Student Enrolment Via myUNSW

Our recent system upgrade has included the ability of student to now enrol themselves in both online and face to face courses.
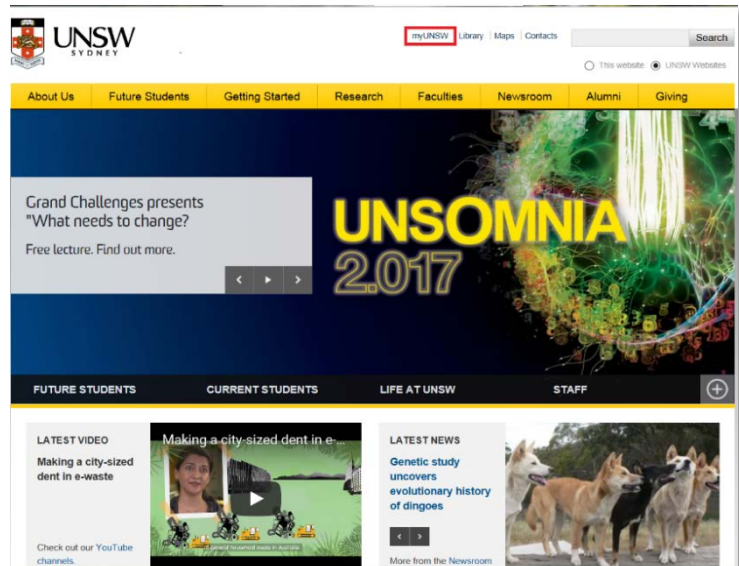
Please follow the below instructions.

Please note If you have any issues or are unable to enrol please contact HSEtraining@unsw.edu.au

