



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

**KWAZULU-NATAL
COLLEGE
OF
EMERGENCY CARE**

USER MANUAL - APPLICANT

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Preface

The first version of this user manual was compiled by the Information Technology - Systems team for the KwaZulu-Natal College of Emergency Care Application System.

The System Support Team will provide technical support for the KwaZulu-Natal College of Emergency Care Application System. Contacts are provided below.

System Support Contacts	
Personnel	Systems Support
Email	systemssupport@kznhealth.gov.za
Telephone	(033) 940 2689/2677

Inquiries regarding the application and the criteria can be redirected to the KwaZulu-Natal College of Emergency Care. The contacts are provided below.

KwaZulu-Natal College of Emergency Care Application Enquiries	
Personnel	Mrs. LPX Malinga
Email	Londiwe.Mbuyisa@kznhealth.gov.za
Telephone	(031) 203 0900

1. INTRODUCTION

1.1. Purpose

The purpose of this manual is to provide instructional support and guidance to users who use the KwaZulu-Natal College of Emergency Care Application system. The manual focuses on access, navigation, and use of the system.

1.2. About the System

The KwaZulu-Natal College of Emergency Care Application system streamlines the admissions process, improves efficiency, and enhances the application experience by providing a centralised platform for managing all aspects of the application process.

1.3. System Use Requirements

A personal computer or laptop device is recommended for viewing and using the system. The system can also be viewed on other devices, such as a tablet or a mobile phone, but the application won't give the maximum experience on those devices.

The system can be accessed in the following Internet browsers:

- Chrome
- FireFox
- IOS
- Microsoft Edge

A tablet or mobile phone is better used in desktop view. Follow the links below for each browser's settings to view a desktop view on a tablet or mobile phone.¹

- Chrome - <https://support.google.com/chrome/answer/13514529?hl=en>
- FireFox - <https://support.mozilla.org/en-US/kb/switch-desktop-view-firefox-focus-android>
- IOS - <https://www.teqiq.com/2024/12/18/how-to-enable-desktop-mode-on-a-mobile-device/>
- Microsoft Edge - <https://www.teqiq.com/2024/12/18/how-to-enable-desktop-mode-on-a-mobile-device/>

1.6. How to access the KwaZulu-Natal College of Emergency Care Application System

Open the web browser (Chrome/Firefox/iOS/Edge) and type

<https://kzncoecapp.kznhealth.gov.za/>

¹ These links are only a guide and not aimed at promoting any of the content found in the referenced websites. You can also search how to view a desktop view in your tablet or mobile phone browser.

2. SYSTEM PAGES

2.1 Home Page

- The home page will contain important links and information for the applicant.
 - You will find the countdown and the information on the closing date.
 - The More Info button will redirect the applicant to a page with more details about the KwaZulu-Natal College of Emergency Care Application programs.
 - The Apply button will redirect the applicant to the Registration Page.
 - System Enquiries and KwaZulu-Natal College of Emergency Care Application Enquiries contain information on the personnel whom you can contact for system and application enquiries. Please note that office hours are between 8 am and 4 pm.
 - The Important Documents link will redirect you to a page containing important documents related to the system.

KZN COEC Home Important Documents Student Options Profile

Kwazulu-Natal College of Emergency Care

This Department is an equal opportunity affirmative employer whose aim is to promote representivity at all levels of all occupational categories in the Department.

Applications are invited for Higher Certificate in Emergency Medical Care for the year 2026.
Closing date: 3 April 2026

Event Ends In

Until 3 April 2026

DAYS HOURS MINUTES

[More Info](#) [Student Page](#)

Name & Email	Contact
System Support - systemsupport@kznhealth.gov.za	(033) 940 2689

Name & Email	Contact
Mrs LPX Malinga - Londiwe.Mbuyisa@kznhealth.gov.za	(031) 203 0900

* Office Hours are only between 8 am - 4 pm, Monday to Friday

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Figure 1

2.2 More Information Page

- The page contains the advert and different buttons.
 - Download– you can click this button to download the advert.
 - Student Page for 2026 – this button will redirect you to the registration page.
 - Home – this button will redirect you to the home page, as seen above in Figure 1.

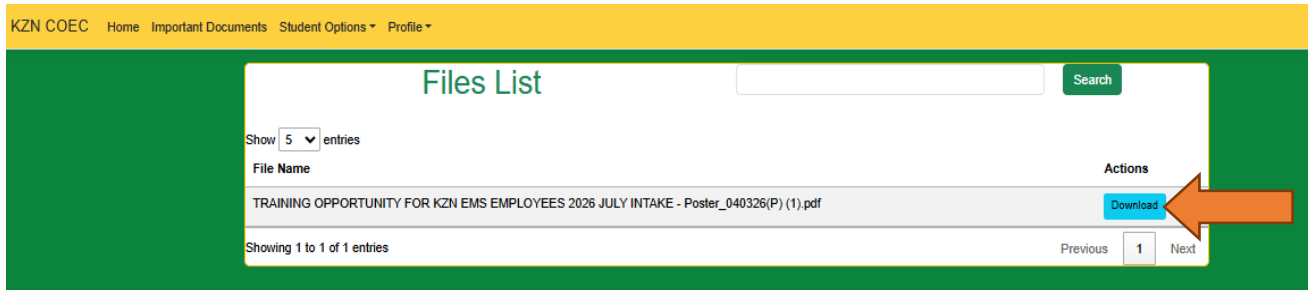


Figure 2

2.3 Important Documents Page

- The important document page has the following files:
 - User Manual for the Applicant
 - Advert for KZN EMS
- The Actions section has a Download function.

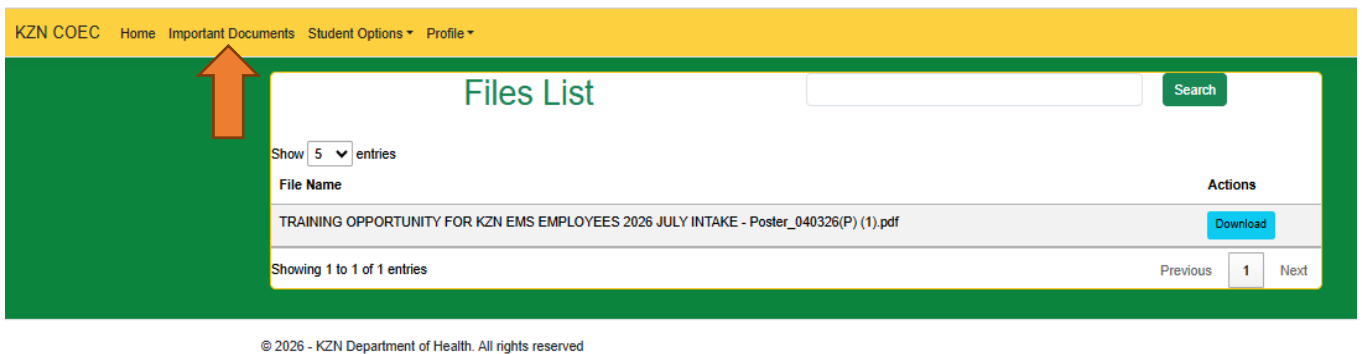
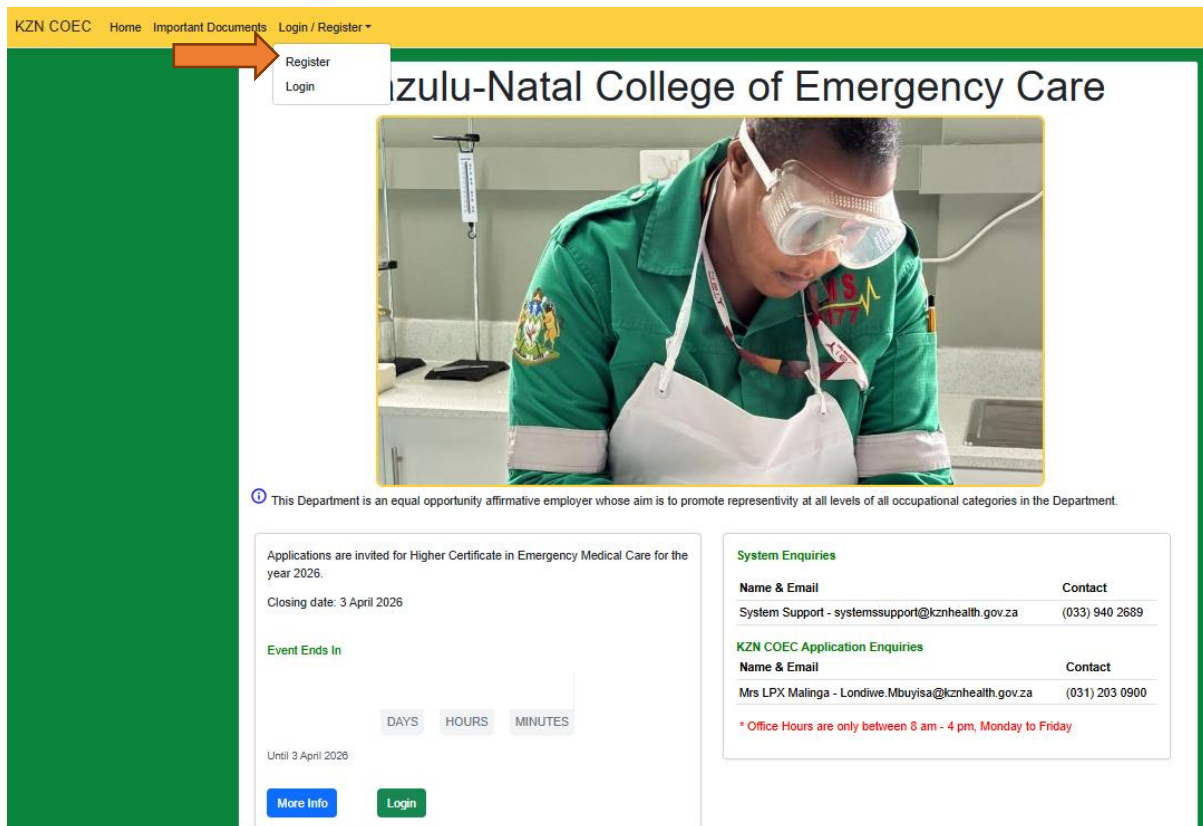


Figure 3

2.4 Registration


- You first need to register to access the system's functions.
 - Click on the "Register" link on the web page menu bar, as shown below with the arrow in Figure 4.



KZN COEC Home Important Documents Login / Register

Register
Login

KZN Natal College of Emergency Care



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DAYS HOURS MINUTES

[More Info](#) [Login](#)

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KZN COEC Application Enquiries

Name & Email	Contact
Mrs LPX Malinga - Londiwe.Mbuyisa@kznhealth.gov.za	(031) 203 0900

* Office Hours are only between 8 am - 4 pm, Monday to Friday

Figure 4

- You will then be redirected to the register page, as shown in Figure 5. Fill in all your information in the provided fields. Please note that all fields with a red asterisk are mandatory.

KZN COEC Home Important Documents Login / Register

Create a new account

Title
Select Title

Name *

Surname *

Cell Number *

Email *

Password *

Confirm Password *

Password must be at least 8 characters and contain: an uppercase letter, a lowercase letter, a number, and a special character.

Security Questions

What is your mother's maiden name? *

What was your childhood nickname? *

What is the name of the street you grew up on? *

Register Cancel

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Figure 5

- Once all fields have been filled out correctly, click on Register, as shown in Figure 6 below.

KZN COEC Home Important Documents Login / Register

Create a new account

Title

Name

Surname

Cell Number

Email

Password *

Confirm Password *

Password must be at least 8 characters and contain: an uppercase letter, a lowercase letter, a number, and a special character.

Security Questions

What is your mother's maiden name? *

What was your childhood nickname? *

What is the name of the street you grew up on? *

Register Cancel

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Figure 6

- You will receive an email with a link to confirm your email address, as shown in Figure 6.1.
- Click on “Click Here” to proceed, then you will be able to log in.
- If your link expires, you need to wait an hour before attempting to log in. After an hour, try to log in, and your email confirmation will be resent automatically.

KZNCOEC Application System Support <it.systemssupport@kznhealth.gov.za>
to me ▾

Hi [REDACTED]

Please confirm your email by clicking the link: [Click Here](#)

Attention : Please note that the link will expire after 60 minutes.

KZNCOEC Application Support Team

systemssupport@kznhealth.gov.za

033 940 2689

Figure 6.1

- The system will then redirect to the dashboard or main page, where you can access a few links as a student user, as shown in Figure 7.

KZNCOEC Application System Support <it.systemssupport@kznhealth.gov.za>
to me ▾

Hi [REDACTED]

Please confirm your email by clicking the link: [Click Here](#)

Attention : Please note that the link will expire after 60 minutes.

KZNCOEC Application Support Team

systemssupport@kznhealth.gov.za

033 940 2689

Figure 6.1

- The system will then redirect to the dashboard or main page, where you can access a few links as a student user, as shown in Figure 7.

KZNCOEC Application System Support <it.systemssupport@kznhealth.gov.za>
to me ▾

Hi [REDACTED]

Please confirm your email by clicking the link: [Click Here](#)

Attention : Please note that the link will expire after 60 minutes.

KZNCOEC Application Support Team

systemssupport@kznhealth.gov.za

033 940 2689

Figure 6.1

- The system will then redirect to the dashboard or main page, where you can access a few links as a student user, as shown in Figure 7.

Figure 7

8 | Page

Figure 7

2.5. Forgot Password

- The system allows the user to retrieve a password by clicking on the “Forgot your Password” link, as shown above in Figure 8.
- Upon clicking the “Forgot your Password” link, you will be redirected to the Forgot password page, as shown below in Figure 9.

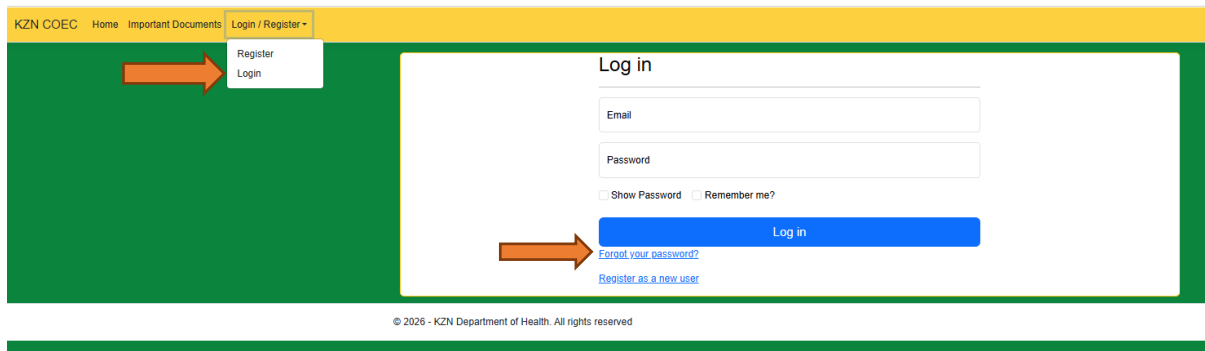


Figure 8

- Upon clicking the “Forgot your Password” link, you will be redirected to the Forgot password page, as shown below in Figure 9.

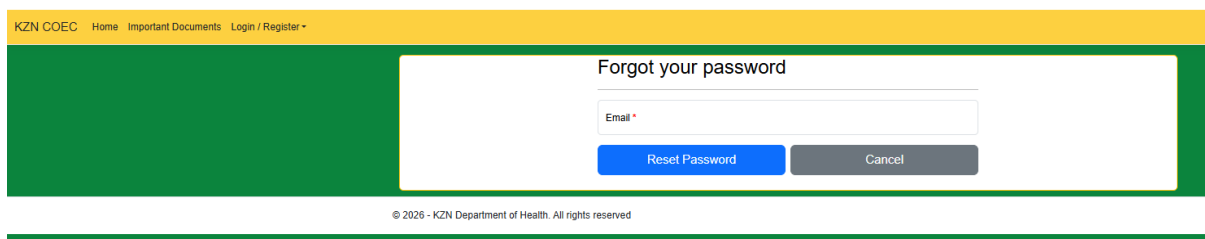


Figure 9

- Enter your email address, as shown below in Figure 10. Click on the “Reset Password” button to reset your password.

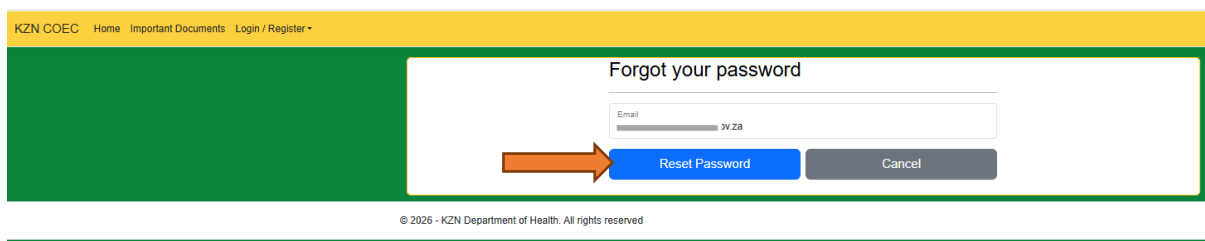


Figure 10

- You will be redirected to the Reset your password page, as shown in Figure 11.

