

MANCOSA SMOWL User Guide



MANCOSA
Member of
HONORIS UNITED UNIVERSITIES

Step 1: Click the button below to access **MANCOSA Connect**.



Step 2: Login using your credentials.

Username: Your Username

Password Format: abcdefg#3

And click the **Log in** button.

A screenshot of the MANCOSA Connect login interface. The page has a dark green header with the text "MANCOSA Connect" in white. Below the header is a light gray login form. The form contains two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember username". To the right of the input fields, there is a link "Forgotten your username or password?" and a message "Cookies must be enabled in your browser" with a blue question mark icon. At the bottom of the form is a dark green "Log in" button. A blue arrow points from the text "And click the Log in button." to the "Log in" button.

Step 3: Click on the Module.



The screenshot shows the MANCOSA user interface. At the top, a dark green header contains the text "MANCOSA" and a dropdown menu labeled "My Modules". A blue arrow points from the text "Step 3: Click on the Module." to the "Accounting and Financial Management Jan21 Y1 S2" option in the dropdown menu. Below the header, there is a user profile section with a placeholder image and a "Message" button. A row of eight icons is displayed: Tutorial Videos, Freshdesk, MyMancosa, MyCalendar, Institutional Rules, Library, Password, Academic Services, and Student Notices. The footer is dark green and contains support information, login details for Sandile Mbuli, and contact information for Mancosa.

MANCOSA My Modules ▾

Dashboard
Accounting and Financial Management Jan21 Y1 S2

Message

Tutorial Videos Freshdesk MyMancosa MyCalendar Institutional Rules Library Password Academic Services Student Notices

Supported by GP InfoTech
You are logged in as [Sandile Mbuli](#) ([Log out](#))
[Home](#)

Mancosa
📍 <https://mancosa.freshdesk.com/support/tickets/new>
✉ studentservices@mancosa.co.za
☎ +27 873512833

Step 4: Click the Assessment Icon.

MANCOSA My Modules ▾

Accounting and Financial Management Jan21 Y1 S2

Dashboard / My courses / Accounting and Financial Management Jan21 Y1 S2

Post-marking Moderators Report

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Module Information

Library Resources

Programme Handbook

Welcome to Accounting and Financial Management

This Postgraduate Diploma is a semester-long module and comprises a number of study units per Learning Journey.

Module Co-ordinator: **Mr Ismail Sader**

This module comprises of 2 Formative Assessments and 1 Online Summative Assessment.

Learning Journey	Ask the Lecturer	Webinar	Assessment

MANCOSA Member of HONORIS UNITED UNIVERSITIES

Step 5: Click on the **OSA Practice Activity** button to access the activity.

The screenshot displays the 'Module Assessment Zone' interface for MANCOSA (Member of Honoris United Universities). The header includes the university's name and a banner with the text 'We believe in Africa's Future, Cultural Agility, Mobile Mindset'. A breadcrumb trail reads: 'Dashboard / Courses / Student Practice OSA / Student Practice OSA Jul23 S1 / Assessment / Module Assessment Zone'. Navigation links at the top include '← Previous: Assignment 2/Short Question' and 'Next: Assessment Tutorial ►' with a settings icon. The main content area is titled '1. Assessments Submission' and features a prominent 'OSA Practice Activity' button. A blue arrow points from the top of the page down to this button. The footer contains four vertical bars and the MANCOSA logo.

Step 6: Read and follow the instructions and click the **Next** button. Click on “**allow**” to allow all permissions

The screenshot shows a web browser window with the URL `swl.smowltech.net/monitor/registration/register.php?&entity_Name=ZAMANCOSA&course_Name=assgn611998&user_idUser=ZAMANCOSA_283027&swlUser=WHE2VWpJOGF6enE3QXR...`. A permission dialog from `swl.smowltech.net` is open, asking for camera access. The dialog has three buttons: "Allow while visiting the site", "Allow this time", and "Never allow". A blue arrow points from the "Next" button on the registration page to the "Allow this time" button in the dialog. The registration page itself is titled "1. Before starting" and includes a welcome message, instructions to provide data and accept terms, and input fields for "Name and surname" and "Your mail". A checkbox for "I Accept the terms and conditions" is present, with a link to the terms. A "Next" button is at the bottom right of the page.

swl.smowltech.net wants to

- ☐ Use your cameras
- Allow while visiting the site
- Allow this time
- Never allow

1. Before starting

Welcome to our secure assessment registration process.

To get started, please provide **your data**, and make sure to review and accept our [terms and conditions](#) to ensure a fair and secure assessment experience.

