

# Training Registration and MyUNSW

## Before you start

Before you start the registration process, make sure you:

1. Know your staff number
2. Know your unipass (the number you use to access MyUNSW and UNSW email)
3. Know how to get to the MyUNSW website

## Contents

For Staff Members:

1. Registering for a course .....page 2
2. Checking your training history and cancelling a registration .....page 8

For Supervisors

3. Approving staff attendance at training .....page 11
4. Reviewing Training Attendance .....page 14



# Registering for a course

## Step 1

To begin, go to the MyUNSW website, which is located at: [www.my.unsw.edu.au](http://www.my.unsw.edu.au)

The screenshot shows the myUNSW website interface. At the top, it says 'THE UNIVERSITY OF NEW SOUTH WALES' and has a search bar. The main header features the 'myUNSW' logo with the tagline 'your personal guide to UNSW services and resources'. Navigation links include 'About', 'System Availability', 'FAQs', and 'Contacts'. The central area is divided into two main sections: 'myUNSW Student & Staff Login' and 'Services for the UNSW Community'. The login section includes fields for 'Login ID' and 'UniPass', a 'Log In' button, and links for 'What is my login ID?' and 'What can I access when I log in?'. The services section includes buttons for 'APPLY ONLINE', 'ACCEPT ONLINE', and 'PAY FEES ONLINE'. Below these are 'UNSW Links' for 'UNSW Sydney' and 'UNSW@ADFA', and a vertical stack of service icons: 'UNSW Handbook', 'ACADEMIC CALENDAR', 'CLASS TIMETABLE', and 'The Low Down'. The bottom of the page features a large illustration of a diverse group of people in a park-like setting, with the UNSW logo and 'Celebrating 60 YEARS of extraordinary achievement' on the left, and legal information on the right: 'CRICOS Provider Code 00098G | Authorised by Pro-Vice-Chancellor (Students) and Registrar | Privacy Statement | Copyright Disclaimer | Site Map | Site Feedback | Site Info'.

Log in using your staff number (starting with a 'z' or an 's') and your unipass

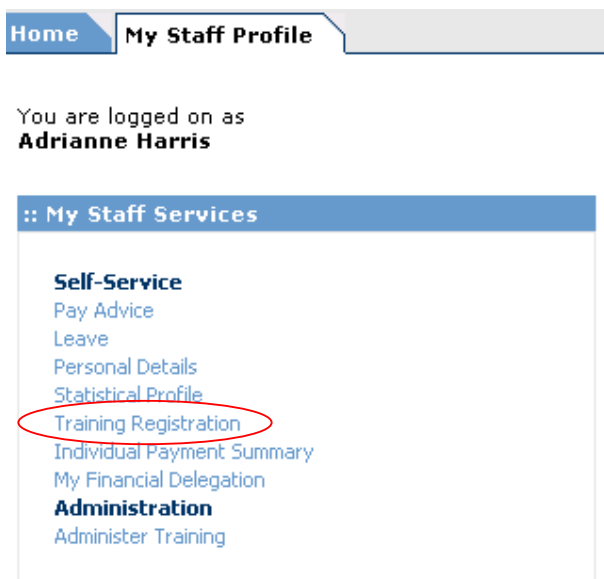
## Step 2

After you have logged in, select the tab marked 'My Staff Profile'.



## Step 3

In the 'My Staff Services' Box (left hand side of the page), select 'Training Registration'.

