

Staff – Request Training via myUNSW

Never Stand Still

Human Resources

Use this Guide to

- Request enrolment into face to face or online training courses via myUNSW

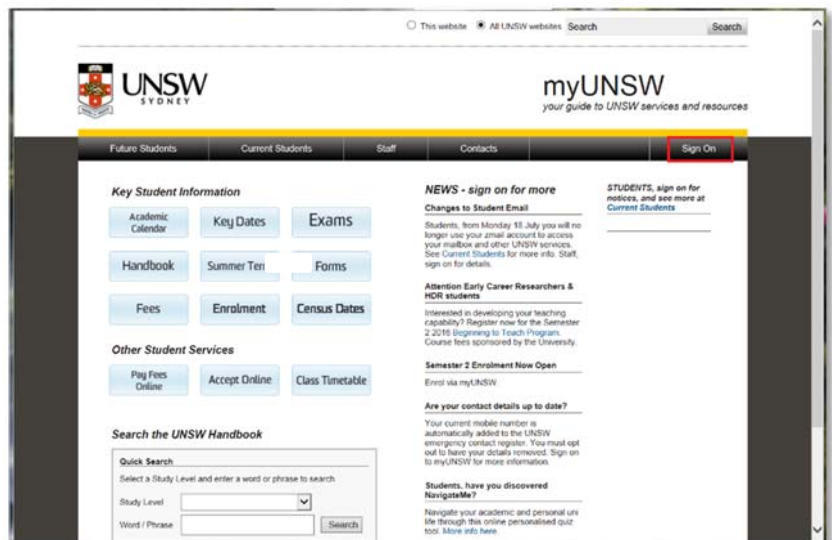
Step 1

1. At the UNSW homepage click myUNSW



Step 2

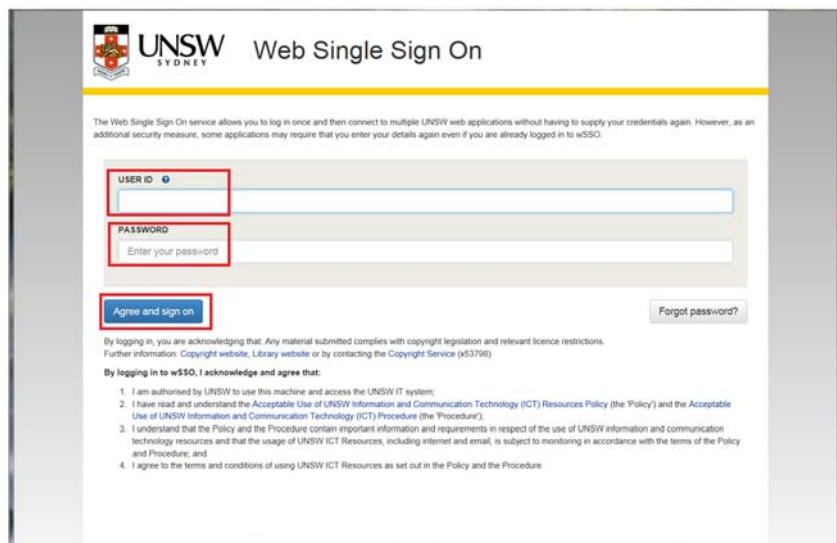
1. Click **Sign On**



Step 3

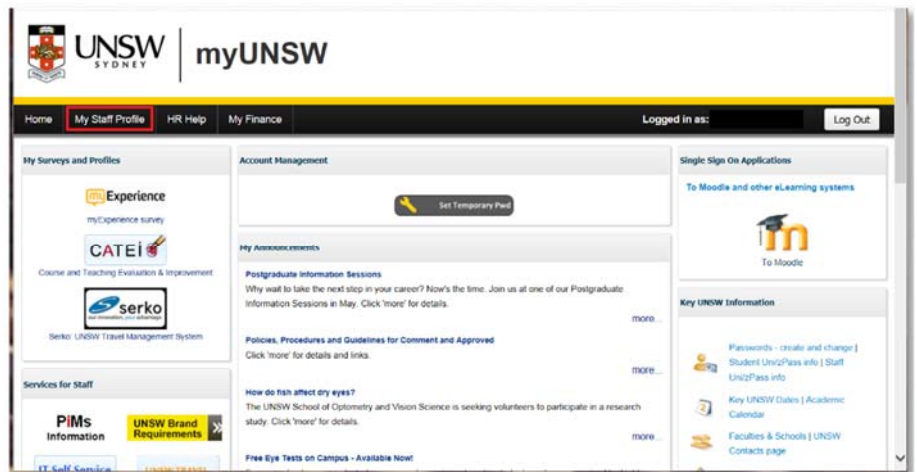
1. Enter **User ID & Password**

2. Click **Agree and sign on**



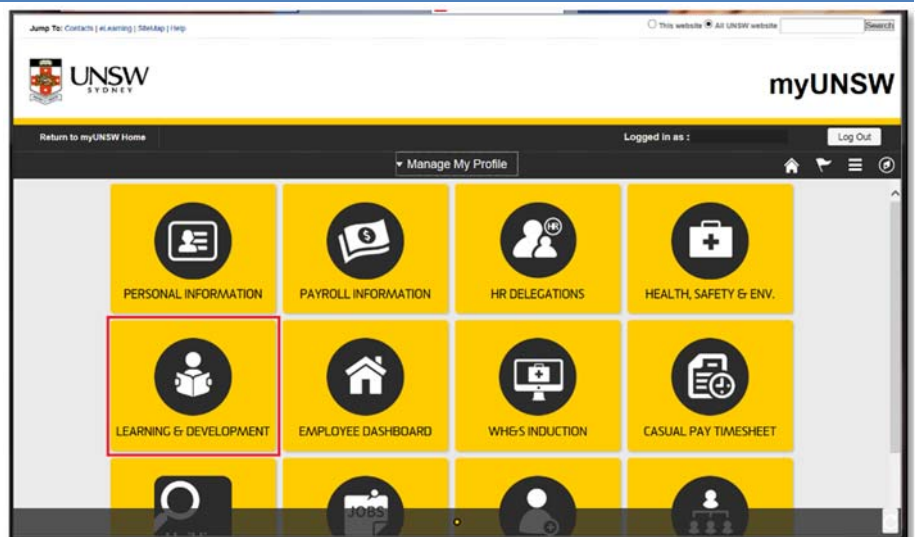
Step 4

