Staff – Request Training via myUNSW

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)
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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. Once you have submitted your enrolment there are a few things that could happen next
   a) Face-to-Face Course: You will receive an email stating you have been enrolled in the requested course
   b) The course you selected requires Supervisor Approval. Your Supervisor will receive an email asking them to approve your training.
   You will receive an email stating your request has been sent to your supervisor
   Once the request is approved you will receive an email confirming your enrolment
   c) SCAR (Online) Courses: You will receive an email with instruction on how to access the course. See step 16

Step 14
1. Your SCAR (Online) Course will appear in Moodle within 24hrs
2. Make sure you are logged in to Moodle using your ZID and password.
3. All available courses will appear on your dashboard
4. Once the course is completed it will update in MYUNSW after 24hrs
Step 15
1. Potential **error occurrence** in Moodle.
2. Once you click on the link to the course it opens a blank page.
3. It will appear as a red shield that you need to click and allow pop-ups.