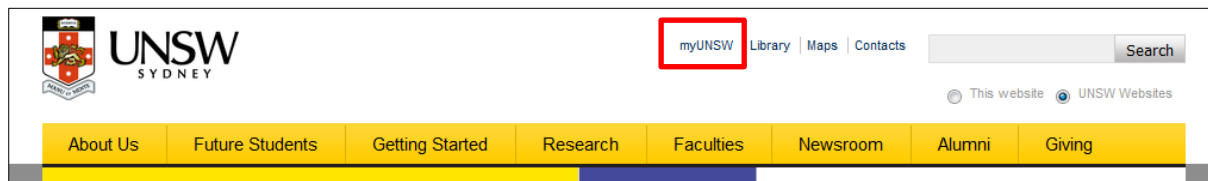
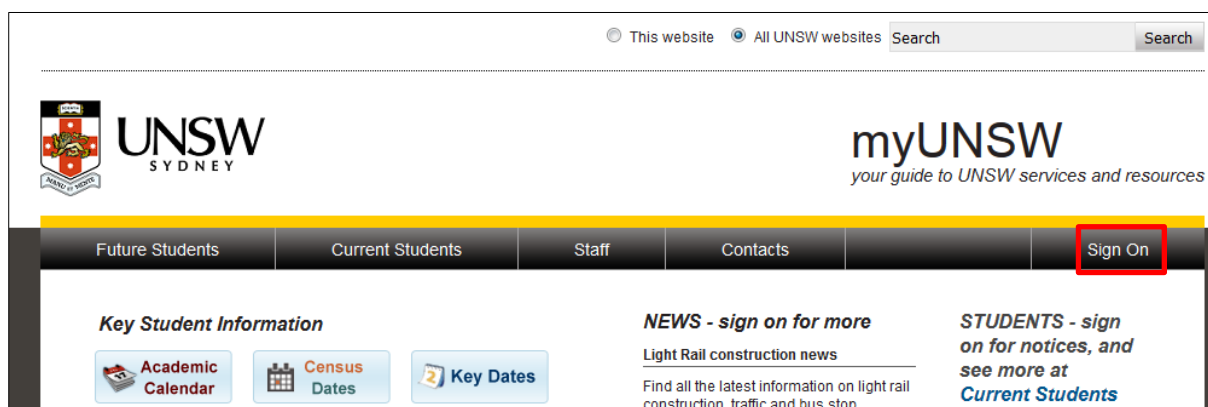


myUNSW Enrolment Guide

1. On the UNSW homepage, select **myUNSW** or go directly to <https://my.unsw.edu.au/>



2. Select **Sign On**



3. Use your zID to sign in



UNSW SYDNEY Web Single Sign On

The Web Single Sign On service allows you to log in once and then connect to multiple UNSW web applications without having to supply your credentials again. However, as an additional security measure, some applications may require that you enter your details again even if you are already logged in to wSSO.

USER ID ⓘ
User ID

PASSWORD
Enter your password

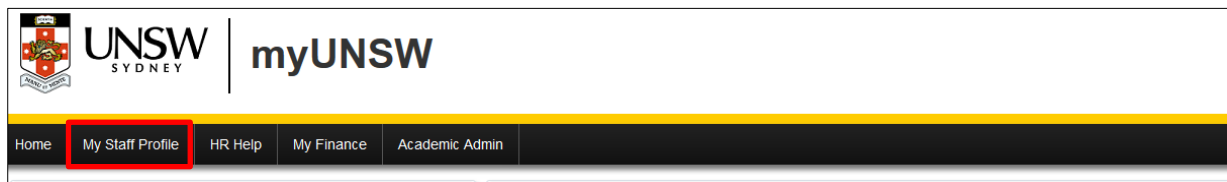
Agree and sign on **Forgot password?**

By logging in, you are acknowledging that: Any material submitted complies with copyright legislation and relevant licence restrictions.
Further information: [Copyright website](#), [Library website](#) or by contacting the [Copyright Service](#) (x53798)

