# **Registration Portal**

### STEP 1: Log on to SunStudent Portal

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

Student

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

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Administrator	$\rightarrow$		The second second	Login as Student
				Login with your SU credentials

## **Registration Portal**

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

- 1. On the left side of the screen select '**Requests**'.
- Click on 'All Requests' in the opened window.
   In the 'All Requests' tab the previously raised

service requests can be viewed in the top half of the screen.

 For a new service request, click on **'Raise Request'** button.
 In the pop-up window,

click on **'Printing Quota'**.

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- 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



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