Request Research Data Management online Training (RDMoT) via myUNSW

Use this Guide to:
request enrolment into the **Researcher (Academic Staff) version** of Research Data Management online Training via myUNSW. If you require access to the other versions, click [here](#).

**Step 1**

1. **Sign in to my myUNSW.**
2. **Enter User ID (e.g. z1234567) & Password**
3. **Click** Agree and sign on

**Step 2**

Click **My Staff Profile**

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Dated 21 Apr 2020
Step 3
1. Ensure that you have the Manage My Profile view
2. Click Learning & Development tile

Step 4
1. Select Search by Course Number

Step 5
1. Key in RDM001 into the blank.
2. Click Search and you will see the SCAR course RDMoT for Researchers.
Step 6
1. Click View Available Sessions.

Step 7
1. Click session 0001.

Step 8
1. Click Continue.
Step 9

1. As this is an online course, you will **not** need your supervisor’s/manager’s approval.
2. Scroll to bottom of page, click **Submit**.

Step 10

1. On **Submit Confirmation** page click **OK**
Final Step

1. You will receive an email with instructions on how to access the course.
2. You will be able to access the course **within 24 hours**.
3. Following the email instructions will lead you to this Moodle page.
4. Click **Log in** in the top right and enter **User ID** (e.g., z1234567) & **Password**.
5. For issues accessing Moodle, click **here**.