

HOW TO REGISTER AND BOOK FOR EVENTS ON THE RCD MANAGEMENT SYSTEM

rcdonline.co.za

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UNIVERSITY
OF
JOHANNESBURG

Research Capacity Development (RCD)
Postgraduate School

Username

Email

Password

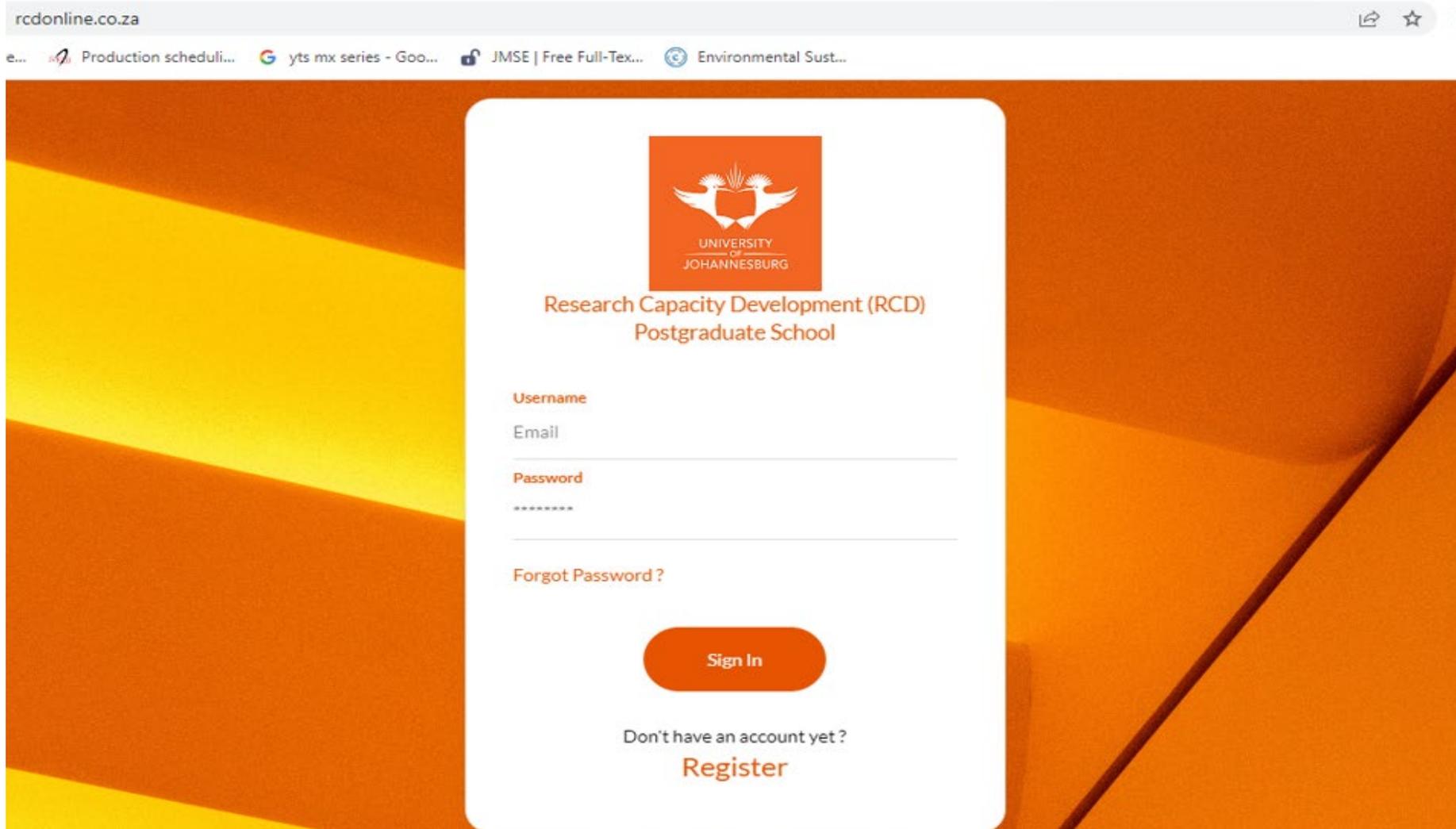
Forgot Password ?

