



Submitting a Student Complaint via SSO

This guide is intended for UNSW students/staff and shows how to submit a student complaint via single sign-on (SSO), either as a complainant or a referrer on behalf of the complainant.

To submit via the Case IQ Portal, please refer to [this corresponding section](#).

For other issue categories, please refer to those respective guides.

Logging in to Case IQ

1. Navigate to [Case IQ](#) and log in using your UNSW SSO credentials (zID@ad.unsw.edu.au) by clicking on **Login with your zID**.

You will be prompted to use your Microsoft Authenticator app to confirm your login.

1 [Login with your zID](#) 2 [Forgot your password?](#)

1 [Home](#) 2 [Cases](#)

Completing the Webform

3. Select the most appropriate option in response to the question about your relationship with UNSW.

This question enables the types of issues in this webform for which you can submit.

Creating a Complaint or Report

2. Create a new complaint or report by clicking on the + (plus) sign in the top left-hand corner.

3 *** Are you a UNSW Student, UNSW Staff Member or External to the University?:** 4 <Select>



Categorising the Issue

4. Select **Student Complaint** as the issue.

The webform and its questions will adjust according to your selection.

5. Select the most appropriate **Type** that further describes your issue.

4 * Please tell us about your issue: Student Complaint

5 * Issue Type: <Select>

6 Issue Sub Type: <Select>

Classification: <Select>

Classification: <Select>

Is there another issue you'd like to tell us about?: Yes No

6. If applicable, you can further categorise your issue by selecting the most appropriate **Sub Type** and **Classification**.

These are not mandatory questions but will allow the Case Manager to provide more timely and adequate support.

7 * Are you reporting this on behalf of someone else?: Yes No

About the Complainant

Complainant Title: <Select>

* Complainant First Name:

Submitting as a Complainant or Reporter

7. If you are submitting this complaint or report as a complainant, select **No** and provide your details.

If you are reporting on behalf of the complainant, select **Yes** and provide your details. Details of the complainant are not required should they wish to remain anonymous.

Completing the Rest of the Webform

8. Complete the rest of the webform with as much detail and clarity so that timely and appropriate support can be provided.

If further information or clarity is required, the Case Manager will be in contact.

Mandatory questions are **bolded** and marked with an asterisk (*), and need to be completed at a minimum for the complaint/report to be submitted.

About The Issue - Faculty & School Details

Additional Details

* Course Code Lookup:

* Year: <Select>

* Term/Semester: <Select>

Academic Type Details

* Faculty:

* School:

* Academic Type:

* Course Code:

* Year:

* Term/Semester:



Attaching Files

9. If there are any files to attach, click on **Add File** in the top right of the **Files** table.
10. In the file upload page, enter a description and include any contextual information to help understand the file and its contents.
11. Drag and drop the file into the attachment area, or click on **Upload a File from your Computer** to upload via a file dialog.
12. Finish attaching the file by clicking on the **floppy disk button** in the top right-hand corner.
13. Repeat for any other file(s).

Files

| Attachments | Created By | Created Date |
|------------------------|------------|--------------|
| No records to display. | | |

9 **Add File**

New File

* Indicates mandatory field

Case: DRAFT

* Kind: File Upload

Summary:

0 of 1 Attachments

10

11 **Drop files here to upload**
or
Upload a File from your Computer

Words: 0, Characters: 0/10000

12

People Involved

| Person Involved Type | Person Involved Name | Primary |
|------------------------|----------------------|---------|
| No records to display. | | |

14 **Add Person Involved**

Adding People Involved

14. Add details of the person(s) involved by clicking on **Add Person Involved** in the top right of the **People Involved** table.
15. Select the appropriate party type for the person you are entering.
16. Enter details of the person. If the person is a UNSW staff or student, the magnifying glass can be clicked to open a function to search that field.
17. Finish adding the person by clicking on the **floppy disk button** in the top right-hand corner.

