

Dear Colleagues

One of the options in the development of Staff at SU, is through the means of **online training**.

Please follow the **enrolment process** and select the courses you are interested in.

The due date for completion is within 3 months. **Staff members that do not complete the programme will be held liable for the costs.**

ENROLMENT PROCESS

Log on to www.sun.ac.za/hr. Then select **Training & Development**, and specifically **Online Training**. Click on **Training Workshops: Learning Solutions**. You need to register if you are a first time user. Click on Register and complete the Self Registration Profile. You will receive an email with a login ID and password from admin. Once you received the email login with your **Login ID** and **Password** provided to complete your registration and change your password. Once complete, you will see the dashboard and are now ready to register for the available courses. **At the top** of page click on **Products** and **Product Catalog** to see what courses are available. Click on know more to look at the learning outcomes. To apply for a course, please click on **Register**. Your application will then be send to Alvira Albertus for approval. You will receive an email when you have been approved and can start the course.

For enquiries contact Alvira Albertus at 021-8082966 or e-mail alviraa@sun.ac.za