- Fill in all the information required in the fields, then click on the Reset button or the Cancel button to cancel.

Figure 11

- Enter your email address and security questions answers and click the Reset password button.

Figure 12

- If the email address exists and the security questions are correct, you will be redirected to the forgot password confirmation page, as shown in Figure 13.
- Click on the “click the link” button to reset your password.

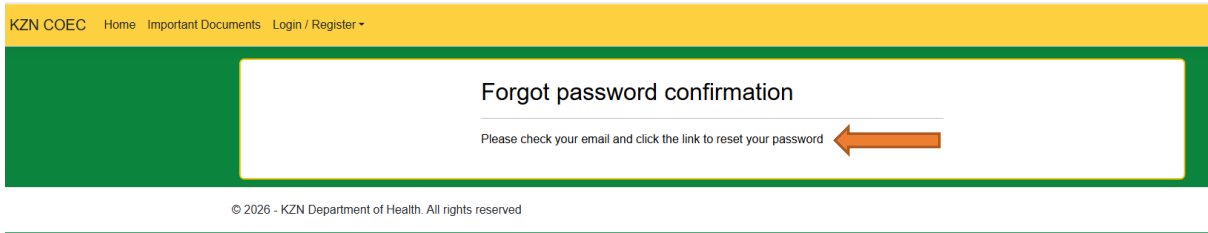


Figure 13

- Once clicked, you will receive a forgot password confirmation, as in Figure 13.
- Click the link “click here to login” to the login page, as shown below in Figure 14.

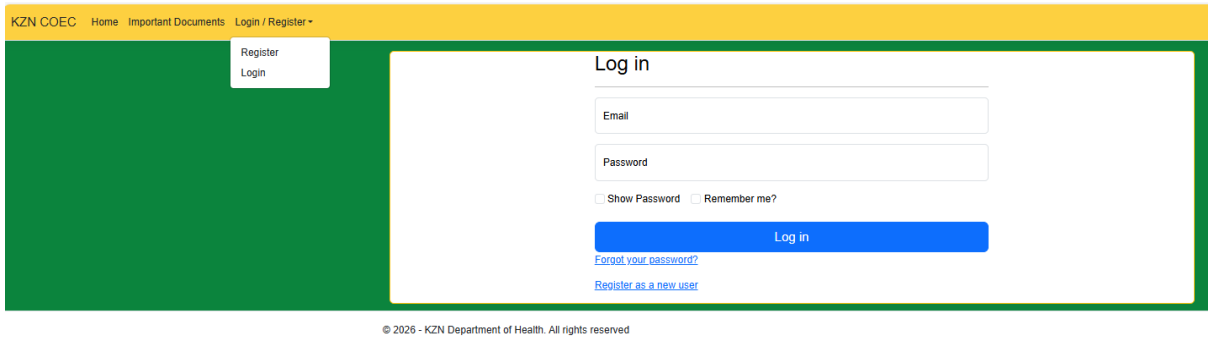
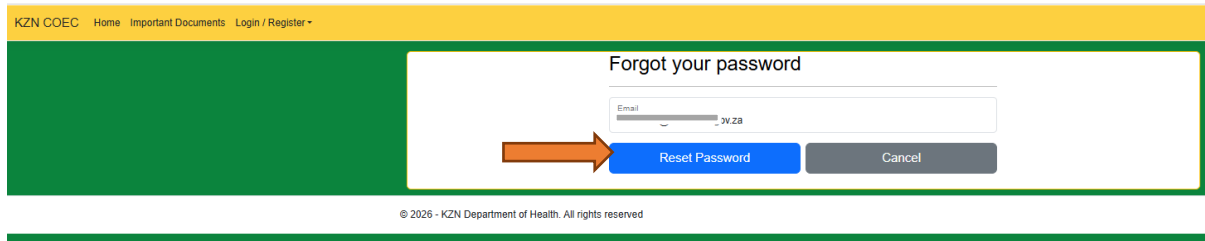


Figure 14

2.5.1. Resetting Security Question

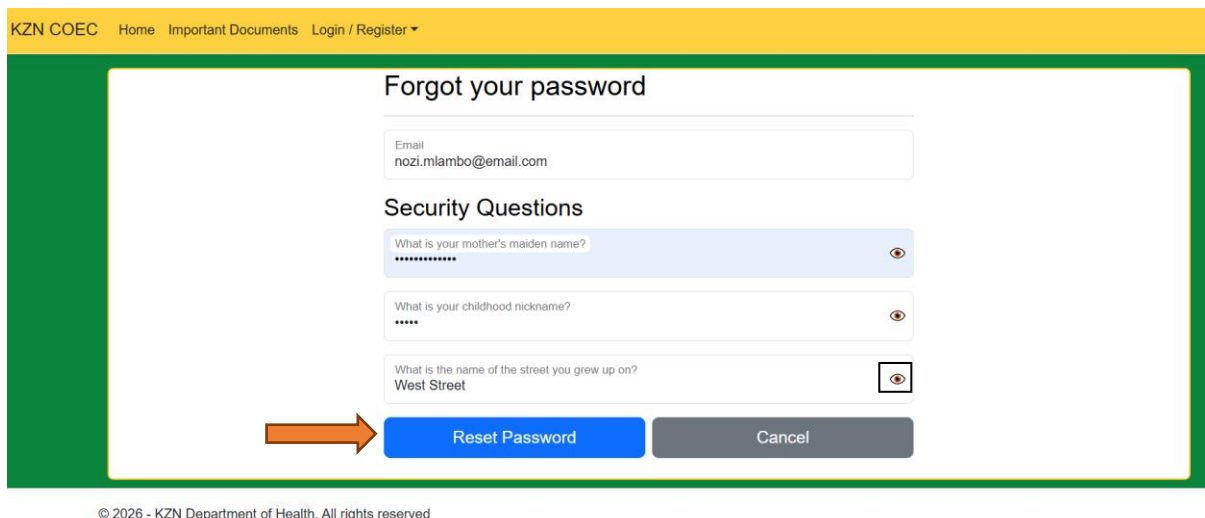
- There are times when a user has forgotten one of the security questions. In that case, the user has an opportunity to reset the security questions.
- Upon clicking the “Forgot your password?” link, you will be required to enter your email address in the field and then click on the “Reset Password” button, as shown in Figure 14.1.



The screenshot shows a web interface with a yellow header containing 'KZN COEC Home Important Documents Login / Register'. Below the header is a green sidebar. The main content area is white and titled 'Forgot your password'. It features an 'Email' input field with a dropdown menu showing 'JW.ZA'. Below the input field is a blue 'Reset Password' button and a grey 'Cancel' button. An orange arrow points to the 'Reset Password' button. At the bottom, there is a copyright notice: '© 2026 - KZN Department of Health. All rights reserved'.

Figure 14.1

- Upon clicking the Reset button, a new screen will be displayed with security questions that prompt you to enter your email and the answers to the security questions, then click the ‘Reset Password’ button, as shown in Figure 14.2.
- You need to attempt entering the security questions’ answers first before you can be offered an opportunity to reset the security questions.



The screenshot shows a web interface with a yellow header containing 'KZN COEC Home Important Documents Login / Register'. Below the header is a green sidebar. The main content area is white and titled 'Forgot your password'. It features an 'Email' input field with the text 'nozi.mlambo@email.com'. Below the email field is a section titled 'Security Questions' with three questions: 'What is your mother's maiden name?' (with a masked answer '*****'), 'What is your childhood nickname?' (with a masked answer '*****'), and 'What is the name of the street you grew up on?' (with the answer 'West Street'). Below the security questions is a blue 'Reset Password' button and a grey 'Cancel' button. An orange arrow points to the 'Reset Password' button. At the bottom, there is a copyright notice: '© 2026 - KZN Department of Health. All rights reserved'.

Figure 14.2

- You will be redirected to the same page where you can click a link to reset the security questions if any of the answers are incorrect. Click “here”, as shown in Figure 14.3.

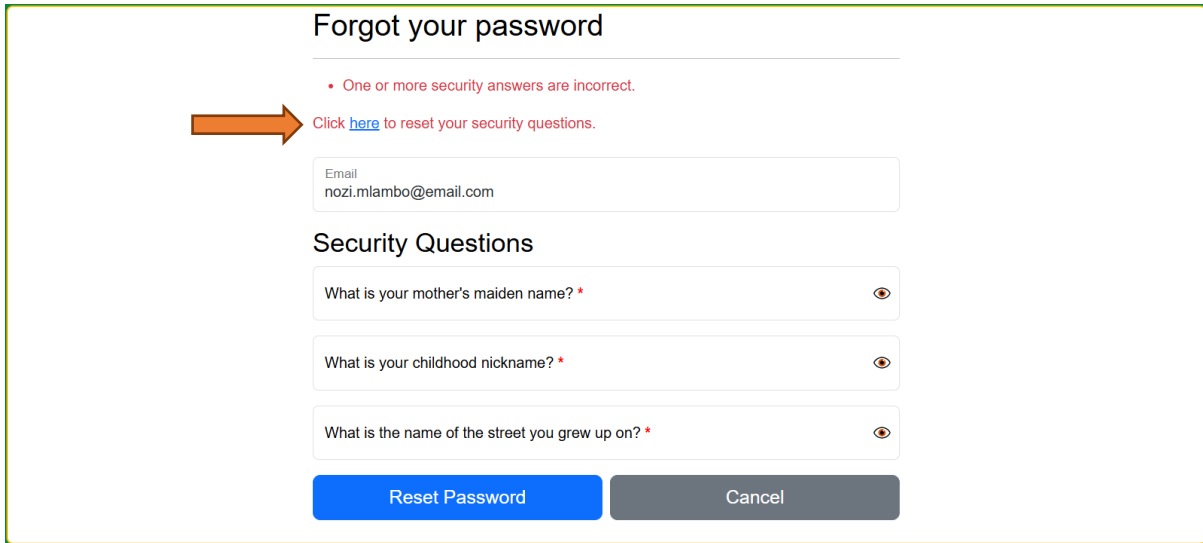


Figure 14.3

- A reset security questions form will be displayed. Fill in the required information and click the Reset button, as shown in Figure 14.4.

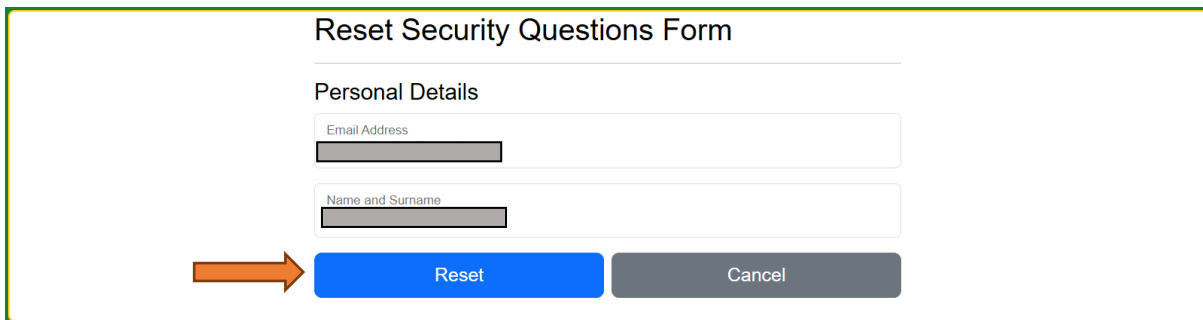


Figure 14.4

- You will receive a success message, as shown in Figure 14.5. Check your emails to finish the reset process.



Figure 14.5

- You will receive an email with reset password details. Click the link, and you will be redirected to the Reset your password page, as shown in Figure 14.6.



Figure 14.6

- Enter your email address, create a new password, confirm your new password, and then click the Reset button, as shown in Figure 14.7 below.

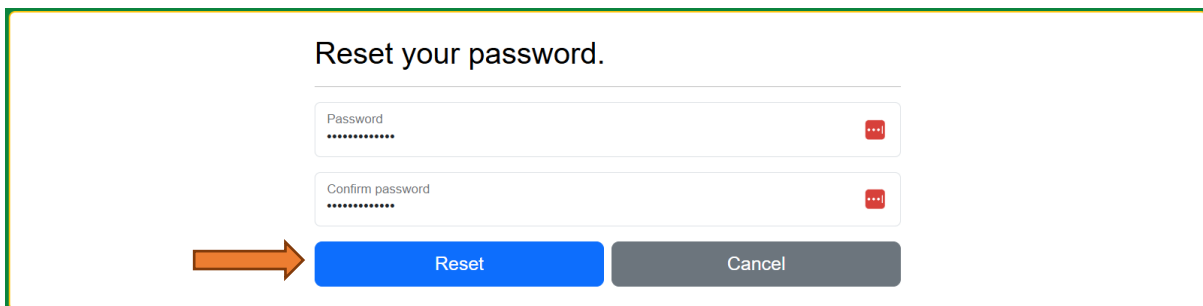


Figure 14.7

- Upon clicking the Reset button, your password will be updated, and you can now log in to your profile with your new password.

2.6. Login

- To log in, click the login button, as shown in Figure 15, then enter the username and password in the textboxes provided, as shown in Figure 16.

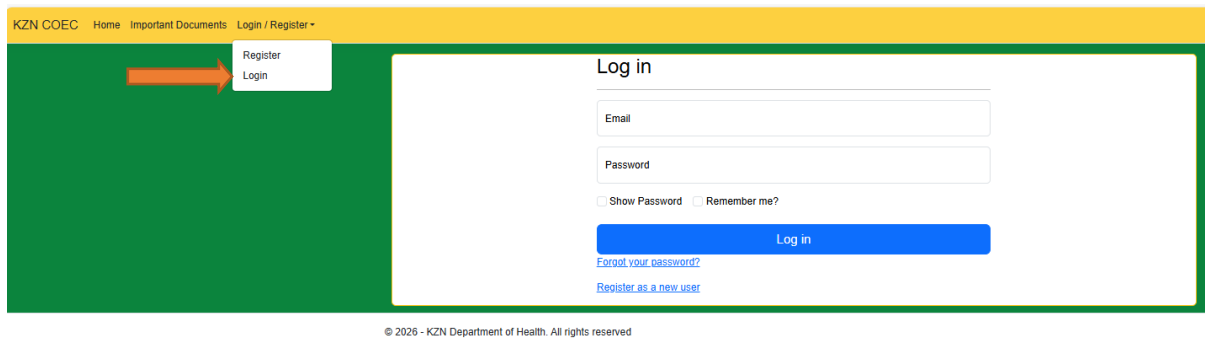


Figure 15

- After entering the username and password, click on the “Login” button. You will then be directed to the landing page associated with your user level.

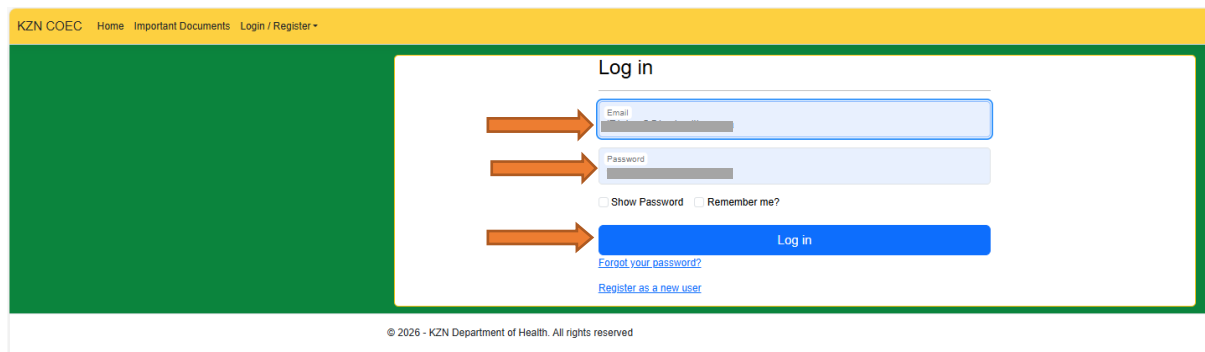


Figure 16

- You will be directed to the Dashboard page, as shown in Figure 17 below.
- Click on the “Student Page” link to proceed.