Name and surname

Your mail

☐ I Accept the [terms and conditions](#)

Check the box to accept the terms and conditions and click "Next" to continue.

Next

Step 7: Complete your SMOWL registration and follow instructions on how to capture a valid picture and click the **Next** button.

smowl
TECH

1 Before starting 2 Take the image 3 ID image 4 Complete and Status

3. ID image

Please take a clear **photo of your ID** within the designated area. This is necessary to verify your identity. Ensure your ID is **well-lit, centered, and easily readable.**

Image is valid

Accept

Previous Next

Step 8: Complete your SMOWL registration and follow instructions on how to capture a valid picture and click the **Next** button.

The screenshot shows a web browser window with the URL `swl.smowltech.net/monitor/registration/register.php?&entity_Name=ZAMANCOSA&course_Name=assign61199&user_idUser=ZAMANCOSA_283027&swlUser=WHE2VWpJOGF6enE3QXR...`. The browser's address bar and tabs are visible. The page features the SMOWL TECH logo and a progress bar with four steps: 1. Before starting, 2. Take the image, 3. ID image, and 4. Complete and Status. The '3. ID image' step is currently active.

3. ID image

Please take a clear **photo of your ID** within the designated area. This is necessary to verify your identity. Ensure your ID is **well-lit, centered, and easily readable**.

Four example images are shown in a grid, each with a red bounding box and a green checkmark or red X. The first two images are correct, while the last two are incorrect due to poor lighting or positioning.

A large video input window shows a person holding a South African ID card. A red bounding box is overlaid on the ID card. Below the video input is a dropdown menu labeled 'Videoinput' and a green 'Capture' button.

At the bottom of the page, there are two buttons: 'Previous' and 'Next'. A blue arrow points from the 'Next' button to the '3. ID image' step.

Step 9: Once the registration is completed, check the User Guides and click **Finish**.

The screenshot shows a web browser window with the URL `swl.smowltech.net/monitor/registration/register.php?&entity_Name=ZAMANCOSA&course_Name=assign61199&user_idUser=ZAMANCOSA_283027&swlUser=WHE2VWpJOGF6enE3QXR...`. The browser's address bar and tabs are visible at the top. Below the browser window, a progress bar shows four steps: 1. Before starting, 2. Take the image, 3. ID image, and 4. Complete and Status. The fourth step is currently active. The main content area displays the '4. Registration status' section, which includes a green checkmark icon and a message: 'Thank you for completing the registration process for your upcoming assessment successfully. You can access the assessment immediately while our systems validate your registration in the background.' Below this message, there are three bullet points with icons: a book icon for 'To guarantee a smooth and secure assessment experience, we kindly request that you closely adhere to the provided assessment instructions and guidelines set by your institution.', an exclamation mark icon for 'During the assessment, SMOWL will monitor your computer for integrity. Close nonessential programs. Any actions or signs of fraud will be reported to your institution.', and a list icon for 'If your assessment requires additional monitoring devices, please make certain that they are correctly installed and functioning as intended.' At the bottom of the main content area, there is a grey box with the text: 'For more info, visit the SMOWL Help Center or click ["Help Center"](#) for support.' A blue arrow points from the 'Finish' button at the bottom right of the main content area to the 'Finish' button at the bottom right of the browser window. The 'Finish' button is a blue rectangle with the word 'Finish' in white text.

smowl
TECH

1 Before starting

2 Take the image

3 ID image

4 Complete and Status

4. Registration status

✓ Thank you for completing the registration process for your upcoming assessment successfully. You can access the assessment immediately while our systems validate your registration in the background.

📖 To guarantee a smooth and secure assessment experience, we kindly request that you closely adhere to the provided assessment instructions and guidelines set by your institution.

