



Stellenbosch

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forward together
sonke siya phambili
saam vorentoe

Enrolment Process for SU Employee Training on SUN-e-HR

1. Log in to **"SUN-e-HR"**
2. Expand the **"SUN Employee Self-Service"** tab
3. Expand **"Training and Development"**
4. Select **"Learner Home"**
5. Select **"The Environment"** under **"Browse Catalog"**
6. Select the course you want to attend
7. Click on **"Course Name"**
8. Click on **"Offering Name"**
9. Click on **"Class Name"**
10. On the top right-hand corner select **"Enroll"**
11. On the top right-hand corner select **"Review"**
12. On the top right-hand corner select **"Submit"**

Your application will be sent to your line manager for approval (**Placed**). After that the course administrator will accept, reject, or cancel the application.