Sign In

Don't have an account yet ?
Register



1. Ensure that you use Google Chrome or Microsoft Edge as your Internet Browser.
2. Go to <https://rcdonline.co.za>



rcdonline.co.za

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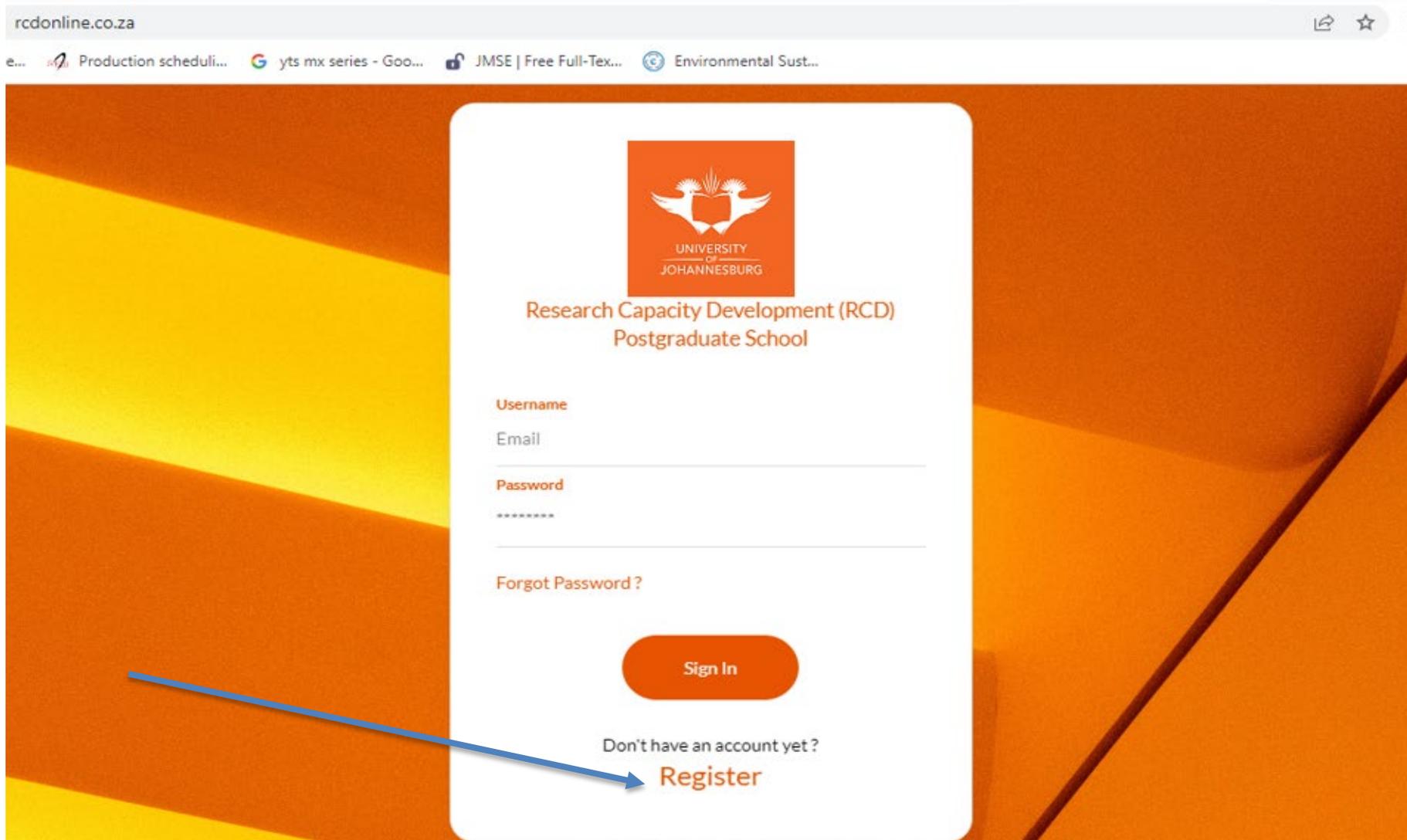
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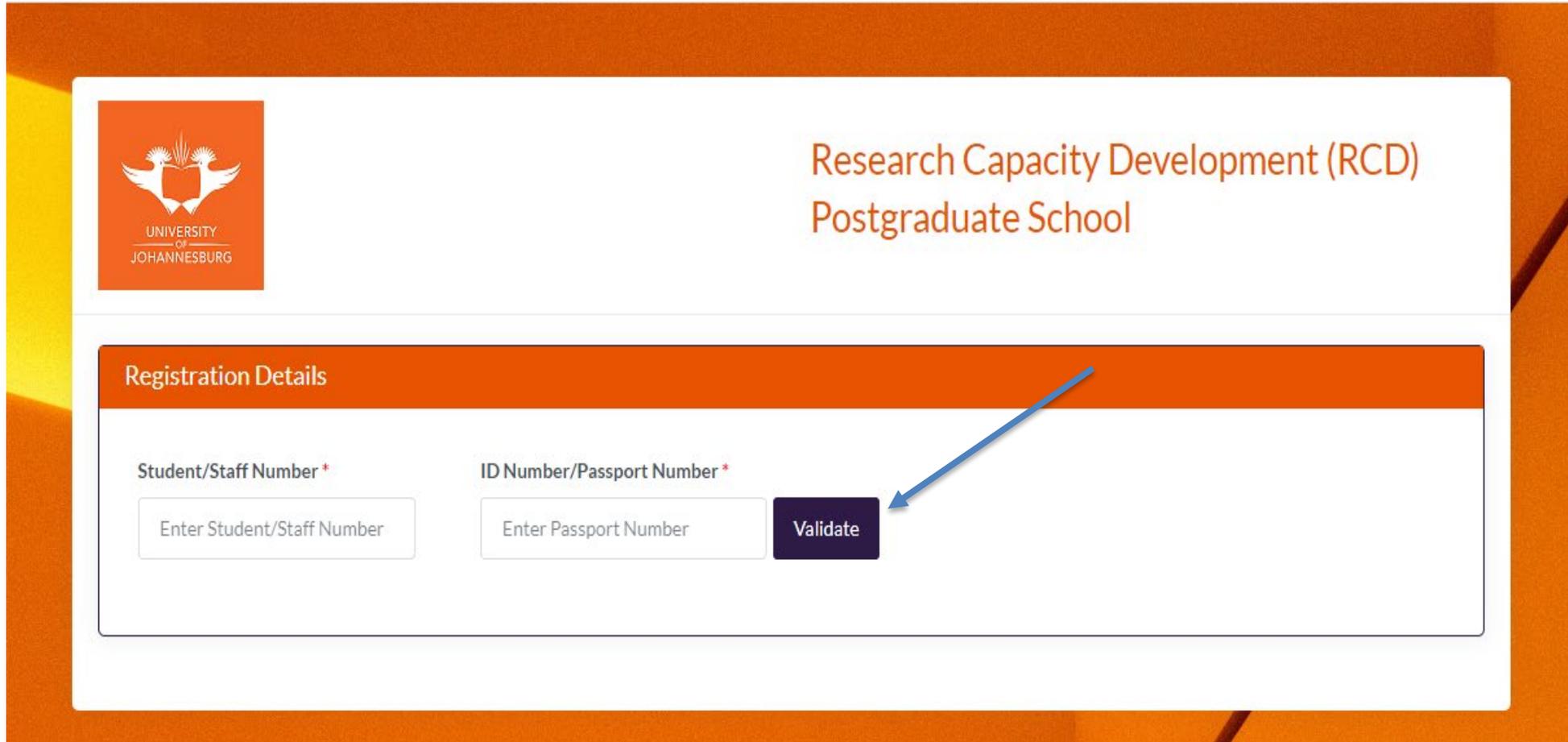
3. Click on **Register** to create an account.