New Person Involved

* Indicates mandatory field

Case: DRAFT

* Person Involved Type: **15**

Note, when using the zID, First Name or Last Name options to search for a Staff Member or Student, click on the row to have the details populated as a Person Involved, not the checkbox.

| | | |
|-----------------|----------------------|--|
| zID: | <input type="text"/> | |
| Title: | <input type="text"/> | |
| Preferred Name: | <input type="text"/> | |
| First Name: | <input type="text"/> | |
| Last Name: | <input type="text"/> | |

16

17



Submitting the Complaint or Report

19. After all details have been provided, submit the complaint/report by clicking on the **floppy disk button** in the top right-hand corner of the webform.

19

New Complaint or Report

* Indicates mandatory field

Privacy Statement

Any personal information you provide in this form will only be accessible to and used by UNSW for the purpose of assessing and managing your submission. Your personal



Submitting a Student Complaint via the Case IQ Portal

This guide is intended for UNSW students/staff and members of the community, and shows how to submit a student complaint via the Case IQ Portal and anonymously, either as a complainant or a reporter on behalf of the complainant.

To submit via single sign-on (SSO), please refer to [this corresponding section](#).

For other issue categories, please refer to those respective guides.

Navigating to the Case IQ Portal

1. Navigate to the [Case IQ Portal](#) and select the preferred method of submitting a complaint or report anonymously:

A – Report Online

B – Send Email

Methods of Filing

Sub title. Lorem ipsum dolor sit amet, consectetur adipisicing elit.



Online

You may submit a complaint or report using the online form where you may remain anonymous throughout the process or choose to provide your identity. If you wish to remain anonymous, you have the option to opt-in to receive or seek updates by accessing the Message Board through a safe and secure log-in.



Email

You may raise a complaint or report by email to CAST@unsw.edu.au. If you wish to remain anonymous when using this method of reporting, avoid using your UNSW email or a personal email that has a username with elements that could be used to identify you, such as your name or nicknames. You can also use email to request more information prior to submitting online.

A
Report Online
B
Send Email

A – Report Online

Creating a Complaint or Report

1. Read through the Privacy Statement. If you accept how the information you provide is managed, click **Accept**. If you do not agree, please contact the CAS Team for alternate methods.

Privacy Statement

How will we use the information you provide?

You can submit confidentially or anonymously. Whichever choice you make, we encourage you to provide as much information as you feel comfortable.

Personal Information

Any personal information you provide in this form will only be accessible to and used by UNSW for the purpose of assessing and managing your submission. Your personal information will not be retained for any longer than legally required and will be managed in accordance with the UNSW Privacy Policy and the UNSW Student Privacy Statement.

Remaining Anonymous

If you choose to remain anonymous and would like to receive updates, you will be prompted to create a secure username and password and will be issued a Case Reference Number. This secure log-in will allow you to seek and receive updates, whilst remaining anonymous. It's important to retain your username and password as these details cannot be retrieved if lost or forgotten.

Alternatively, you can provide your email address instead of a username, which will allow you to recover your password if you have lost or forgotten it. This email address will not be accessible to nor stored by UNSW.

X Decline
✓ Accept

1



New Complaint or Report

* Indicates mandatory field

About the issue

2 * Do you wish to remain anonymous?:

Yes No

Please note that if you choose to remain anonymous, this may impact

3 * Are you a UNSW Student, UNSW Staff Member or External to the University?:

External

Completing the Webform

2. Select the most appropriate option in response to the question about your anonymity. You can opt to provide your details for the purpose of, for example, being contacted should clarification be required.

3. Select the most appropriate option in response to the question asking your relationship with UNSW. This question enables the types of issues in this webform for which you can submit. It cannot be used to identify you.

Categorising the Issue

4. Select **Student Complaint** as the issue.

The webform and its questions will adjust according to your selection.

5. Select the most appropriate **Type** that further describes your issue.

6. If applicable, you can further categorise your issue by selecting the most appropriate **Sub Type** and **Classification**.

These are not mandatory questions but will allow the Case Manager to provide more timely and adequate support.

4 * Please tell us about your issue:

5 * Issue Type:

6 Issue Sub Type:

Classification:

Student Complaint

<Select>

<Select>

<Select>

7 * Are you reporting this on behalf of someone else?:

Yes No

About the Complainant

Complainant Title: <Select>

* Complainant First Name:

Submitting as a Complainant or Reporter

7. If you initially selected to not remain anonymous in Step A2, indicate whether you are submitting as a complainant or reporting on behalf of the complainant.

a. If you are submitting as a complainant, select **No** and provide your details.



