

SYSTEM MANUAL



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Sign in Manual

This document details the procedures with regards to Signing In on the WIETA Ethical Management System

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INTRODUCTION

The WIETA Ethical Management System has been developed through the collaboration of the Wine Industry, the Department of Agriculture, Forestry and Fisheries (DAFF), Wines of South Africa (WOSA) and the Wine and Agriculture Ethical Trade Association (WIETA). The system facilitates the processes involved with the accreditation of WIETA Members and the management thereof.

This document details the procedures and functionality with regards to gaining access to the system.

SIGN IN SCREEN

The Sign In screen will allow the user to perform the following functions:

- To sign in, if the user is already registered
- To register as a new WIETA member
- To reset the user's password
- To access the help and contact us functionality



To Sign In, the user completes the required Email Address and Password fields to gain access to the WIETA system.

EMAIL ADDRESS

Enter the user's registered e-mail address of the user in this field.

PASSWORD

Enter the user's registered Password in this field.

Click on  to log onto the WIETA Ethical Management System.

ERRORS

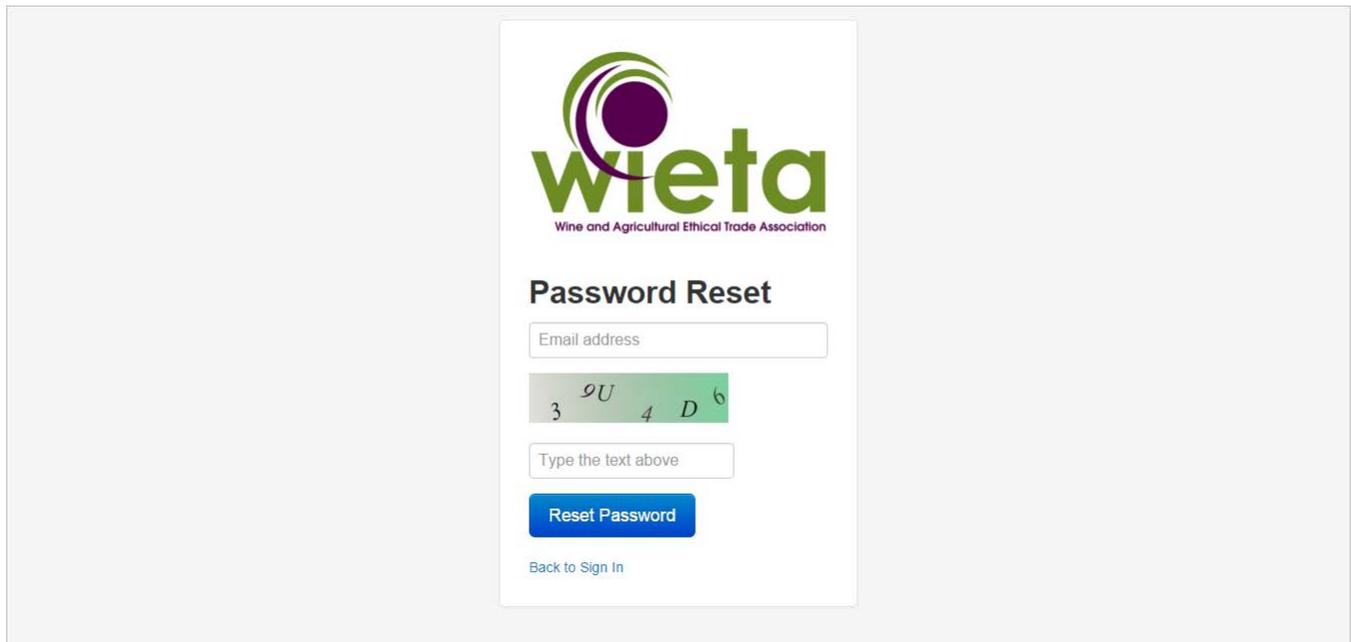
The error message "Your login information was invalid!" will appear, if:

- The user's Email Address entered does not match the Email Address registered on the WIETA Ethical Management System, or

- The user's password entered, is incorrect, or
- The user is not registered as a user on the WIETA Ethical Management System

FORGOT YOUR PASSWORD?

When the user clicks on the [Forgot your Password?](#) link, the Password Reset screen is displayed.



To reset the user's password, the user completes the required Email Address and CAPTCHA fields.

EMAIL ADDRESS

Enter the user's registered e-mail address in this field.

CAPTCHA



Enter the characters and numbers exactly as displayed on the screen into "**Type the text above**" field. (Note that this field is Case sensitive).

RESET PASSWORD

Click on  to reset the user's password.

EMAIL CONFIRMATION

The WIETA system automatically generates and sends an email to the user's e-mail inbox, which will include the newly generated password.

BACK TO SIGN IN

Click on "[Back to Sign in](#)" to return to the main [SIGN IN SCREEN](#).

ERRORS

An error message “The Text supplied does not match the CAPTCHA text” will appear, if the user entered the incorrect CAPTCHA data either by:

- Incorrectly entering the characters as displayed, or
- Not entering the correct Upper and Lower case combination as displayed.

An error message “No user was found with the given email address.” will appear, if:

- The email address was entered incorrectly, or
- The email address is not registered on the system.

NOT REGISTERED YET?

By choosing this option, the user will be re-directed to the WIETA website (<http://www.wieta.org.za/>)

The user should follow the prescribed procedures to register as a WIETA Member.

wieta
Wine and Agricultural Ethical Trade Association

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Implementing ethical trade | Ethical trade in action | News, press releases & events | WIETA training programmes | WIETA certified wines

Home

The Wine and Agricultural Ethical Trading Association (WIETA) is a multi-stakeholder, non-profit voluntary organisation which actively promotes ethical trade in the wine industry value chain through training, technical assessment and audits to assess members' compliance with its code of good practice. Stakeholders include producers, retailers, trade unions, non-governmental organisations and the government. [read more](#)

Latest Video:

CERTIFIED FAIR LABOUR PRACTICE
www.wieta.org.za

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