The screenshot shows a web browser window with the URL `rcdonline.co.za`. The page features a white registration form centered on an orange background. At the top of the form is the University of Johannesburg logo, which consists of two stylized birds facing each other with a book between them, and the text "UNIVERSITY OF JOHANNESBURG" below. Underneath the logo, the text "Research Capacity Development (RCD) Postgraduate School" is displayed. The form includes input fields for "Username", "Email", and "Password" (the password field contains seven asterisks). Below the password field is a link for "Forgot Password?". At the bottom of the form is an orange "Sign In" button. Below the button, the text "Don't have an account yet?" is followed by a blue arrow pointing to the word "Register".



4. Enter your Student/Staff number and Id/Passport number to validate your details.



The screenshot shows a registration form for the University of Johannesburg Research Capacity Development (RCD) Postgraduate School. The form is titled "Registration Details" and contains two input fields: "Student/Staff Number" and "ID Number/Passport Number". A blue arrow points to the "Validate" button.

UNIVERSITY OF JOHANNESBURG

Research Capacity Development (RCD) Postgraduate School

Registration Details

Student/Staff Number *

ID Number/Passport Number *

Validate



5. Create a password

Form for creating a password, including input fields and requirements.

Password

•••••

Confirm Password

•••••

Password requirements

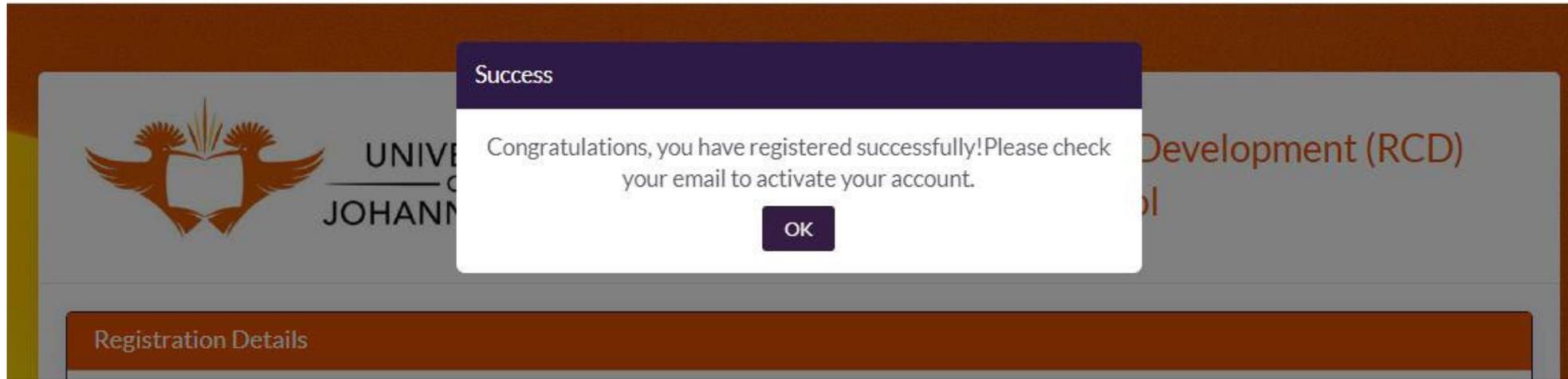
- Must be 8 to 15 characters long.
- Must contain a lowercase letter.
- Must contain an uppercase letter.
- **Must contain a number.**
- Must contain special character.

6. Acknowledgment and consent: POPI Act

I acknowledge that I have read this **document** and understood the content completely and wish to proceed with the details*



7. Registration verification



8. Welcome to RCD(Check your email for your login details)

RESEARCH CAPACITY DEVELOPMENT POSTGRADUATE SCHOOL

Dear Nkosiyethu Ntuli,

Welcome to the Research Capacity Development Postgraduate School's management system

Your account has been successfully created. Your login details are below:

Username: ntulinkosiyethu@gmail.com

Password: [REDACTED]

[Click here to Sign In](#)

Kind regards,

RCD Team



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9. Sign in

rcdonline.co.za

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UNIVERSITY
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Research Capacity Development (RCD)
Postgraduate School

Username

Email

Password

[Forgot Password?](#)

[Sign In](#)

Don't have an account yet?
[Register](#)



10. Book for an event

Book

Select **Book** for the event you wish to attend.

Research Capacity Development (RCD) Postgraduate School

PG & PDRF Annual Conference
Applications now open

UNIVERSITY OF JOHANNESBURG

Welcome Nkosiyethu

The Research Capacity Development (RCD) unit at the Postgraduate School is responsible for initiating and fostering programmes/workshops/seminars etc that will help to develop new and emerging researchers, as well as provide postgraduate students, postdoctoral research fellows, and academics with training, support, and development opportunities.

The RCD unit hosts a variety of topical workshops, seminars, programs, and events throughout the year, so keep an eye out for our adverts.

Make sure you don't miss out and secure your seat to attend, either in person, online or through our hybrid platforms.

We have made booking even simpler for you through our Research Capacity Development Postgraduate School management



10.1 Select the event you want to attend

The screenshot displays a user interface for managing events. On the left, a dark sidebar contains navigation links for 'Events' and 'Announcements'. The main area features a search bar at the top with filters for 'Event Type' (set to 'Select'), 'From Date' (01/05/2023), and 'To Date' (31/05/2023). Below the search bar is a table of events. The table has columns for Event Name, Event Type, Date, Status, and Actions. A blue arrow points to the 'Book' button for the first event, 'Turnitin for Postgraduate Students'.

