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
4. Go to **My Staff Profile**

5. Select **Learning and Development**

6. Select **Request Training Enrolment**

7. Select **Search by Course Number**

If the session that you have applied for is full your name will be placed on a waitlist and you will be advised accordingly if vacancies become available.

More Information

Enquiries regarding training should be directed to the Unit responsible for organising the course.

Search by Course Name
Search by Course Number
8. Enter course number and then press Search

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACECR</td>
<td>ACEC Refresher</td>
</tr>
<tr>
<td>90020</td>
<td>Schedule 8 Drugs</td>
</tr>
</tbody>
</table>

9. Select View Available Sessions

10. Select session number

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>Location</th>
<th>Duration (Hours)</th>
<th>Open Seats</th>
<th>Waitlisted</th>
</tr>
</thead>
<tbody>
<tr>
<td>0013</td>
<td>18/07/2018</td>
<td>Wallace Wurth Building</td>
<td>4.0</td>
<td>100</td>
<td>9</td>
</tr>
</tbody>
</table>

11. Select 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.

![Submit Confirmation]

- Confirm that the submission was successful.
- Click OK to proceed.