



myUNSW Training Registration

User Guide

Never Stand Still

Human Resources

Overview

myUNSW Training Registration is used by UNSW staff, students, contractors and affiliates to register into online and face-to-face courses offered internally by various training providers at UNSW Australia.

Use this guide to:

1. Search for courses
2. Enrol in courses
3. View training summary
4. Cancel your enrolment

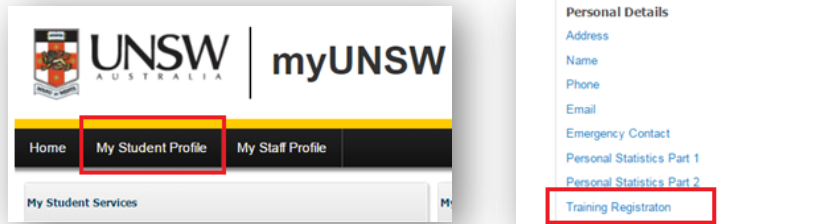
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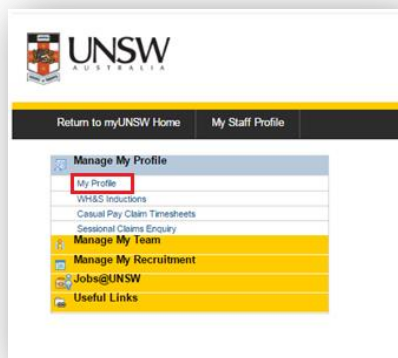
Searching for a Course

1. Log onto [myUNSW](#).
2. Click on the **My Staff Profile** tab on the navigation bar.

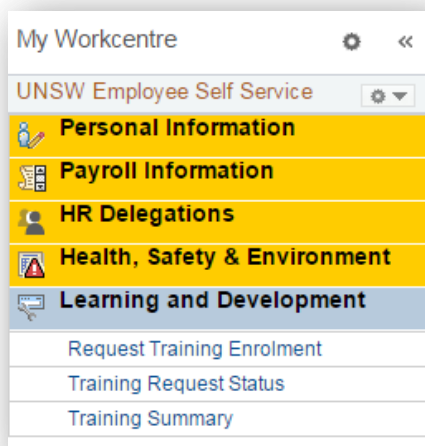
If you are a student click **My Student Profile** and then **Training Registration** as shown below.



3. Select **My Profile** under **Manage My Profile**.



4. On the left hand panel select **Learning and Development > Request Training Enrolment**



5. You will see a screen allowing you to search for your course by Course Name, Number, Location, Date and Course Type. Depending on your search method, follow the corresponding instructions below.

Before submitting an enrolment request for a course you should discuss the circumstances of your training requirement with your manager.

1. Search for the course by searching on course name, number, date, location or type, or leave search field blank to return a list of all available course sessions.
2. Select available sessions and submit enrolment request to supervisor
3. Once approved or denied by your supervisor you will receive an automated email informing you of the outcome of your request and your enrolment request status will change to Enrolled.

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](#)

[Search by Location](#)

[Search by Date](#)

[Search by Course Type](#)

Go To

[Self Service](#)

[Learning and Development](#)

[Training Summary](#)

Search by Course Name

Use this method if you know the name of the course you want to enrol in.

1. Select **Search by Course Name**.
2. Enter your course name e.g. Challenging Conversations and click **Search**.

Request Training Enrolment


Course Search

Before submitting an enrolment request for a course you should discuss the circumstances of your training requirement with your manager.

Enter the full or partial name of the course you are looking for and click on search to return a list of available course sessions.

Leave the course name blank to return a list of all available course sessions.

Course Name

3. If more than one course appears, make sure you select the course that is appropriate to your employment level e.g. SLD 10/C+ or FLD6-9/A-B. Select the  icon to view details about the course.



Request Training Enrolment

Course Search

Click on the blue "i" symbol in the Course Detail column to find out more information about a course.

Select View Available Sessions to view available dates and times for the course.