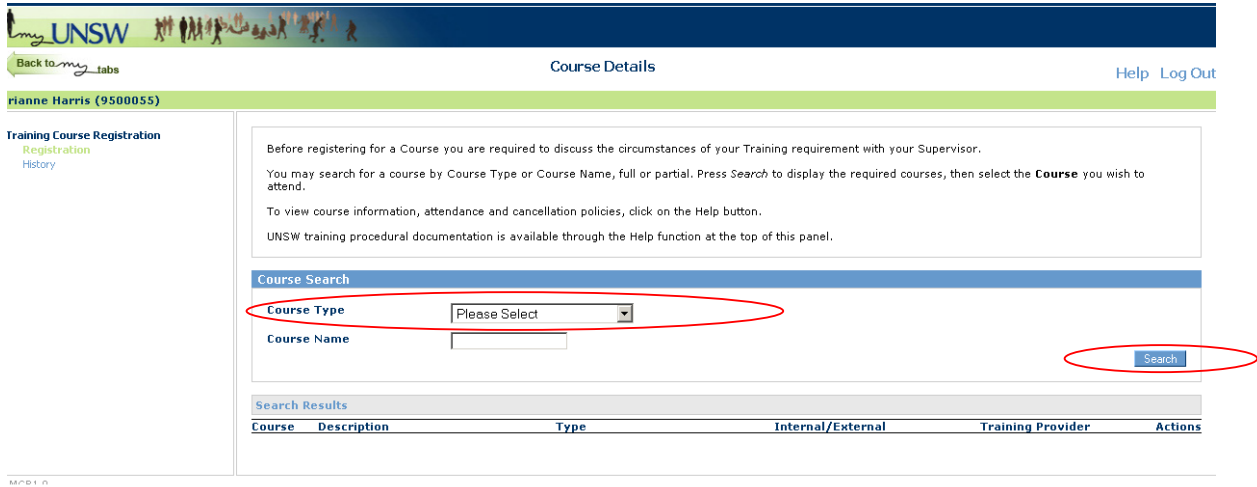


## Step 4

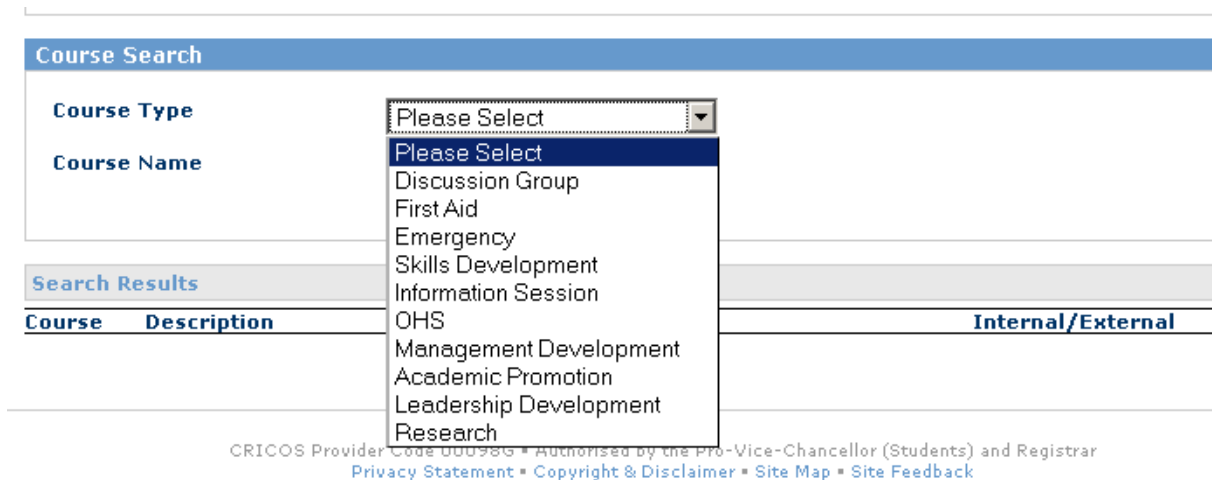
There are two options for searching for courses:

### Option 1: Course Type

Select the course that you wish to register for by selecting clicking on the Course Type drop down menu and selecting the program stream you wish to register for and then clicking on the 'search' button.



The screenshot shows the UNSW Course Details page. At the top, there is a navigation bar with the UNSW logo, a 'Back to my tabs' link, the page title 'Course Details', and 'Help' and 'Log Out' links. Below this, the user's name 'Pianne Harris (9500055)' is displayed. On the left, there is a sidebar with 'Training Course Registration', 'Registration', and 'History' links. The main content area contains instructions: 'Before registering for a Course you are required to discuss the circumstances of your Training requirement with your Supervisor. You may search for a course by Course Type or Course Name, full or partial. Press Search to display the required courses, then select the Course you wish to attend. To view course information, attendance and cancellation policies, click on the Help button. UNSW training procedural documentation is available through the Help function at the top of this panel.' Below the instructions is a 'Course Search' section with a 'Course Type' dropdown menu (set to 'Please Select') and a 'Course Name' text input field. A 'Search' button is located to the right of the input fields. Below the search section is a 'Search Results' table with columns: Course, Description, Type, Internal/External, Training Provider, and Actions.

