



Please note: The system will lock you out if you attempt to log in using an incorrect ID or UniPass on more than 5 occasions. Employees who are locked out by the system should contact the **Service Desk** to regain access on telephone: (938)5 1333 or <mailto:servicedesk@unsw.edu.au>

HOW DO I GET A UNIPASS?

Refer to "Step by Step Guide to Getting Online at UNSW" in this document or visit the website: <http://www.disconnect.unsw.edu.au/staff/getstart/sgetstart.htm>

HOW DO I LOG OUT?

Always log out after using **myUNSW** by clicking the *Log Out* button located in the top right-hand corner of the main **myUNSW** screen. If you have opened **myUNSW** services, navigate back to the Home page to log out. To do this, click the **myUNSW** Home link in the top left-hand corner of the screen.

Please Note: If other people have access to the computer you are using, it is recommended that you should close all your browser windows when you have logged out as an additional security precaution.

A *Help* link is displayed in the top right-hand corner of each screen for further information.

my.unsw.edu.au



myUNSW

myUNSW is the single online access point for UNSW services and information, integrating online services for applicants, commencing and current students and UNSW employees.

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myUNSW can be accessed at <https://my.unsw.edu.au/> from any computer on the Internet, anywhere in the world.

Employees who are also enrolled students (with a common ID) will be able to access both employee and student services through the same **myUNSW** login.

FEATURES FOR EMPLOYEES:

- Review and update personal details;
- Review and update emergency contact details;
- View and print pay advice, including history;
- View leave balances for recreation, sick and long service leave;
- Forecast leave balances to a future date;
- Review leave history;
- View and update EEO statistical and Highest Qualifications information;
- Access to resources for employees involved in student and academic administration;
- Access to My News & Events and My Announcements, on-line bulletins regarding employment and student administration matters at UNSW.

UNSW is moving away from providing printed pay advice to employees with internet access, saving an estimated 3 tonnes of paper a year. The UNSW Green Office endorses this initiative. For more office-resource saving ideas go to <http://www.emp.unsw.edu.au/>

STEP-BY-STEP GUIDE TO GETTING ONLINE AT UNSW

As an employee of UNSW, you have access to a range of IT and communications services, designed to help you with your day-to-day activities.

All UNSW employees are provided with certain IT services as part of their employment, while some other specialist services can be accessed dependent on your role within the University.

ONLINE SERVICES FOR EMPLOYEES

All UNSW employees, with a UNSW ID, have access to the following services, provided by the UNSW Communications Unit.

- UniMail - UNSW Electronic Mail System
- UDUS - UNSW Dial Up Service, offering dial up access to the Internet.
- UniWide - UNSW Campus Wide Wireless Network
- UniPass - UNSW Universal Password System

GETTING ACCESS TO ONLINE SERVICES

For access to UniMail and UDUS; to establish a UNSW email address; be issued with a UniPass; and to be listed in the UNSW Online Directory, complete the form: Communications Access for New Staff (CU01). This form is provided by Human Resources in information packages for new employees, is also available from your department or download from: <http://www.disconnect.unsw.edu.au/aboutdis/cuforms/CU01.pdf>.

Deliver the completed form to the IT Service Desk, on level 2 of the UNSW Main Library, or fax it to IT Service Desk on 9385 1537. Incomplete forms will take longer to process and may be returned to you for completion.

HOW DO I LOG INTO MYUNSW?

To log in to myUNSW you require a valid *ID* and *UniPass*.

- STEP 1:** Open the web browser and enter the **myUNSW** URL in the Address bar <http://my.unsw.edu.au>
- STEP 2:** Employees enter a Login ID by using a lowercase "s" followed by your ID (e.g. s1234567)
- STEP 3:** Enter your *UniPass* as the password.
- STEP 4:** Click the *Log in* button.