Course Name

Course Details				
Course Type	Description	Course Detail	Course Number	Session Availability
SLD 10/C+	Challenging Conversations		SLDCC	View Available Sessions
FLD6-9/A-B	FLD Challenging Conversations		FLCHAL	View Available Sessions

- Select **View Available Sessions** to view the upcoming dates scheduled for this course.
- All upcoming sessions for this course will now be listed on your screen. You will also be able to view the number of open spaces available and number of people on the waitlist. Once you have decided on the session you want to enrol in, select the corresponding session number e.g. 0001.

Request Training Enrolment

View Available Sessions

SLDCC Challenging Conversations

The available Sessions for the course you selected are listed below.

Before selecting a Session consider the number of people already on the waitlist. If the session is filled to capacity you may still register for the course; upon approval you will be notified by email as to whether you have gained admission to the course or placed on the waitlist.

If you have been placed on a Waitlist, you will be notified by email when/if a place in the session becomes available. If a place does not become available and the course date passes, you should consider registering for a different session if you still want to attend that course.

To enrol in a session select the session number.

Course Session Details					
Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0001	21/07/2016	Mathews Building	8.0	11	0

Course Session Details					
Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0002	27/10/2016	Mathews Building	8.0	14	0

[Return to Course Search](#)

- Once you have selected your session follow the instructions on **Enrolling in Course**.

Search by Course Number

Use this method if you have the course number of the course you want to enrol into.

1. Select **Search by Course Number**.
2. Enter your course number (or course code) and click **Search**.


Course Search

Before submitting an enrolment request for a course you should discuss the circumstances of your training requirement with your manager.


Enter the full or partial course number of the course you are looking for and click on search to return a list of available course sessions.

Leave the course number blank to return a list of all available course sessions.

Course Number

3. Select **View Available Sessions** for the corresponding course. Click the  icon to view details about the course.

Course Details

Course Number	Course Type	Description	Course Detail	Session Availability
SLDCC	SLD 10/C+	Challenging Conversations		View Available Sessions

4. All upcoming sessions for this course will now be listed on your screen. Select your chosen **session number** and then follow the instructions on [Enrolling in Course](#)

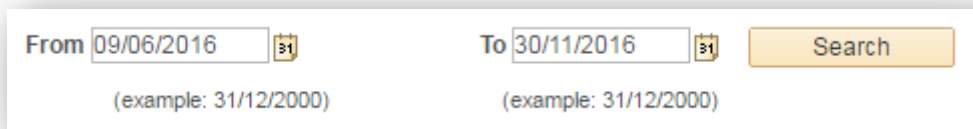
Course Session Details					
Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0001	21/07/2016	Mathews Building	8.0	11	0

Course Session Details					
Session	Start Date	Location	Duration (Hours)	Open Seats	Waitlisted
0002	27/10/2016	Mathews Building	8.0	14	0

Search by Date

Use this method if you are looking for a workshop within a specific timeframe to attend.



1. Select **Search by Date**.
2. Enter the start and end dates for the period you want to search for. Click **Search**.

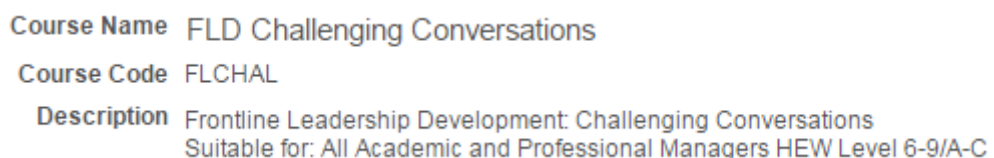


The form shows two date input fields. The first is labeled 'From' and contains '09/06/2016' with a calendar icon and '(example: 31/12/2000)' below it. The second is labeled 'To' and contains '30/11/2016' with a calendar icon and '(example: 31/12/2000)' below it. To the right of these fields is a yellow 'Search' button.

3. You will be given a list of all workshops available within your selected time period. Select **View Available Sessions** to view the upcoming dates scheduled for the course.