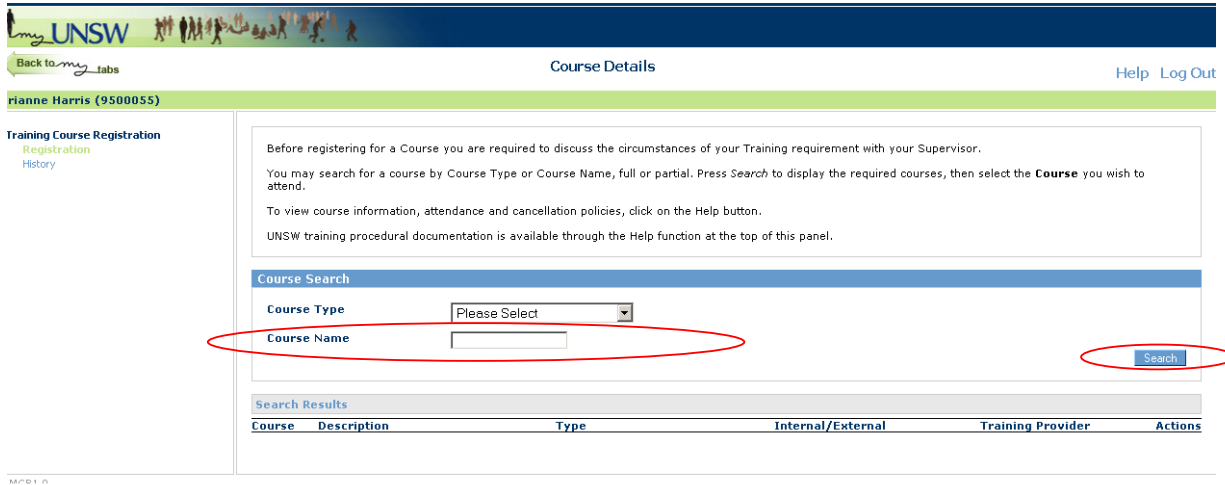


This image is a close-up of the 'Course Search' section. The 'Course Type' dropdown menu is open, showing a list of options: 'Please Select', 'Discussion Group', 'First Aid', 'Emergency', 'Skills Development', 'Information Session', 'OHS', 'Management Development', 'Academic Promotion', 'Leadership Development', and 'Research'. The 'Please Select' option is currently selected. Below the dropdown is the 'Search Results' table with columns: Course, Description, Type, Internal/External, Training Provider, and Actions.

A list of courses in that program stream will then appear on your screen.

## Option 2: Course Name

Select the course that you wish to register for by typing in the course name and clicking on the 'search' button.



UNSW

Back to my tabs Course Details Help Log Out

Rianne Harris (9500055)

**Training Course Registration**  
Registration  
History

Before registering for a Course you are required to discuss the circumstances of your Training requirement with your Supervisor.  
You may search for a course by Course Type or Course Name, full or partial. Press *Search* to display the required courses, then select the **Course** you wish to attend.  
To view course information, attendance and cancellation policies, click on the Help button.  
UNSW training procedural documentation is available through the Help function at the top of this panel.

