

## STEP 1: Log on to SunStudent Portal

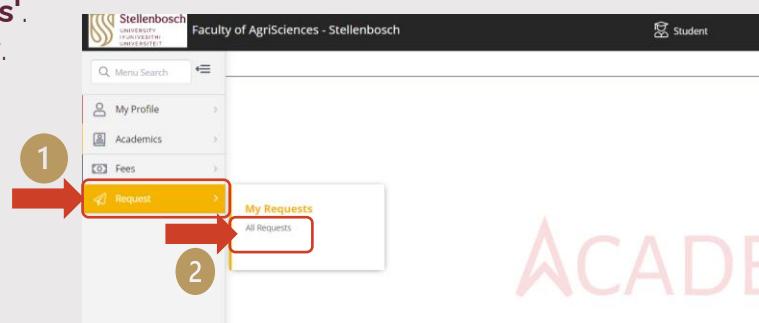
Use the **GOOGLE CHROME** web browser, and proceed to the SUNStudent Registration Student Portal sign-in page: <https://student.sun.ac.za/>

✓ Current students can only log on to the student portal with their SU credentials (e.g. studentnumber@sun.ac.za)



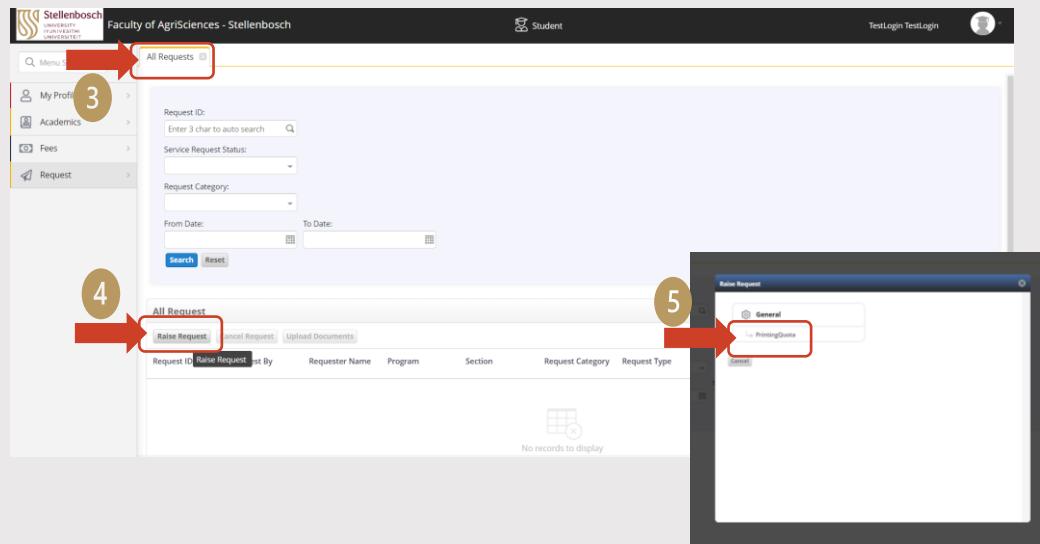
## STEP 2: How to log service requests: Printing Services

1. On the left side of the screen select **'Requests'**.
2. Click on **'All Requests'** in the opened window.
3. In the **'All Requests'** tab the previously raised service requests can be viewed in the top half of the screen.



4. For a new service request, click on **'Raise Request'** button.

5. In the pop-up window, click on **'Printing Quota'**.



6. Select **'Printing Services'** in the **'Request Category'** field

7. Enter an **'Amount'** for printing services

8. Click on **'Upload & Submit'**

9. In the additional screen that opens, click on **'Save'**

10. A successful service request for printing will reflect on student account