General Details				
Start Date	Description	Course Detail	Course Number	Session Availability
09/06/2016	FLD Challenging Conversations		FLCHAL	View Available Sessions
09/06/2016	H&S Consultation		HSECON	View Available Sessions
15/06/2016	Interview Skills		ACAPRO	View Available Sessions
15/06/2016	Lab Safety Awareness		HSELSS	View Available Sessions
17/06/2016	Information Session		ACAPIS	View Available Sessions
22/06/2016	FLD Conduct a Performance Revi		FLCPR	View Available Sessions

4. Note that the list above does not filter by course type so you will have to select the  icon to determine whether the workshop is appropriate for you. For example after clicking  for this course, you can see that it is only suitable for Managers Level 6-9/A-C.



Course Name FLD Challenging Conversations
Course Code FLCHAL
Description Frontline Leadership Development: Challenging Conversations
Suitable for: All Academic and Professional Managers HEW Level 6-9/A-C

5. All upcoming sessions for this course will now be displayed. Select your chosen **session number** and then follow the instructions on **Enrolling in Course**

Search by Course Type

Use this method to find training courses based on **Course Type**.

To enrol in a session select the session number.

Course Session Details				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
0001	Mathews Building	8.0	0	0

Course Session Details				
Session	Location	Duration (Hours)	Open Seats	Waitlisted
0002	Mathews Building	8.0	6	0

1. Select **Search by Course Type**.
2. Select the appropriate course type that matches your needs using the dropdown function. Once selected click **Search**.

Course Search

Before submitting an enrolment request for a course you should discuss the circumstances of your training requirement with your manager.

Select the Type of course you are looking for and click on search to return a list of available course sessions.

Leave the course type blank to return a list of all available course sessions.






Request Training Enrolment

Course Type

- ADFA
- Academic Promotion
- Discussion Group
- Environment Training
- Ethics Training
- Finance Training
- First Aid
- Frontline Leadership (6-9/B-C)
- HR Essentials
- Information Session
- Learning and Teaching
- OHS - Staff
- OHS - Staff and Students
- OHS Consultation
- OHS-Student
- Post Doctoral Academy
- Professional Skills
- Research
- SCAR

Search

3. You will be given a list of all courses matching your chosen course type. To view the scheduled dates for a course, select **View Available Sessions**.

Course Details				
Course Type	Description	Course Detail	Course Number	Session Availability
SLD 10/C+	Leading & Managing Change		800005	View Available Sessions
SLD 10/C+	Foundations of Leading Project		FOULMP	View Available Sessions
SLD 10/C+	Career Conversations		SLCARE	View Available Sessions
SLD 10/C+	Challenging Conversations		SLDCC	View Available Sessions
SLD 10/C+	Leading High Performing Teams		SLDHPT	View Available Sessions
SLD 10/C+	Conducting Performance Review		SNRPR	View Available Sessions
SLD 10/C+	Strategic Thinking		STRAT	View Available Sessions

4. All upcoming sessions for this course will now be displayed. Select the **session number** and then follow the instructions on [Enrolling in Course](#)

Enrolling in Course

Review the details of the course and session that you have selected. To continue with the enrolment:

1. Check the box next to **'If this session is full, place me on the waiting list'** if you would like to be put on the waitlist in the instance that the session has already been filled. Select **Continue**.

To submit an enrolment request to your nominated supervisor, click on the Continue button.

Course Challenging Conversations Session 0001
Start Date 21/07/2016 Duration (Hours) 8.0
Location Mathews Building
Language

Prerequisite Courses
None

Session Schedule

Date	Session Start Date	Session End Date	Start Time	End Time	Training Facility Name
Thursday	21/07/2016	21/07/2016	9:00AM	4:00PM	Mathews Building

If this session is full, place me on the waiting list.

Continue


2. Before submitting make sure that your supervisor's ID and name is shown correctly on the screen. If your supervisor is not shown, search for your supervisor in the **Select Different Supervisor** field. You can also use this function if you wish to submit your enrolment to an alternative supervisor for approval (e.g. if your regular line manager is on leave)

Course Session Details

Course SLDCC Challenging Conversations
Session 0001
Course Start Date 21/07/2016
Start Time 9:00AM End Time 4:00PM
Duration (Hours) 8.0
Location Mathews Building
Language