- b. If you are reporting on behalf of the complainant, select **Yes** and provide your details. Details of the complainant are not required should they wish to remain anonymous.

If you initially selected to remain anonymous in Step A2, no details are required.

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Completing the Rest of the Webform

8. Complete the rest of the webform with as much detail and clarity so that the issue can be addressed.

Mandatory questions are **bolded** and marked with an asterisk (*), and need to be completed at a minimum for the complaint/report to be submitted.

Adding People Involved

9. Add details of the person(s) involved by clicking on **Add Person Involved** in the top right of the **People Involved** table.

10. Select the appropriate party type for the person you are entering.

11. Enter details of the person. If the person is a UNSW staff or student, the magnifying glass can be clicked to open a function to search that field.

12. Finish adding the person to the case by clicking on the **floppy disk button** in the top right-hand corner.

13. Repeat for any other person(s).

Attaching Files

14. If there are any files to attach, click on **Add File** in the top right of the **Files** table.



15. In the file upload page, enter a description and include any contextual information to help understand the file and its contents.
16. Drag and drop the file into the attachment area, or click on **Upload a File from your Computer** to upload via a file dialog.
17. Finish attaching the file to the case by clicking on the **floppy disk button** in the top right-hand corner.
18. Repeat for any other file(s).

The screenshot shows a 'Case' interface with a 'DRAFT' status. The 'Kind' dropdown is set to 'File Upload'. Below it is a rich text editor with a summary placeholder. The 'Attachments' section shows '0 of 1 Attachments' with a dashed box for dragging files and a 'Drop files here to upload' button. A red box labeled '15' highlights the summary area, and a red box labeled '16' highlights the 'Drop files here to upload' button. A red box labeled '17' highlights the floppy disk icon in the top right corner.

Logging in to / Creating an Account

19. After all details have been provided, select the most appropriate option in response to the question about whether you are a returning Case IQ user.
 - a. If you select **Yes**, log in using the secure username and password created in another, prior submission. This also allows you to receive progress status updates. Go to Step 23.
 - b. If you select **No**, you will then be presented the option to receive progress status updates.
20. If you wish to receive updates, select **Yes**. You will then have the choice of receiving updates via email or to create a Case IQ account.

The email address and username are not accessible to nor stored by UNSW.

The screenshot shows a 'Reporter' login form. It includes a question 'Are you a returning Case IQ user?' with radio buttons for 'Yes' and 'No'. Below it are fields for 'Username' and 'Password'. A red box labeled '19' highlights the 'Are you a returning Case IQ user?' question, and a red box labeled '19a' highlights the 'Username' and 'Password' fields. A red box labeled '19b' highlights the 'Would you like to progress status updates?' question in the next screenshot.

The screenshot shows the continuation of the 'Reporter' login form. It includes a question 'Would you like to progress status updates?' with radio buttons for 'Yes' and 'No'. A large explanatory text block follows, detailing the benefits of selecting 'Yes' for account creation and progress status updates. A red box labeled '19b' highlights the 'Would you like to progress status updates?' question, and a red box labeled '20' highlights the 'Would you like to confidentially provide your email address?' question in the next screenshot.



Submitting the Complaint or Report

21. After all details have been provided, complete the CAPTCHA and click **Submit**.

The image shows a CAPTCHA verification box. It contains a checkbox labeled 'I'm not a robot', the reCAPTCHA logo, and links for 'Privacy' and 'Terms'. Below the box is a large red-bordered 'Submit' button, which is also circled in red and labeled with the number '21'.

B – Send Email

Sending the Complaint or Report

1. An email will pop up using your computer's default email application.
2. Send your complaint or report to the CAS Team at CAST@unsw.edu.au.
 - Make sure to include as much detail and clarity so that timely and appropriate support can be provided.
 - Avoid using your UNSW email or a personal email that has a username with elements that could be used to identify you, such as your name or nicknames.
 - You can also use email to request more information or advice prior to submitting online.