1. Click **My Staff Profile**



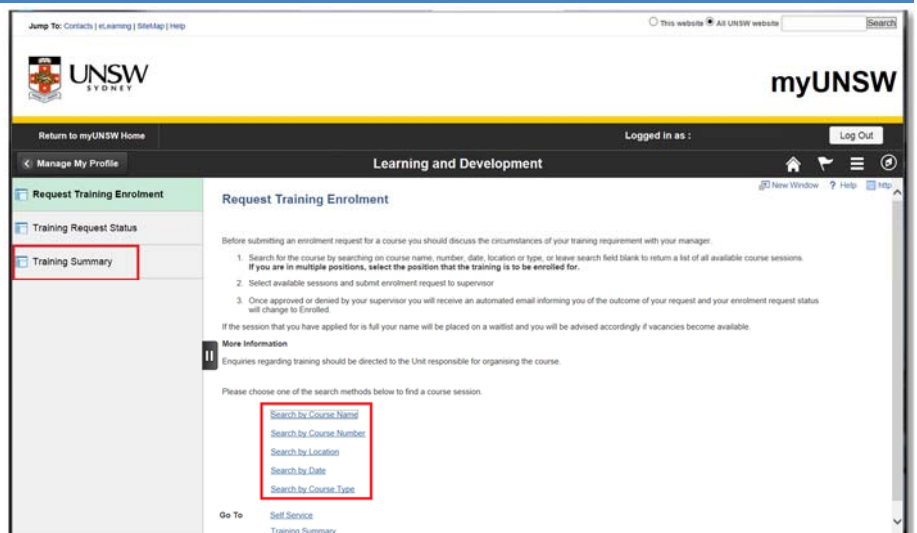
Step 5

1. Click **Learning & Development** tile



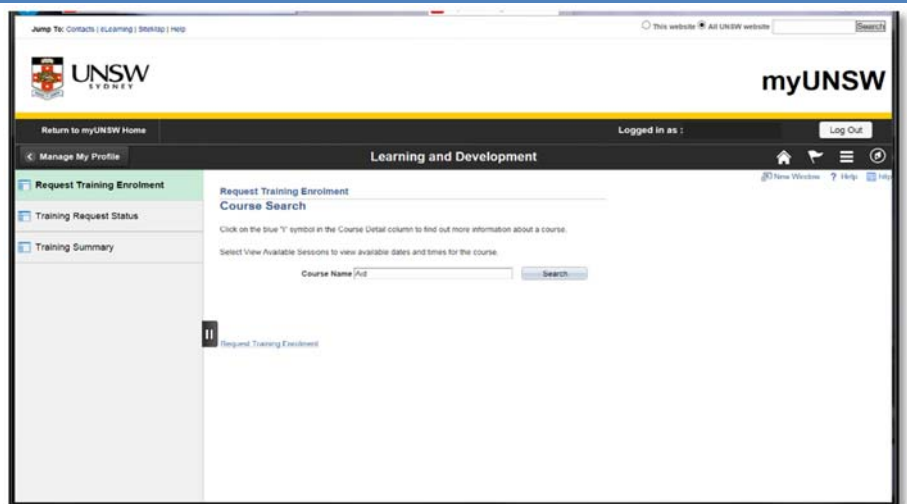
Step 6

1. Select search type
2. From this page you can also navigate to your **Training Summary**



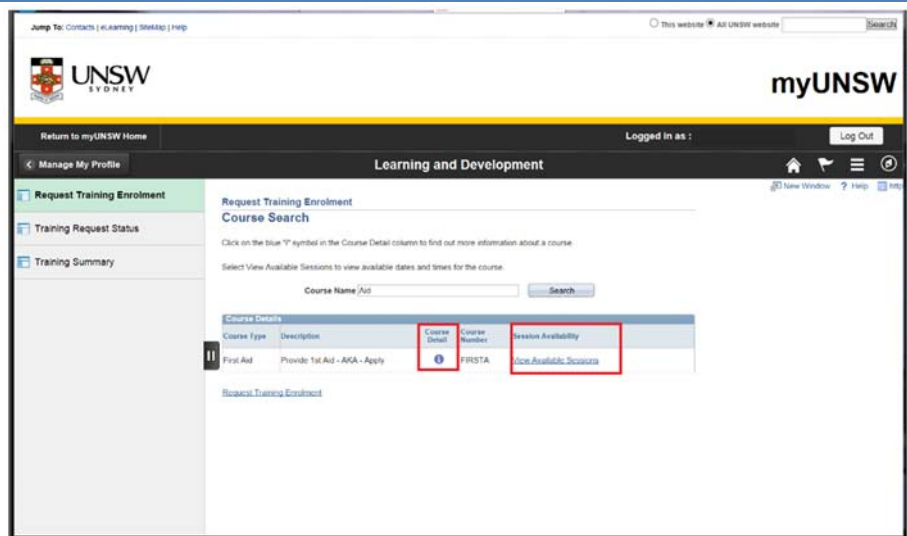
Step 7

1. If you search **Course name** you can type part of name as per example
3. To search by **Course Number** you can also provide part of it (eg type HSE and you will see all Health & Safety courses)



