



**HEALTH DISASTER RECOVERY NEEDS
ASSESSMENT AND RECOVERY PLANNING**

ONLINE SHORT COURSE TRAINING

**REGISTRATION
INSTRUCTIONS**

HDRNA Short course

Registration Instructions

Hello and welcome to the first step to register for the Health Disaster Recovery Needs Assessment (HDRNA) and Recovery Planning short course training, developed jointly by Stellenbosch University, PERIPERI U and the United Nations Development Programme (UNDP) to provide an introduction to approaches for conducting systematic needs assessments of health disasters.

This document is to assist you in the registration process of the short course to avoid any confusion and to ensure we can start you on the course as soon as possible! Lets begin!

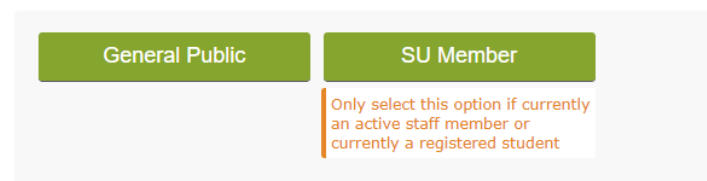
Please note there is an important section to watch out for regarding payment!! Please follow the instructions carefully to ensure you don't accidentally have to pay for anything!

REGISTRATION STEP 1: APPLICATION FORM

In your first step following the link provided on the HDRNA webpage, you should arrive on the Stellenbosch University short course website portal, which houses many different short online and in person short course trainings. Firstly you will need to decide how to proceed as...

Application Form

Proceed as:



General Public	SU Member
	Only select this option if currently an active staff member or currently a registered student

The options are for each applicant to proceed are either as a member of the **“General Public”** (General Public) or as **“SU Member”** (Member of Stellenbosch University) Please select, **“General Public”** if you are not a current staff member or student of Stellenbosch University.

This will take you to the next page **“TERMS AND CONDITIONS FOR SHORT COURSES”** Terms and Conditions for Short Courses.

If you are admitted to the short course for which you have applied, these terms and conditions will be part of your agreement with Stellenbosch University and it is important that you understand all your responsibilities. If you are admitted to the course, your agreement with the University becomes legally binding.

The University has drafted the terms and conditions in plain language, but please do not hesitate to ask for an explanation if you do not understand it. You can contact the Division for Short Courses at shortcourse@sun.ac.za for help

You can read the translated version of these terms and conditions at the end of the document in **ANNEX I**

Please Note Regarding “Payment” Payment mentioned in these terms and conditions, this is covered by the UNDP and Stellenbosch University, and thereby of no concern to you as a participant.

At the end of the page, you will find the last section requesting you to select “COVID-19 Recovery Needs Assessment and Recovery Planning”. Please scroll down and select it as seen below.

COVID-19 Recovery Needs Assessment and Recovery Planning

I confirm that I am applying for:

- Select -

- Select -

COVID-19 Recovery Needs Assessment and Recovery Planning (16-Nov-2020 - 20-Nov-2020)

Then select the three points, declaring that:

- **“I have read these terms and conditions and that I understand my responsibilities”** I have read these terms and conditions and that I understand my responsibilities.
- **“Where I did not understand the terms and conditions I have asked for an explanation”,** Where I did not understand the terms and conditions I have asked for an explanation.
- **“I will ensure that all the information provided on the application form is correct”,** I will ensure that all the information provided on the application form is correct

I declare that:

☐ I have read these terms and conditions and that I understand my responsibilities.

☐ Where I did not understand the terms and conditions I have asked for an explanation.

☐ I will ensure that all the information provided on the application form is correct

Next

Please then click on **“Next”** to take you to the next webpage.

This third webpage will ask you to confirm your personal information

Application Form

COVID-19 Recovery Needs Assessment and Recovery Planning

I confirm that I am applying for:

COVID-19 Recovery Needs Assessment and Recovery Planning (16-Nov-2020 - 20-Nov-2020)

Have you previously attended a learning or training programme at Stellenbosch University?

- Select -

Do you require a printed certificate

- Select -

For the first three questions;

1) “I confirm that I am applying for”:

You must select the answer box and select the name of this course which should be automatically there.

2) Have you previously attended a learning or training programme at Stellenbosch University?

Have you previously attended a learning or training programme at Stellenbosch University? If you have not previously studied at Stellenbosch University, please select “**No**” no.

However, if you have studied at Stellenbosch and select “**yes**” yes, it will request you provide your “**US number previously used**” US (student number at Stellenbosch University) number previously used:

3) Certificate Language

There are only three languages for the certificate to be printed in, reflecting the three languages of tuition at Stellenbosch University, English, Afrikaans and IsiXhosa. Unfortunately French is not available at this time.

