

### **13 How do learners register for the MFMA Learning programme?**

Learners must be registered on the central Learner Management System before they will be granted access to the learning programme.

If pre registered, the encrypted learner registration profile will be contained on the DVD and installed to the computer during the installation process. A pre registered learner can access the learning simply by clicking on the short cut on the desktop to start the MFMA Learning programme and logging on with their user ID and password.

If a learner's profile was not pre loaded on the DVD, they must register on the web site; download their registration profile from the web site; and import this file to the computer where learning will take place. Follow the steps below.

#### **If log on to MFMA Learning programme is unsuccessful:**

1. Ensure the installation was completed. Each item on the installation screen must be run. 3 items under the Main Installation heading and 3 items under Additional Required Software. Refer to the section "How is the software installed?"
2. If after step 1 you are still having difficulty go to [www.treasury.gov.za/mfma](http://www.treasury.gov.za/mfma). Click on the "MFMA Learning" icon in the left margin. If you have not already registered click on Learner Registration, complete the form and click "Submit". Take note of your ID and password.
3. Once registered or if you have previously registered, click "Learner Login" and login using your ID and password. Click "Download registration profile". This will create a text file which you must place in the directory C:\NT on the computer where you will be undertaking the learning.
4. Open MFMA Learning using the shortcut on the desk top. Click "New Learner". An instruction screen will appear and you will have completed all steps and must now click the button at the bottom of the page "Activate Learner Profile". You will now be able to log in with your ID and password.
5. If you still experience a problem, please contact your coordinator
6. Where problems still persist, the coordinator should contact the MFMA Learning administrator at [mfmalearning@treasury.gov.za](mailto:mfmalearning@treasury.gov.za)