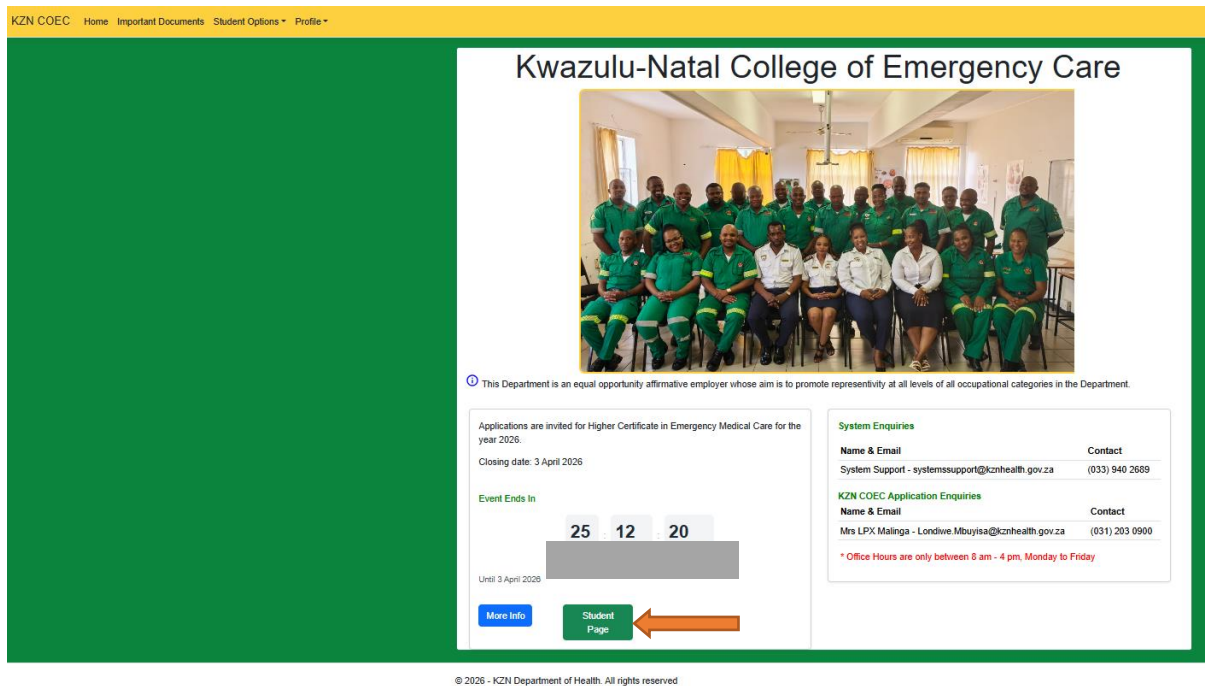


Figure 17

2.6.1. Lockout

- You can be locked out of your account if you input invalid login details up to 5 times, as shown in Figure 18.
- You would need to try logging in again after an hour.

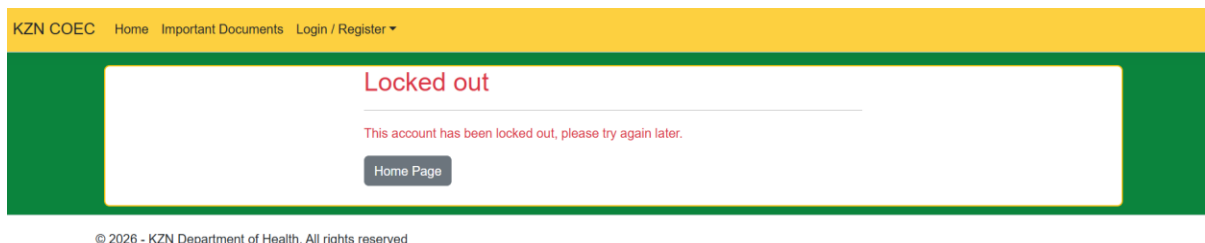


Figure 18

2.7. Profile and Password Change

- Once logged in, you can view your profile and change the password, as shown in Figure 19.
- Click on the Hello user to manage your account, as shown in Figure 19.

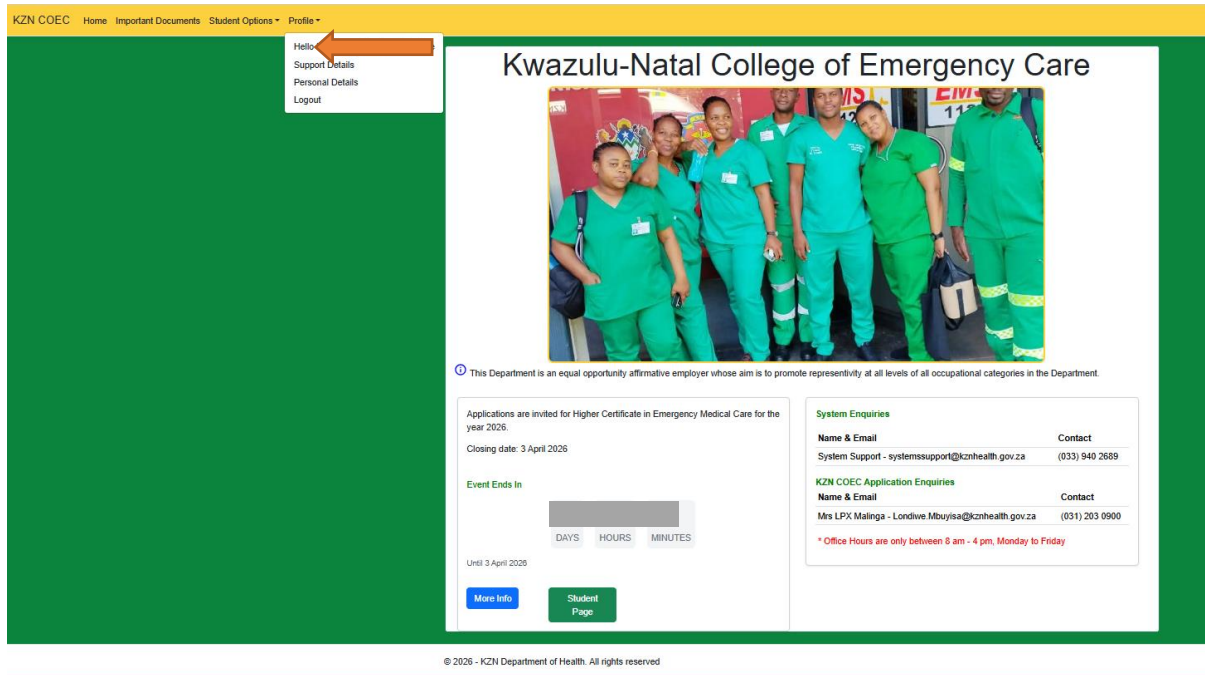


Figure 19

2.7.1. Add Phone Number

- Insert a phone number and click save, as shown in Figure 20.

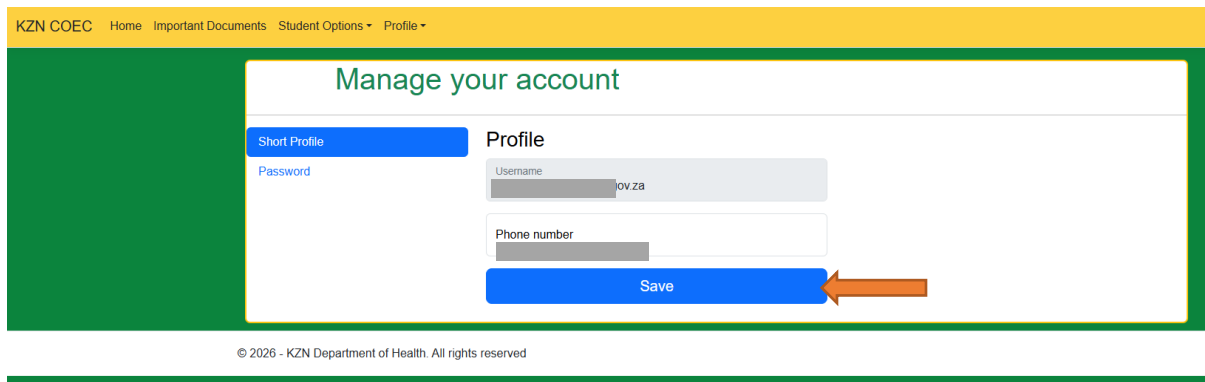
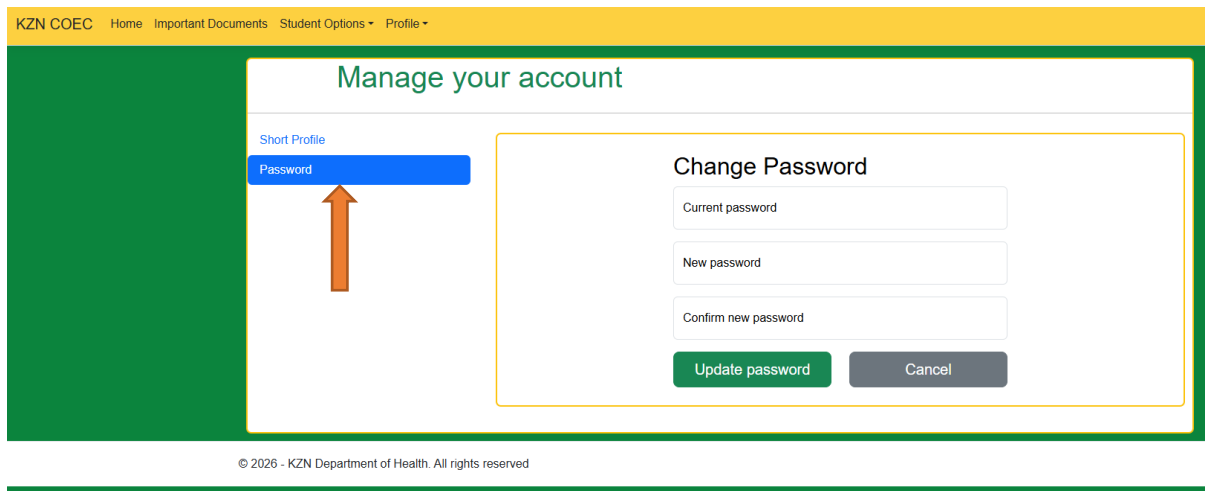


Figure 20

2.7.2. Change Password

- Click the Change Password button to change your password, as shown in Figure 21.



KZN COEC Home Important Documents Student Options Profile

Manage your account

Short Profile

Password

Change Password

Current password

New password

Confirm new password

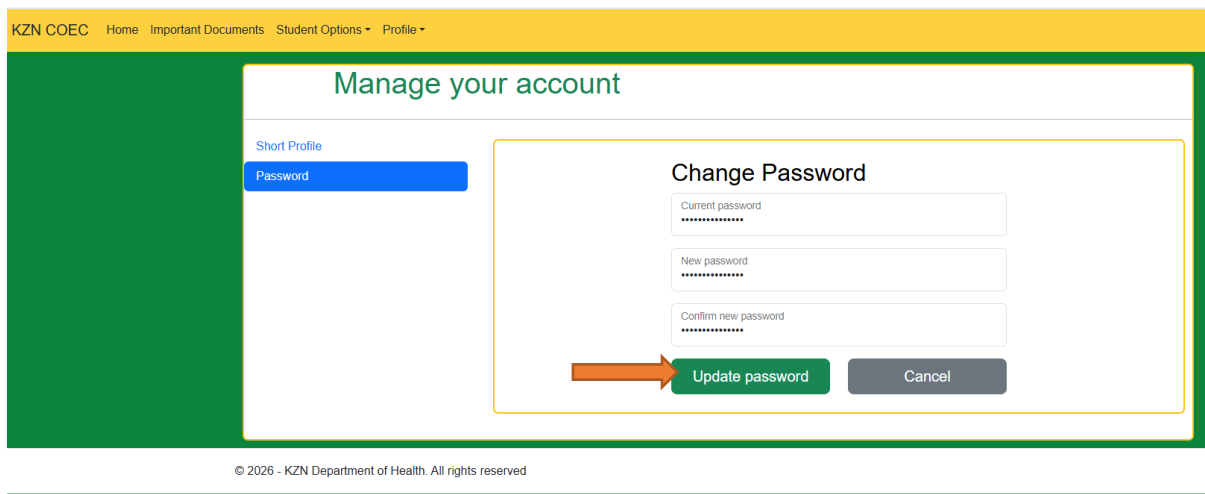
Update password Cancel

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Figure 21

2.7.2.1. Change Password Form

- Insert a new password to change your current password and click on update password, as shown in Figure 22.
- Upon clicking update password, you will receive a message reflecting the successful action to update the password.



KZN COEC Home Important Documents Student Options Profile

Manage your account

Short Profile

Password

Change Password

Current password

New password

Confirm new password

Update password Cancel

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Figure 22

2.7.3. Support Details

- Click on the Support Details to view support details, as shown in Figure 23.

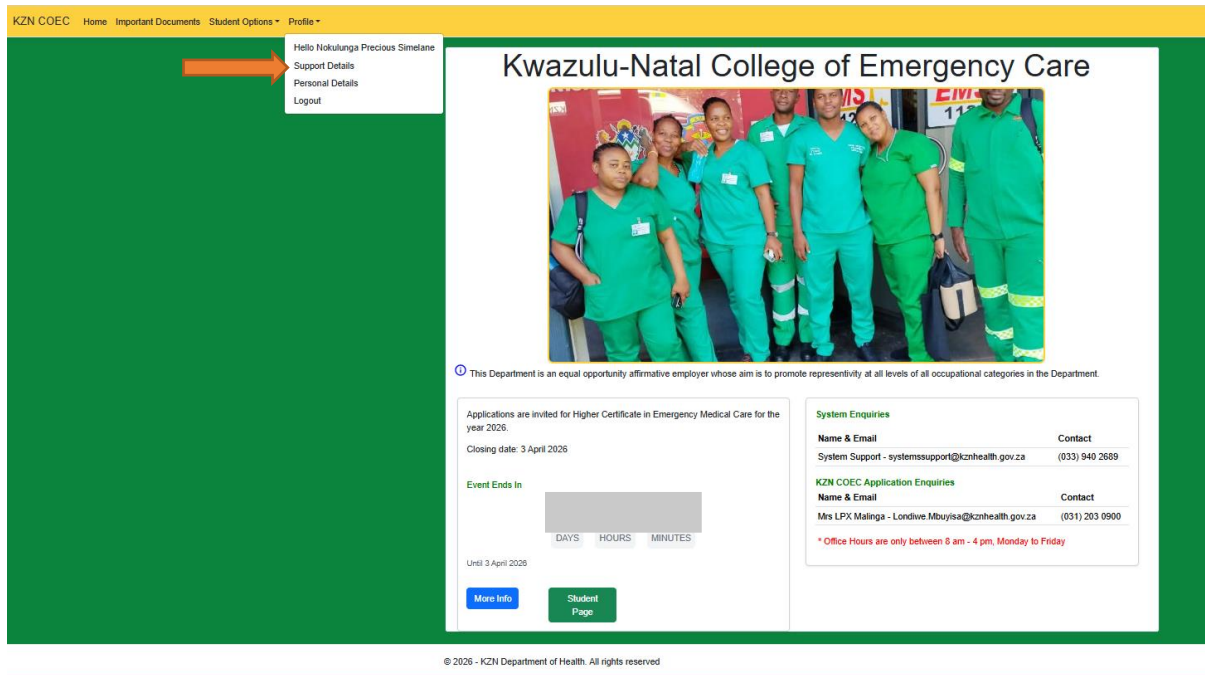


Figure 23

- Upon clicking Support Details, you can view your support details page, as shown in Figure 24.



Figure 24

2.7.4. Personal Details

- Click on the Personal Details to view and manage personal details, as shown in Figure 25.

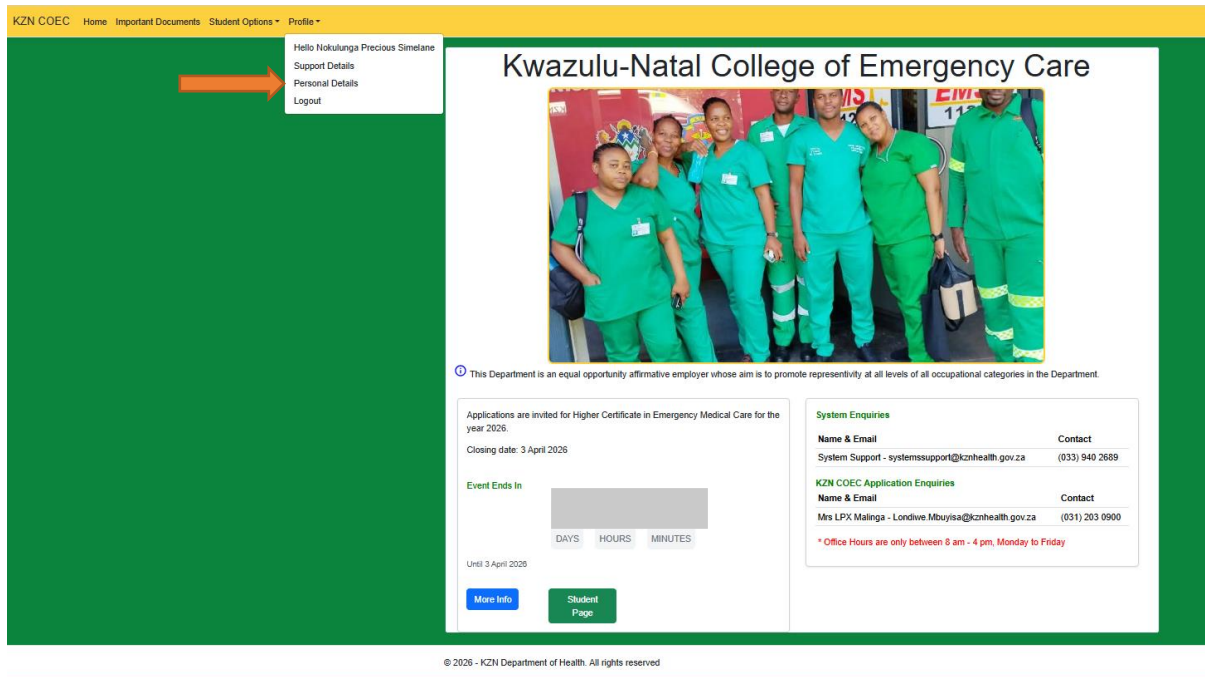


Figure 25

- Upon clicking Personal Details, you can view your personal details page, as shown in Figure 26.