You will then need to provide the following **Personal information** and **Contact Information**

Surname	Surname (this column will be in French)
Full Names (do not include surname)	Full Names (do not include surname)
Initials (do not include surname's initial, spaces or any punctuation marks)	Initials (do not include surname's initial, spaces or any punctuation marks)
Nickname	Nickname
Title	Title
Gender	Gender
Ethnicity	Ethnicity
Nationality	Nationality
Date of Birth	Date of Birth
Home Language	Home Language
Dietary Requirements	Dietary Requirements
Disability	Disability
Wheelchair	Wheelchair
Contact Information	Contact Information
E-Mail Address	E-Mail Address
Contact Number (eg +270218089111)	Contact Number (eg +270218089111)
Cellphone Number (eg +27823949770)	Cellphone Number (eg +27823949770)
Work Number (eg +270218089111) Optional	Work Number (eg +270218089111) Optional
Fax Number (eg +270218089111)	Fax Number (eg +270218089111)
Do you want to receive marketing material?	Do you want to receive marketing material?

The next set of questions will ask for your **'postal address'**

Country	Country (this column will be in French)
Street / Post Box	Street / Post Box
Suburb	Suburb
City / Town	City / Town
Postal Code	Postal Code

The next set of questions will ask for your **"Courier Address"** Courier Address, in which your certificate will be delivered to. If your Courier address is the same as your postal address, you can click on **"Copy from Postal Address"** Copy from Postal Address.

Once completing all these questions, please click on **"Next"** to take you to the next and final webpage,

On this fourth and final Webpage, questions will focus on **"Current Employment"** Current Employment

Currently Employed	Currently Employed (this column will be in French)
Industry	Industry
Work Area	Work Area
Job Title	Job Title
Current Employer	Current Employer
Employer Contact Number	Employer Contact Number

VERY IMPORTANT!!! PLEASE PAY ATTENTION

The following set of questions will focus on **"Payment"** for the course.

Please note that this course is free of charge for the participant, and all costs are being covered by the UNDP and Stellenbosch University. You will not need to pay for anything. However you will need to follow this process exactly as described below

Therefore you will need to answer these questions under the following;

Payment Responsibility
You will need to select "Department"
Payment Contact Person
You will need to type in the following: Alberto Francioli
Payment Contact Number
You will need to type in the following: +27218089401
Payment Contact Email
You will need to type in the following: albertofrancioli@sun.ac.za

Once you have completed all these details, please click **"Submit"** to submit the details and complete the application process. You will be contacted within a few days (maximum 4 working days) via email to confirm your application and provide you with instructions to log into the SUNOnline system and participate in the course.

Please note if you do not follow this process, you will need to pay ZAR 180.00 (approximately 10 USD) to register for the course. If you select the option to pay for the course, your registration process will be automated and accelerated, and you can start the final step of the registration process to access the short course online.

Whichever payment option you choose, you will be eligible to start the next part of the registration process in which to access the online teaching and learning Platform **SUNOnline** where you will start the training

REGISTRATION STEP 2: ACCESS TO SUNONLINE

After your registration on the short course system, you should receive an email from Stellenbosch University, which will help you get access to the SUNOnline learning platform in which you will access the training program.

The first step you should receive an email that looks something like this (see below). Please follow the instructions on the email by following the link “click here” to start with this first step.

STEP 1



Dear Bob Smith

SU number: 11000011

Health Disaster Recovery Needs Assessment (HDRNA) and Recovery Planning short course training

Welcome to Stellenbosch University's Online Short Course Platform.

Step 1 (of 4): Verify your enrollment details.

Please [click here](#) to start with Step 1.

Kind Regards

SUNOnline
shortcourse@sun.ac.za

Team



You will be then taken to a webpage that will seek to verify your email. Please be sure that you use the same email address that you uploaded on the registration system, the same email that you should have received this above email to access the SUNOnline learning platform.

You will need to complete the reCAPTCHA to confirm you are a person and not a 'robot' (fake AI account)

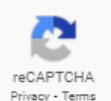
SUNOnline email verification

Please complete reCAPTCHA to confirm you are not a robot

reCAPTCHA



I'm not a robot



Continue

It will then take you to another page to then confirm your name as well as the name of the course you are attending. If these are not correct, something may have gone wrong in the initial registration process and we suggest that you begin again.

Verify enrollment details

Please click **Continue**, if your details are correct.

