

Cheat sheet for getting access to NSS and SiMS

To run training reports for SciQuest ERM you need access to:

1. NSS – HE desktop [to obtain reports for staff]
2. SiMS [to obtain reports for students]

Access to both systems can be obtained by completing the online form at this weblink:

https://www.it.unsw.edu.au/downloads/unsw/docs/nss/Combined_NSS_Access.pdf

The form must be completed electronically and submitted to your supervisors who will forward it to the IT Service Centre electronically.

In section 2 please tick both NSS and SiMS as per this screenshot:

2. ACCESS REQUIREMENTS

NSS HR

SiMS Visit the UTES website for assistance with [SiMS Security Role](#) Explanations

Specify the date you joined this School/Dept/Unit

NS Financials Visit the Finance website for assistance with [NS Financials Security Role](#) Explanations

New User Access Update Access Replace former position holder requiring identical access to previous employee

Auditor (read only access)

In section 3 of the form the easiest thing is to copy my level of access, thus complete the form as follows:

STUDENT INFORMATION MANAGEMENT SYSTEM

3. STANDARD ACCESS OPTIONS - SiMS

Copy an existing user's access in SiMs (this is subject to necessary approvals)

Name Employee ID:

Specify your Acad Orgs or subject areas you need access for:

Specific Requirements

Web Access (myUNSW Academic Admin) Lecturer Academic Enquiries Service Centre Staff

SiMS Access Enquiry Access Only (Full Enquiry & Report Generation)

Update & Enquiry (Select one or more from the following access types)

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In section 4 tick the following boxes i.e. Training Administration and Health and Safety

NEW SOUTH SOLUTIONS HR

3. STANDARD ACCESS OPTIONS - HR

Enquiry Access

Comments

Reserved for Central HR, FSD and School Admin staff only

Update & Enquiry Access (authorised to enter leave applications and/or casual timesheets/training data)

The following types of access will require additional authorisation to your manager's approval
(The Security Administrator will seek this authorisation - # no access will be granted until HR Training has been completed)

	HR Use Only	Authorising Officer
<input type="checkbox"/> Personnel		Megan Butler
<input type="checkbox"/> Payroll		Jenny Atwell
<input type="checkbox"/> Recruitment		Megan Butler
<input type="checkbox"/> Superannuation		Nina Kandur
<input type="checkbox"/> Client Services		Megan Butler
<input type="checkbox"/> Systems Support & Development		Brian Vassie
<input checked="" type="checkbox"/> Training Administration #		Megan Butler
<input type="checkbox"/> CTP Casual Academic NSHR_CTP		Jenny Atwell
<input checked="" type="checkbox"/> Health & Safety		Adam Janssen
<input type="checkbox"/> Other		Megan Butler
<input type="checkbox"/> FSD09/FSD10		James Anderson

Copy an existing user's access in NS HR (this is subject to necessary approvals)

Complete section 5 and 6 and press 'submit for approval' [this will go to your supervisor's email address as noted on the form.

Your supervisor completes section 7 and presses 'email approval to IT service centre'. This automatically creates an IT service request and hopefully you will have access within the next 48 hours.