**Course Search**

Course Type Please Select

Course Name

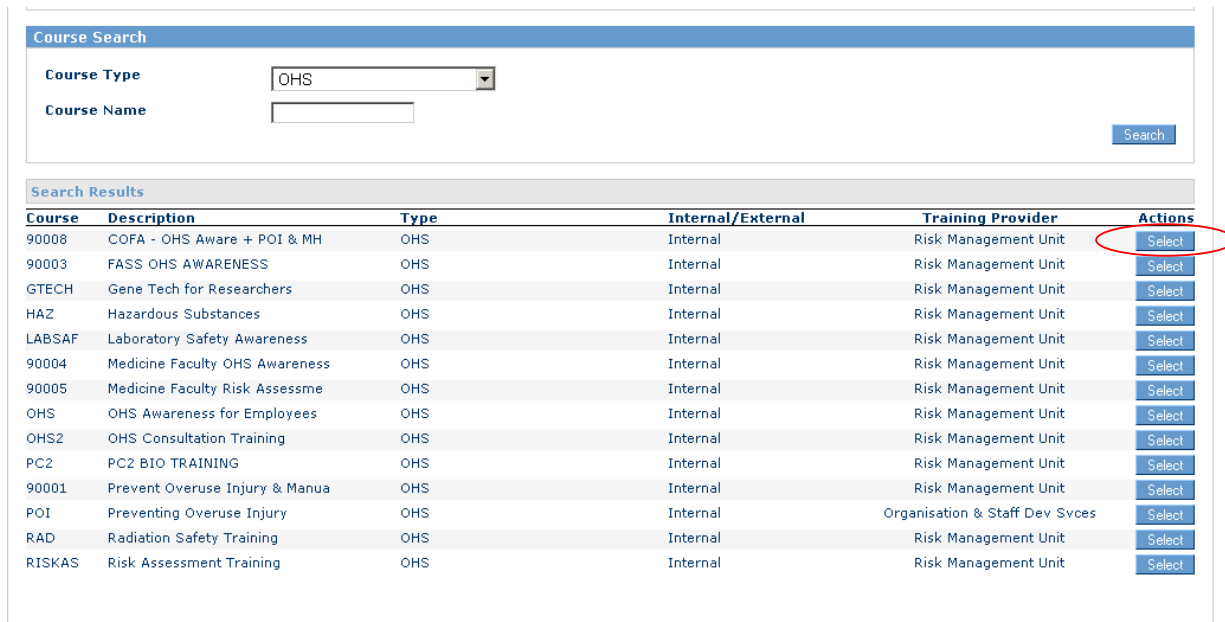
Search

**Search Results**

Course	Description	Type	Internal/External	Training Provider	Actions
--------	-------------	------	-------------------	-------------------	---------

## Step 5

Choose the course you wish to register for and click on the 'select' button



**Course Search**

Course Type OHS

Course Name

Search

**Search Results**

Course	Description	Type	Internal/External	Training Provider	Actions
90008	COFA - OHS Aware + POI & MH	OHS	Internal	Risk Management Unit	Select
90003	FASS OHS AWARENESS	OHS	Internal	Risk Management Unit	Select
GTECH	Gene Tech for Researchers	OHS	Internal	Risk Management Unit	Select
HAZ	Hazardous Substances	OHS	Internal	Risk Management Unit	Select
LABSAF	Laboratory Safety Awareness	OHS	Internal	Risk Management Unit	Select
90004	Medicine Faculty OHS Awareness	OHS	Internal	Risk Management Unit	Select
90005	Medicine Faculty Risk Assessme	OHS	Internal	Risk Management Unit	Select
OHS	OHS Awareness for Employees	OHS	Internal	Risk Management Unit	Select
OHS2	OHS Consultation Training	OHS	Internal	Risk Management Unit	Select
PC2	PC2 BIO TRAINING	OHS	Internal	Risk Management Unit	Select
90001	Prevent Overuse Injury & Manua	OHS	Internal	Risk Management Unit	Select
POI	Preventing Overuse Injury	OHS	Internal	Organisation & Staff Dev Svces	Select
RAD	Radiation Safety Training	OHS	Internal	Risk Management Unit	Select
RISKAS	Risk Assessment Training	OHS	Internal	Risk Management Unit	Select

## Step 6

Select the date of the course you wish to attend and click on the 'select' button.

OHS - OHS Awareness for Employees

Course Type OHS Internal/External Internal Course Status Active

Course Description What is the course about?  
It is an introduction to the NSW occupational health and safety (OHS) legislation and an overview of OHS systems, policies and procedures at UNSW.

Session Details

Session	Active	Start Date	End Date	Enrolled	Waitlist	Vacancies	
0204	<input checked="" type="checkbox"/>	12/11/2009	12/11/2009	0	0	25	Select
0203	<input checked="" type="checkbox"/>	29/10/2009	29/10/2009	2	0	23	Select
0202	<input checked="" type="checkbox"/>	23/09/2009	23/09/2009	1	0	24	Select
0201	<input checked="" type="checkbox"/>	25/08/2009	25/08/2009	1	0	24	Select
0200	<input checked="" type="checkbox"/>	15/07/2009	15/07/2009	5	0	20	Select
0212	<input checked="" type="checkbox"/>	30/06/2009	30/06/2009	10	0	16	Select
0199	<input checked="" type="checkbox"/>	25/06/2009	25/06/2009	25	0	1	Select
0198	<input checked="" type="checkbox"/>	12/05/2009	12/05/2009	30	2	0	Select

