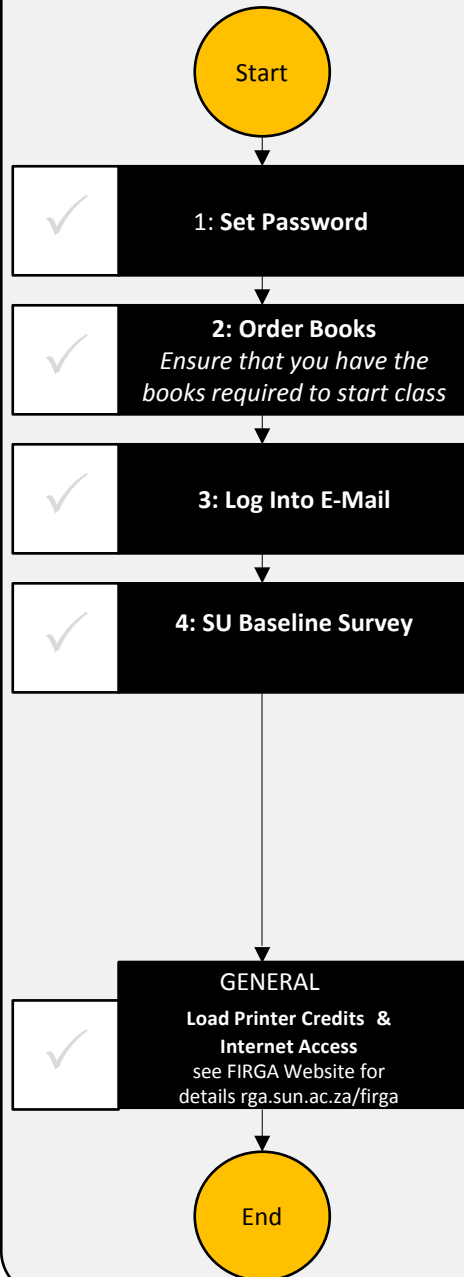




Overview



1: Set Password

Ensure that you have your student number and the password that was sent to you. If you've forgotten or haven't received these credentials you can retrieve them if you know your ID number. If you don't have either, ask one of the admin personnel to assist you.

The PC you're sitting at should already be signed on to Windows. (If not, use eea01 with blank password to sign on).

On the Desktop open the **UserAdmin** icon - or in any internet browser go to **www.sun.ac.za/useradm**

If you HAVE your received password click on **Sign On**:
Enter your Student Number and Password. After you have logged on, click on **Change Password** (top left) and follow the instructions to set your new password.

If you DO NOT have your received password click on **Forgot Password**:
Enter your Student Number and ID number and click Continue

Pay attention to the password rules and answer the password reminder questions at the bottom of the page.
(See below)

Click Update when done.

