Please request funding for external short courses/programmes (public courses presented at CE@UP are considered external programmes) through the **UP Portal** in PeopleSoft as follows:

1. Log in to the UP portal (**www.up.ac.za**).(If you experience problems with the login, please contact the IT Help desk at Tel: 012 420-3051 Email: help[at]it.up.ac.za)

2. Scroll to the **Human Capital Management (HCM) System** Portlet and click on Self service for Personnel (Leave, claims, personal info etc.) HCM Home page.

3. Click on the **Employees WorkCentre** link.

4. Click on the **Perform/Develop** tab on the panel on the left hand side of the screen.

5. Click on **Development Needs and enter a development need (**New Development Needs can be added and existing Development Needs can be edited. To add a new Need, click on the **Add New** Note button). Note. To edit or access the details of an existing Development Need, click on the Need's subject. **Select Learning Strategy (External Short Courses/Programmes), save and follow next step.**

6. Click on Learning Strategy (External Short Courses/Programmes).

7. Complete the comments field if necessary (Note: Motivate if you have funds available or not and then complete the required fields (cost), select the development need and the reason, attach the required document(s) and click on **Submit** – all your personal details will be captured automatically. The line manager would be prompted to approve the request. The line manager would be able to provide the cost centre (search function) if departmental funds are available. If not, the line manager would enter a 0 (or contribution amount) in the required field and enter the **required amount for approval by the HRDC** and click on **Submit** . The chair of the HRDC will facilitate approval. The line manager and applicant will be notified of the approval. It is the responsibility of the applicant to attach the approval notification to the invoice and request the chair to sign (approved) on the invoice. The normal financial process would follow.