Event Name	Event Type	Date	Status	Actions
Turnitin for Postgraduate Students	WORKSHOP: M & D	2023-05-08 12:00 PM		Book
Quantitative Process Techniques & Research Ethics	WORKSHOP	2023-05-10 09:00 AM	Registered	View
Sit Tight and Write: Full 3 Hour Consultation Session on Your Writing	WORKSHOP	2023-05-12 10:00 AM		Book
A Guide to Mastering Microsoft Word's Editing Tools	WORKSHOP: M & D	2023-05-12 10:00 AM		Book
Sit Tight and Write: Writing Your Thesis/Dissertation	WORKSHOP	2023-05-15 10:00 AM		Book
M & D Extensive literature search and reading	WORKSHOP: M & D	2023-05-16 02:00 PM		Book
Data representation Techniques	WORKSHOP	2023-05-17 09:00 AM		Book
Processes of thesis and dissertation submission	WORKSHOP: M & D	2023-05-17 01:00 PM		Book
Ethical Considerations	WORKSHOP	2023-05-22 09:00 AM		Book



11. Verify personal details to book for event

The screenshot shows a dark purple sidebar on the left with three menu items: 'RCD' (with a hamburger icon), 'Events' (with a calendar icon), and 'Announcements' (with a document icon). The main content area has a white background and a grey border. At the top, the event title 'Turnitin for Postgraduate Students' is displayed in a large, black, sans-serif font. Below the title, there are two columns of information. The left column is headed 'WHEN' in red, with a red calendar icon to its left. It lists 'Start Date' as '2023-05-08 12:00 PM' and 'End Date' as '2023-05-08 02:00 PM'. The right column is headed 'WHERE' in red, with a red location pin icon to its left. A blue arrow points from the 'WHERE' section towards a dark purple 'Book' button located to the right of the 'WHERE' section.



☰ RCD

📅 Events

📄 Announcements

Turnitin for Postgraduate Students



WHEN

Start Date

2023-05-08 12:00 PM

End Date

2023-05-08 02:00 PM



WHERE

Event Registration Attendee Info

First Name *

Nkosiyethu

Last Name *

Ntuli

ID / Passport No. *

9406136133089

Email *

ntulinkosiyethu@gmail.com

Cellphone *

(07) 853-6120

I Accept the [Terms & Conditions](#) stated above

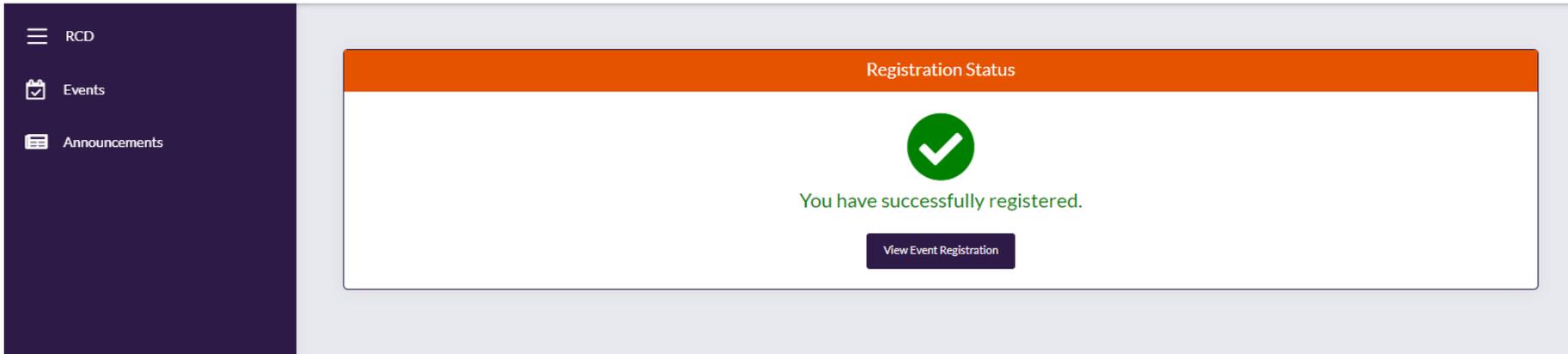
Proceed



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12. Accept **Terms and Conditions** and click **Proceed**

13. You have successfully registered for the event



Get a confirmation email for booking

RCD | EVENT REGISTRATION CONFIRMATION

Dear Nkosiyethu Ntuli

Your registration has been successful. Please note your registration details below:

Event / Seminar: Data representation Techniques

Date: 2023-05-17

Time: 09:00 AM

Virtual

Kind regards,
Team RCD



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Attend the event/workshop
Go to My Events
Select the event you have attended



The screenshot shows the 'Research Capacity Development (RCD) Postgraduate School' website. A dark blue sidebar on the left contains navigation links for 'RCD', 'Events', and 'Announcements'. The main content area is titled 'Events' and features a search bar with fields for 'Event Type', 'From Date', and 'To Date', along with a 'Search' button. A blue arrow points from the 'Search' button to a 'My Events' button in the top right corner. Below the search bar, there is a table of events with columns for 'Event Name', 'Event Type', 'Date', 'Status', and 'Actions'. Two events are listed: 'Ethical Considerations' and 'Sit Tight and Write: Getting Started or Completing That Publication', both of which are 'WORKSHOP' events scheduled for '2023-05-22'.

