

CA2025 TRAINING PROGRAMME

On-boarding of trainees via TCMS

Please login to TCMS using your 8-digit "SAICA ID" followed by your password.

| D tcms | (A) SAICA | |
|-------------------------------|------------|--|
| | TCMS Login | |
| Forgot Username? | Username | |
| Forgot Username and Password? | | |
| Not yet signed up with SAICA? | Password | |
| Sign Up Now | | |
| | Log In | |

Select "Manage Invites" located on the left-hand side of the TCMS dashboard.

| Dtcms | & User Proxied by | | Pracy Rale | Training Officer SAICA God User | | | Uner Session: 19:37 Leave Proxy Sign Out |
|----------------------------------|---|-----|-------------------------------|------------------------------------|---|------------------------------|---|
| Admin 9 5 Dashboard | Dashboard | | | | | | |
| Manage Communications | Welcome to the SAICA Training Contract Management System. | | | | | | |
| Manage Invites Manage Offices | Training Office Related Tasks | | | | | | |
| Certlificate of Accreditation | Applications In Progress | 0 | Suspend Requests | | 0 | Return From Suspend Requests | 0 |
| Mahage Retjuessa | Academic Recess Requests | 0 | Remission Requests | | 6 | Cancel Requests | 0 |
| Profile Management | Discharge Requests | 2 | Document Approval Request | S | 0 | Reverted | 0 |
| Financial Management \$ | Invoices To Generate | 582 | Invoices Awaiting Proof Of Pa | ayment | 4 | Profile Details Changes | 0 |
| нер 🛛 | Contact Details Changes | 0 | Inter-Firm Transfer Requests | | 0 | | |
| | | | | | | | |
| Let us get you there | Basc Tasks Messages | 0 | | | | | |

Click on the tab send invites to proceed with EAT invite.

| anagement Invites | | | | | | |
|------------------------------|---------|------------|-----------------|----------|-----------|--------|
| iew Invites Send Invites | | | | | | |
| II Invites | | | | | | |
| pecify which invites to view | | ○ Trainee | ○ Administrator | | | |
| pecify a status | | Pending | ~ | | | |
| pecify search criteria | | | Search | | | |
| Training Office | Surname | First Name | ID Number | SAICA ID | Sent Date | Status |

Please ensure "EAT Invite" is ticked.

| Management Invites | | | | |
|--|--------------------------|---------------|------------|--|
| View Invites Send Invites | | | | |
| Send Invites | | | | |
| Specify to whom invites are sent to | Trainee | Administrator | EAT Invite | |
| Specify to which training office invites are sent to: | Select a training office | | ~ | |
| Training Office Quota: 0 | | | | |
| Active Trainees: 0 | | | | |
| Invites Accepted: 0 | | | | |
| Invites Pending: 0 | | | | |
| Transfers Pending: 0 | | | | |
| Available Invites: 0 | | | | |
| | | | | |

Click on drop down and select your training office where the invites are being sent from.

| Management Invites | |
|--|---------------------------|
| View Invites Send Invites | |
| Send Invites | |
| Specify to whom invites are sent to Specify to which training office invites are sent to: | Carlinee Carlinity office |
| Training Office Quota: | 0 |
| Active Trainees: | 0 |
| Invites Accepted: | 0 |
| Invites Pending: | 0 |
| Transfers Pending: | 0 |
| Available Invites: | 0 |

Download the invite template at the bottom of the screen and populate to upload multiple trainees. The columns of the invite template must not be altered in any way, use '0' in front of the cell phone number, do not use +27. Once the invite template has been populated select **'choose file'** to upload into TCMS.

| Management Invites | | | | |
|---|-----------|---------------|--------------|-------|
| View Invites Send Invites | | | | |
| Send Invites | | | | |
| Specify to whom invites are sent to Specify to which training office invites a | Trainee | Administrator | Z EAT Invite | |
| First Name: | | | | |
| Surname: | | | | |
| ID Number: | | | | |
| Mobile Number: | | | | |
| Email Address: | | | | |
| Add To List | | | | |
| First Name | Last Name | ID Number | Mobile | Email |
| CHOOSE FILE Download Invite Template | | | | |

Once all required fields have been filled in, please select "Add to List".

| Management Invites | | | | | | |
|--|----------------------------------|---------------|--------------|--------|-------|--|
| View Invites Send Invites | | | | | | |
| Send Invites | | | | | | |
| Specify to whom invites are sent to Specify to which training office invites are sent to: | Trainee Select a training office | Administrator | V EAT Invite | | | |
| First Name: | | | | | | |
| Surname: | | | | | | |
| ID Number: | | | | | | |
| Mobile Number: | | | | | | |
| Email Address: | | | | | | |
| Add To List | | | | | | |
| First Name | Last Name | ID Number | | Mobile | Email | |
| CHOOSE FILE | | | | | | |
| Download Invite Template | | | | | | |

