Use this Guide to: request enrolment into the Professional Staff version of the Research Data Management online Training (RDMoT) via myUNSW.

Please contact rdm@unsw.edu.au if you have any research data management questions/issues.

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
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 RDM003 into the blank.
2. Click Search and you will see the SCAR course: RDMoT for Professional Staff
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/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 instruction 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**.