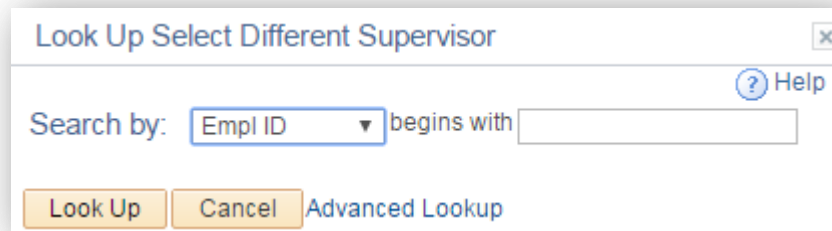
Employee ID
Comments

Supervisor

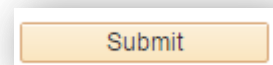
Supervisor ID Supervisor's Name
Select Different Supervisor 

Submit

3. **Note:** If you are selecting a different supervisor to the one listed, you can search by their staff ID or name but make sure that the dropbox next to **Search by** is on the right search option.



4. **Submit** your enrolment when all the details are correct.

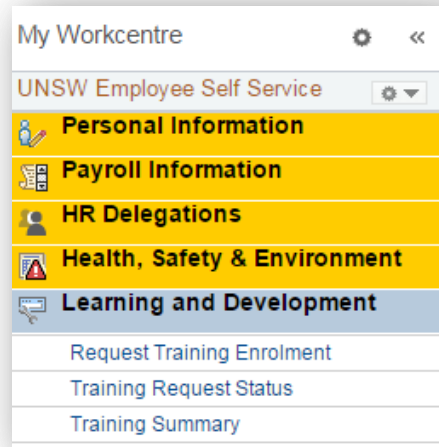


5. You will receive an email confirmation once your enrolment has been actioned by your supervisor.

NB: Supervisor approval is currently not required for enrolment into online courses, or for Student registrations

View Training Summary

1. To view your training summary select **Training Summary** under **Learning and Development**.



2. Your training summary shows all the courses you have enrolled in over the time of your employment at UNSW.

You can also view the current status of your enrolments. If your status is **Awaiting Approval** it means that your supervisor has not yet approved your enrolment. In this instance you should contact your supervisor to remind them to approve your enrolment.

Internal Training				
Course Name	Course Start Date	Course End Date	Status	Status Date
Challenging Conversations	21/07/2016	21/07/2016	Enrolled	09/06/2016
Work Health & Safety Awareness	15/01/2016	31/12/2030	Competent	22/04/2016
Ergonomic & Manual Tasks	15/01/2016	31/12/2030	Competent	05/05/2016
Responsible Employee (Online)	23/03/2014	31/12/2016	Competent	28/04/2016

Cancelling Enrolment in a Course

The following instructions are to assist you in cancelling your enrolment in a course.

1. Follow the instructions on the previous page to view your **Training Summary**. Under your **Training Summary** select the name of the course you want to cancel. NB: You can only cancel enrolments for courses that have an **Enrolled** status. You cannot cancel past courses, or those still **Awaiting Approval**. These should be rejected by your supervisor.

Internal Training				
Course Name	Course Start Date	Course End Date	Status	Status Date
Challenging Conversations	21/07/2016	21/07/2016	Enrolled	09/06/2016
Work Health & Safety Awareness	15/01/2016	31/12/2030	Competent	22/04/2016
Ergonomic & Manual Tasks	15/01/2016	31/12/2030	Competent	05/05/2016
Responsible Employee (Online)	23/03/2014	31/12/2016	Competent	28/04/2016

2. Click the **Cancel** button at the bottom of the page.

Time: 9:00am - 4:00pm
Start Time 9:00AM To End Time 4:00PM
Training Facility Mathews Building
Prerequisites None

3. You will receive a message to confirm your cancellation. Click **Yes** to cancel and **No** to go back to the previous page.

Message

Do you want to Cancel your enrolment in this Course Session? (29100,30)

Please Press Yes to continue or No to be returned to the Course Detail page

4. You have now cancelled your enrolment and this will be shown on your training summary.

Internal Training				
Course Name	Course Start Date	Course End Date	Status	Status Date
Challenging Conversations	21/07/2016	21/07/2016	Cancelled	09/06/2016