Return

## Step 7

There are 2 options of choosing an approver for training:

### Option 1: Default Supervisor

Check the name of the supervisor, and if correct, click on the 'submit' button

OHS - OHS Awareness for Employees

Course Type OHS Internal/External Internal Course Status Active

Course Session Details

Session 0204  
Start Date 12/11/2009 End Date 12/11/2009  
Start Time 10:00 End Time 12:30  
Location AGSM KENSINGTON LG07

Supervisor Details

Supervisor Buttery,Nicola May - Organisation & Staff Dev Svces

OR

Select New Supervisor  Search

Return Submit

## Option 2: Nominating a Supervisor or Alternate Approver

If there is no default supervisor listed, or the supervisor who is listed is away and unable to approve your training request before the course commencement date, then type in the surname of the alternate approver and click on the 'search' button.

OHS - OHS Awareness for Employees			
<b>Course Type</b>	OHS	<b>Internal/External</b>	Internal
<b>Course Status</b>	Active		

Course Session Details			
<b>Session</b>	0204		
<b>Start Date</b>	12/11/2009	<b>End Date</b>	12/11/2009
<b>Start Time</b>	10:00	<b>End Time</b>	12:30
<b>Location</b>	AGSM KENSINGTON	LG07	

Supervisor Details	
<b>Supervisor</b>	Buttery,Nicola May - Organisation & Staff Dev Svces
<b>OR</b>	
<b>Select New Supervisor</b>	Enter Family Name or find family names starting with <input type="text"/> <input type="button" value="Search"/>

Your application has now been sent to your supervisor for approval. You will receive an automated email confirming your registration once your supervisor has approved your attendance at this training.

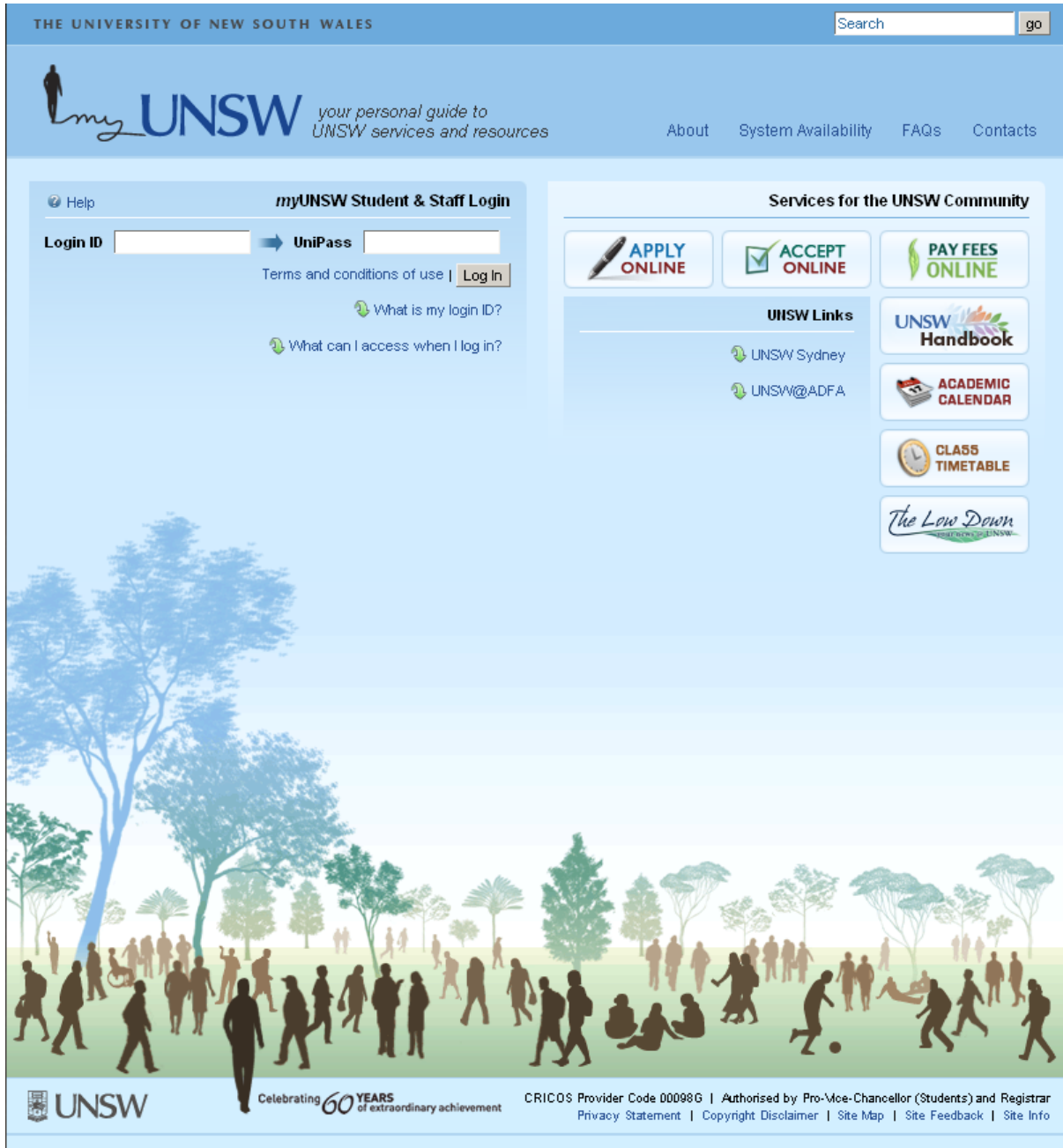
### Supervisor Selection Trouble shooting

