



## Log-in process for members website access (2025)

**Click on the links below to watch videos on how to update your profile:**

- ▶ [Update Website Personal Information](#)
- ▶ [Manage your membership profile on the FEDSAS website](#)

### 1. Go to the FEDSAS website and log in

Use your most regularly used browser or existing shortcut and go to [www.fedsas.org.za](http://www.fedsas.org.za).

Choose your preferred language (language choice toggle is in the top right corner) and click on **Login** to navigate to the Login page.



Enter the Organisational Admin username and password and click on **Log In**.

#### Log In

Username

The Email field is required.

Password

The Password field is required.

Log In

[Forgot your password?](#)

Click on **Forgot your password?** to receive a password reset email.

### 2. Go to your Membership Profile and update your data

Click on **Membership Profile** in the blue ribbon at the top of the page to navigate to your school's profile page.



Please update the profile completely and create member profiles for all your SGB members. You may also create member profiles for members of staff who may not necessarily form part of the SGB, but that would like access to the website (for example, HR personnel).

Remember to **Deactivate** and delete old / unused profiles.

Once you have updated the data, you need to save your profile by clicking on **Update** at the bottom of the page.

### 3. Add user accounts

Once you have saved your new profile details, you can **Add Accounts** for your SGB members.

**Details of School Governing Body Secretary**

Account: **No Account** **Add Account**

Title	Name	Surname
Mrs	Marlee	Steyn
Telephone	Cellphone	Email
0515226903	0789891873	marlee@fedsas.org.za
Date of Birth	Language Preference	
yyyy/mm/dd	Both / Beide	

Information not available

*Members cannot share the same email addresses. Each member will require their own unique email address to create their user accounts.*

An email will be sent to each SGB member, asking them to verify their details and to activate their account.

Adding user accounts is very important and will allow SGB members protected access to the website with their own unique login credentials.

### 4. Organisation Admin accounts

Each school can now have up to two (but no less than one) Organisational Admin account. These are specific roles allocated to users that allows them to update the school's membership profile.

Only active user accounts can be selected when choosing the **Change Admin** feature. Should you wish to give someone Organisational Admin rights that may not form part of the SGB or have active user accounts already, you can add them as a **New Admin**.

**Details of Organization Admin(s)** **Change Admin** **New Admin**

Account: **Has Account** **Email Confirmed**

Username/Email	Name	Surname
marlee@fedsas.org.za	FEDSAS Demo Profile	Admin

### 5. Still struggling?

You may utilise the **Tooltips** for further information or contact your [Provincial Assistant](#) should you require any assistance.

