Welcome to UNSW

Congratulations on starting your new role at UNSW. As a new employee, you’re in a new environment and it can be challenging to know where to begin. To help you find your way around, we have put together some ideas of things you can do that will help get you started during your first few days at UNSW.

- Attend a HR Induction
- Call IT to get a temporary password to log in with your zID (ext. 51333)
- Confirm any share drive access that you need with your buddy. If you do not have access, call IT to arrange (ext. 51333)
- Ask your buddy about emergency procedures and evacuation point
- Ask your buddy where the facilities are, e.g. kitchen and bathroom
- Familiarise yourself with the campus via a map, a virtual tour, or by downloading the Lost on Campus app
- Visit Facilities Management to organise an access pass
- Connect your smartphone to our wifi, UniWide, using your zID and password
- Set up email access on your smart phone (optional)
- Sign on to MyUNSW and view your staff profile to check out how to access your payslips, book in leave, and enrol in training
- Read about our 2025 Strategy
- Start your compliance training in MyUNSW
- Complete your HR employment forms and give to your HR contact
- If you require a workplace adjustment, review our guidelines, and contact workplace.diversity@unsw.edu.au if you have questions
- If travelling by public transport, identify your bus stop to get home
- If travelling by car, arrange a parking permit