Use this Guide to

- Enrol into Online or Face to Face courses
- View Training Summary

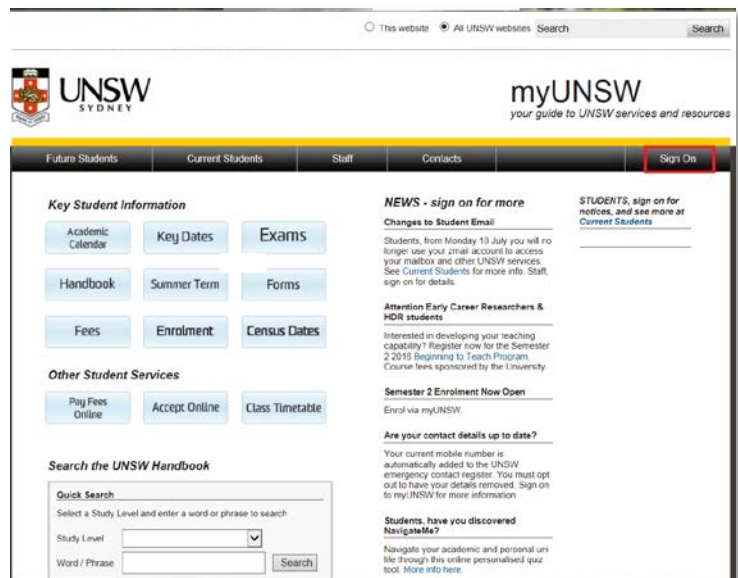## Step 1

1. On the UNSW homepage select myUNSW.
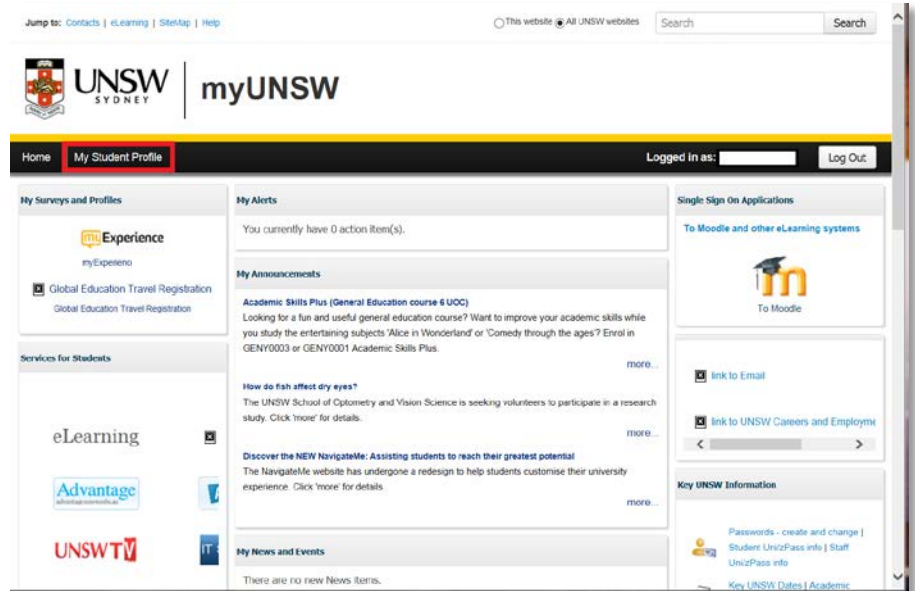
Step 2

1. Click **Sign On**

Step 3

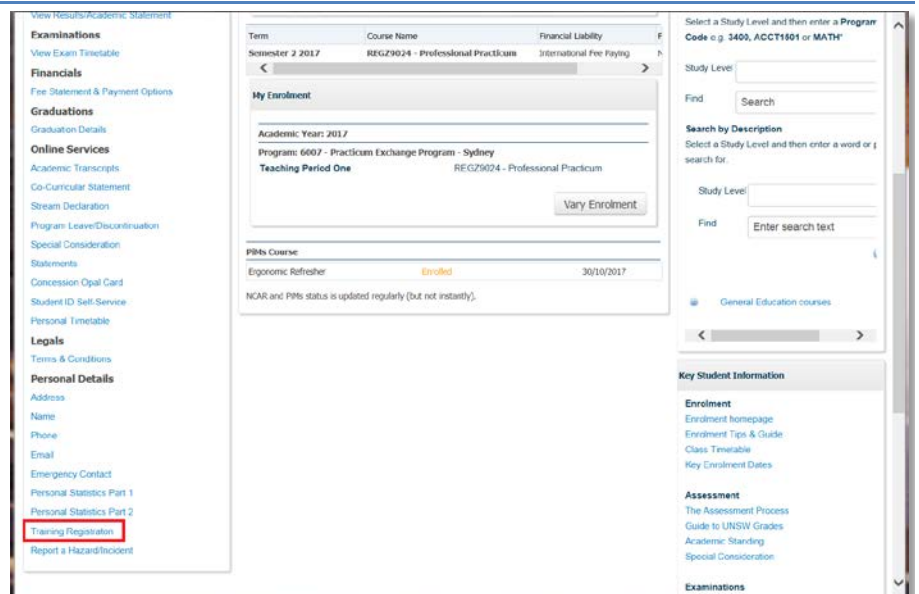1. Enter **User ID, Password** and click **Agree and Sign on**.

Step 4

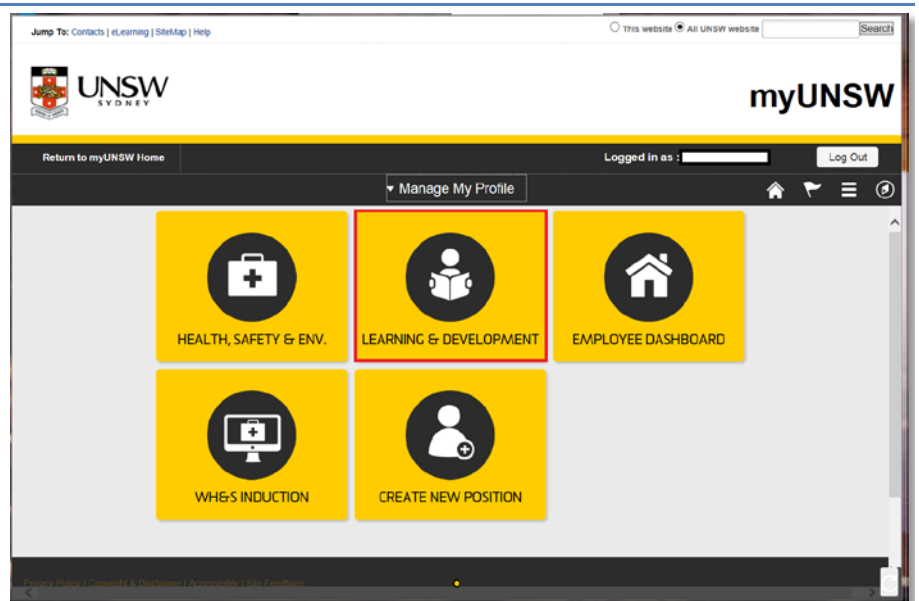1. Select **My Student Profile**.

