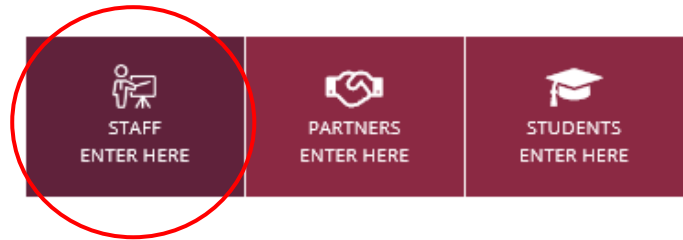# Division for Social Impact

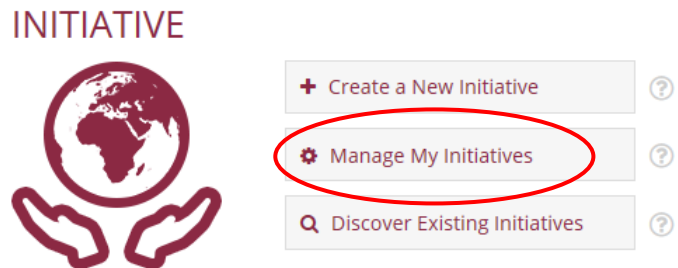Social Impact Initiative re-registration guide

How to re-registering a former Community Interaction project

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 former Community Interaction project will be found in the screen below, under "My Initiative Request Forms".
   Note: Once your former Community Interaction project is registered and active, it will appear in the "My active Initiative Request Forms" list.

My Social Impact

My SI Staff Profiles	My Initiative Request Forms	
	✓ Name	Modified
	31 Aug	⋯ 31 August
	30 August -	⋯ 31 August
	Documenting the history and community of Fisantekraal - 2017	⋯ 20 minutes ago
	Documenting the history and community of Fisantekraal - 2014	⋯ 31 minutes ago

My Active Initiative Request Forms

✓ Name	
Final Test - 2017	⋯
1 September - 2017	⋯

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.

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

Initiative Request Form

Filename:	Documenting the history and community of Fisantekraal - 2014
Form Status:	Legacy
Re-register:	Re-register

8. 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.

1. Initiative Information
> Progress: Ready

2. Initiative Category
> Progress: Incomplete

3. Intended Impact
Progress: Incomplete

4. Geographic Area

Please note we have done our best to migrate the data we possibly could into the new system.

9. 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

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:

    Or

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

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

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   ✕

Find siadm   ✕   List View   ⌄

All Search Results (1)   Display Name   E-mail Address   Tit
                                      SIADMIN <siadmin@sun.ac.za>. siadmin@sun.ac.za DIRE
  All Users (0)
  Active Directory (0)
  Organizations (1)

                          OK   Cancel

Select People

Find siadm   ✕   List View   ⌄

All Search Results (1)   Display Name   E-mail Address   Tit
                                      SIADMIN <siadmin@sun.ac.za>. siadmin@sun.ac.za DIRE
  All Users (0)