University of Stellenbosch: Faculty of Engineering

Alpha Program
Computer Orientation
2024

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Faculty of Engineering

Overview

Start

✓ 1: **Set Password**

✓ 2: **Log Into Email**

✓ 3: **Important Information**

GENERAL
✓ **Load Printer Credits &**
Internet Access
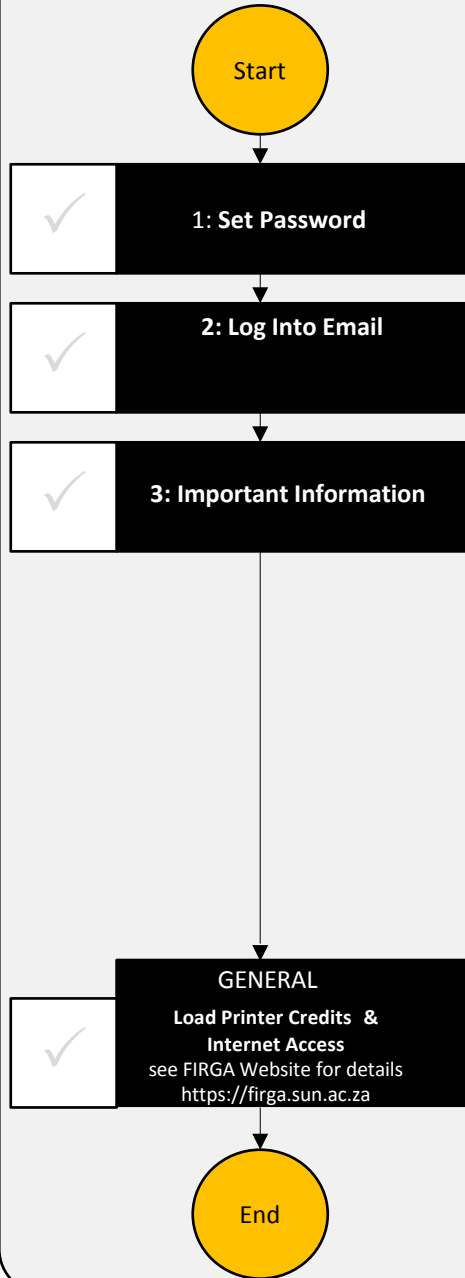see FIRGA Website for details
https://firga.sun.ac.za

End

1: Set Password

Ensure that you have your student number and the password that was sent to you. If you've forgotten or havent recieved these credentials you can retrieve them if you know your ID number. If you dont 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 recieved 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 recieved password click on **Forgot Password**:
Enter your Student Number and ID number and click Continue

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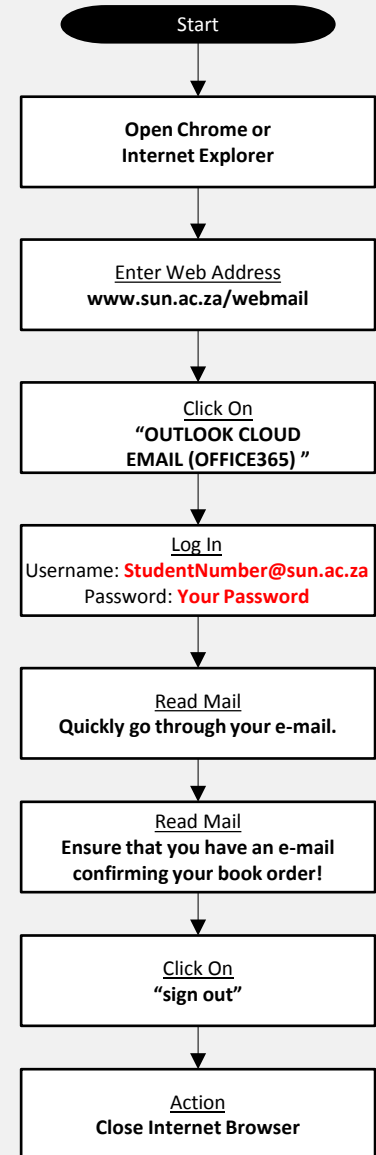(See below)

Click Update when done.

If a GREEN block is displayed after you have clicked Update, all of your passwords have been successfully syncronised 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: E-Mail Log In

Start

Open Chrome or Internet Explorer

Enter Web Address
www.sun.ac.za/webmail

Click On
"OUTLOOK CLOUD EMAIL (OFFICE365)"

Log In
Username: **StudentNumber@sun.ac.za**
Password: **Your Password**

Read Mail
Quickly go through your e-mail.

Read Mail
Ensure that you have an e-mail confirming your book order!

Click On
"sign out"

Action
Close Internet Browser

3: Important Information

Website:
https://firga.sun.ac.za

Software Repository:
http://firgasoftware.sun.ac.za

Helpdesk:
http://firgahelpdesk.sun.ac.za

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 **https://firga.sun.ac.za**
*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)**.
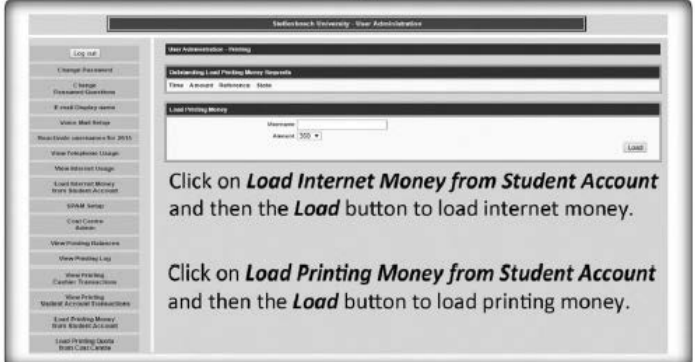
Wi-Fi connectivity and to register your device
https://servicedesk.sun.ac.za/kb/display/ITHUB/Wi-Fi+connectivity

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 typing w**ww.sun.ac.za/useradm** in any browser

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

Click on *Load Internet Money from Student Account* and then the *Load* button to load internet money.

Click on *Load Printing Money from Student Account* and then the *Load* button to load printing money.