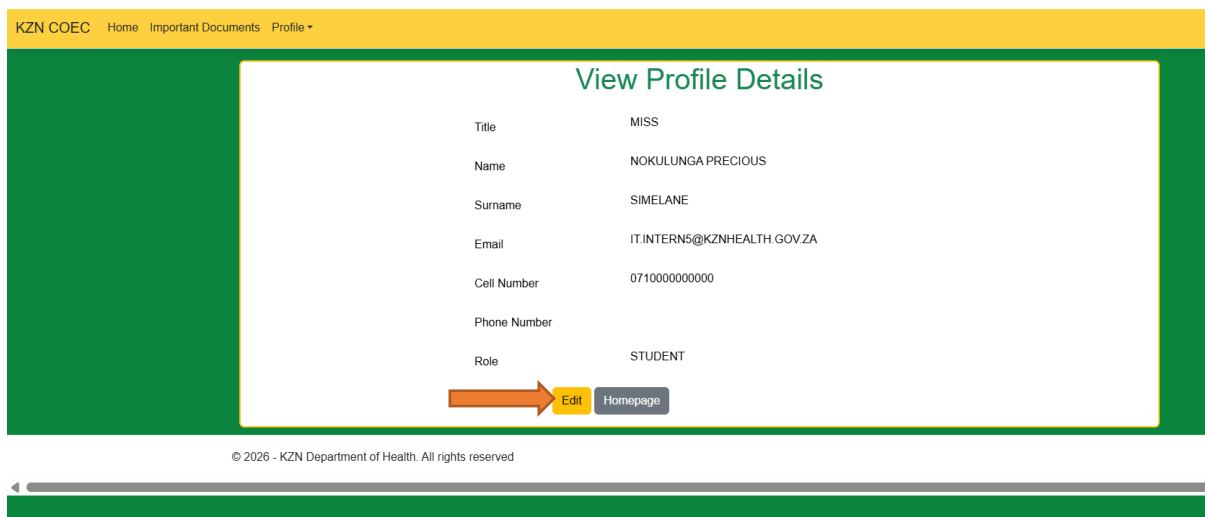


Figure 26

2.7.4.1. Edit Profile Details

- Upon clicking Edit, you can view your personal details page, enter details you wish to update and click Save, as shown in Figure 26.
- Upon clicking Save, you will receive a message reflecting the successful action to update the personal details.

KZN COEC Home Important Documents Profile ▾

Edit Profile

Title
Miss

Name
NOKULUNGA PRECIOUS

Surname
SIMELANE

Email
IT.INTERNS@KZNHEALTH.GOV.ZA

Cell Number
0711234567

Phone Number

Save Cancel

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Figure 27

2.8. Student Application Process

- You can use two functions on the Student Options, as shown in Figure 23. These functions include:
 - Student Application
 - Application Status

KZN COEC Home Important Documents Student Options ▾ Profile ▾

Student Application
Application Status

Kwazulu-Natal College of Emergency Care

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More Info Student Page

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Name & Email	Contact
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Figure 28

2.8.1.1. Student Application

- Click on the Personal Details Icon, click on the Personal Details link, open the personal details page, as shown by the arrow below in Figure 29.

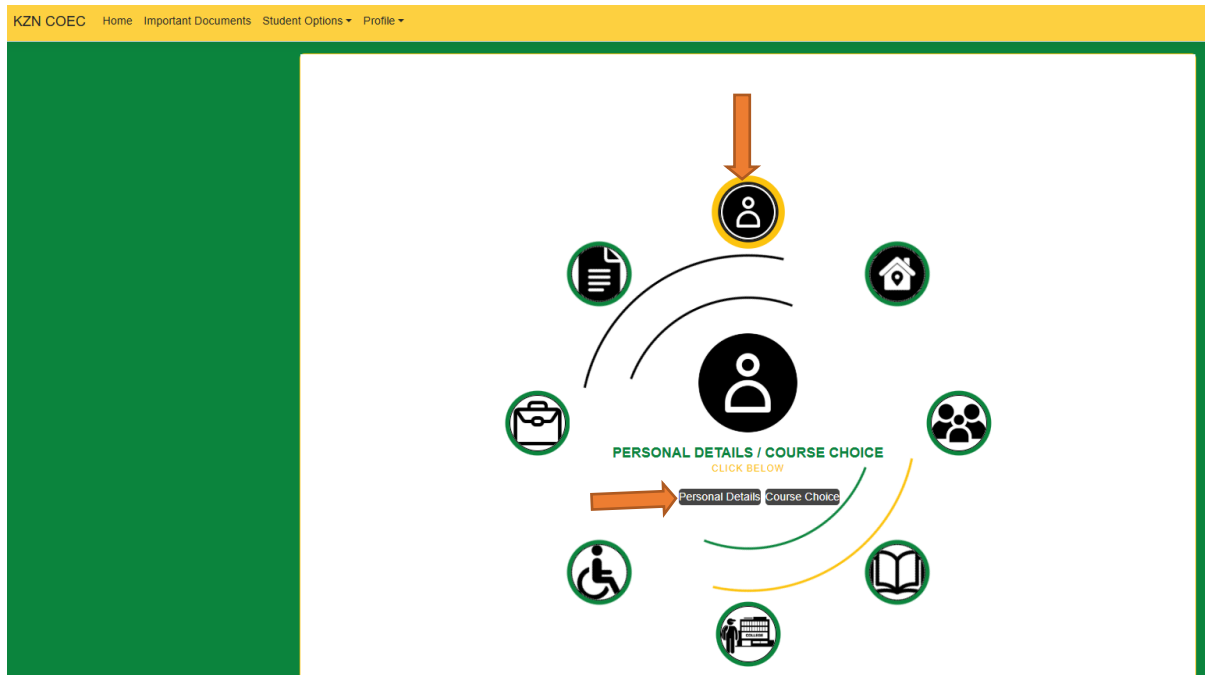


Figure 29

- Upon clicking the Personal Details link, the personal details page will be displayed, as shown by the arrow below in Figure 30. Click on the Add Personal Details button to open the form.

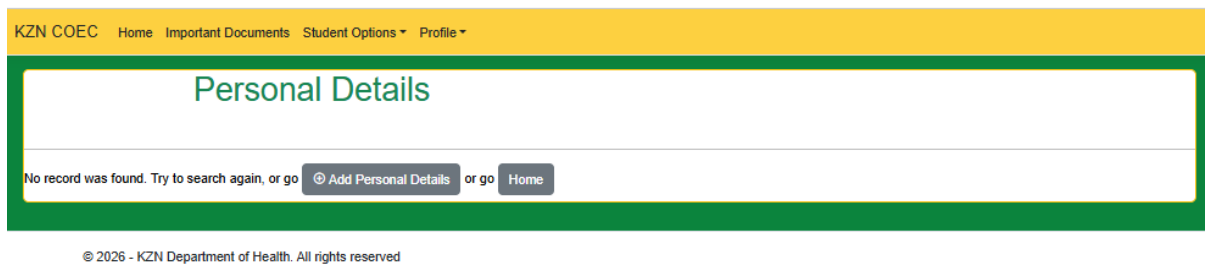


Figure 30

2.8.1.2. Add Personal Details

- Fill in the details on the personal details form. All the compulsory fields have an asterisk, as shown in Figure 31.

The screenshot shows the 'Add Personal Details' form with the following fields and values:

Field	Value
Are you a South African Citizen? *	---SELECT---
Nationality *	---SELECT NATIONALITY---
Identity Number *	
Gender *	---SELECT GENDER---
Date of Birth *	yyyy/mm/dd
Race *	---SELECT RACE---
Do you have any Disability? *	---SELECT---
Alternative Number	

Navigation buttons: ← Back to List, Next

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Figure 31

- The filled details are only for exemplary purposes.
- You can click next to move to the second tab of the form, as shown in Figure 32.

The screenshot shows the 'Add Personal Details' form with the following fields and values:

Field	Value
Are you a South African Citizen? *	YES
Nationality *	SOUTH AFRICAN
Identity Number *	9906210668087
Gender *	FEMALE
Date of Birth *	1999/06/21
Race *	AFRICAN
Do you have any Disability? *	YES
Alternative Number	0312030400

Navigation buttons: ← Back to List, Next (highlighted with an orange arrow)

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Figure 32

- Fill in the details on the Educational Employment Details form. All the compulsory fields have an asterisk, as shown in Figure 31.

KZN COEC Home Important Documents Student Options Profile

Add Personal Details

Personal Details Education and Employment Details

Matric Type *

Student School *

Highest Grade Completed *

School Leaving Grade Completed? *

Are you currently employment by KZN DOH EMS? *

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Figure 33

- Student school dropdown has an option for OTHER. If you select that option, a textbox will show where you can input your high school, should you not find it in the student school options.
- The Previous button will allow you to go back to the previous tab, as shown in Figure 34. Once you have filled in all details, you can click Save.
- Upon clicking Save, you will receive a message confirming that the personal details have been successfully saved.

KZN COEC Home Important Documents Student Options Profile

Add Personal Details

Personal Details Education and Employment Details

Matric Type *

Student School *

Highest Grade Completed *

School Leaving Grade Completed? *

Are you currently employment by KZN DOH EMS? *

Do you require Recognition of Prior Learning? *

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Figure 34

- Once you save, you will be redirected to the Personal Details page.
- Click on the view button to show the personal details page, as shown in Figure 29.

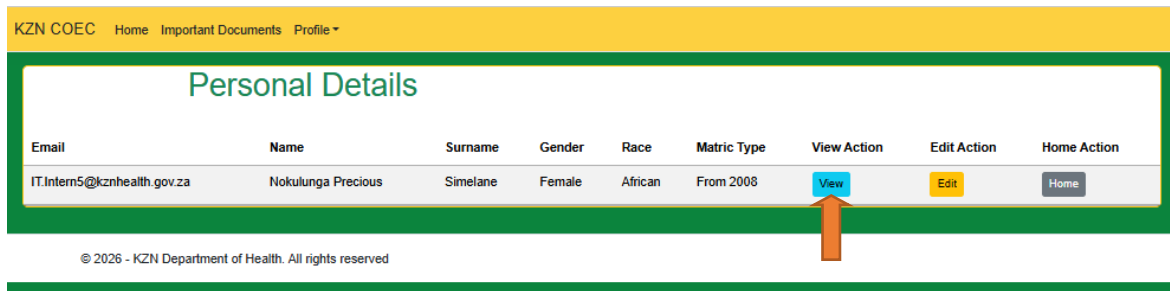


Figure 35

- Upon clicking the view button, the personal details will be displayed, as shown in Figure 36.

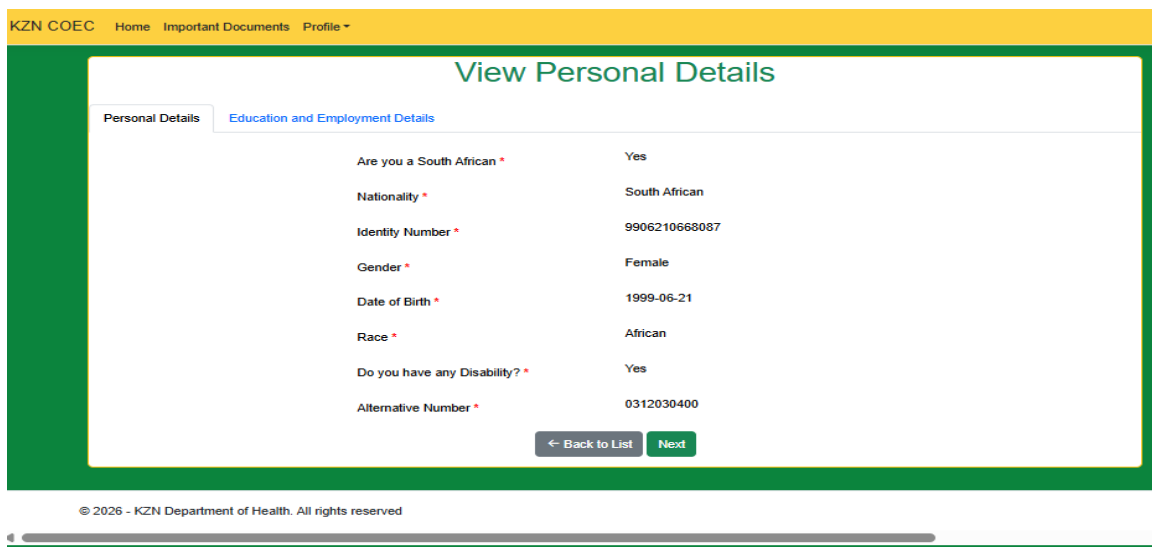


Figure 36

- Upon clicking the next button, the Education and Employment Details will be displayed, as shown in Figure 36

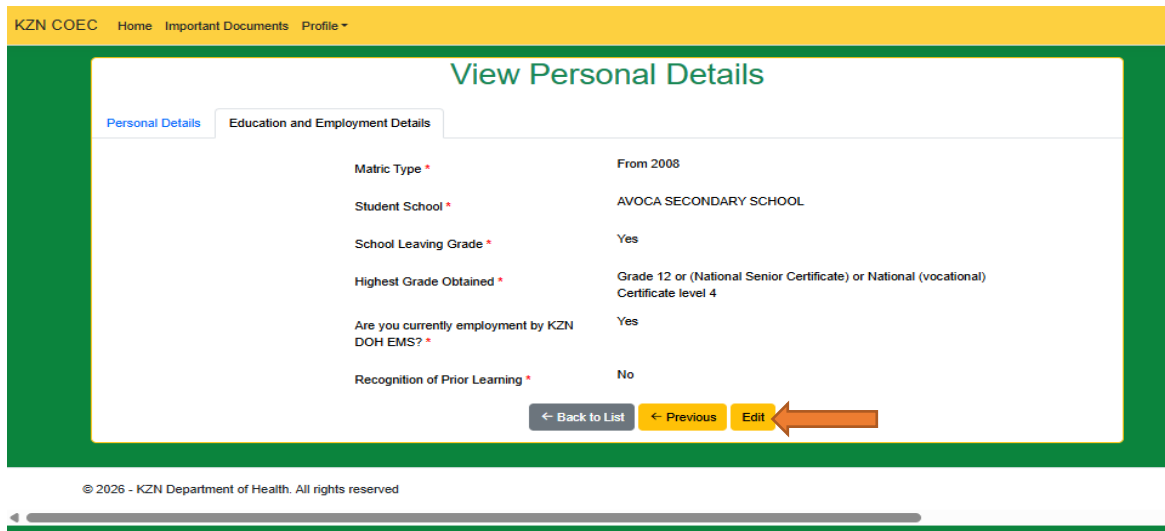


Figure 37

- You have an option to edit Personal Details by clicking on the Edit Personal Details link, as shown in Figure 37.

2.8.1.3. Add Course Choice Details

- Click on the Personal Details Icon, click on the Course Choice link, and open the course choice details page, as shown by the arrow below in Figure 38.