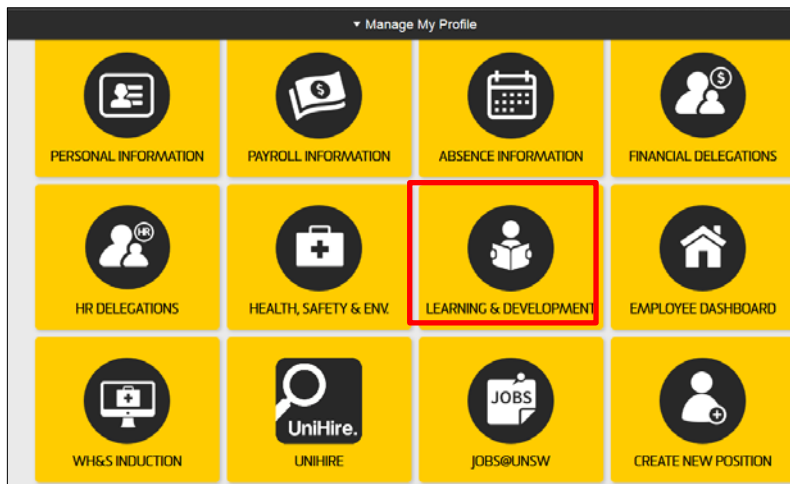
By logging in to wSSO, I acknowledge and agree that:

1. I am authorised by UNSW to use this machine and access the UNSW IT system;
2. I have read and understand the [Acceptable Use of UNSW Information and Communication Technology \(ICT\) Resources Policy](#) (the 'Policy') and the [Acceptable Use of UNSW Information and Communication Technology \(ICT\) Procedure](#) (the 'Procedure');
3. I understand that the Policy and the Procedure contain important information and requirements in respect of the use of UNSW information and communication technology resources and that the usage of UNSW ICT Resources, including internet and email, is subject to monitoring in accordance with the terms of the Policy and Procedure; and
4. I agree to the terms and conditions of using UNSW ICT Resources as set out in the Policy and the Procedure.

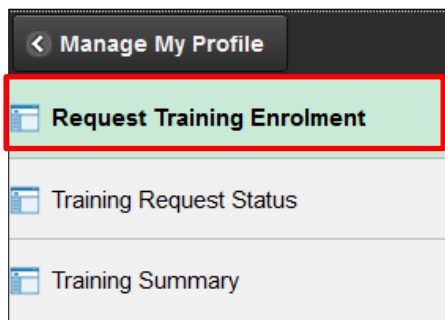
4. Go to [My Staff Profile](#)



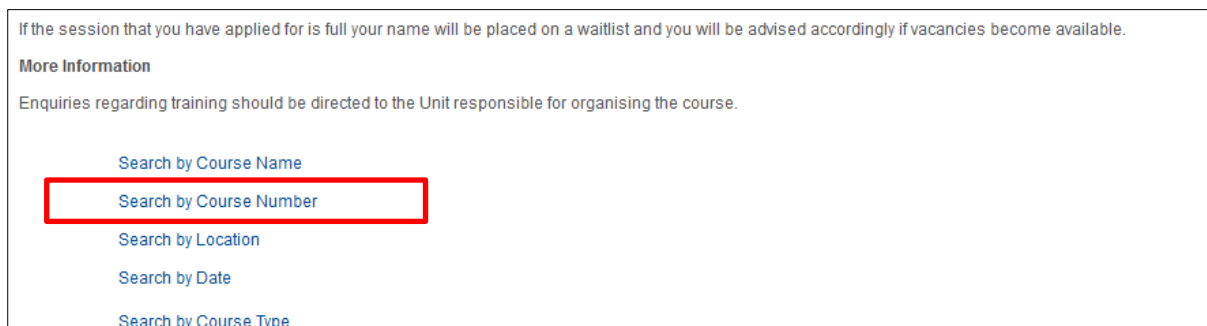
5. Select [Learning and Development](#)



6. Select [Request Training Enrolment](#)



7. Select [Search by Course Number](#)



8. Enter **course number** and then press **Search**

Course Number	Course Title
ACECR	ACEC Refresher
90020	Schedule 8 Drugs

Request Training Enrolment

Course Search

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

Enter the full or partial course number of the course you are looking for and click on search to return a list of available course sessions.

Leave the course number blank to return a list of all available course sessions.

Course Number

ACECR

Search

9. Select **View Available Sessions**

Course Details				
Course Number	Course Type	Description	Course Detail	Session Availability
ACECR	Ethics	ACEC Refresher		View Available Sessions

10. Select **session number**

To enrol in a session select the session number.

Course Session Details					
Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0013	18/07/2018	Wallace Wurth Building	4.0	100	0

11. Select **Continue**

Course ACEC Refresher

Session 0013

Start Date 18/07/2018

Duration (Hours) 4.0

Location Wallace Wurth Building

Language

Prerequisite Courses

None

Session Schedule

Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Wednesday	18/07/2018	18/07/2018	9:00AM	1:30PM	Wallace Wurth Building

☒ If this session is full, place me on the waiting list.


Continue

12. Check all details, including supervisor, are correct then press **Submit**

14. The following message will indicate successful submission. The nominated supervisor is then required to approve the enrolment request.

Request Training Enrolment

Submit Confirmation

The Submit was successful.

OK