**Step 5**

1. Scroll down select **Training Registration**.

Step 6

1. Select **Learning & Development** tab.

Step 7

1. On this page you can **Request Training Enrolment** and check you **Training Summary**.

2. To enrol in a course select **Request Training Enrolment**. From a list that is shown you can select to search course by a number of options, this example will show selecting **Search by Course Name.**

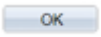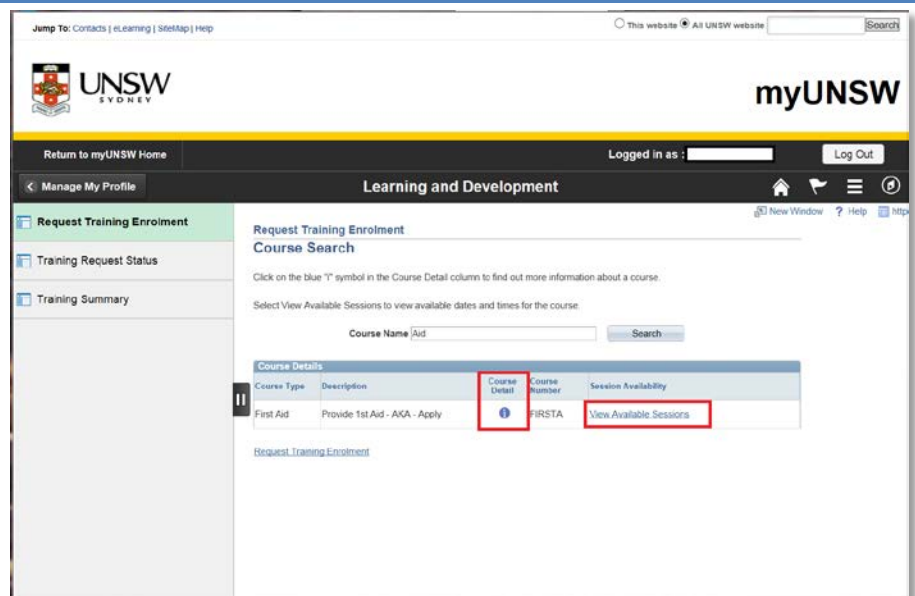3. Please Note if you have 2 records as shown in this screenshot, try both records.
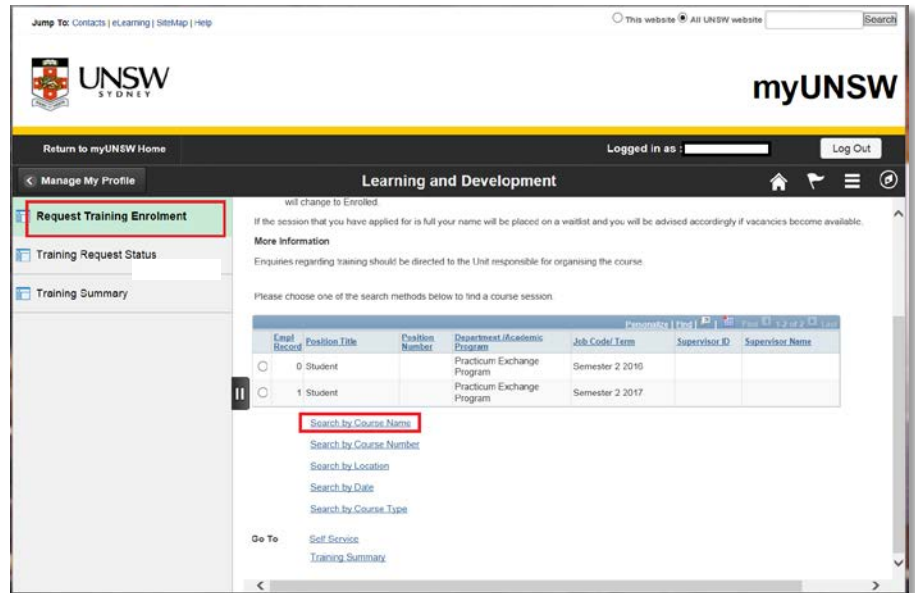
Step 8

