

Support SACFA (Gauteng) - How to change your MySchool beneficiary

Visit <http://www.myschool.co.za/>

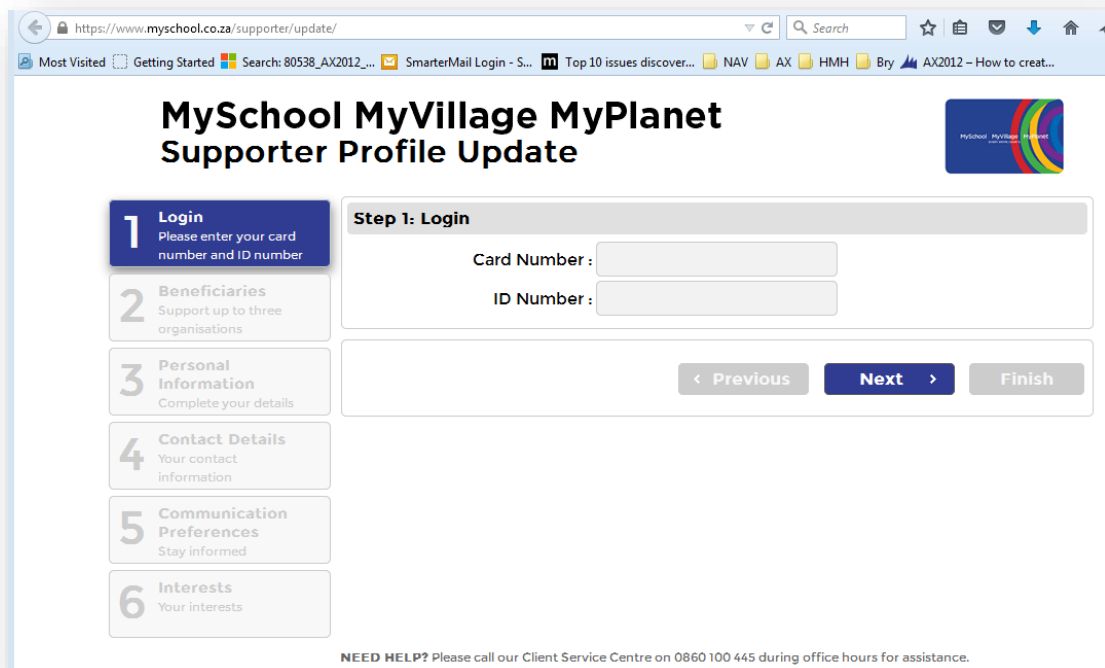


You can update your details by clicking on the following button located on the right hand side of the page

Already a supporter? Update your details >

that will open the login page.

Step 1: Enter your card number and your id number to continue. The next page will show the current selection of beneficiaries.



The screenshot shows the 'Step 2: Beneficiary Selection' page. On the left is a vertical navigation menu with six steps: 1. Login, 2. Beneficiaries (highlighted in blue), 3. Personal Information, 4. Contact Details, 5. Communication Preferences, and 6. Interests. The main content area is titled 'Step 2: Beneficiary Selection' and contains instructions: 'Only organisations currently listed with MySchool MyVillage MyPlanet may be selected. You can support up to three organisations. If you cannot find your beneficiary, or would like to change your beneficiary at any time, please contact our call centre on 0860 100 445 during office hours.' Below this is a table with two columns: 'Beneficiary Name' and 'Support Ratio'. The table lists one entry: '1) Cystic Fibrosis Association - Gauteng' with a 'Support Ratio' of '100%'. To the right of this entry is a blue 'Remove' button. Below the table is a search box labeled 'Search for beneficiary:' containing the text 'cystic'. Below the search box, two suggestions are shown: 'Cape, Cystic Fibrosis Association' and 'Cystic Fibrosis Association - Gauteng', with the latter highlighted in a red box. To the right of the search box is a 'Sponsored Organisations:' section listing 'MyPlanet Rhino Fund', 'Thuso Fund for Schools & Charities', and 'Woolworths Trust'.

Step 2: Your current beneficiaries will be listed here. Type the word “cystic” in the search box. Select the “Cystic Fibrosis Association – Gauteng”. You can support up to **three** organisations so you do not need to remove the current one but may do so by clicking on the Remove button.

Click the Next button to continue if you need to review or update personal and contact information or click on the Finish button to complete the process

Step 3: Update any personal information if required

Click the Next button to continue or click on the Finish button to complete the process

Step 4: Update contact details if required

Click the Next button to continue or click on the Finish button to complete the process

Step 5: Change communication preferences if required

Click the Next button to continue or click on the Finish button to complete the process

The screenshot shows the 'Confirmation' page. The header is the same as in the previous screenshot. The main content area is titled 'Confirmation' and contains a message: 'Dear Mr D Broere', 'Your profile has been successfully updated!!', and 'To view your latest statement with transactions - [click here](#)'. At the bottom right of the page is a blue 'Logout' button.