Our recent system upgrade has included the ability of student to now enrol themselves in both online and face to face courses.

Please follow the below instructions.

Please note If you have any issues or are unable to enrol please contact HSEtraining@unsw.edu.au

**Use this Guide to**
- Enrol into Online or Face to Face courses
- View Training Summary
Step 1
1. On the UNSW homepage select myUNSW.

Step 2
1. Click Sign On

Step 3
1. Enter User ID, Password and click Agree and Sign on.
Step 4
1. Select My Student Profile.

Step 5
1. Scroll down select Training Registration.

Step 6
1. Select Learning & Development tab.
Step 7
1. On this page you can Request Training Enrolment and check your Training Summary.

2. To enrol in a course select Request Training Enrolment. From a list that is shown you can select to search course by a number of options, this example will show selecting Search by Course Name.

3. Please Note if you have 2 records as shown in this screenshot, try both records.

Step 8
1. Enter all or part of course name into search box.

2. Click Search.

Step 9
1. If you want to view information on the course click when you want to return to this page click at bottom of page.

2. To view available sessions click View Available Sessions.
Step 10
1. To enrol in a session click on **Session Number**. (Please note if this is an online course only one session number will shown (0001) and the date is course creation date)

Step 11
1. Details of the chosen session will be displayed, ensure this is the session you want.
2. **Tick** the box that asks if you wish to be placed on waitlist.
3. **Click**.

Step 12
1. Scroll to bottom of page and click **Submit**.
Step 13
1. Click **OK**.

Step 14
1. You will then be taken to **Submit Request – Confirmation** page.
2. Your enrolment is now complete.