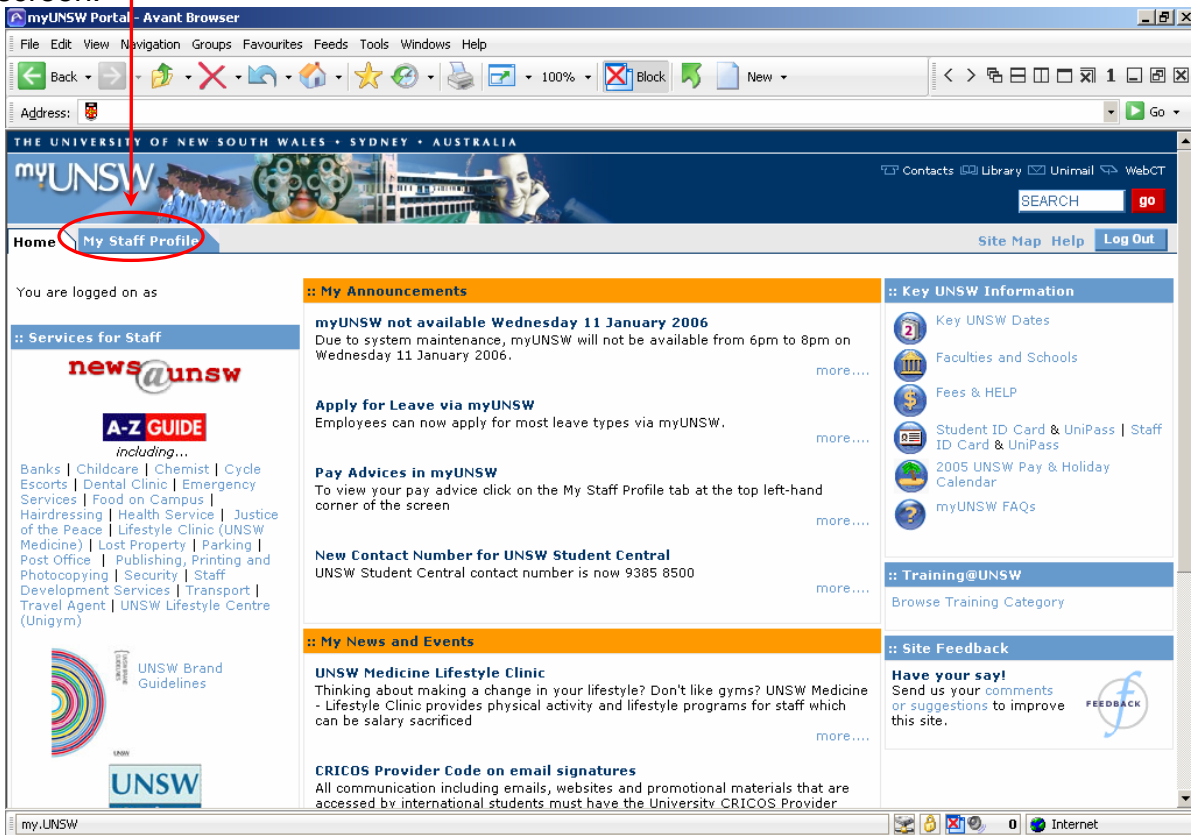


Login to <https://my.unsw.edu.au/> - your Login ID is s followed by your staff number. If you don't have a UniPass you must contact IT Services ([www.disconnect.unsw.edu.au/staff/unipass/spass1.htm](http://www.disconnect.unsw.edu.au/staff/unipass/spass1.htm))

Once you have logged in, click on the “My Staff Profile” tab in the upper left corner of the screen:



Click on “Paid Outside Work Application” – the last item in the menu on the left side of the screen:

