Staff - Username Request

(i) **Please make sure your personal information is up to date on the SUN system**

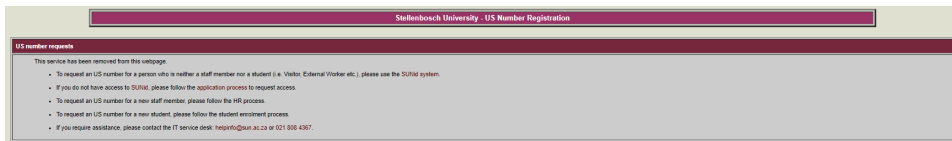**(update your information here: Sun-e-HR)**

1. Login here **Sun-e-HR**
2. SUN Employee Self Service
3. Personal Information
4. Update the correct fields (if needed)

Please note :

- To request an US number for a person who is neither a staff member nor a student (i.e. Visitor, External Worker etc.), please use the SUNid system.
- If you do not have access to SUNid, please follow the application process to request access.
- To request an US number for a new staff member, please follow the HR process.
- To request an US number for a new student, please follow the student enrollment process.
- If you require assistance, please contact the IT service desk: help@sun.ac.za or 021 808 4367.

Step-by-step guide

1. Open your browser (I.e. Google Chrome, Mozilla Firefox, Microsoft edge, Safari). In the address bar type in the link below:

2. US Number Request

3. Follow the instructions on the page to proceed.

(i) Please note: Try the self help guide before calling 021-808-4367

Related articles

- How to reset your password
- FAQs Register & Connecting to Eduroam
- IT Knowledge Space / How to guides
- Move Your Lan For Your Residence Activation Guide
- What to do - Onboarding for New Students