Research Capacity Development (RCD) Postgraduate School

Events

My Events

Search

Event Type * From Date To Date Search

Events

Show 10 entries Search:

Event Name	Event Type	Date	Status	Actions
Ethical Considerations	WORKSHOP	2023-05-22 09:00 AM		Book
Sit Tight and Write: Getting Started or Completing That Publication	WORKSHOP	2023-05-22 10:00 AM		Book



Click Assessment Details

 Research Capacity Development (RCD) Postgraduate School   

 **WHEN** Registration Status: Registered

Start Date
2023-05-17 09:00 AM

End Date
2023-05-17 11:00 AM

Event Details +

- Attendee Details** +
- Assessment Details** +
- Certificate Details** +

RCD

- Events**
- Announcements**



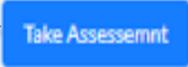
Click Take assessment (Note the certificate is not generated until you complete the assessment)

Resource Details +

Resource Name View

How to join RCD Events in our Communities on Blackboard_Feb2023.pdf  View

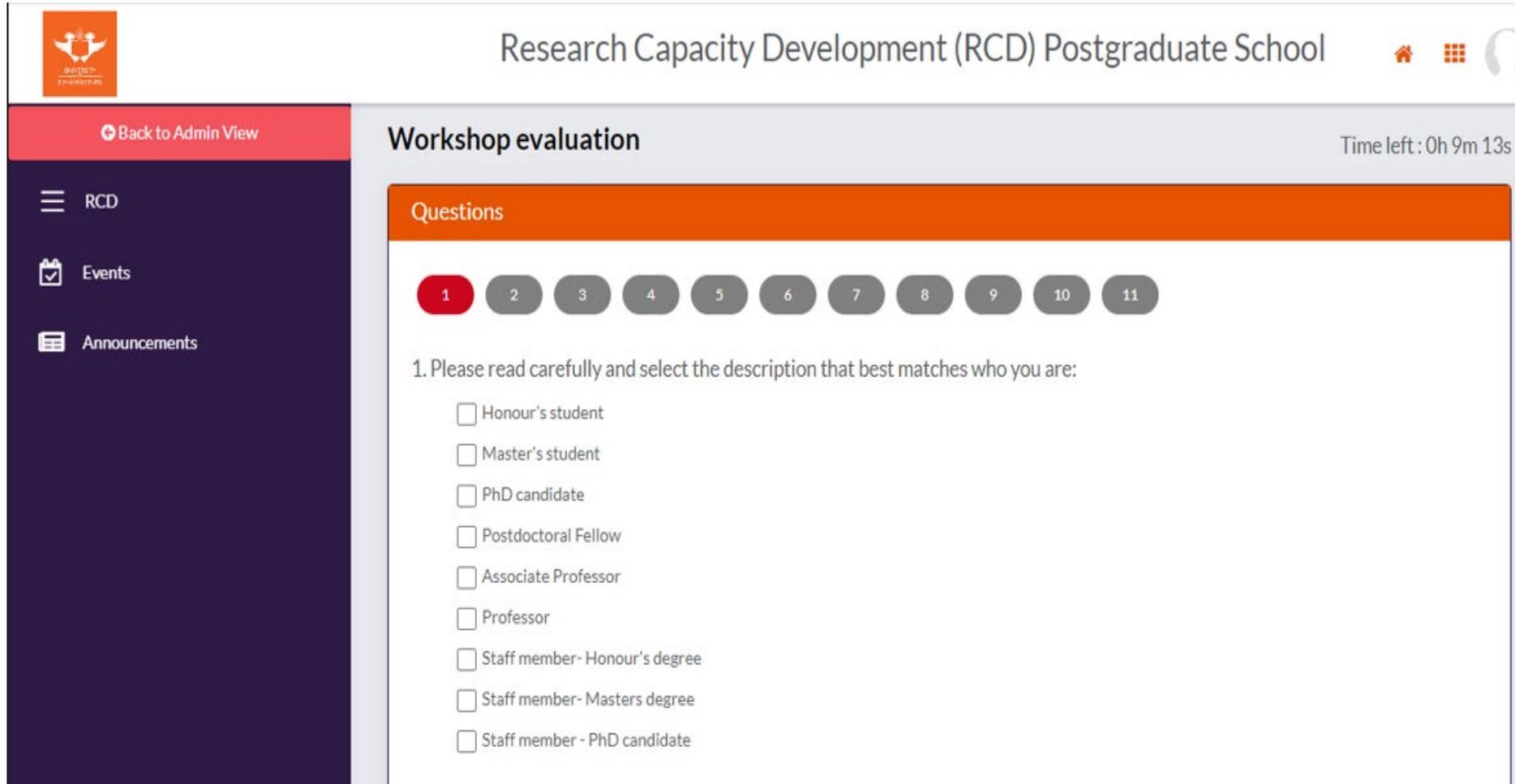
Assessment Details +

Assessment Name	Question Type	Mark Type	Created Date	Status	Actions
Workshop evaluation	Mixed	Fixed	15 Nov 2022		

Certificate Details +



Make sure you complete all the questions



The screenshot shows a web interface for a workshop evaluation. At the top left is the University of Johannesburg logo. The main header reads "Research Capacity Development (RCD) Postgraduate School" with navigation icons for home, a grid, and a user profile. A red button labeled "Back to Admin View" is in the top left of the content area. The page title is "Workshop evaluation" and a timer shows "Time left: 0h 9m 13s". A "Questions" section contains 11 numbered buttons, with the first button highlighted in red. Below the buttons is