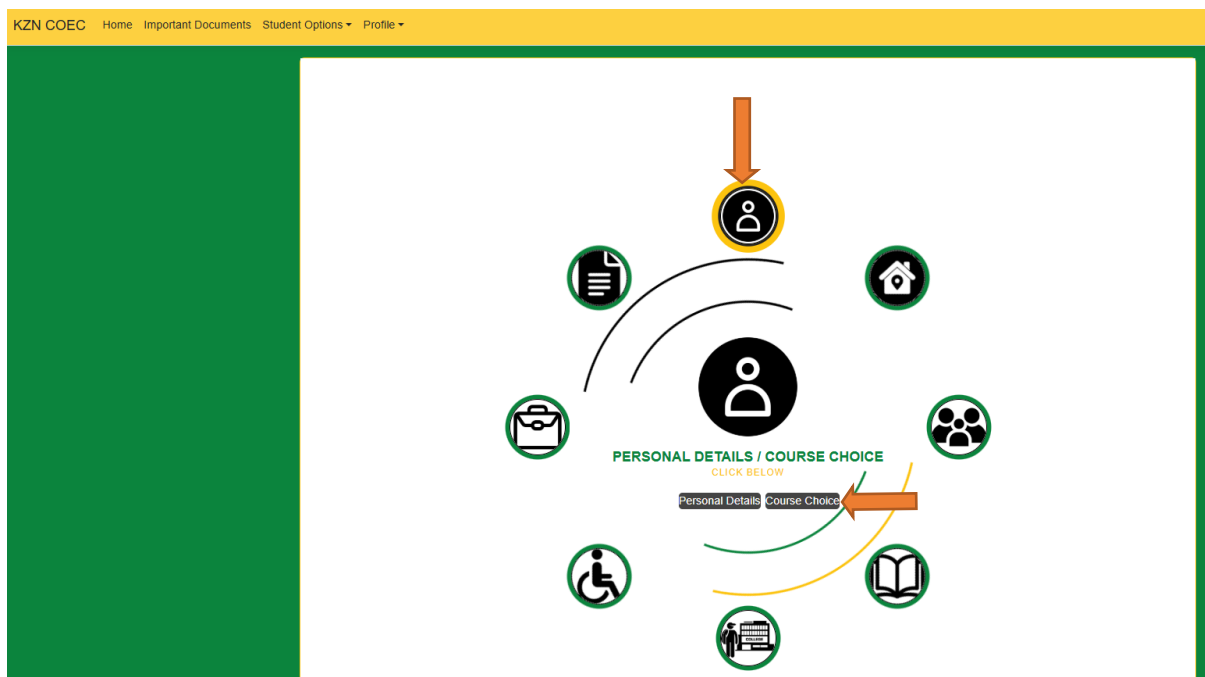


Figure 38

- Upon clicking the Course Choice link, click on the Add course choice button to open the form, as shown by the arrow below in Figure 39.

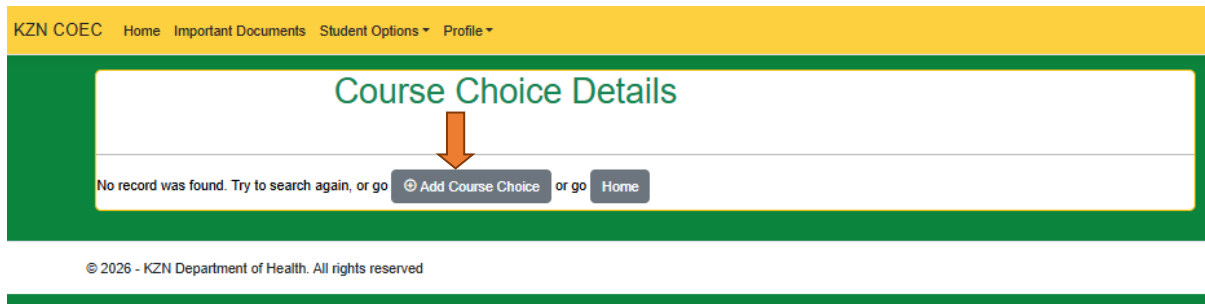


Figure 39

- Upon clicking the Course Choice link, the course choice form will be displayed, as shown in Figure 40.

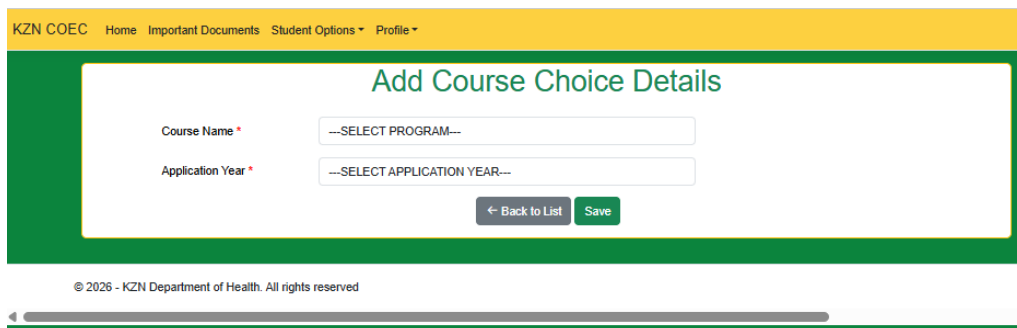


Figure 40

- The filled details are for exemplary purposes.
- All the compulsory fields have an asterisk.
- Fill in the details on the course choice form and click Save, as shown in Figure 41.
- Upon clicking Save, you will receive a message confirming that the course choice details have been successfully saved.

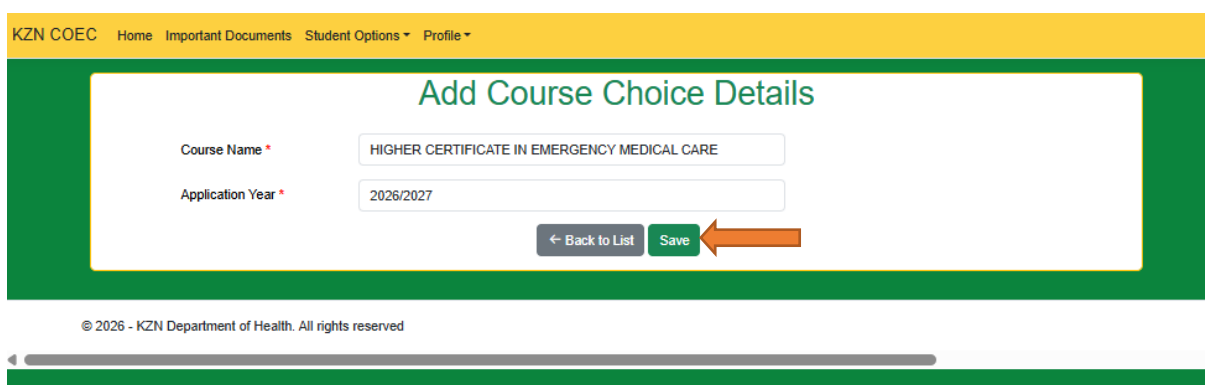


Figure 41

- Once you save, you will be redirected to the course choice details page.
- You have an option to edit Course Choice by clicking on the Edit link, as shown in Figure 42.

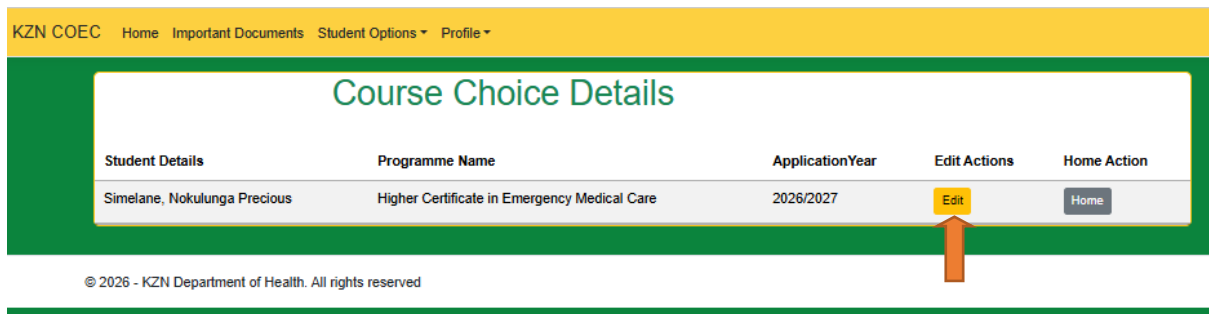


Figure 42

2.8.1.4. Add Address Details

- Click on the Address Details Icon, click on the Address Details link, and open the address details page, as shown by the arrow below in Figure 43.

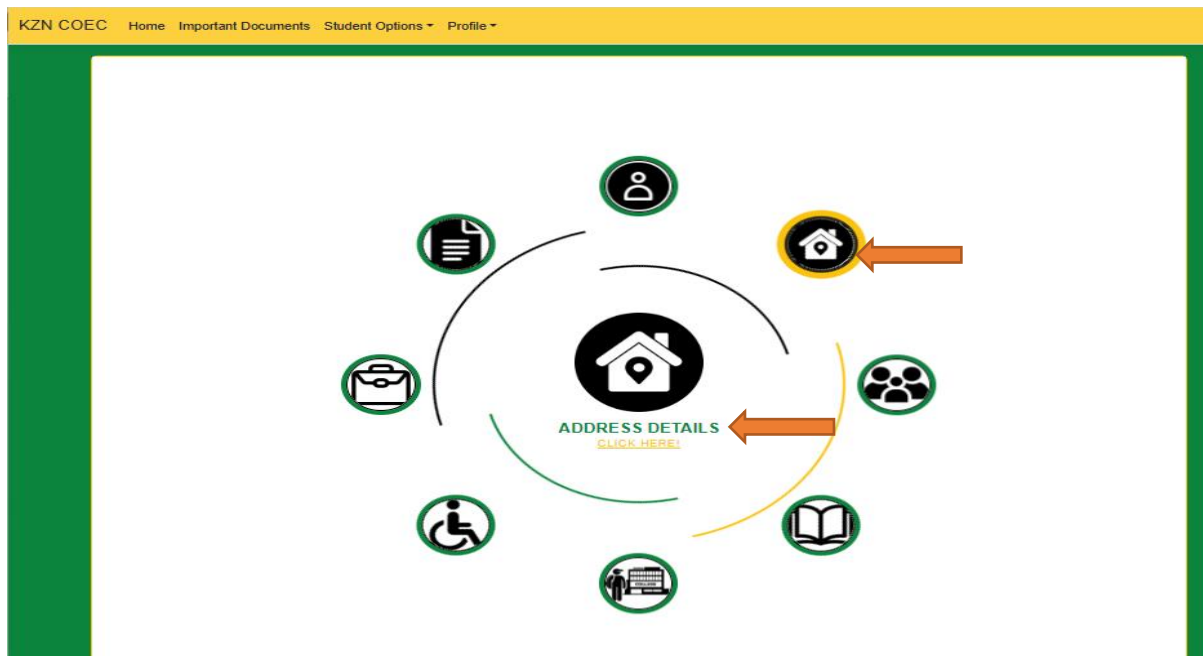


Figure 43

- Upon clicking the Address Details link, click on the Add Address Details button to open the form, as shown by the arrow below in Figure 44.

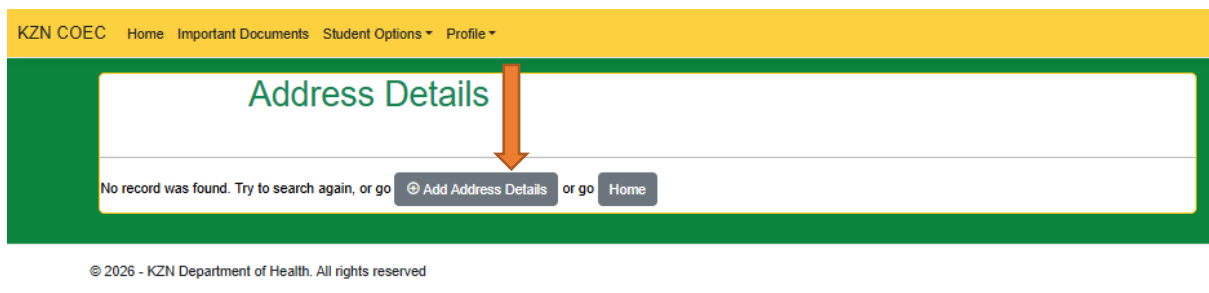


Figure 44

- Upon clicking the Address Details link, the address details form will be displayed, as shown in Figure 45.

Figure 45

- The filled details are only for example purposes.
- All the compulsory fields have an asterisk.
- Fill in the details on the Add address details form and click Save, as shown in Figure 46.
- Upon clicking Save, you will receive a message confirming that the address details have been successfully saved.

Figure 46

- Once you have saved, you will be redirected to the Address Details panel to see your captured address details, as shown in Figure 47.

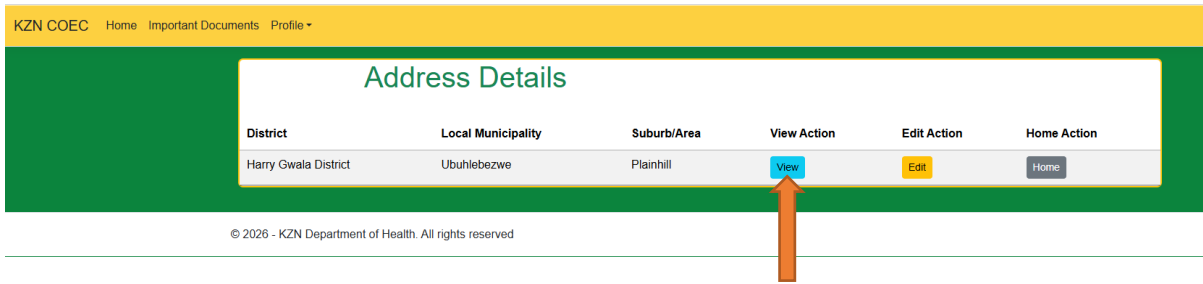


Figure 47

- Click on the view button to show the address details page, as shown in Figure 48.
- You have an option to edit Course Choice by clicking on the Edit link, as shown in Figure 48.

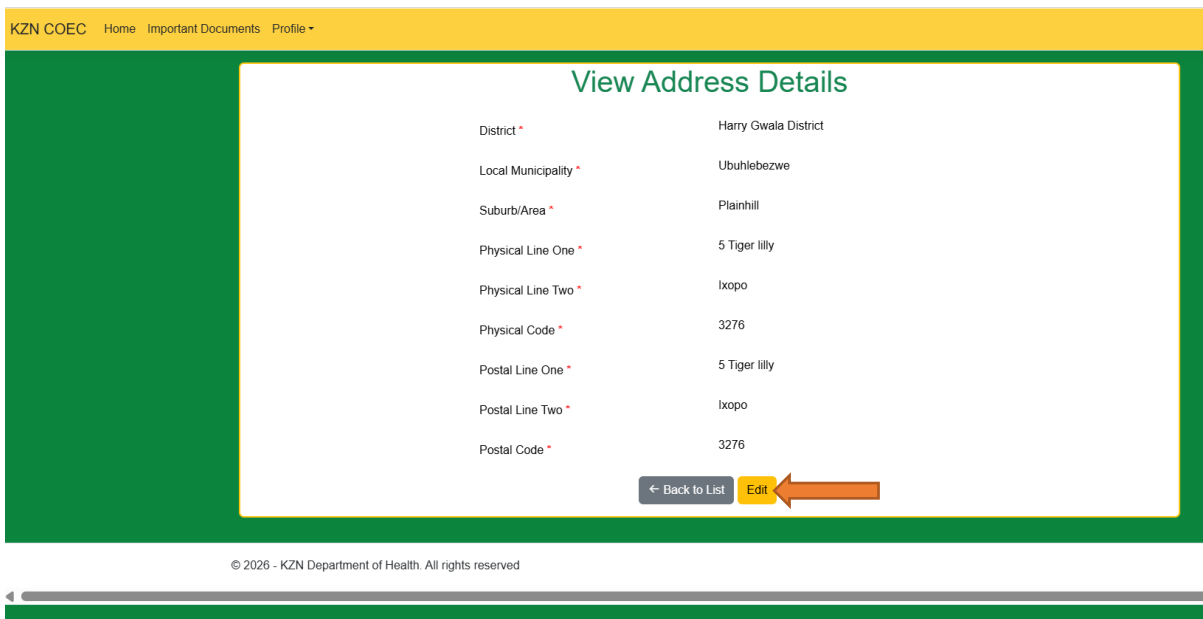


Figure 48

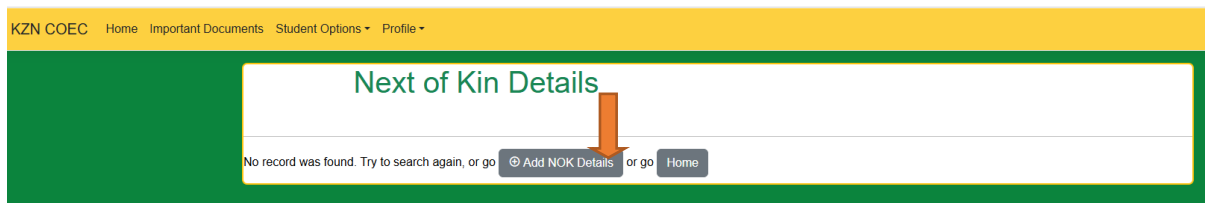
2.8.1.5. Add Next of Kin Details

- Click on the Next of Kin Details Icon, click on the Next of Kin Details link, and open the next of kin details page, as shown by the arrow below in Figure 49.



