This guide offers staff members’ information on interacting with the new leave module on the Educos system; in particular it seeks to assist staff with,

(A). Gaining access to the system for the first time and changing to their passwords’, which is a requirement for first time access and;
(B). To generate a leave application as an employee via Employee Self-Service (ESS);
(C). Approving leave via Manager Self-Service (MSS).

**A) GAINING ACCESS FOR THE FIRST-TIME: (PLEASE USE WEB- BROWSER, GOOGLE CHROME OR MOZILLA FIREFOX)**

**IMPORTANT TO NOTE** is that iEnabler/Novell login details cannot be used to gain access to the Educos system.

Step 1. Input the website address into the URL bar – www.visionx.uwc.ac.za

Step 2. Enter your staff number into the username field.

Step 3. Click the “reset password” button.

Step 4. An email will then be sent to your UWC Gmail account with a temporary password. If this password is not received, please contact Denise Loubser on ext: 3502 | Bradley Thorne on ext: 9548 | Karlene Mercuur on ext: 3467.

Step 5. Your temporary password will be needed to create your new password that will be used in future. As seen on the “password creation screen” on page 2.

Step 6. Do not forget to enter the “CAPTCHA” (Refresh captcha for a more user friendly range if required)
(B) GENERATING A LEAVE APPLICATION:

Step 1: Enter the Educos Vision website address into the URL bar [https://visionx.uwc.ac.za](https://visionx.uwc.ac.za)

Step 2: This will take you to your login details screen, where you be required to enter your username (your staff number) and your newly created password, then ‘click’ enter.

Step 3: Once the system has opened, on your left you will see a vertical row of icons, select the icon showing a single silhouette. This icon will take to the ESS (Employee self-service) page, here you will find information (not limited to) related to your leave balances and you will also be able to access your most recent payslips.
Step 4: Now proceed to ‘click’ the Leave button, on the left, which will take to the summary page. Here you are able to; (1) apply for leave, (2) view all transactions made, (3) check your leave balances, (4) view a calendar and to (5) cancel any unapproved leave request.

Step 5: Once you have had a discussion with your line manager, you are ready to ‘Apply for leave’, as seen below the leave type and dates need to be selected. It is good practise to include a comment. In the case of an annual leave application, no supporting documentation is required.
All other leave type application will require the upload of a document to support your application.

Once you have completed the required fields, ‘click’ save, (at the bottom left) and your application will be sent to your line manager for approval or rejection.

(C) APPROVING LEAVE VIA MANAGER SELF-SERVICE (MSS)

Here line managers will be able to view by means of a calendar, the leave periods of staff reporting to them/they manage, check their leave balances and approve or decline requests. They will also be able to apply for leave on behalf of any of their staff members.

Request can also be approved or declined by using this button.
Once a staff member requests leave, it will appear in the “Notifications and Approvals window, by clicking on the message, you will be taken to the “Notifications Quick View” page.

The “Notifications Quick View” is where leave applications can be approved or declined. Note that option to approve or decline will only appear once the cell is clicked in, as can be seen below.