question 1: "Please read carefully and select the description that best matches who you are:". The question has nine checkboxes with the following options: Honour's student, Master's student, PhD candidate, Postdoctoral Fellow, Associate Professor, Professor, Staff member- Honour's degree, Staff member- Masters degree, and Staff member - PhD candidate.

Research Capacity Development (RCD) Postgraduate School

Back to Admin View

Workshop evaluation

Time left: 0h 9m 13s

Questions

1 2 3 4 5 6 7 8 9 10 11

1. Please read carefully and select the description that best matches who you are:

- Honour's student
- Master's student
- PhD candidate
- Postdoctoral Fellow
- Associate Professor
- Professor
- Staff member- Honour's degree
- Staff member- Masters degree
- Staff member - PhD candidate



Submit your assessment

The screenshot displays a web interface for an assessment. A dark sidebar on the left contains navigation options: 'Back to Admin View', 'RCD', 'Events', and 'Announcements'. The main content area is titled 'Workshop' and shows a progress indicator with a green circle containing the number '1'. Below this, a question is partially visible: '11. Do you...'. A 'Submit Assessment' button is located at the bottom right. A modal dialog box is centered on the screen, titled 'Assessment submission'. It asks 'Are you sure want to submit?' and provides a summary: 'Total Questions 11' and 'Answered Questions 11'. A large green checkmark is displayed above the text 'Assessment submitted successfully'. An 'OK' button is at the bottom of the dialog. The background is dimmed, and a 'Time left: 0h 8m 33s' timer is visible in the top right corner.

Assessment submission

Are you sure want to submit?

