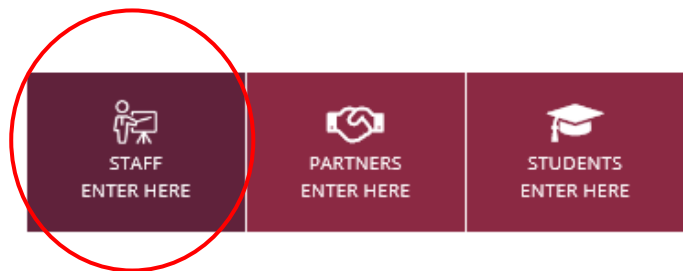# Division for Social Impact

Social Impact Initiative registration guide
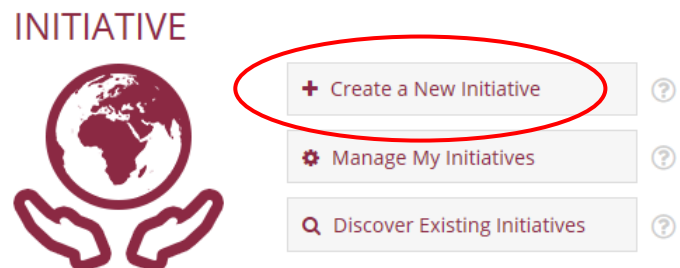
How to register a new Social Impact initiative

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.
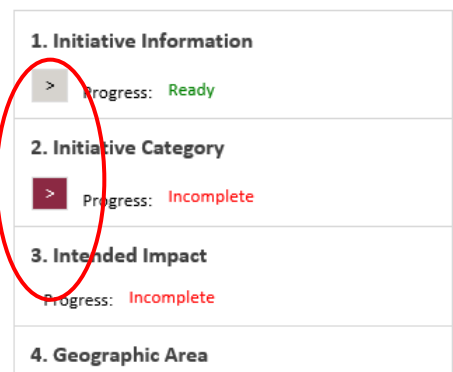
5. Once you have completed all the required fields and reviewed the information, scroll all the way down to the end of the screen and submit it for approval by clicking the **submit** button.
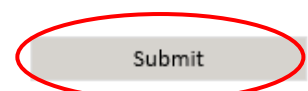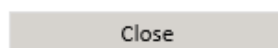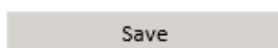
6. Clicking the **submit** button automatically starts an email approval process to the Division for Social Impact, your Head of Department and the Dean of your Faculty. Once the Dean approves your initiative, you will receive an email notification confirming the approval, and the initiative will appear 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:

   Or

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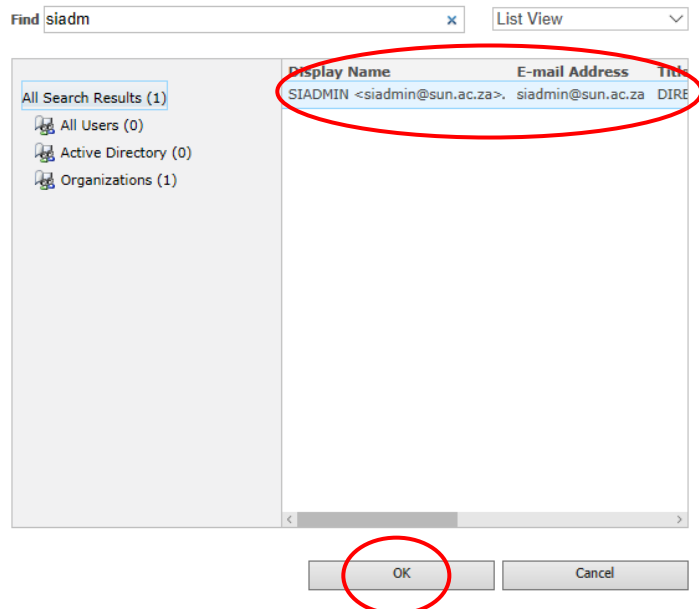

   Then use the search feature to find the person. You may need to refine the search by typing surname, first name and selecting from the returned list.

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