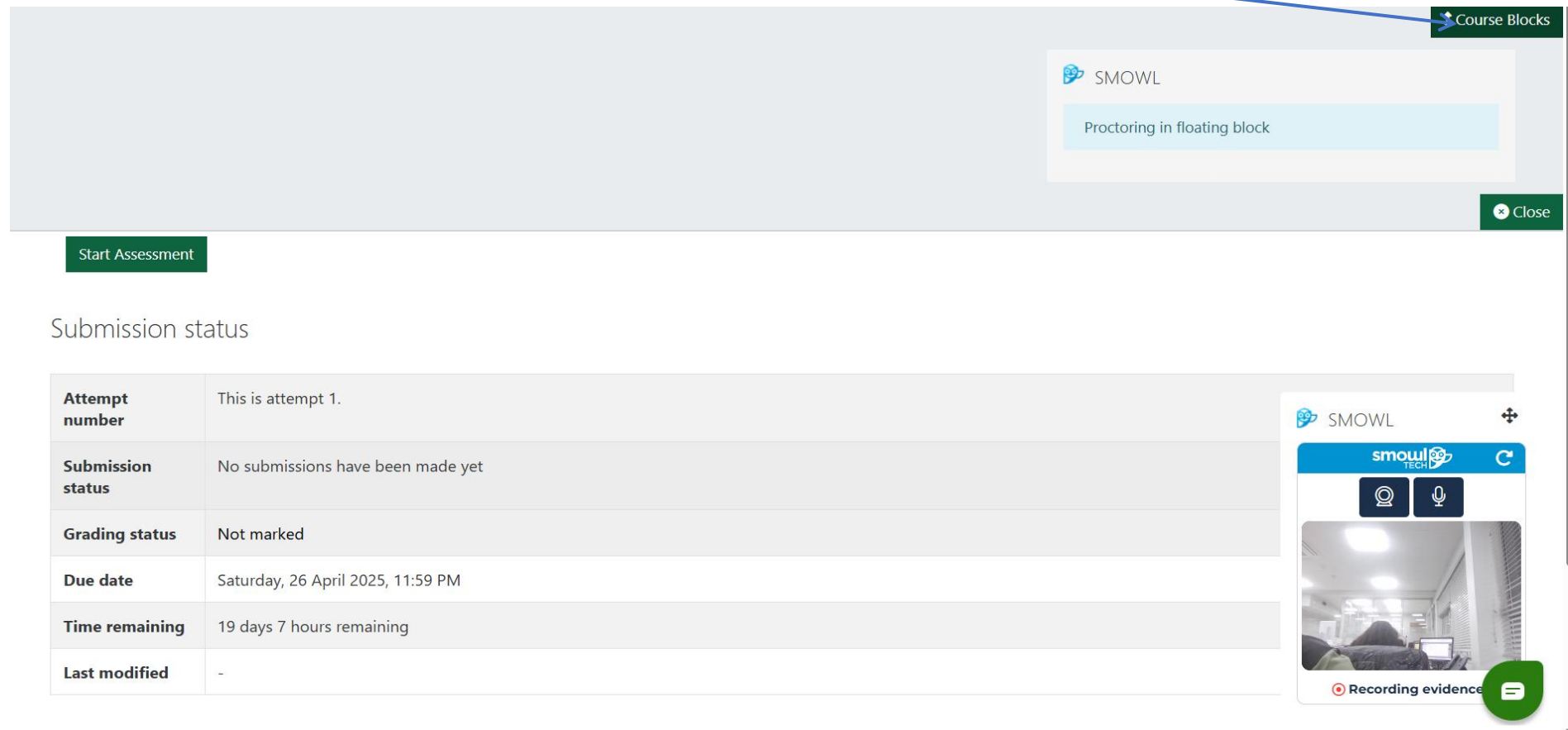
⚠ During the assessment, SMOWL will monitor your computer for integrity. Close nonessential programs. Any actions or signs of fraud will be reported to your institution.

☰ If your assessment requires additional monitoring devices, please make certain that they are correctly installed and functioning as intended.

For more info, visit the SMOWL Help Center or click ["Help Center"](#) for support.

Finish

Step 10: Select the “**Course Blocks**” button on the top right-hand corner of the screen, on MANCOSAConnect to display the SMOWL Toggle screen, to see yourself in active monitoring mode.



Course Blocks

SMOWL

Proctoring in floating block

Close

Start Assessment

Submission status

Attempt number	This is attempt 1.
Submission status	No submissions have been made yet
Grading status	Not marked
Due date	Saturday, 26 April 2025, 11:59 PM
Time remaining	19 days 7 hours remaining
Last modified	-

SMOWL

smowl TECH

Recording evidence

Step 11: Select the **Start Assessment** button to begin your assessment.

MANCOSA My Modules

gpstudent 146 g1

Course Blocks

Online Summative Assessment- Technical Practice OSA 2024S2(SMOWL_Practice))

Dashboard / My courses / Technical Practice OSA Jul2024S2(SMOWL_Practice) / Online Summative Assessment- Technical Practice OSA 2024S2(SMOWL_Practice))

< Back | Online Summative Assessment- Technical Practice OSA 2024S2(SMOWL_Practice))

PRACTICE OSA ACTIVITY MAY-JUNE 2025 UPDATED 04042025.pdf4 April 2025, 8:55 AM

Start Assessment

Submission status

Attempt number	This is attempt 1.
Submission status	No submissions have been made yet
Grading status	Not marked
Due date	Saturday, 26 April 2025, 11:59 PM
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