If you receive an error message when you submit your request to attend training, double check that you have selected a supervisor.

# Checking your Training History and Cancelling a Registration

## Step 1

To begin, go to the MyUNSW website, which is located at: [www.my.unsw.edu.au](http://www.my.unsw.edu.au)



The screenshot shows the myUNSW website interface. At the top, it says "THE UNIVERSITY OF NEW SOUTH WALES" and has a search bar. The main header features the "myUNSW" logo with the tagline "your personal guide to UNSW services and resources". Navigation links include "About", "System Availability", "FAQs", and "Contacts".

The central area is divided into two main sections:

- myUNSW Student & Staff Login:** This section includes a "Help" link, a "Login ID" input field, a "UniPass" input field, and a "Log In" button. Below the login fields are links for "Terms and conditions of use" and two help links: "What is my login ID?" and "What can I access when I log in?".
- Services for the UNSW Community:** This section contains several service buttons: "APPLY ONLINE", "ACCEPT ONLINE", "PAY FEES ONLINE", "UNSW Handbook", "ACADEMIC CALENDAR", "CLASS TIMETABLE", and "The Low Down".

Below these sections is a large banner image depicting a diverse group of people walking and interacting in a park-like setting with trees. At the bottom of the page, there is a footer with the UNSW logo, the text "Celebrating 60 YEARS of extraordinary achievement", and a list of links: "CRICOS Provider Code 00098G | Authorised by Pro-Vice-Chancellor (Students) and Registrar", "Privacy Statement", "Copyright Disclaimer", "Site Map", "Site Feedback", and "Site Info".

Log in using your staff number (starting with a 'z' or an 's') and your unipass

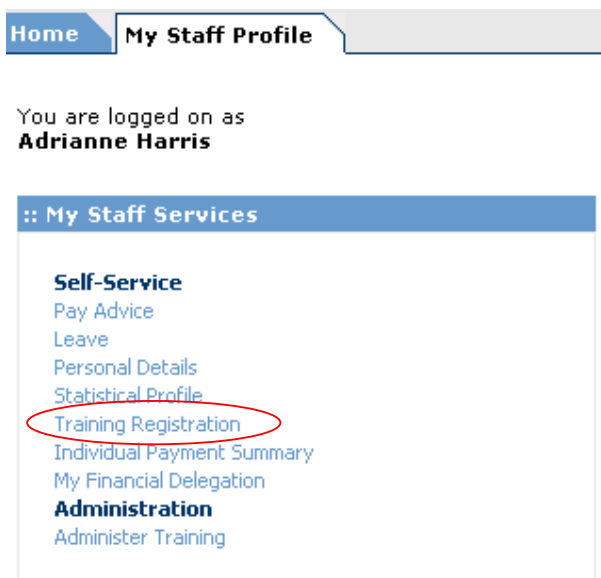
## Step 2

After you have logged in, select the tab marked 'My Staff Profile'.