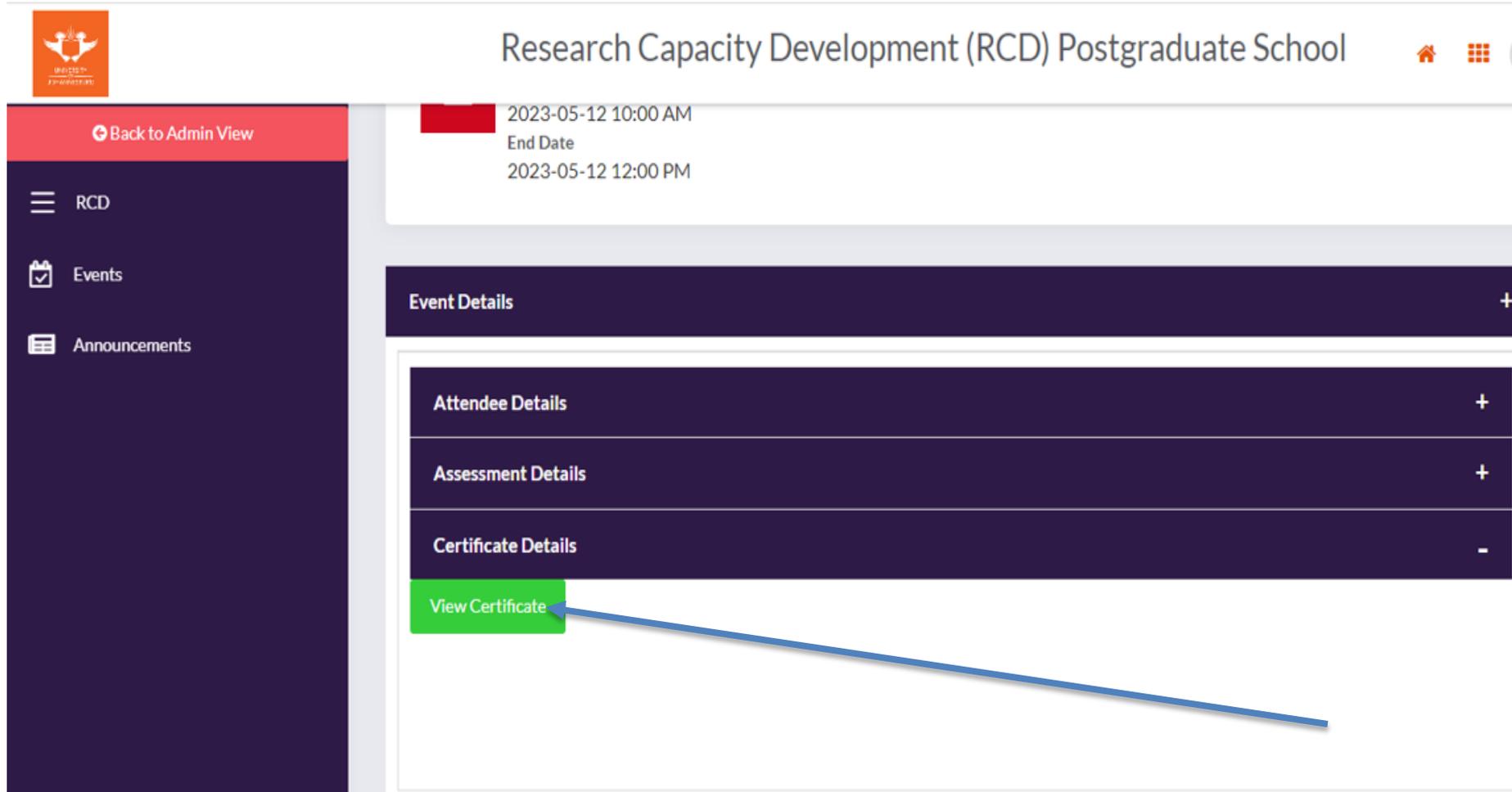
Total Questions	11
Answered Questions	11

Assessment submitted successfully

OK



Click View certificate



The screenshot shows a web interface for the Research Capacity Development (RCD) Postgraduate School. At the top left is the University of Johannesburg logo. The main header displays the school's name. A navigation sidebar on the left includes a 'Back to Admin View' link and menu items for 'RCD', 'Events', and 'Announcements'. The main content area shows event details for a date in 2023, with expandable sections for 'Attendee Details', 'Assessment Details', and 'Certificate Details'. A green button labeled 'View Certificate' is positioned below the 'Certificate Details' section, with a blue arrow pointing to it from the right.

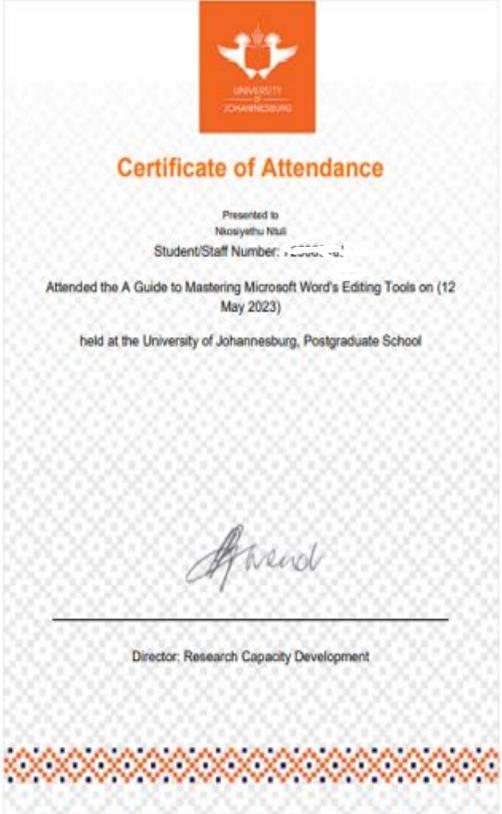


Download your certificate

☰ RCD Event 1 / 1 | - 50% + | 📄 🔍

📄 🖨️ ⋮

1



Certificate of Attendance

Presented to
Nkosiyathu Nduli
Student/Staff Number: 12000000000000000000

Attended the A Guide to Mastering Microsoft Word's Editing Tools on (12 May 2023)

held at the University of Johannesburg, Postgraduate School

A. Mendi

Director; Research Capacity Development

