
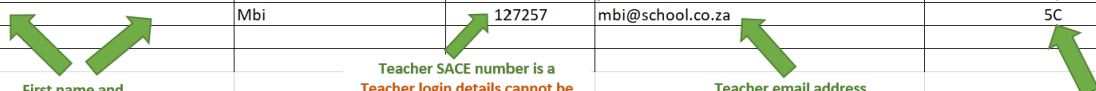



MCO REGISTRATION HELPSHEET

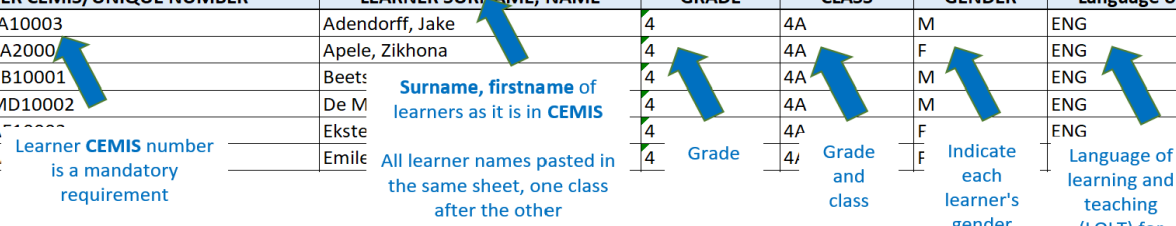
2026 MCO TEACHER INFORMATION	
	<ul style="list-style-type: none"> All the fields need to be completed for the form to be processed MCO Data protection: Teacher usernames & passwords can only be sent to the verified School email address
<p>PLEASE NOTE</p> <ul style="list-style-type: none"> All teachers listed below will have access to your school's MCO data Teachers NOT listed below will not have access to MCO, even if they have previously been registered for MCO Please email the completed form (Excel format) to register@gsed.co.za 	
VERIFIED SCHOOL INFORMATION IS REQUIRED FOR SECURE SHARING OF SCHOOL DATA/LOGIN INFORMATION	
School Name	
School EMIS Number	
School Email Address	
School Contact Number	
Name & Surname of person completing this form	
Contact number of person completing this form	
VERIFIED PRINCIPAL INFORMATION IS REQUIRED FOR AUTHORISATION OF TEACHER ACCESS, SECURE SHARING OF REPORTS & PRINCIPAL MCO ACCESS	
Principal Name & Surname	
Principal SACE number	
Principal Email Address	
THIS INFORMATION IS REQUIRED FOR MATHS HOD MCO ACCESS, SHARING OF TEACHER TRAINING & SUPPORT INFORMATION	
Maths DH Name & Surname	
Maths DH SACE number	
Maths DH Email Address	
MCO Champion Name & Surname*	← Person responsible for managing the computer room and/or devices
MCO Champion Email Address*	
MCO Champion SACE number*	

PLEASE ENTER THE CORRECT DETAILS OF THE 2026 MCO MATHS TEACHERS						
(Individual teachers will receive their MCO logins via email so please ensure email address accuracy)						
Teacher login details cannot be issued without a valid SACE number						
No.	Title	First Name	Surname	SACE number	Teacher Email Address	2026 Maths classes taught (Grade and class) e.g. 3A / 5A,B / 6A,B,C
e.g.	Mr	Martin	Goodman	154321	marting456@gmail.com	4A & 5A,B
1	Ms	Gail	Bosman	329812	gbossie@gmail.com	3A
2	Mr	Jackson	Smith	326667	jacks123@vodamail.co.za	4A,B
3	Mrs	Bulelwa	Mbi	127257	mbi@school.co.za	5C
4						
5						



First name and surname of Maths teachers doing MCO lessons
 Teacher SACE number is a Teacher login details cannot be issued without this information
 Teacher email address required for sharing username & password as well as training information
 Indicate all grades and classes for which teacher teaches Maths

2026 MCO LEARNER INFORMATION						
	<p>Please note</p> <ul style="list-style-type: none"> All the fields need to be completed for the form to be processed ONLY learners listed below will have access to MCO for 2026 Learners NOT included below will NOT have access to MCO for 2026, even if they were registered in 2025 Please email the completed form (Excel format) to register@gsed.co.za Click here to view a HELPSHEET for completing this form 					
School Name						
School EMIS Number						
School Email Address						
School Contact Number						
Name & Surname of person completing this form						
Contact number of person completing this form						
LEARNER CEMIS/UNIQUE NUMBER	LEARNER SURNAME, NAME	GRADE	CLASS	GENDER	Language of	
2	120902JA10003	Adendorff, Jake	4	4A	M	ENG
3	110324ZA2000	Apele, Zikhona	4	4A	F	ENG
4	121224PB10001	Beets	4	4A	M	ENG
5	120416MD10002	De M	4	4A	M	ENG
6	131124A	Ekste	4	4A	F	ENG
7	120314Z	Emile	4	4/	F	ENG
8	:					
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						



Learner CEMIS number is a mandatory requirement
 Surname, firstname of learners as it is in CEMIS
 All learner names pasted in the same sheet, one class after the other
 Grade
 Grade and class
 Indicate each learner's gender
 Language of learning and teaching (LOLT) for this class

Follow the steps below to copy and paste from CEMIS onto the learner registration template:

- Log on to CEMIS and select Reports → Learners → List of Learners
- Select the grade information on screen that you want to copy (it is then highlighted in blue on screen)
- Use the shortcut keys to copy the information, i.e. **CTRL+C**
- Open the downloaded Learner registration template and Paste the class information into the learner registration template - use the Paste shortcut keys i.e. **CTRL+V**
- If columns have shifted just copy and paste the information into another column
- Select and recopy the information into the correct MCO Excel spreadsheet columns
- PLEASE NOTE:** lists received in PDF cannot be processed

SEE GUIDE BELOW ON HOW TO COPY REQUIRED LEARNER INFORMATION FROM CEMIS

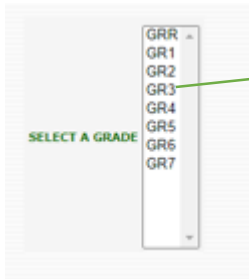
GETTING LEARNER INFORMATION FROM CEMIS



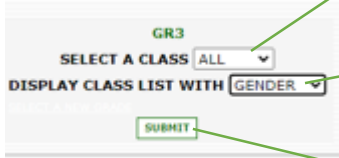
Step 1
Log on to CEMIS and
Click on **Reports**

Step 2
Click on **Learners**

Step 3
Click on **List of Learners**



Step 4
Select a **Grade**



Step 5
Select **ALL**

Step 6
Select **GENDER**

Step 7
Click on **SUBMIT**



CLASS LIST OF GR3

#	LEARNER ID	NAME	GRADE	CLASS	GENDER
1	111025	ABOC YASEEN	GR3	GR3 C	MALE
2	120313	ABRA YAKUB	GR3	GR3 B	MALE
3	120901	ABRA YAKUB	GR3	GR3 B	MALE
4	120201	ABRA YAKUB	GR3	GR3 C	FEMALE
5	120304	ADAM YAKUB	GR3	GR3 A	MALE
6	100329	ADAM YAKUB	GR3	GR3 C	MALE
7	110406	ADAM YAKUB	GR3	GR3 B	MALE
8	120674	APPE YAKUB	GR3	GR3 A	MALE
9	120715	SAAR YAKUB	GR3	GR3 B	FEMALE
10	120830	SAIR YAKUB	GR3	GR3 B	FEMALE
11	110406	BOSS YAKUB	GR3	GR3 A	FEMALE
12	110805	BOVA YAKUB	GR3	GR3 B	MALE
13	120116	SHED YAKUB	GR3	GR3 A	MALE
14	110515	CHER YAKUB	GR3	GR3 C	FEMALE
15	120402	CHIN YAKUB	GR3	GR3 C	FEMALE
16	110929	DAM YAKUB	GR3	GR3 B	MALE
17	120519	DANI YAKUB	GR3	GR3 B	FEMALE
18	110916	DAVI YAKUB	GR3	GR3 B	MALE
19	120510	DEKO YAKUB	GR3	GR3 C	FEMALE
20	120302	DE W YAKUB	GR3	GR3 A	FEMALE
21	121116	GIBE YAKUB	GR3	GR3 B	FEMALE
22	110411	DHAN YAKUB	GR3	GR3 B	MALE

Step 8
Select all the
grade information
– selected
information is
highlighted on
screen

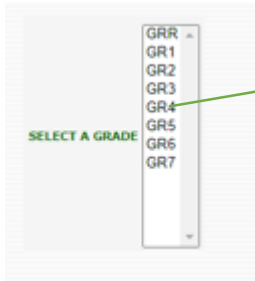
Step 9
Use **Ctrl+C** to copy
the information

A	B	C	D	E	F	
*LEARNER ID/CEMIS NUMBER	*LEARNER NAME & SURNAME	*GRADE	*CLASS	*GENDER	*LANGUAGE	
1	1110	AB	GR3	GR3 C	MALE	
2	1203	AB	GR3	GR3 B	MALE	
3	1209	AE	GR3	GR3 B	MALE	
4	1202	AB	GR3	GR3 C	FEMALE	
5	1203	AC	GR3	GR3 A	MALE	
6	1003	AC	GR3	GR3 C	MALE	
7	1104	AK	GR3	GR3 B	MALE	
8	1206	AP	GR3	GR3 A	MALE	
9	1207	BA	GR3	GR3 B	FEMALE	
10	1208	BA	GR3	GR3 B	FEMALE	
11	1104	BC	GR3	GR3 A	FEMALE	
12	1108	BC	GR3	GR3 B	MALE	
13	1201	BR	GR3	GR3 A	MALE	
14	1105	CB	GR3	GR3 C	FEMALE	
15	1204	CB	GR3	GR3 C	FEMALE	
16	1109	CD	GR3	GR3 B	MALE	
17	1205	DA	GR3	GR3 B	FEMALE	
18	1109	DA	GR3	GR3 B	MALE	
19	1205	DE	GR3	GR3 C	FEMALE	
20	1203	DE	GR3	GR3 A	FEMALE	
21	1211	DI	GR3	GR3 B	FEMALE	
22	1104	DY	GR3	GR3 B	MALE	
23	1210	ER	GR3	GR3 A	MALE	
24	1208	ES	GR3	GR3 B	FEMALE	
25	1209	FA	GR3	GR3 B	FEMALE	
26	1211	FE	GR3	GR3 C	MALE	

Step 10
Paste the copied information into the downloaded learner registration Excel template

Step 11
Complete the Language of Learning and Teaching (LOLT) column

Step 12
Repeat steps 4-11 for all the other grades



COMPLETE AND SAVE BOTH TEACHER AND LEARNER REGISTRATION FORMS (EXCEL FORMAT) AND EMAIL IT TO register@gsed.co.za