Name	Bob Smith
Course	Health Disaster Recovery Needs Assessment and Recovery Planning: Introduction Course

Continue >

You should then receive this message, to confirm that a verification email has been sent to your email address. You will need to click on the link to continue to the next stage of the registration process.

Please note, you will need to complete this process within the next 72 hours!!



SUNOnline email verification

Hi, Bob Smith

A verification email has been sent to you. Please click on the link therein to verify your email address. Please note that the link is only valid for 72 hours.

STEP 2

Once you have confirmed these details, A second email should appear shortly afterwards titled “**Step 2 (of 4)**”, You will need to follow the link to start the process by click on ‘[Click Here](#)’ on the email




The link will take you to a webpage in which you must click in the box which says “**I’m not a robot**”, to confirm you are a person and not a fake account. After ticking in the box, click “**continue**” to continue with the enrollment

SUNOnline email verification

Please complete reCAPTCHA to confirm you are not a robot

reCAPTCHA

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Continue

click “**continue**” to confirm and continue with the enrollment. If Something is incorrect, please contact albertofrancioli@sun.ac.za

Once you have confirmed these details and you have clicked continue, notification will inform you that another email will be sent to you. This third email should appear shortly afterwards titled “**Step 3 (of 4)**”, You will need to follow the link to start the process by click on ‘[Click Here](#)’ on the email to continue and complete the enrollment process

SUNOnline email verification

Success

An email has been sent to you to complete your SUNOnline access.

STEP 3

In the third step of the process “**Step 3 (of 4)**” it will request that you create a “**password**” and “**username**”. You will need to follow the link to start the process by click on ‘[Click Here](#)’ on the email

Dear: Bob Smith

SU number: 1100001

SU username: bobsmith

Step 3 (of 4): Create password.

PLEASE NOTE you will need your SU username to create your password:

If you are an active SU staff member or current SU student use your existing password credentials.

Please [click here](#) to start with Step 3.

Kind regards

SUNOnline Team

shortcourse@sun.ac.za



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STELLENBOSCH
UNIVERSITY

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The link will take you to a webpage in which you must click in the box which says “I’m not a robot”, to confirm you are a person and click “**continue**” to continue with the enrollment.



SUNOnline email verification

Please complete reCAPTCHA to confirm you are not a robot

reCAPTCHA



I'm not a robot



reCAPTCHA
[Privacy](#) - [Terms](#)


Continue

On the next page, you must register your username and email address to be used for logging on to the SUNOnline platform. If you are NOT a current Stellenbosch university student or staff member, You must only fill in the first section for “**NEW USERS**” in which you must fill in your “**Username**” (provided to you in the previous section) and your **email address**. Once you have provided those details please

click on the button below **“set password”** to set your password. You must please chose a password that you will remember!!!

If you are a Stellenbosch university student or staff member please complete the second section for **“ACTIVE SU MEMBER OR CURRENT SU STUDENT”** with your current SU user name and password. You can then click to verify this.

Authentication

 **NEW USERS** - Set your password if you do not already have one.
A one-time-PIN (OTP) will be emailed to you once you click on "Set Password"


Username:

Username (not email address)


Email address:

Your verified email address



Set Password

 **ACTIVE SU MEMBER OR CURRENT SU STUDENT** - *verify your credentials*

Username:

Username (not email address) 

Password:

Password  

Verify

Thank You

You have successfully completed the authentication process.

Once you've filled in the username and password section, you'll receive this message stating that "you have successfully registered for the short course".

You will soon be able to log on to the SUNOnline platform where the course will take place. It will take an hour before you can officially connect to SUNOnline by following the link on "Click Here".

Dear Bob Smith

SU number: 1100001

You have successfully enrolled for the short course: Health Disaster Recovery Needs Assessment and Recovery Planning: Introduction Course.

You are now ready to login to SUNOnline. You will be able to login, in an hour's time.

Please [click here](#) to test your access to SUNOnline. Access to the actual course content will only open on the official start date of the short course: 2023/08/01

We look forward to your participation in this short course and should you have any questions, please contact the course coordinator, Alberto Paolo Maria Francioli
- albertofrancioli@sun.ac.za

Kind Regards

SUNOnline Team
shortcourse@sun.ac.za



If you have any challenges accessing the course you can contact the course coordinator Alberto Francioli at albertofrancioli@sun.ac.za. For any technical challenges or support you can contact the University short course division at shortcourse@sun.ac.za. Please note however that the team is largely English speaking and may not be able to communicate in French. In the event you are struggling to communicate please contact Alberto for assistance.

Good luck, and enjoy the training!