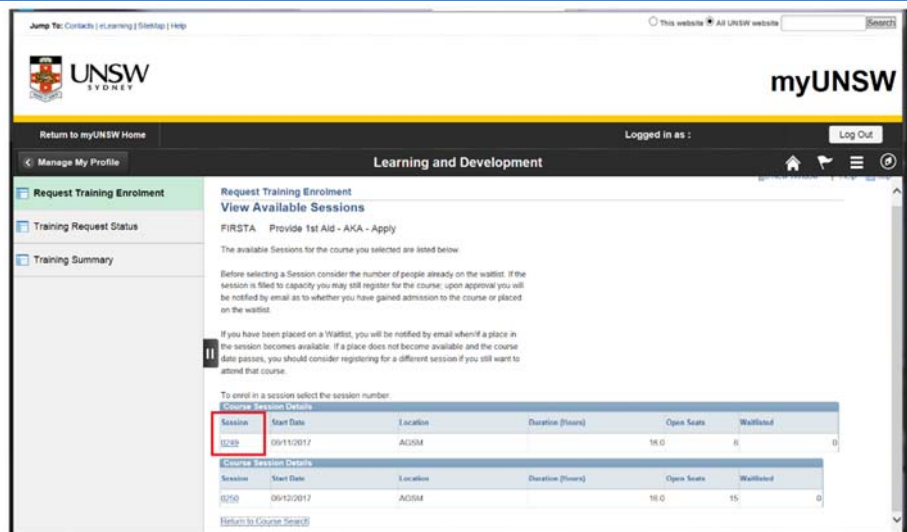
Step 8

1. Click **Course Detail** for more information on Course
2. Click **View Available Sessions**



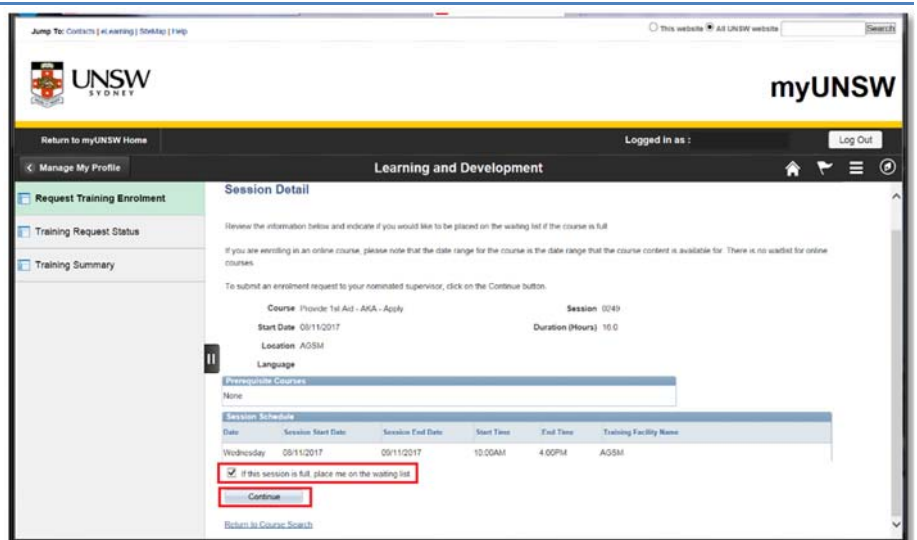
Step 9

1. The available sessions will be shown. Click on the session number you are wanting to enrol into (please note if you are enrolling into an online course the start date is the date the course was created so will be a past date, for face to face courses it is the date of the course)



