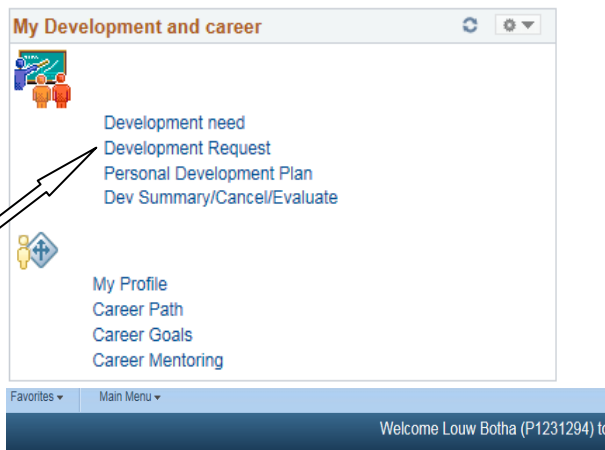
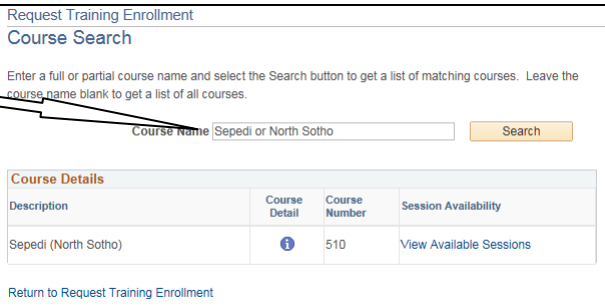


Steps to register for the free, Sepedi course:

Steps	Screen prints								
<p>① Go to the UP Portal (https://www1.up.ac.za/) and sign in</p>									
<p>② Select the 'Staff System Portlets' tab on the top-left hand side of the screen</p>									
<p>③ Below the Human Capital Management (HCM) System section, select 'Human Resources Self Service'</p>									
<p>④ Below the 'My Development and Career' section, click on 'Development Request'</p>									
<p>⑤ On the Learning Strategy section, scroll down and select the 'In-house (free of charge)' option</p>									
<p>⑥ Click on Search by course name: Enter 'Sepedi'</p>	 <table><tr><th>Description</th><th>Course Detail</th><th>Course Number</th><th>Session Availability</th></tr><tr><td>Sepedi (North Sotho)</td><td></td><td>510</td><td>View Available Sessions</td></tr></table> <p>Return to Request Training Enrollment</p>	Description	Course Detail	Course Number	Session Availability	Sepedi (North Sotho)		510	View Available Sessions
Description	Course Detail	Course Number	Session Availability						
Sepedi (North Sotho)		510	View Available Sessions						
<p>⑦ Course details will be displayed. Click on Continue</p>	<p>For any further assistance please contact: upstafftraining@enterprises.up.ac.za</p>								
<p>⑧ Click on 'Submit'. The application will be submitted to your line manager for approval.</p>									
<p>⑨ The course facilitator will provide guidelines to access the programme on Clickup.</p>									