



Division for Social Impact

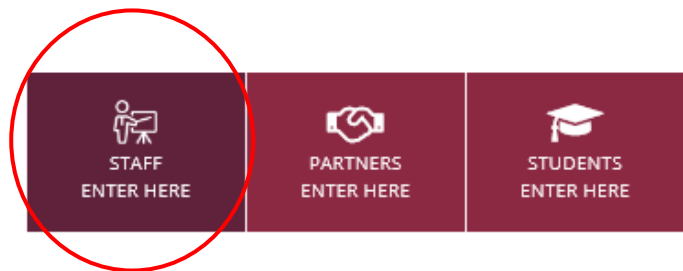
Social Impact Initiative registration guide

How to register a new Social Impact initiative

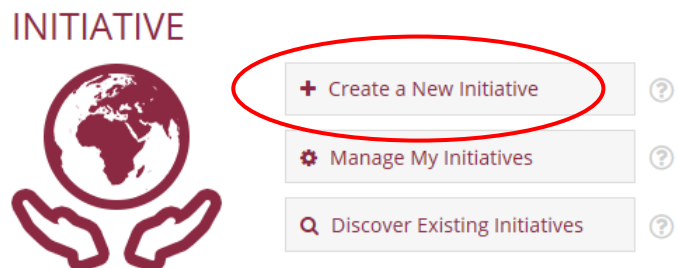
1. Please use **Internet Explorer** or **Microsoft Edge** browsers to access the site here:

<http://www.sun.ac.za/si/en-za/Pages/default.aspx>

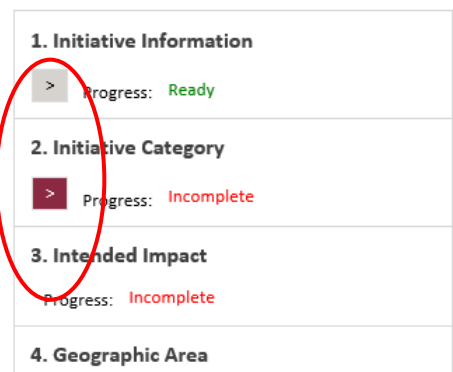
2. Click on the **Staff Enter Here** button at the top of the website



3. Under the heading "Register and Manage your Initiatives and Profile", click on the **Create a New Initiative** button



4. Complete the **form** which opens up.
The form will take you through each section sequentially. Once each section has been filled in, you can move on to the next, or "Save" and "Close" the form and come back to it later. Once you have completed a section, you can navigate back to it by using the button next to the section in the right hand side pane.



5. Once you have completed all the required fields and reviewed the information, scroll all the way down to the end of the screen and submit it for approval by clicking the **submit** button.

Save

Close

Submit

6. 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 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:



A screenshot of a form field with a dropdown arrow on the left. The field contains the text "Williams, Joanne <jhenry@sun.ac.za>". To the right of the text is a small icon of a person with a checkmark, which is circled in red.

Or

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

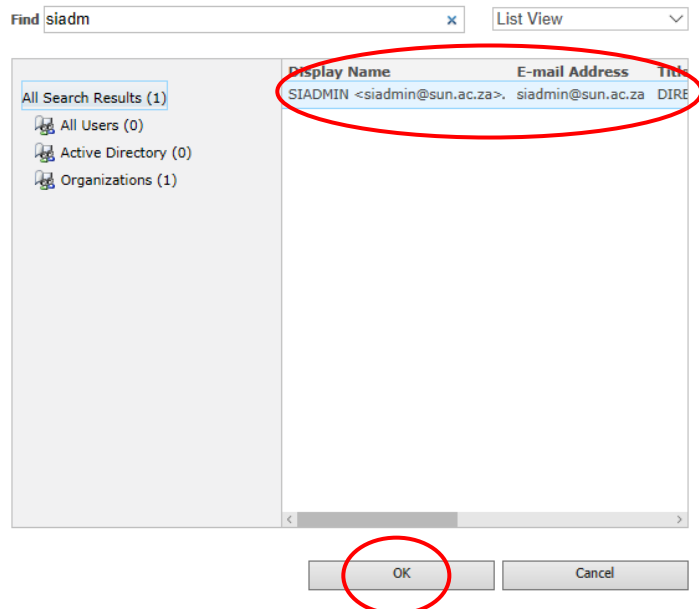


A screenshot of a form field with a dropdown arrow on the left. The field is empty. To the right of the field is a small icon of a person with a magnifying glass, which is circled in red.

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".

Select People



A screenshot of a "Select People" dialog box. The search bar contains "siadm". The search results are displayed in a table with columns "Display Name", "E-mail Address", and "Title". The first result is "SIADMIN <siadmin@sun.ac.za>" with email address "siadmin@sun.ac.za" and title "DIRE". This row is circled in red. Below the table are "OK" and "Cancel" buttons, with the "OK" button circled in red.

Display Name	E-mail Address	Title
SIADMIN <siadmin@sun.ac.za>	siadmin@sun.ac.za	DIRE