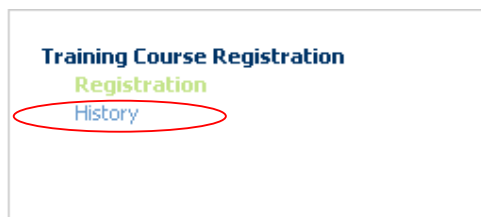
## Step 3

In the 'My Staff Services' Box (left hand side of the page), select 'Training Registration'.



## Step 4

Select the 'History' link to view the courses you have completed and are enrolled for



# labelling="Section-Header">Cancelling an Enrollment

**Note:** if you wish to cancel a registration before your supervisor has approved it, please talk to your supervisor and ask them to **'reject'** the training application.

### Step 1

Select the course you wish to cancel your registration for.

**Training Course Registration**  
Registration  
History

The courses you have attended, or are currently enrolled in are detailed below.  
To view the details of a course press *Select*. If the selected course is in **Waiting Approval** status you may change the nominated Supervisor.  
You can cancel your attendance in a session if the start date is in the future.

**Course Registration History**

Course	Description	Session	Start Date	Status	
FBWARD	Chief Warden Training	0022	30/04/2003	Completed	Select
NSSAT	NewSouth HR Administer Trainin	0001	15/09/2004	Completed	Select
POI	Preventing Overuse Injury	0047	27/10/2006	Completed	Select
EEO1	EEO Online for Staff	0001	31/12/2007	Completed	Select
800004	Performance Development Scheme	0001	09/02/2009	Enrolled	Select
ABFAB	Ab Fab Customer Service	0009	20/08/2009	Cancelled	Select

SC1.0

CRICOS Provider Code 000980 • Authorised by the Pro-Vice-Chancellor (Students) and Registrar  
Privacy Statement • Copyright & Disclaimer • Site Map • Site Feedback

### Step 2

Click on the **'cancel'** button to cancel your registration.

**FBEVAC - Warden Training**

<b>Course Type</b>	Emergency	<b>Internal/External</b>	Internal	<b>Course Status</b>	Active
--------------------	-----------	--------------------------	----------	----------------------	--------

**Course Session Details**

<b>Session</b>	0128	<b>End Date</b>	09/09/2009
<b>Start Date</b>	09/09/2009	<b>End Time</b>	12:30
<b>Start Time</b>	09:30	<b>Location</b>	AGSM KENSINGTON LG07

**Supervisor Details**

<b>Supervisor</b>	James, Margaret Therese - Office Of Dir - Human Resource
-------------------	--

[Return](#) [Cancel](#)

# Approving Staff Attendance at Training

## Step 1

To begin, go to the MyUNSW website, which is located at: [www.my.unsw.edu.au](http://www.my.unsw.edu.au)

The screenshot displays the MyUNSW website interface. At the top, it says "THE UNIVERSITY OF NEW SOUTH WALES" and includes a search bar with a "go" button. The main header features the "myUNSW" logo with the tagline "your personal guide to UNSW services and resources" and navigation links for "About", "System Availability", "FAQs", and "Contacts".

The central area is divided into two main sections:

- myUNSW Student & Staff Login:** This section contains a "Help" link, a "Login ID" input field, a "UniPass" input field, and a "Log In" button. Below the input fields are links for "Terms and conditions of use", "What is my login ID?", and "What can I access when I log in?".
- Services for the UNSW Community:** This section includes several service buttons: "APPLY ONLINE", "ACCEPT ONLINE", and "PAY FEES ONLINE". Below these are "UNSW Links" for "UNSW Sydney" and "UNSW@ADFA". Other services listed are "UNSW Handbook", "ACADEMIC CALENDAR", "CLASS TIMETABLE", and "The Low Down".

The bottom of the page features a large illustration of a diverse group of people walking and playing sports in a park-like setting. At the very bottom, there is a footer with the UNSW logo, the text "Celebrating 60 YEARS of extraordinary achievement", and legal information: "CRICOS Provider Code 000986 | Authorised by Pro-Vice-Chancellor (Students) and Registrar", along with links for "Privacy Statement", "Copyright Disclaimer", "Site Map", "Site Feedback", and "Site Info".

Log in using your staff number (starting with a 'z' or an 's') and your unipass

## Step 2

After you have logged in, select the tab marked 'My Staff Profile'.



