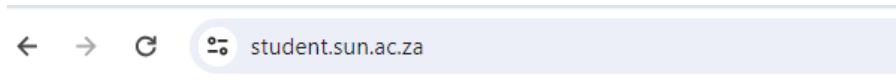


Instructions to load printer credits

Go to: <https://student.sun.ac.za>



Sign in to **ACADEMIA**
by SEROSOFT



Applicant



Student



Administrator



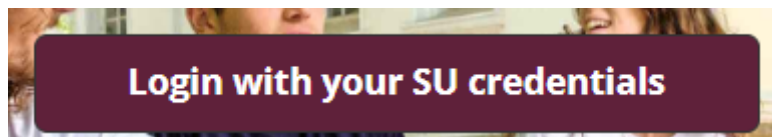
Select Student



Student



Log in with your student credentials.



Sign in

studentnumber@sun.ac.za

[Can't access your account?](#)


Back

Next

Approve your Multi-Factor Authentication (MFA) Request

@sun.ac.za

Approve sign in request

-  Open your Authenticator app, and enter the number shown to sign in.

No numbers in your app? Make sure to upgrade to the latest version.

Don't ask again for 30 days

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)



Go to "request"



Request

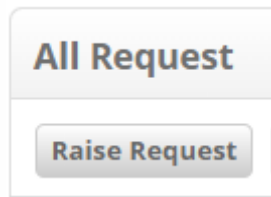


Go to "All Request"

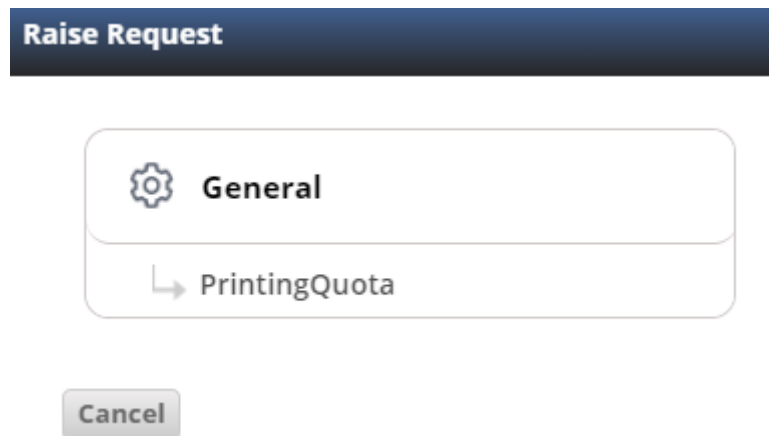
My Requests

All Requests

➤ Select Raise Request



➤ Click on Printing Quota



➤ Select Printing Service under Request Category

➤ Select Printing Quota under Request Type



➤ Add the amount. “R350 should be enough for the year, any money not being used will be credited back to your student account.”

Amount:

➤ Click Upload and Submit



➤ Your request has been submitted.

Request By	Requester Name	Program	Section	Request Category	Request Type	Request Date	Request Assigned To	SLA Days	Service Request Status
Student			Default	Free Form	Printingservice	30/01/2024	Auto	1	Closed

You will receive an email below to confirm that your student account has been debited with the amount you requested.