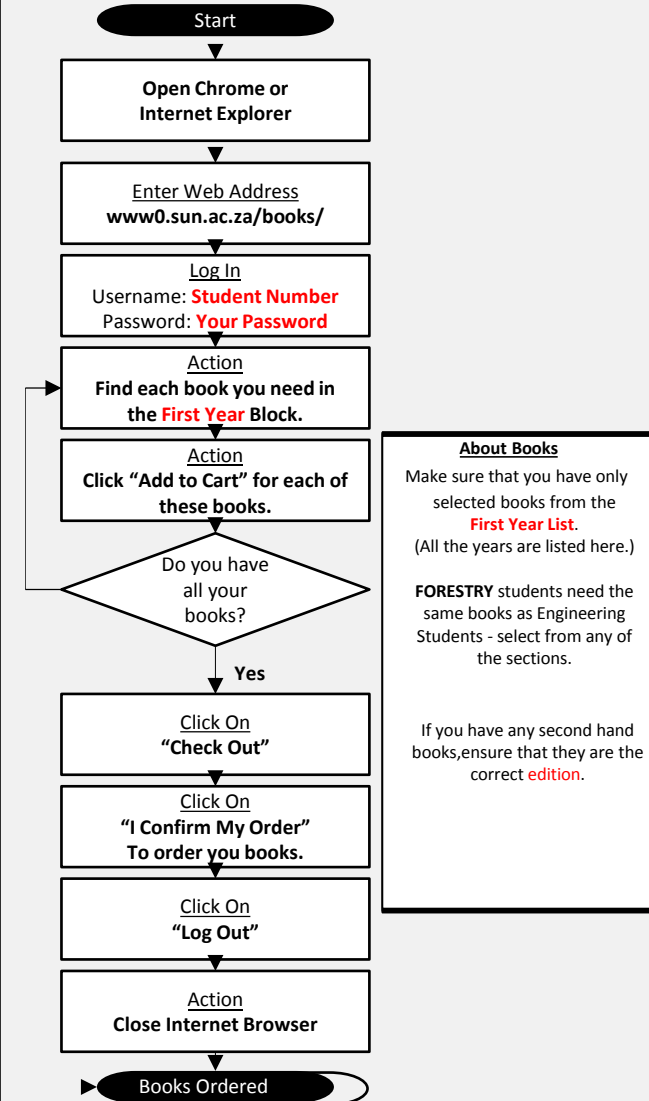
If a GREEN block is displayed after you have clicked Update, all of your passwords have been successfully synchronised and you may continue to the next step. If a RED block is displayed, ask one of the admin personnel to assist you.

DO NOT LOG OFF the PC once you have set your password but close the browser before continuing to the next step.

Password Rules

- You may **not use** any of your **previous 10** passwords.
- You may **not use** your **name**, **surname** or **student number**.
 - Password must be at **least 8 characters** long.
 - Password must contain at **least one character** each from **3 of the following 4 categories**:
 - Numbers (0–9)
 - Lower Case Letters (a–z)
 - Upper Case Letters (A–Z)
 - Special Characters (!@#\$%^&*)

2: Order Books



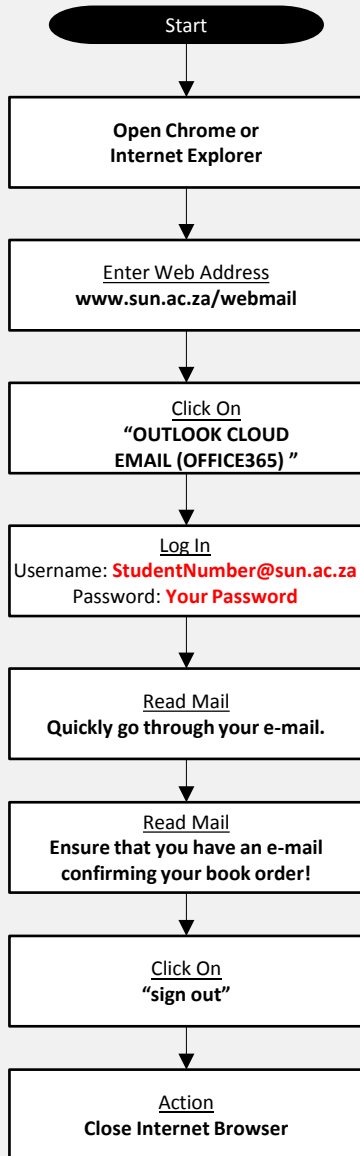
About Books

Make sure that you have only selected books from the **First Year List**.
(All the years are listed here.)