## Step 3

In the 'My Staff Services' Box (left hand side of the page), select 'Training Approval' to see a list of staff who are awaiting approval at training programs



## Step 4

To see the details of the training course, click on the **'view details'** button.

### Course Approval List

ID	Name	Course	Session	Start Date	Status	
9500055	Adrienne Harris	Minute Taking	0005	29/10/2009	Waiting Approval	<a href="#">View Details</a>

## Step 5

To approve or reject attendance at the nominated training course, click on the **'Approve'** or **'Reject'** button.

Below is the full detail of the selected training registration submitted for your approval. The employee's current training course history is displayed for your information. You may either approve or reject this application selecting the relevant buttons. The employee will be notified of your decision by email.

If you do not wish to make a decision about the application at this time, select Back to return to the previous panel.

### Course registration for Adrienne Harris

<b>Course</b>	Minute Taking		
<b>Session</b>	0005		
<b>Start Date</b>	29/10/2009		
<b>End Date</b>	29/10/2009		
<b>Cost Per Student</b>	<b>Duration</b>	4.0 Hours	
<b>Comments</b>	<input type="text"/>		

[Return](#)

[Approve](#) [Reject](#)

# Reviewing Training Attendance

## Step 1

To begin, go to the MyUNSW website, which is located at: [www.my.unsw.edu.au](http://www.my.unsw.edu.au)

The screenshot shows the MyUNSW website interface. At the top, it says "THE UNIVERSITY OF NEW SOUTH WALES" and has a search bar. The main header features the "myUNSW" logo with the tagline "your personal guide to UNSW services and resources". Navigation links include "About", "System Availability", "FAQs", and "Contacts".

The central area is divided into two main sections:

- myUNSW Student & Staff Login:** This section includes a "Help" link, a "Login ID" input field, a "UniPass" input field, and a "Log In" button. Below the input fields are links for "Terms and conditions of use" and two help links: "What is my login ID?" and "What can I access when I log in?".
- Services for the UNSW Community:** This section contains several service buttons: "APPLY ONLINE", "ACCEPT ONLINE", "PAY FEES ONLINE", "UNSW Handbook", "ACADEMIC CALENDAR", "CLASS TIMETABLE", and "The Low Down".

Below these sections is a large banner image depicting a diverse group of people walking and interacting in a park-like setting with trees. At the bottom of the page, there is a footer with the UNSW logo, the text "Celebrating 60 YEARS of extraordinary achievement", and a list of links: "CRICOS Provider Code 000986 | Authorised by Pro-Vice-Chancellor (Students) and Registrar", "Privacy Statement", "Copyright Disclaimer", "Site Map", "Site Feedback", and "Site Info".

Log in using your staff number (starting with a 'z' or an 's') and your unipass

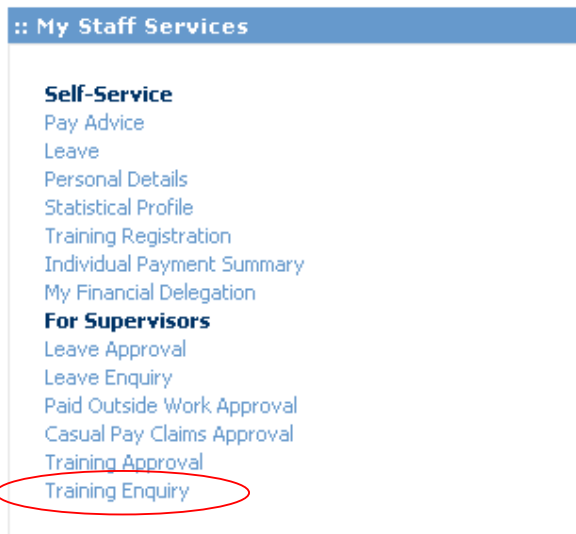
## Step 2

After you have logged in, select the tab marked 'My Staff Profile'.



## Step 3

In the 'My Staff Services' Box (left hand side of the page), select 'Training Enquiry' to view a list of the staff who report to you.



## Step 4

Click on the 'select' button to view an individual's training summary

Name	Department/School	Actions
Coggiola,Linda	Organisation & Staff Dev Svces	Select
Darby,Nadine	Staff Development Unit	Select
Frolund,Gro	Research Strategy Office	Select
Gleeson,David	Staff Development Unit	Select
Harris,Adrianne	Staff Development Unit	Select