1. Log into myUNSW: [https://my.unsw.edu.au/](https://my.unsw.edu.au/)
2. Click My Staff Profile
3. Click My Profile
4. Click Learning and Development then Request Training Enrolment
5. **Click Search by Course Number**
   
   ![Search by Course Number](image)
   
6. **Type in HSEGTC then click Search**
   
   ![Type in HSEGTC then click Search](image)
   
7. **Click on View Available Sessions**
   
   ![Click on View Available Sessions](image)
   
8. **Click on Session 0001**
   
   ![Click on Session 0001](image)
9. Click Continue button to submit an enrolment request to your nominated supervisor. If you’re enrolling in an online course, note that the date range for the course is the date range that the course content is available for. There is no waiting list for online courses.

You should receive an automated email about the enrolment. The course will be uploaded onto your Moodle within 24 hours. If you still don’t see it after this time, please contact us at x57244 or genetechnology@unsw.edu.au

10. To access Moodle, in your myUNSW, click on the icon in the right hand corner

11. If you receive this message as you try to access the course in Moodle. *It means that your internet browser (i.e: Internet Explorer) is blocking the course from opening. Switch to another browser (Chrome or Firefox) and to log into Moodle again.*