Overview

myUNSW Training Registration is used by UNSW staff, students, contractors and affiliates to register into online and face-to-face courses offered internally by various training providers at UNSW Australia.

Use this guide to:

1. Search for courses
2. Enrol in courses
3. View training summary
4. Cancel your enrolment
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Searching for a Course

1. Log onto myUNSW.

2. Click on the My Staff Profile tab on the navigation bar.

   If you are a student click My Student Profile and then Training Registration as shown below.

3. Select My Profile under Manage My Profile.

4. On the left hand panel select Learning and Development > Request Training Enrolment
5. You will see a screen allowing you to search for your course by Course Name, Number, Location, Date and Course Type. Depending on your search method, follow the corresponding instructions below.

Before submitting an enrolment request for a course you should discuss the circumstances of your training requirement with your manager.

1. Search for the course by searching on course name, number, date, location or type, or leave search field blank to return a list of all available course sessions.
2. Select available sessions and submit enrolment request to supervisor
3. Once approved or denied by your supervisor you will receive an automated email informing you of the outcome of your request and your enrolment request status will change to Enrolled.

If the session that you have applied for is full your name will be placed on a waitlist and you will be advised accordingly if vacancies become available.

**More Information**

Enquiries regarding training should be directed to the Unit responsible for organising the course.

- Search by Course Name
- Search by Course Number
- Search by Location
- Search by Date
- Search by Course Type

**Go To**

- Self Service
- Learning and Development
- Training Summary
Search by Course Name

Use this method if you know the name of the course you want to enrol in.

1. Select **Search by Course Name**.

2. Enter your course name e.g. Challenging Conversations and click **Search**.

3. If more than one course appears, make sure you select the course that is appropriate to your employment level e.g. SLD 10/C+ or FLD6-9/A-B. Select the icon to view details about the course.
4. Select **View Available Sessions** to view the upcoming dates scheduled for this course.

5. All upcoming sessions for this course will now be listed on your screen. You will also be able to view the number of open spaces available and number of people on the waitlist. Once you have decided on the session you want to enrol in, select the corresponding session number e.g. 0001.

6. Once you have selected your session follow the instructions on **Enrolling in Course**.
Search by Course Number

Use this method if you have the course number of the course you want to enrol into.

1. Select **Search by Course Number**.

2. Enter your course number (or course code) and click **Search**.

3. Select **View Available Sessions** for the corresponding course. Click the **i** icon to view details about the course.

4. All upcoming sessions for this course will now be listed on your screen. Select your chosen **session number** and then follow the instructions on **Enrolling in Course**.
Search by Date

Use this method if you are looking for a workshop within a specific timeframe to attend.

1. Select **Search by Date**.

2. Enter the start and end dates for the period you want to search for. Click **Search**.

3. You will be given a list of all workshops available within your selected time period. Select **View Available Sessions** to view the upcoming dates scheduled for the course.

4. Note that the list above does not filter by course type so you will have to select the icon to determine whether the workshop is appropriate for you. For example after clicking for this course, you can see that it is only suitable for Managers Level 6-9/A-C.

5. All upcoming sessions for this course will now be displayed. Select your chosen **session number** and then follow the instructions on **Enrolling in Course**.
Search by Course Type

Use this method to find training courses based on **Course Type**.

1. Select **Search by Course Type**.

2. Select the appropriate course type that matches your needs using the dropdown function. Once selected click **Search**.
3. You will be given a list of all courses matching your chosen course type. To view the scheduled dates for a course, select View Available Sessions.

![Course Details Table]

4. All upcoming sessions for this course will now be displayed. Select the session number and then follow the instructions on Enrolling in Course.
Enrolling in Course

Review the details of the course and session that you have selected. To continue with the enrolment:

1. Check the box next to ‘If this session is full, place me on the waiting list’ if you would like to be put on the waitlist in the instance that the session has already been filled. Select Continue.

2. Before submitting make sure that your supervisor’s ID and name is shown correctly on the screen. If your supervisor is not shown, search for your supervisor in the Select Different Supervisor field. You can also use this function if you wish to submit your enrolment to an alternative supervisor for approval (e.g. if your regular line manager is on leave)
3. **Note:** If you are selecting a different supervisor to the one listed, you can search by their staff ID or name but make sure that the dropbox next to **Search by** is on the right search option.

![Look Up Select Different Supervisor](image)

4. **Submit** your enrolment when all the details are correct.

5. You will receive an email confirmation once your enrolment has been actioned by your supervisor.

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**NB:** Supervisor approval is currently not required for enrolment into online courses, or for Student registrations.
View Training Summary

1. To view your training summary select **Training Summary** under **Learning and Development**.

2. Your training summary shows all the courses you have enrolled in over the time of your employment at UNSW.

   You can also view the current status of your enrolments. If your status is **Awaiting Approval** it means that your supervisor has not yet approved your enrolment. In this instance you should contact your supervisor to remind them to approve your enrolment.
Cancelling Enrolment in a Course

The following instructions are to assist you in cancelling your enrolment in a course.

1. Follow the instructions on the previous page to view your Training Summary. Under your Training Summary select the name of the course you want to cancel. NB: You can only cancel enrolments for courses that have an Enrolled status. You cannot cancel past courses, or those still Awaiting Approval. These should be rejected by your supervisor.

2. Click the Cancel button at the bottom of the page.

3. You will receive a message to confirm your cancellation. Click Yes to cancel and No to go back to the previous page.

4. You have now cancelled your enrolment and this will be shown on your training summary.