Figure 49

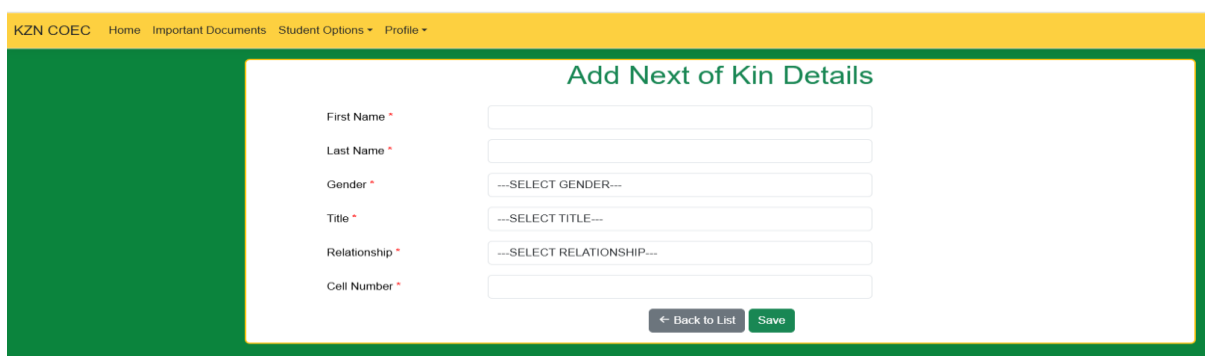
- Upon clicking the Next of Kin Details link, click on the Add NOK Details button to open the form, as shown by the arrow below in Figure 50



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Figure 50

- Upon clicking the Next of Kin Details link, the next of kin details form will be displayed, as shown in Figure 51.



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Figure 51

- The filled details in Figure 52 are only for example purposes. All the compulsory fields have an asterisk.
- Fill in the details on the Next of Kin details form and click Save, as shown in Figure 52.
- Upon clicking Save, you will receive a message confirming that the next of kin has been successfully saved.

Add Next of Kin Details

First Name * MILLICENT

Last Name * JOYISA

Gender * FEMALE

Title * MISS

Relationship * SIBLING

Cell Number * 0831234567

← Back to List Save

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Figure 52

- You have an option to edit Next of Kin by clicking on the Edit link, as shown in Figure 48.

Next of Kin Details

Name	Surname	Title	Gender	Relationship	Cell Number	Edit Action	Home Action
MILLICENT	Joyisa	Miss	Female	Sibling	0831234567	Edit	Home

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Figure 53

2.8.1.6. Add Education Details

- Click on the panel Add Education Details, as shown in Figure 54.



Figure 54

- Upon clicking the Education Details link, the subjects will be displayed, as shown in Figure 55.
- Complete the details according to your matric type. The displayed screen will follow your matric type.
- Click on the link to add each subject, as shown in Figure 55.

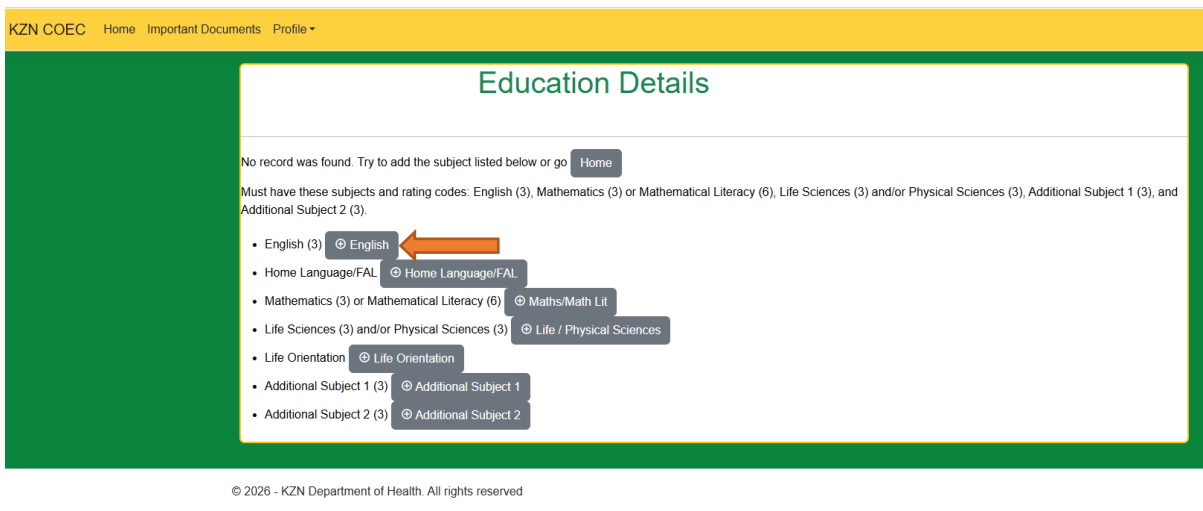


Figure 55

- You will be redirected to a page to add information on each subject, as shown in Figure 56.

KZN COEC Home Important Documents Profile

Add Education Details

Subject *

Symbol / Percentage *

Points *

[← Back to List](#) [Save](#)

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Figure 56

- Select the Subject and Symbol or Percentage. Points will be loaded automatically, as shown in Figure 57. Click Save after selecting the Subject and Symbol or Percentage.

KZN COEC Home Important Documents Profile

Add Education Details

Subject *

Symbol / Percentage *

Points *

[← Back to List](#) [Save](#)

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Figure 57

- You will be redirected to the Education Details Page, and you will see the added record after clicking the Save, as shown in Figure 58

KZN COEC Home Important Documents Profile

Education Details

Subject	Grade	Symbol or Percentage	Points	Matric Type	Edit Action	Delete Action	Home Action
English First Additional Language		70% - 79%	6	From 2008	Edit	Delete	Home

The accumulated student points - 6

Must have these subjects and rating codes: English (3), Mathematics (3) or Mathematical Literacy (6), Life Sciences (3) and/or Physical Sciences (3), Additional Subject 1 (3), and Additional Subject 2 (3).

- Home Language/FAL [+ Add Home Language/FAL](#)
- Mathematics (3) or Mathematical Literacy (6) [+ Maths/Math Lit](#)
- Life Sciences (3) and/or Physical Sciences (3) [+ Life / Physical Sciences](#)
- Life Orientation [+ Life Orientation](#)
- Additional Subject 1 (3) [+ Additional Subject 1](#)
- Additional Subject 2 (3) [+ Additional Subject 2](#)

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Figure 58

- You can also scroll to the right-hand side to see other details, such as Edit and Delete options. You can also see if the Subject meets the requirement or not, as shown in Figure 59.
- Click the delete button to delete the subject record you captured.

KZN COEC Home Important Documents Profile

Education Details

Subject	Grade	Symbol or Percentage	Points	Matric Type	Edit Action	Delete Action	Home Action
English First Additional Language	70% - 79%	6	From 2008	Edit	Delete	Home	
IsiZulu Home Language	80% - 89%	7	From 2008	Edit	Delete	Home	
Mathematics	60% - 69%	5	From 2008	Edit	Delete	Home	
Life Sciences	60% - 69%	5	From 2008	Edit	Delete	Home	
Life Orientation	80% - 89%	7	From 2008	Edit	Delete	Home	
Agricultural Sciences	60% - 69%	5	From 2008	Edit	Delete	Home	
Physical Science	60% - 69%	5	From 2008	Edit	Delete	Home	

The accumulated student points - 33

Must have these subjects and rating codes: English (3), Mathematics (3) or Mathematical Literacy (6), Life Sciences (3) and/or Physical Sciences (3), Additional Subject 1 (3), and Additional Subject 2 (3).

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Figure 59

- You will be redirected to Delete Education Details, as shown in Figure 60.
- The subject will be deleted once you click the Delete button, as shown in Figure 60.

KZN COEC Home Important Documents Profile

Delete Education Details

Subject * Physical Science

Symbol/Percentage * 60% - 69%

Points * 5

← Back to List Delete

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Figure 60

2.8.1.7. Add Tertiary/Other Qualifications Details

- Click on the Tertiary/Other Qualifications Icon, click on the Tertiary/Other Qualifications Details link, and open the Tertiary/Other Qualifications page, as shown by the arrow below in Figure 61.

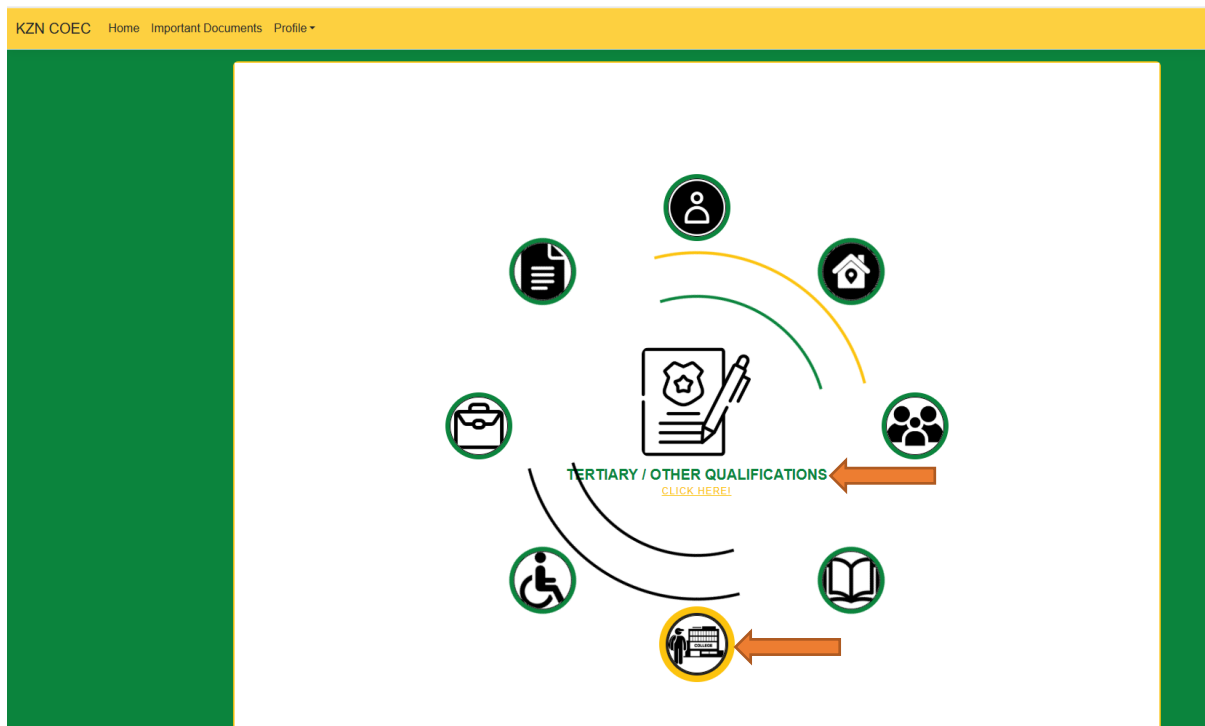


Figure 61

- Upon clicking the Tertiary/Other Qualifications Details link, click on the Add Qualifications Details button to open the form, as shown by the arrow below in Figure 62.

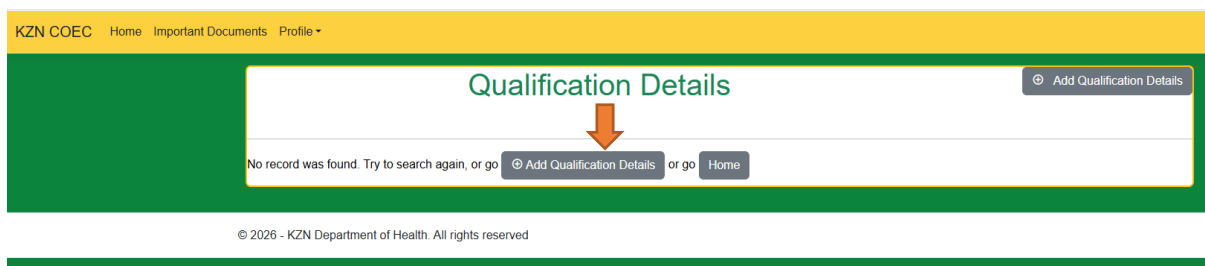


Figure 62

- Upon clicking the Add Qualifications Details link, the Add Other Qualifications details form will be displayed, as shown in Figure 63.

Figure 63

- The filled details are for exemplary purposes.
- All the compulsory fields have an asterisk.
- Fill in the details on the Add other Qualifications details form and click Save, as shown in Figure 64.
- Upon clicking Save, you will receive a message confirming that the other Qualifications details have been successfully saved.

Figure 64

- Once you have saved, you will be redirected to the other Qualifications Details panel to see your captured other qualifications details, as shown in Figure 65.
- You have an option to add more Qualifications Details by clicking on the Add Qualifications Details link, as shown in Figure 65

Qualification Name	Year Obtained	Institution	Edit Action	Home Action
Home base Care Certificate	2022	College of Emergency Care	Edit	Home
Conselling program	2023	College of Emergency Care	Edit	Home

Figure 65

- You have an option to edit other Qualifications Details by clicking on the Edit link, as shown in Figure 66.

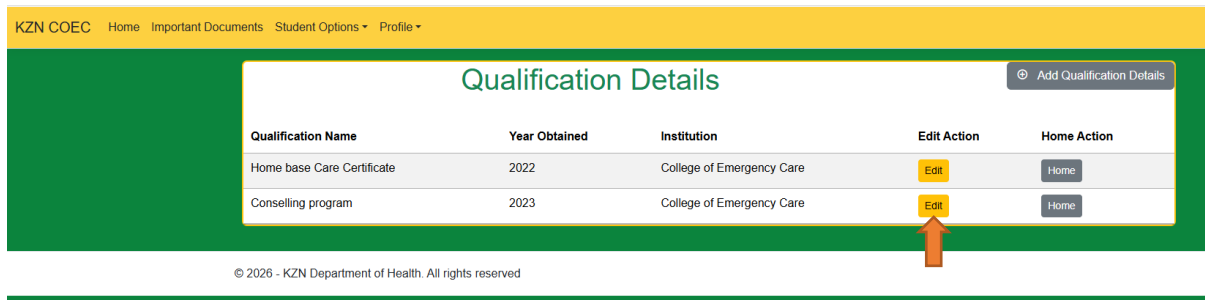


Figure 66

2.8.1.8. Add Disability Details

- Click on the Disability Details Icon, click on the Disability Details link, and open the Disability Details page, as shown by the arrow below in Figure 67.

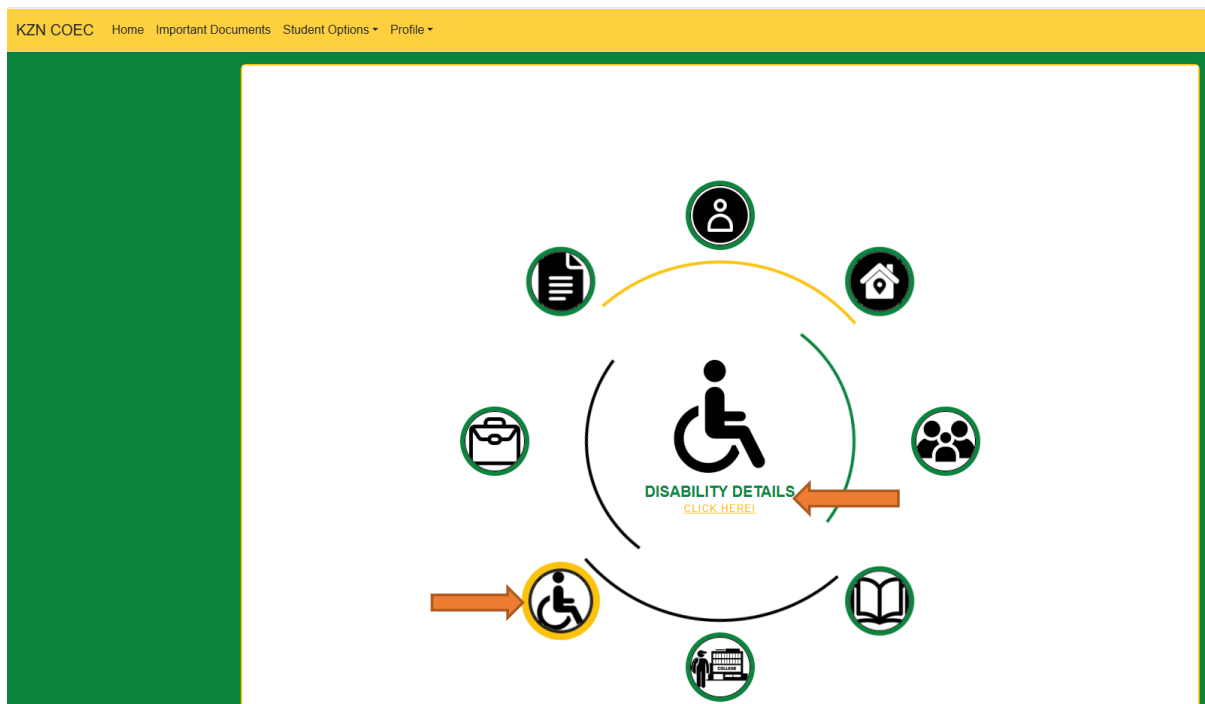


Figure 67

- Upon clicking Disability Details link, click on the Add Disability Details button to open the form, as shown by the arrow below in Figure 68.

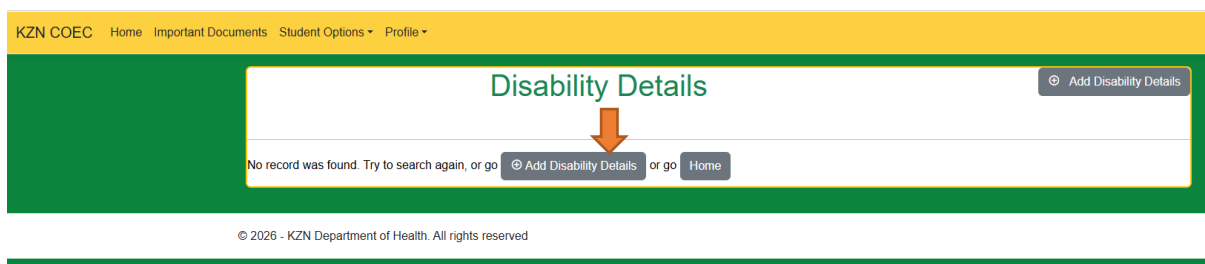


Figure 68

- Upon clicking Add Disability Details link, the Add Disability Details form will be displayed, as shown in Figure 69.

KZN COEC Home Important Documents Student Options Profile

Add Disability Details

Disability Type * --SELECT DISABILITY TYPE--

Back to List Save

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Figure 69

- The filled details are for exemplary purposes.
- All the compulsory fields have an asterisk.
- Fill in the details on the Add Disability Details form and click Save, as shown in Figure 70.
- Upon clicking Save, you will receive a message confirming that the Disability Details have been successfully saved.

KZN COEC Home Important Documents Student Options Profile

Add Disability Details

Disability Type * SPEECH

Back to List Save

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Figure 70

- Once you have saved, you will be redirected to the Disability Details panel to see your captured Disability Details, as shown in Figure 71.
- You have an option to add more Disability Details by clicking on the Disability Details link, as shown in Figure 71.

KZN COEC Home Important Documents Student Options Profile

Disability Details

Add Disability Details

Disability Type	Other Disability Type	Edit Action	Home Action
Speech		Edit	Home
Physical		Edit	Home

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Figure 71

- You have an option to edit Disability Details by clicking on the Edit link, as shown in Figure 72.

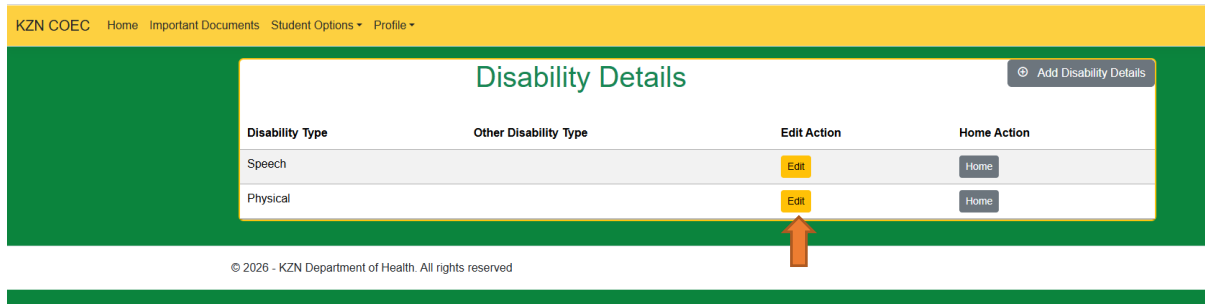


Figure 72

2.8.1.9. Add Employer Details

- Click on the Employer Details Icon, click on the Employer Details link, and open the Employer Details page, as shown by the arrow below in Figure 73.

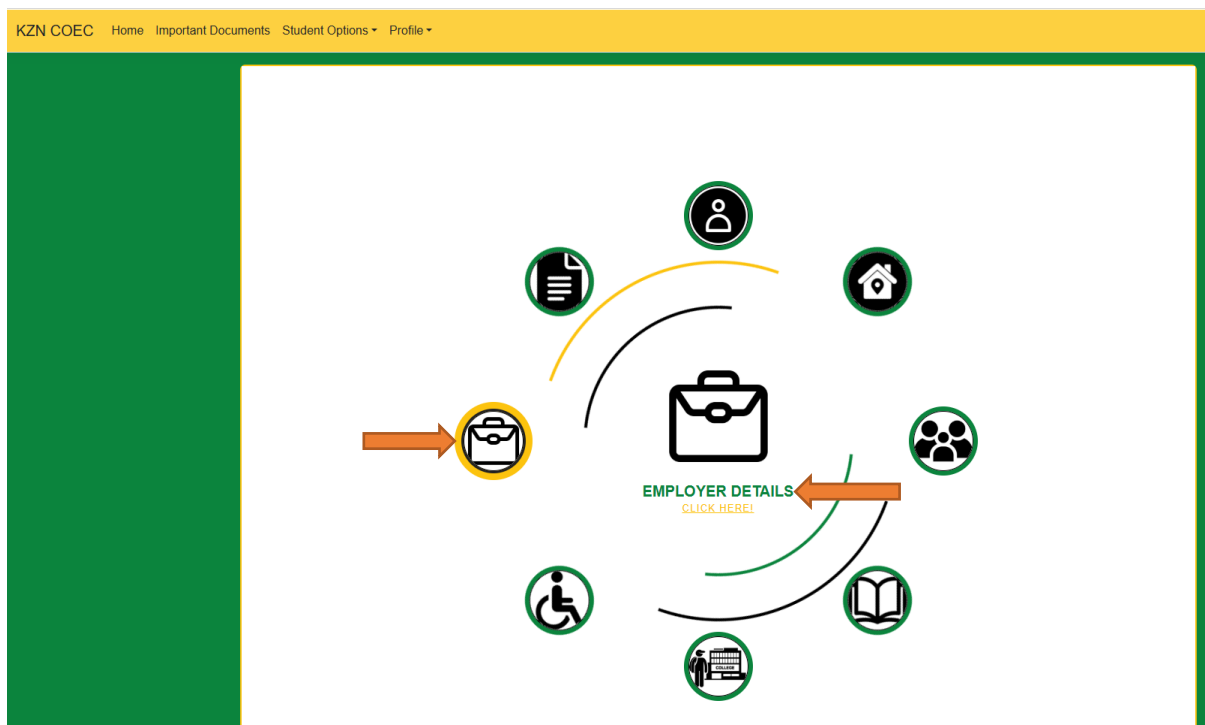


Figure 73

- Upon clicking the Employer Details link, click on the Add Employer Details button to open the form, as shown by the arrow below in Figure 74.

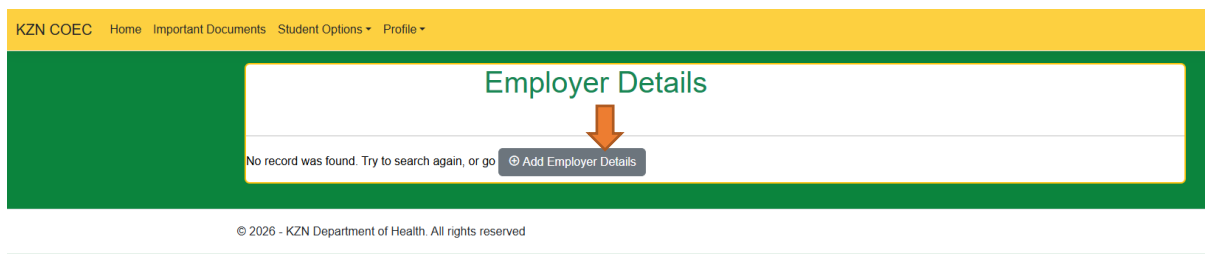


Figure 74

- Upon clicking the Add Employer Details link, the Add Employer Details form will be displayed, as shown in Figure 75.

Figure 75

- The filled details are for exemplary purposes.
- All the compulsory fields have an asterisk.
- Fill in the details on the Add Employer Details form and click Save, as shown in Figure 76.
- Upon clicking Save, you will receive a message confirming that the Employer Details have been successfully saved.

Figure 76

- Once you have saved, you will be redirected to the Employer Details panel to see your captured Employer Details, as shown in Figure 77.

Employment Status	Persal Number	District	BLS	ILS	ECT	CCA/N.Dip	Edit Action	Home Action
Permanent	86861243	Harry Gwala District	Yes	Yes	Yes	No	Edit	Home

Figure 77

- You have an option to edit Employer Details by clicking on the Edit link, as shown in Figure 78.

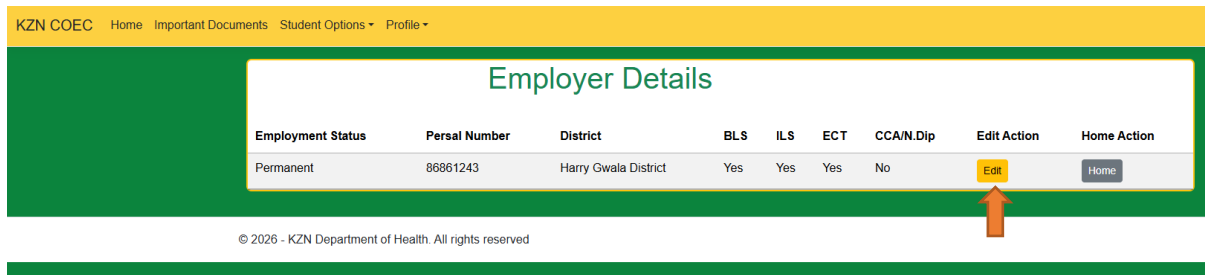


Figure 78

2.8.1.10. Upload Documents/Declaration

- Click on the Upload Documents/Declaration Icon, click on the Upload Documents link, and open the Document Details page, as shown by the arrow below in Figure 79.

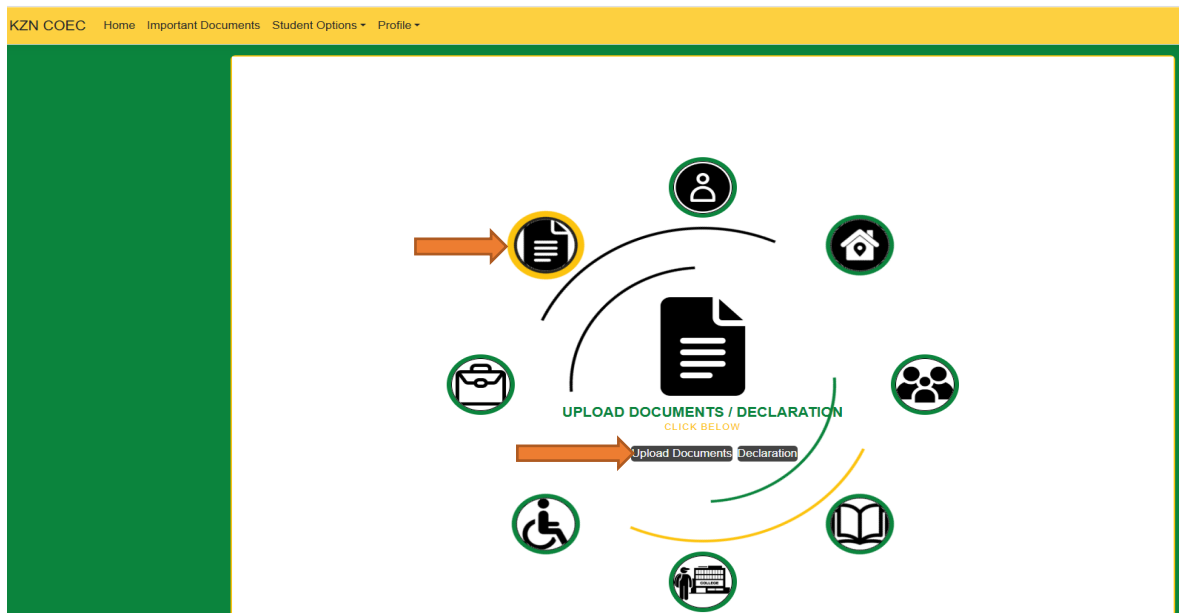


Figure 79

2.8.1.9.1. Upload Documents Details

- Upon clicking the Upload Documents link, click on the link next to each document to upload document details button, as shown by the arrow below in Figure 80.

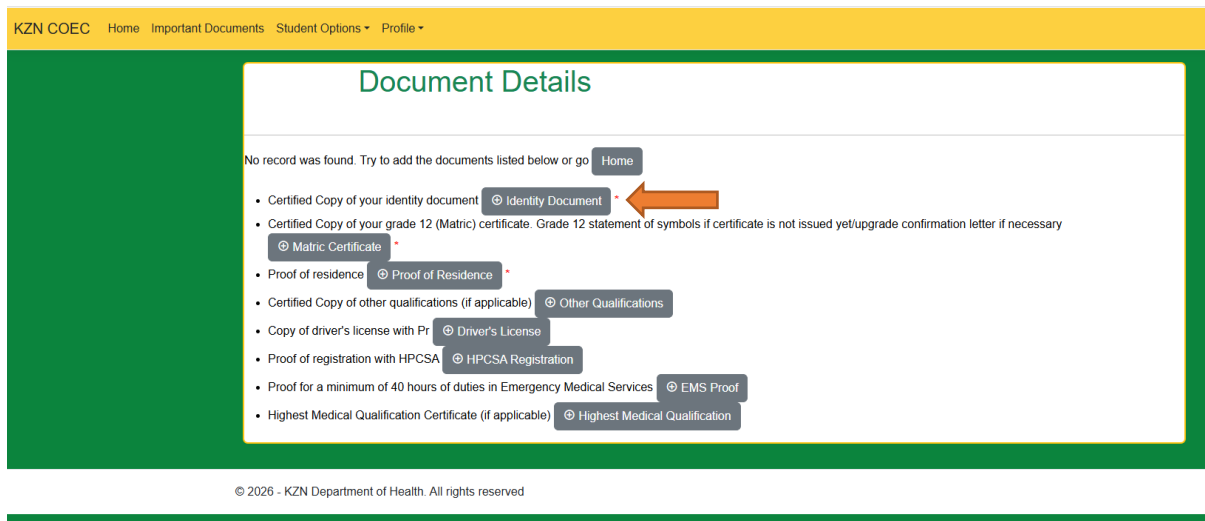


Figure 80

- Upon clicking the Add Upload Documents link, the Upload Documents Page will be displayed, as shown in Figure 81.

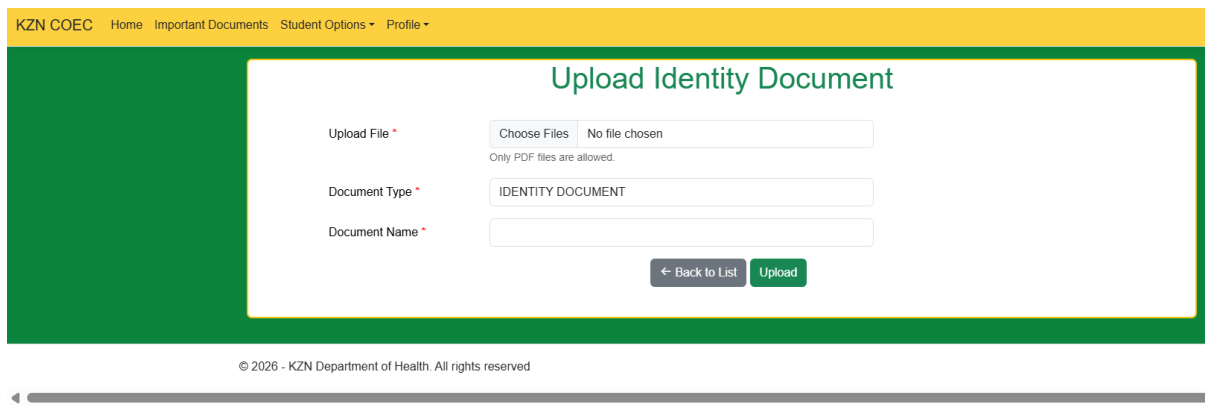


Figure 81

- Select the file you are going to upload, click the Upload button, as shown in Figure 82.
- Upon clicking Upload, you will receive a message confirming that the Document Details have been successfully uploaded.
- The filled details are for exemplary purposes only.
- All the compulsory documents have an asterisk.