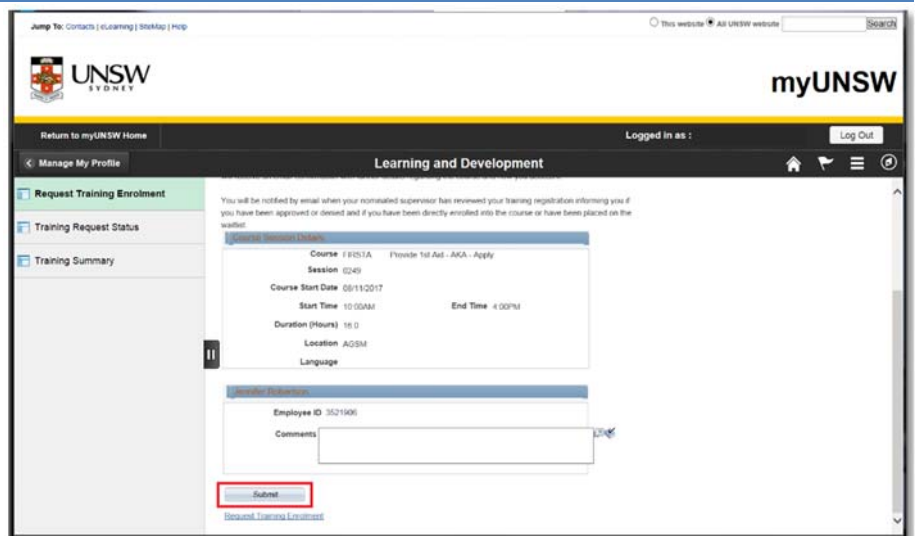
Step 10

1. The session details will be displayed. Tick box for being placed on waitlist.
2. Click continue



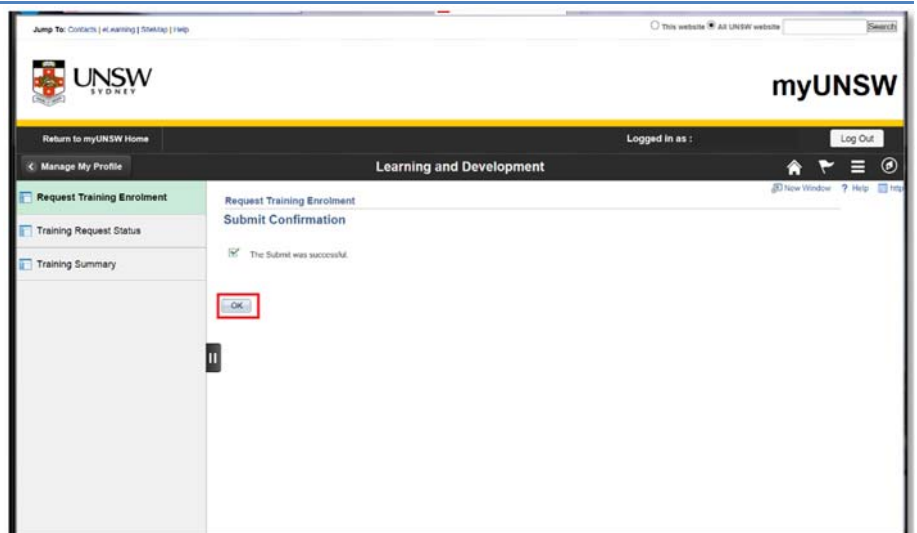
Step 11

1. Scroll to bottom of page, click **Submit**



Step 12

1. On **Submit Confirmation** page click **OK**



Step 13

1. You should now receive a system generated email to notify you of your enrolment submission