

Use this Guide to

- Request enrolment into HS006 Induction Form via myUNSW
- The below Employees are automatically enrolled in HS006 upon starting at UNSW
 - ✓ F/T Academic Continuing
 - ✓ F/T Academic Tenure Track
 - ✓ F/T Academic Fixed-Term
 - ✓ F/T Academic Nomination
 - ✓ Fractional Academic Continuing
 - ✓ Fractional Academic Tenure Track
 - ✓ Fractional Academic Fixed-Term
 - ✓ Fractional Academic Nomination F/T General Continuing
 - ✓ F/T General Fixed-Term
 - ✓ F/T General Nomination
 - ✓ P/T General Continuing
 - ✓ P/T General Fixed-Term
 - ✓ P/T General Nomination
 - ✓ F/T Lang Teach Continuing
 - ✓ F/T Lang Teach Fixed Term
 - ✓ F/T Lang Teach Nomination
 - ✓ P/T Lang Teach Continuing
 - ✓ P/T Lang Teach Fixed Term
 - ✓ P/T Lang Teach Nomination

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**



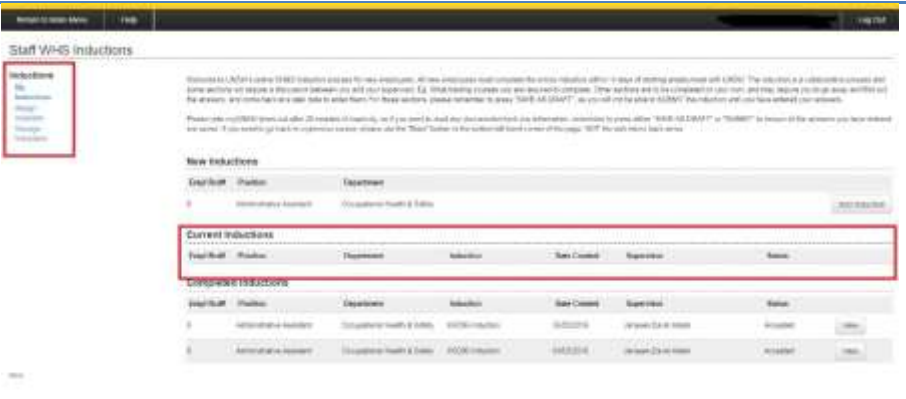
Step 5

1. Click **WHS&S Induction** tile



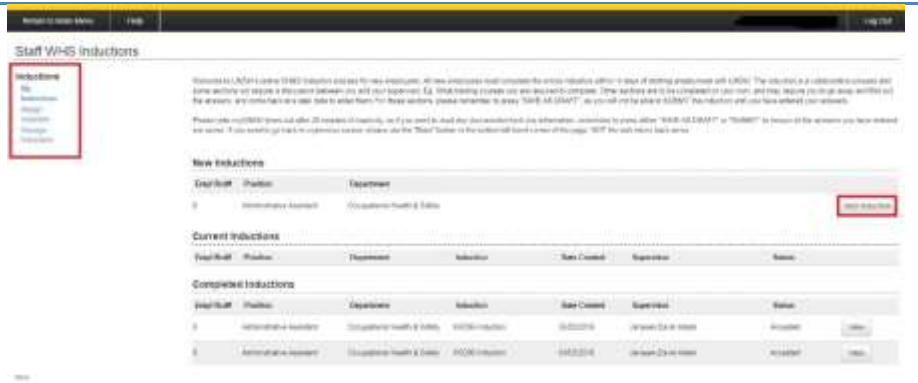
Step 6

1. Select **My Inductions**
2. If you have already been enrolled in an induction it will appear under **Current Inductions**



Add Induction

If no induction is available in Current Inductions you can **Add Induction**



1. Select Induction Name:
HS006 Induction
or
HS006 Canberra Induction
2. Select Responsible Staff Member/Supervisor
3. Click Next



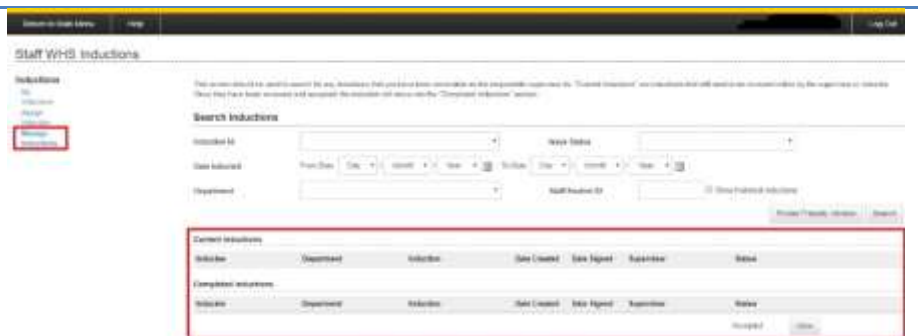
Assign Induction

1. Responsible Staff Members/Supervisors can assign an Induction to a staff member
2. Select **Assign Induction**
3. Select Staff Member
4. Add Induction
5. The Induction will then appear in the staff members **Current Inductions**



Manage Inductions

1. You will be able to action any **Current Inductions** which have been submitted to Supervisor
2. You will also be able to see previously **Completed Inductions**



- Note:
 - ✓ Once an Induction has been assigned it will appear on the Responsible Person/Supervisors Task Section in Manage My Staff Section. This can mean it is still in draft and hasn't been completed by the employee at this time and therefore the Responsible Person/Supervisor cannot action the task.
 - ✓ At this stage we are unable to delete draft HS006 from the system, please log a job with UNSW IT if you require any draft HS006 to be removed due to the employee not being active.