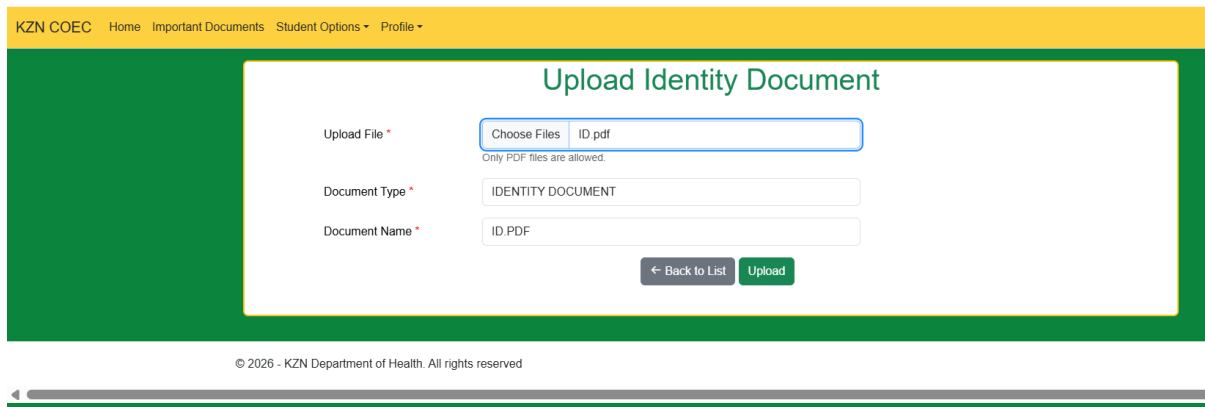


Figure 82

- Once you have uploaded, you will be redirected to the Document Details panel to see your uploaded Document Details, as shown in Figure 83.
- You have an option to view, download and delete Document Details by clicking on the links, as shown in Figure 83.
 - Required documents:
 - Matric Certificate Copy
 - Identity Document Copy
 - Proof of Address Copy

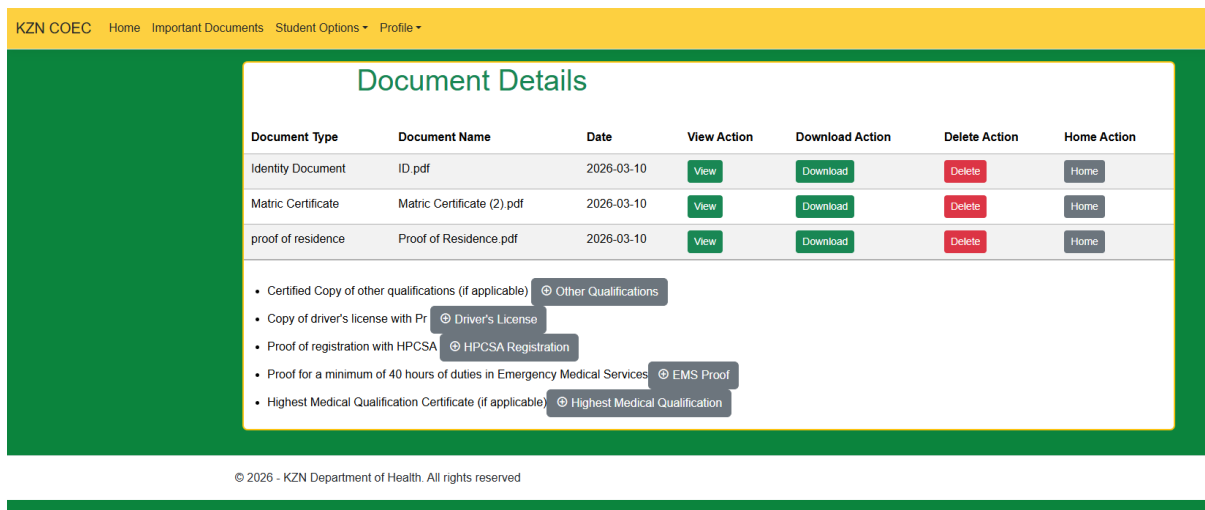


Figure 83

2.8.1.9.2. Declaration

- Click on the Upload Documents/Declaration Icon, click on the Declaration link, and open the Declaration Details page, as shown by the arrow below in Figure 84.

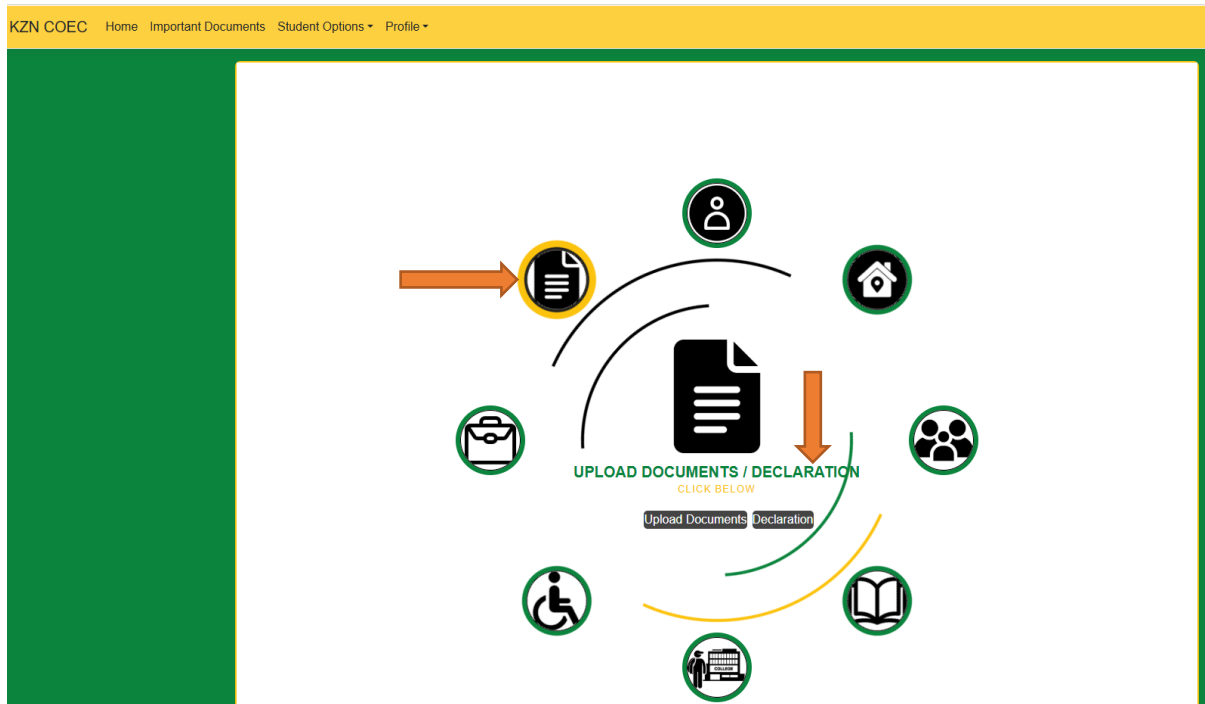


Figure 84

- Upon clicking the Declaration link, this is only for example purposes.
- All the compulsory fields have an asterisk.

Figure 85

- Fill in the details on the Add Declaration Details form and click Submit Application, as shown in Figure 76.

KZN COEC Home Important Documents Student Options Profile

Confirm Application

Student Details * 9906210668087

Advert * HIGHER CERTIFICATE IN EMERGENCY MEDICAL CARE

Application Year * 2026/2027

Initials and Surname of Parent/Guardian N/A
For Applicants under age of 18

Does the Parent/Guardian Agree to this Application? N/A
For Applicants under age of 18

Declaration Message * I declare that all the particulars furnished by me are true and correct. I undertake to comply with all the rules, regulations and decisions of the KwaZulu-Natal College of Emergency Care. No third party requests will be accepted.

Declaration * YES

[← Back to List](#) [Submit Application](#)

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Figure 86

- Upon clicking Submit Application, you will receive a message confirming that your Application Details have been successfully submitted.

KZN COEC Home Important Documents Student Options Profile

Application Status Details

Student Details	Programme Name	Application Year	Status	Comments	Application Date	Points
Simelane, Nokulunga Precious	Higher Certificate in Emergency Medical Care	2026/2027	In-Progress	No comment	2026-03-10 03:05:33 AM	33

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Figure 87

2.8.1.11. Application Status

- Click on the Upload Student Options Icon, click on the Application status link, and view the application status details page, as shown by the arrow below in Figure 88.

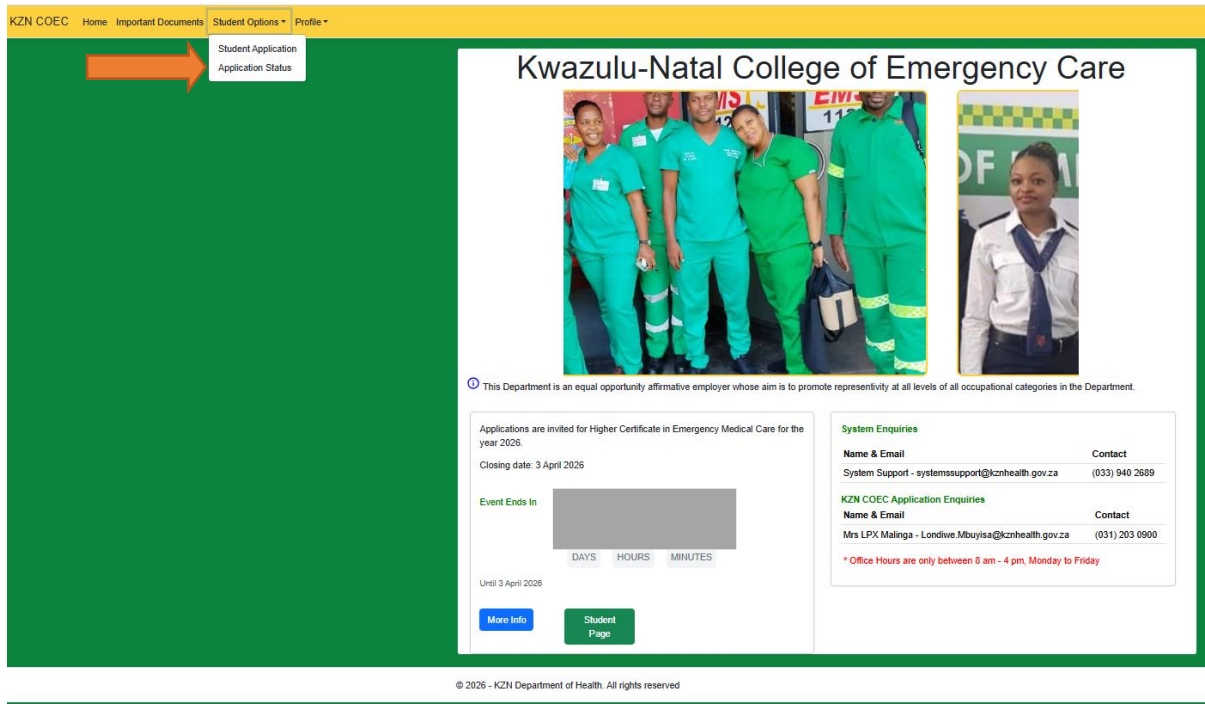


Figure 88

- Upon clicking Application Status, you will be redirected to the Application Status Details, as shown in Figure 89.

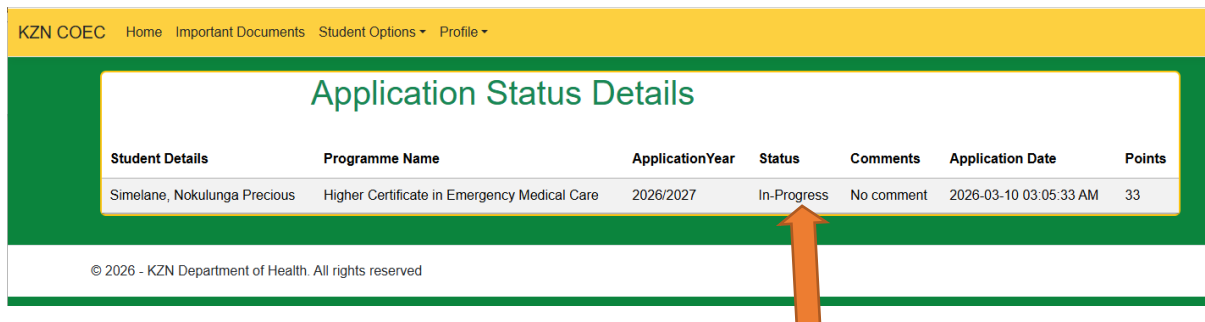
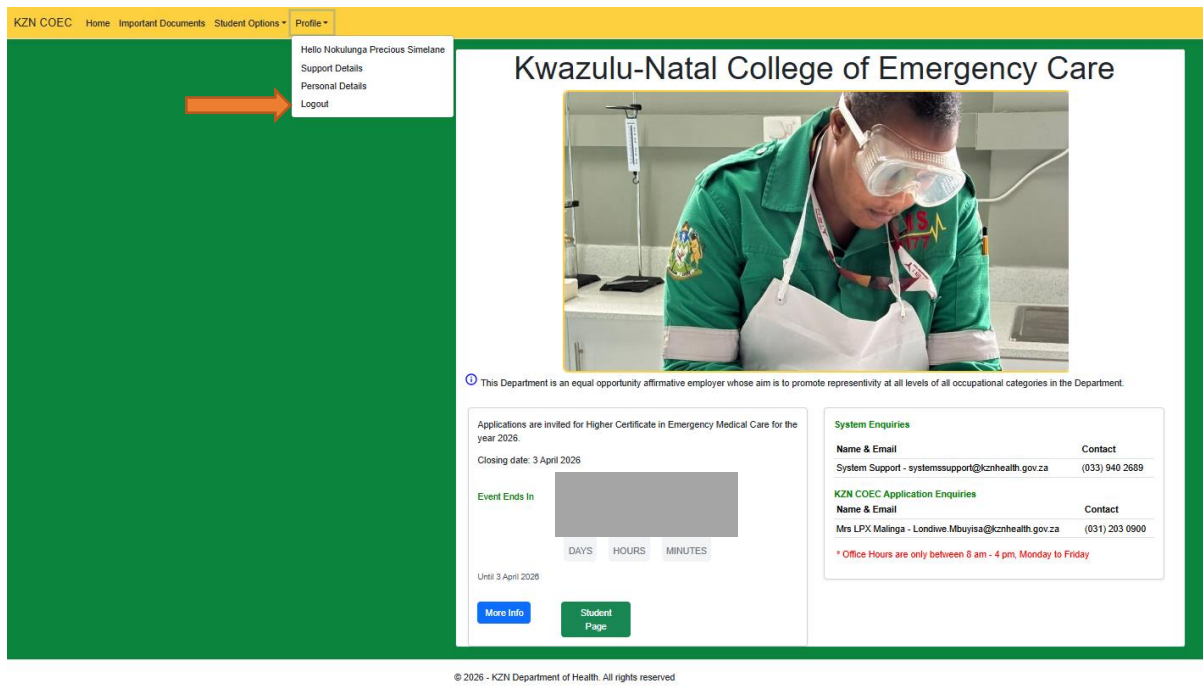


Figure 89

2.9. Logout

- Upon clicking Profile, click on the Logout button to log out, as shown in Figure 90, and you will be redirected to the Home Page.



The screenshot shows the user interface of the Kwazulu-Natal College of Emergency Care. At the top, there is a navigation bar with links for Home, Important Documents, Student Options, and Profile. The Profile dropdown menu is open, showing options for Support Details, Personal Details, and Logout. An orange arrow points to the Logout button. The main content area features a header for the college, a photo of a healthcare worker, and a notice about an application for Higher Certificate in Emergency Medical Care for 2026. There are also sections for System Enquiries and KZN COEC Application Enquiries.

KZN COEC Home Important Documents Student Options Profile

Hello Nokulunga Precious Simeleane
Support Details
Personal Details
Logout

Kwazulu-Natal College of Emergency Care

This Department is an equal opportunity affirmative employer whose aim is to promote representivity at all levels of all occupational categories in the Department.

Applications are invited for Higher Certificate in Emergency Medical Care for the year 2026.
Closing date: 3 April 2026

Event Ends In
DAYS HOURS MINUTES
Until 3 April 2026

[More Info](#) [Student Page](#)

System Enquiries	
Name & Email	Contact
System Support - systemsupport@kznhealth.gov.za	(033) 940 2689

KZN COEC Application Enquiries	
Name & Email	Contact
Mrs LPX Malinga - Londive Mbuyisa@kznhealth.gov.za	(031) 203 0900

* Office Hours are only between 8 am - 4 pm, Monday to Friday

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Figure 90

**THANK YOU
THE END**