## Steps to register for the free, Sepedi course:

Steps	Screen prints
<ol> <li>Go to the UP Portal (<u>https://www1.up.ac.za/</u>) and sign in</li> </ol>	
	My Development and career C • •
<ul> <li>2) Select the 'Staff System Portlets' tab on the topleft hand side of the screen</li> <li>3) Below the Human Capital Management (HCM) System section, select 'Human Resources Self Service'</li> <li>4) Below the 'My Development and Career section, click on 'Development Request'</li> </ul>	Evelopment need     Development Request     Personal Development Plan     Dev Summary/Cancel/Evaluate      Wy Profile     Career Path     Career Goals     Career Mentoring      Main Menu      Welcome Louw Botha (P1231294) to
	Weiconie Luuw Dollia (F 1231234) lo
(5) On the Learning Strategy section, scroll down	Development and training
and select the 'In-house (free of charge)' option	avelopment request
	Development request Learning Strategy Strategy Guidelines
6) Click on Search by course name: Enter 'Sepedi'	Request Training Enrollment
	Course Search Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses. Course name Sepedi or North Sotho Search
	Course Details
	Description Course Detail Number Session Availability
	Sepedi (North Sotho) 6 510 View Available Sessions
	Return to Request Training Enrollment
<ul> <li>⑦ Course details will be displayed. Click on Continue</li> <li>⑧ Click on 'Submit'. The application will be submitted to your line manager for approval.</li> </ul>	
(9) The course facilitator will provide guidelines to access the programme on Clickup.	For any further assistance please contact: <u>upstafftraining@enterprises.up.ac.za</u>