in' button in the top right. Step 2 points to the 'Email' input field. Step 3 points to the 'Remember me?' checkbox. Step 4 points to the 'Forgot your password?' link.

1. Click the 'Log in' link
2. Enter your username and password
3. Click the 'Log in' button – the user will now be successfully logged in
4. If you have forgotten your password, click the 'Forgot password' link – a link to reset your password will be sent to your email account.