



Provider Portal User Registration Form

PROVIDER PORTAL USER REGISTRATION & TERMS & CONDITIONS

| | | |
|------------------------------------|--|---------------------------------------|
| Surname | | |
| First Name | | |
| Title | | |
| ID Number | | |
| College Representing (Incl Branch) | | |
| Position in College | | |
| Telephone Number (Incl area code) | | |
| Cell Number | | |
| Email Address | | |
| Standard User | Ability to register learners, enter learners for exams, view Formative Evaluations, view Reports & Print Reports | Tick this box to choose Standard User |
| Special User | All functions of Standard User PLUS view and download Exam Papers and Answer Booklets | Tick this box to choose Special User |

Terms and Conditions of the ICB Provider Portal usage:

1. Access to the ICB's Provider Portal is at the discretion of the ICB Management and may at any time be revoked at the ICB Managements sole discretion.
2. Access to the ICB's Provider Portal is for the duration of the User's employment at a particular campus.
3. The ICB is to be advised immediately by College Management if a user no longer has the authority to transact on behalf of the campus.
4. The User understands and undertakes to be jointly and severally liable with the campus for the charges for any learners registered or entered for exams by the user.
5. The User **may not share or divulge their password** to any other person i.e. each user must register for their own unique password.
6. Any information available on the Provider Portal is for the sole use of the college for the purpose of managing the ICB learner registrations and exam entries. Any other use or misuse of the system and/or information available will result in legal action being taken.
7. Exam papers obtained from the portal may not be stored in any form. Exam papers are to be printed and any excess exam papers are to be shredded. Any person in possession of exam papers will be subject to an investigation and action taken as described in the Standard Operating Agreement.
8. Employees of the College who are ICB students may not have access to the portal to download exams as this compromises the integrity of the exam.

9. The ICB must be contacted immediately if a portal user leaves the employ of the College so that the access can be inactivated. Failure to do so will incur penalties for the College.
10. It remains the responsibility of the College to ensure that internal password policies are implemented and maintained and it is recommended that security checks be conducted quarterly to ensure compliance. These checks can be recorded for ICB Quality Monitoring visits.

I have fully completed this form and agree to the above terms and conditions.

Applicant/User Signature:_____Date:_____

Campus Manager Signature:_____Date:_____

Please email this form to the ICB at: support@icb.org.za

For the ICB office use:

| | |
|-----------|--|
| User name | |
| Password | |