Please note that the recently added trainee will be displayed at the bottom of the screen, you may click "**Remove**" to delete the newly added trainee.

| Management Invites | | | | | | | | |
|--|--------------|-----------|---------------|--------|--------------|-------|--------|--|
| View Invites Send Invites | | | | | | | | |
| Send Invites | | | | | | | | |
| Specify to whom invites are sent to | | Trainee | Administrator | | Z EAT Invite | | | |
| Specify to which training office invites a | are sent to: | | | ~ | | | | |
| First Name: | | | | | | | | |
| Surname: | | | | | | | | |
| ID Number: | | | | | | | | |
| Mobile Number: | | | | | | | | |
| Email Address: | | | | | | | | |
| | | | | | | | | |
| First Name La | ast Name | ID Number | | Mobile | | Email | | |
| | | | | | | | Remove | |
| Send Invite(s) | | | | | | | | |
| CHOOSE FILE | | | | | | | | |
| Download Invite Template | | | | | | | | |

Once **"Send Invite"** has been selected, the below message will appear notifying you that the invite has been sent. Click to continue

| The invite(s) has been sent successfully. |
|---|
| Click here to continue |

Click on drop down and select "**Accepted**" to view all accepted trainees. invites sent to the EAT will appear as 'Accepted' in specify status.

| Management Invites | | | | | | | |
|----------------------------------|---------|--|------------------|---|----------|-----------|--------|
| View Invites Send Invites | | | | | | | |
| All Invites | | | | | | | |
| Specify which invites to view | | () Trainee | () Administrator | | • EAT | | |
| Specify a status | | Pending | | ~ | | | |
| Specify search criteria | | Select a status Pending | | | | | |
| Training Office | Surname | Accepted | | | SAICA ID | Sent Date | Status |
| First Prev Next Last Page 1 of 1 | | Declined Expired Archived Uninvited | | | | | |

| Jend minites | | | | | | | | |
|----------------------------|------------|---------|---------------|-----------|----------|---|---|--|
| Invites | | | | | | | | |
| cify which invites to view | () Trainee | C | Administrator | ● EAT | | | | |
| cify a status | Accepted | | | ~ | | | | |
| ecify search criteria | | | Search | | | | | |
| aining Office | | Surname | First Name | ID Number | SAICA ID | Sent Date | Status | |
| | | | | | | 2022-01-28 | Accepted | View |
| | | | | | | | | |
| | | | | | | 2022-02-21 | Accepted | View |
| | | | | | | 2022-02-21 2022-02-21 | Accepted Accepted | View View |
| | | | | | | 2022-02-21 2022-02-21 2022-02-21 | Accepted Accepted Accepted | View View View |
| | | | | | | 2022-02-21 2022-02-21 2022-02-21 2022-02-21 | Accepted Accepted Accepted Accepted | View View View View |
| | | | | | | 2022-02-21 2022-02-21 2022-02-21 2022-02-21 2022-02-21 | Accepted Accepted Accepted Accepted Accepted | View View View View View |
| | | | | | | 2022-02-21 2022-02-21 2022-02-21 2022-02-21 2022-02-21 2022-02-21 2022-02-24 | Accepted Accepted Accepted Accepted Accepted Accepted Accepted | View View View View View View |
| | | | | | | 2022-02-21 2022-02-21 2022-02-21 2022-02-21 2022-02-21 2022-02-21 2022-02-24 | Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted | View View View View View View View |
| | | | | | | 2022-02-21 2022-02-21 2022-02-21 2022-02-21 2022-02-21 2022-02-24 2022-02-24 2022-02-24 2022-02-24 2022-02-24 | Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted Accepted | View View View View View View View View |

New invited trainee will be displayed below or alternatively type SAICA ID into search field.

| ew Invites Send Invites | | | | | | | | | |
|-----------------------------|------------|---------|-----------------|-----------|-----|----------|------------|----------|------|
| Invites | | | | | | | | | |
| ecify which invites to view | () Trainee | | O Administrator | | EAT | | | | |
| ecify a status | Accepted | | | ~ | | | | | |
| pecify search criteria | | | Se | arch | | | | | |
| Training Office | | Surname | First Name | ID Number | | SAICA ID | Sent Date | Status | |
| | | | | | | | 2022-02-24 | Accepted | View |