



ACCESSING SIMS AND FORGOT PASSWORD USER MANUAL



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Logon to SIMS

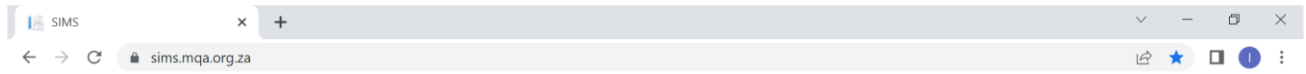
Follow the next steps to access **SIMS**.

1. The system is accessible through a link that is placed on the client site. Users will click on the **Login** link:

MEDIA CAREERS CONTACT US **LOGIN**

2. Or user can paste the SIMS link on their Google chrome browser and mark as a bookmark for quick access

<https://sims.mqa.org.za/>



3. The hyperlink will navigate to the **SIMS** landing page



MINING QUALIFICATIONS AUTHORITY

Login

Login

[Forgot password?](#)

[SDF Registration](#)

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4. User will put in their Login credentials which are Username and Password then click the **Login** button. The system will take the user to the dashboard screen.



Forgot Password?

Follow the below steps

Step 1: Click on the Forgot password link



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Login

Login

[Forgot password?](#)

[SDF Registration](#)

Step 2: Enter your Username the click Reset Password



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Reset Password

[Back to Login](#)

Step 3: After clicking Reset Password button, you will receive a system generated email with a new Temporary Password. Copy the temporary password from your email to a notepad.

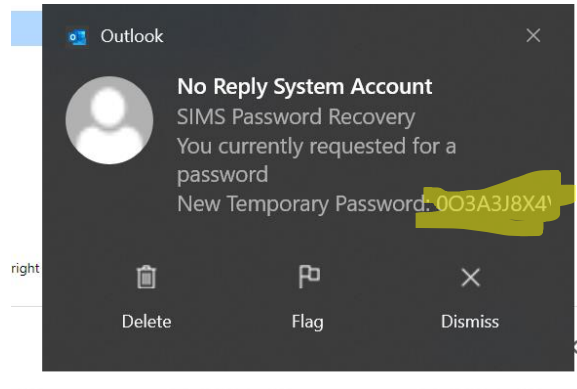


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An email has been sent with your new password. Please note the email may take several minutes to receive. Please also remember to check your email blocking and spam settings if applicable.

[Reset Password](#)

[Back to Login](#)



Step 4: Enter your username and the temporary password then click Login

Step 5: Enter your temporary password as '**Current Password**', enter a **New password**, re-enter your new password to confirm password



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Login

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[Login](#)



MINING QUALIFICATIONS AUTHORITY

[Submit](#)

Make sure your new created password meets the following criteria

THE LENGTH OF THE PASSWORD MUST BE AT LEAST 7 CHARACTERS LONG
 THE PASSWORD MUST CONTAIN ONE CAPITAL/UPPER CASE LETTER
 THE PASSWORD MUST AT LEAST CONTAIN ONE DIGIT NUMBER
 THE PASSWORD MUST AT LEAST CONTAIN A SPECIAL CHARACTER

Step 6: Select Submit then your password will be reset successfully!! A system generated email will be sent to you with your new created password

SIMS Password Changed



No Reply System Account

To 🕒 Lethabo Poopedi

Your password has been changed

New Password: November@2022

Step 7: Go back to login and use your new password to login. You will be required to change your password at the end of every month for audit purpose.