



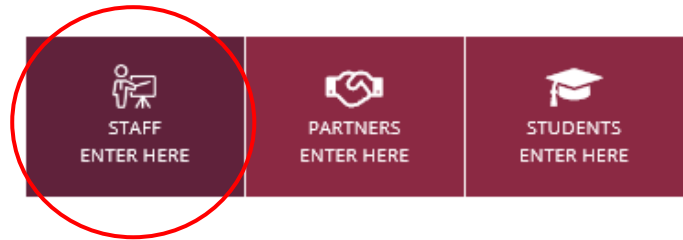
Division for Social Impact

Social Impact Initiative re-registration guide

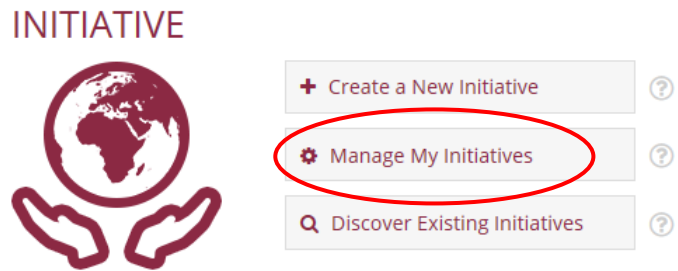
How to re-registering a Social Impact Initiative (from 2017 onwards)

1. Please use **Internet Explorer** or **Microsoft Edge** browsers to access the site here:
<http://www.sun.ac.za/si/en-za/Pages/default.aspx>

2. Click on the **Staff Enter Here** button at the top of the website



3. Click on the **Manage my Initiatives** button



4. Your previously registered initiative will be found in the screen below, under “My Active Initiative Request Forms”.

My Active Initiative Request Forms

✓ Name	Registered Year	Initiative Owner	Modified	Created
Examination Centre for International Language Proficiency Examinations for German and French - 2018	2018	<input type="checkbox"/> Du Toit, RO, Mrs <rdt@sun.ac.za>	19 April	3 April
Evening language classes - 2018	2018	<input type="checkbox"/> Du Toit, RO, Mrs <rdt@sun.ac.za>	3 May	3 April
Physiotherapy Service Learning Initiative - 2018	2018	<input type="checkbox"/> Statham, SB, Mrs <sbs@sun.ac.za>	23 March	28 February

5. Select the relevant initiative to update (you will do this process with each one should you have more than one).
6. A **form** will open up – **do not edit this form yet** – **you first need to re-register for the current year.**

Initiative Request Form

Filename: Rewriting the socio-political history of the arts in Stellenbosch - 2017

Form Status: Dean Approval Approved

Re-register:

7. At the top of the form click on the **Re-register** button:

8. Update the **form** which opens up.
You can navigate to every section of the form by using the buttons on the right hand side of the page.

You can “Save” or “Close” the form and come back to it later if needed.

9. Once you have updated the form with the information for the current year, scroll all the way down to the end of the screen and submit it for approval by clicking the **submit** button.

Save

Close

Submit

1. Initiative Information
> Progress: Ready

2. Initiative Category
> Progress: Ready

3. Intended Impact
> Progress: Ready

4. Geographic Area
> Progress: Ready

10. Clicking the **submit** button automatically starts an email approval process to the Division for Social Impact, your Head of Department and the Dean of your Faculty. Once the Dean approves your initiative, you will receive an email notification confirming the approval, and the initiative will appear on the platform.

Thank you for re-registering your Social Impact Initiative.

If you experience any problems registering your initiative, or require any assistance, please contact the Initiative administrator on siadmin@sun.ac.za

Additional Tips for completing the form

Staff Information

When entering staff details, you can either:

1. Enter the username (e.g. jhenry) and click on the person check icon circled in red to validate it:

Williams, Joanne <jhenry@sun.ac.za>

Or

2. Leave the field blank to start with and click on the lookup icon circled in red to do a search.

Lookup icon circled in red

Then use the search feature to find the person. You may need to refine the search by typing surname, first name and selecting from the returned list.

After selecting the relevant staff member in the list, click on “ok”.