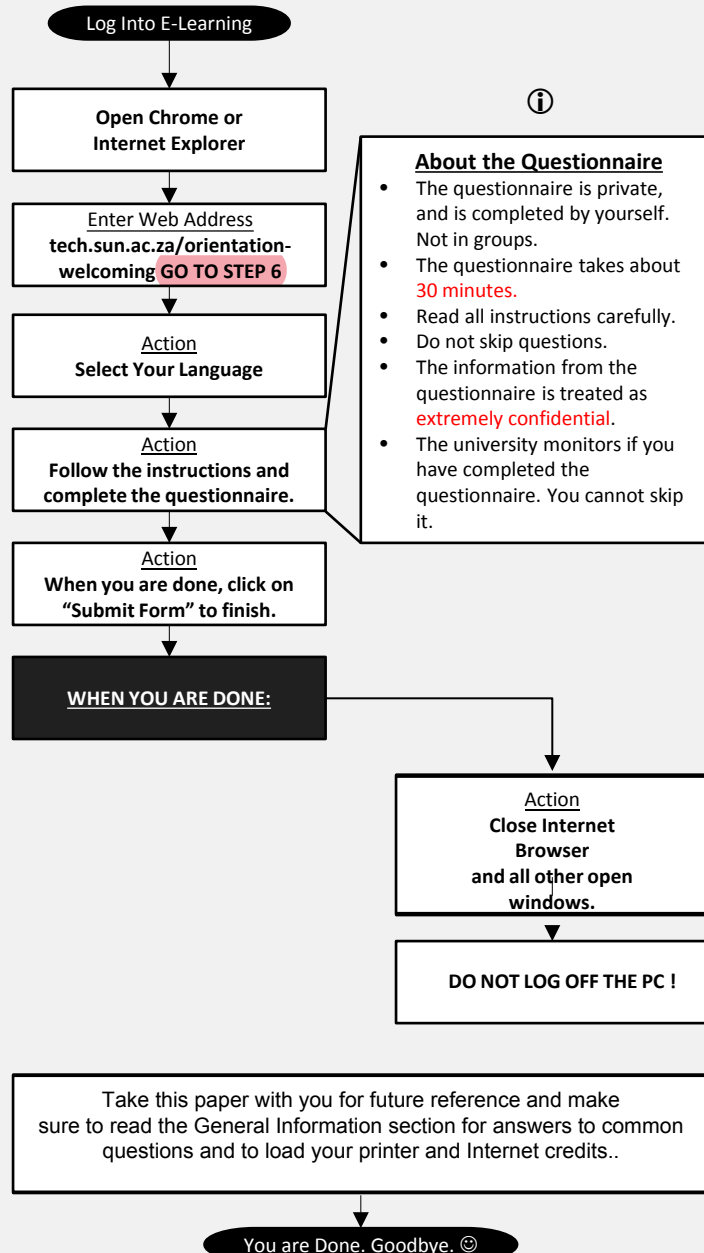
FORESTRY students need the same books as Engineering Students - select from any of the sections.

If you have any second hand books, ensure that they are the correct **edition**.

3: E-Mail Log In



4: SU Baseline Survey



General Information

FIRGA is an acronym for 'Fakulteit Ingenieurswese Rekenaar Gebruikers Area' and is divided into 4 main areas, 1 x 24h General use Open Area (M1002) and 3 x Electronic Classrooms of varying sizes (M2002, M2004, M3002).

Room M1002 is available for general use 24 hours a day. Scheduled classes take place in all other rooms from 8-5 during weekdays.

Rooms (M2002, M2004 & M3002) can be used when scheduled classes are done.

HOW DO I ACCESS THE INTERNET?

HOW DO I LOAD PRINTER CREDITS?

HOW DO I REGISTER MY OWN DEVICE ON THE NETWORK?

For links and general help visit **rga.sun.ac.za/firga**

Please familiarise yourself with rules and regulations under the **About** page

Visit **my.sun.ac.za** for links and access to all student services. Here you will find your timetable and all study and administrative services.

Be sure to visit the **Computer Services** link under the **Administration** tab for **Student IT services (IT Hub)**.

Wi-Fi connectivity and to register your device

<https://servicedesk.sun.ac.za/kb/display/ITHUB/Connectivity>

Password Multi-Factor Authentication Instructions

<http://www0.sun.ac.za/itservices/useradm/mfa.htm>

Load Printing Quota

Visit the UserAdmin page by following the link from **my.sun.ac.za** or by typing **www.sun.ac.za/useradm** in any browser

This step is only possible once you have received your student card)