1. Enter all or part of course name into search box.
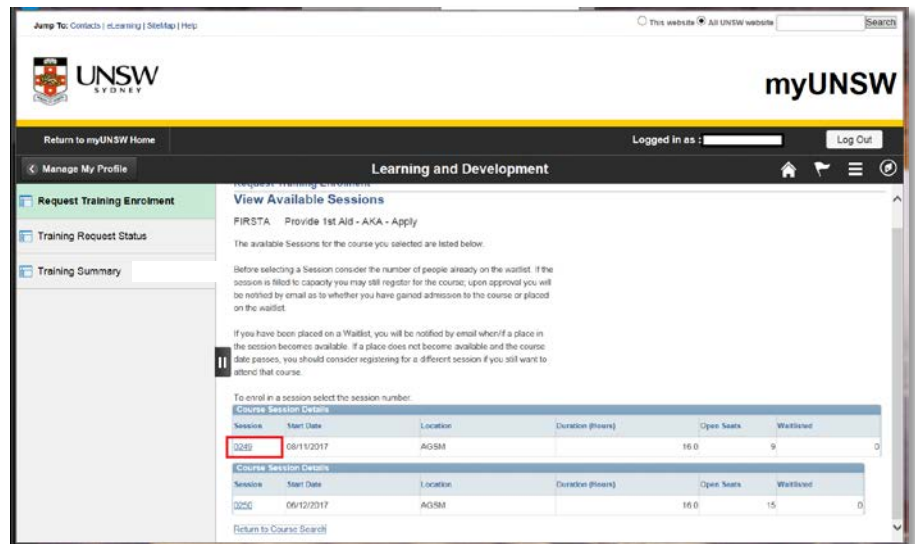
2. Click **Search**.
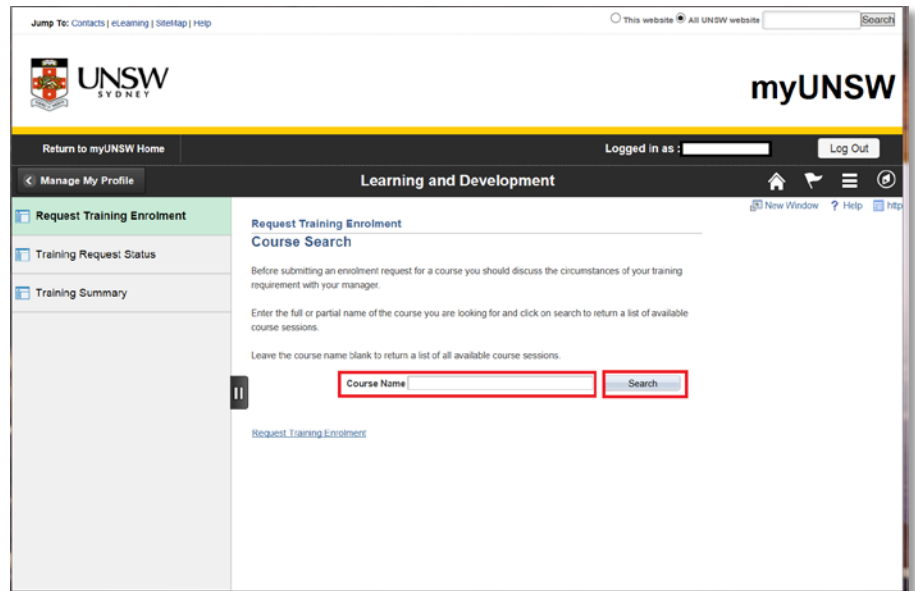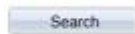
Step 9

1. If you want to view information on the course click ⓘ when you want to return to this page click OK at bottom of page.

2. To view available sessions click **View Available Sessions**.

Step 10

1. To enrol in a session click on **Session Number**. (Please note if this is an online course only one session number will shown (0001) and the date is course creation date)
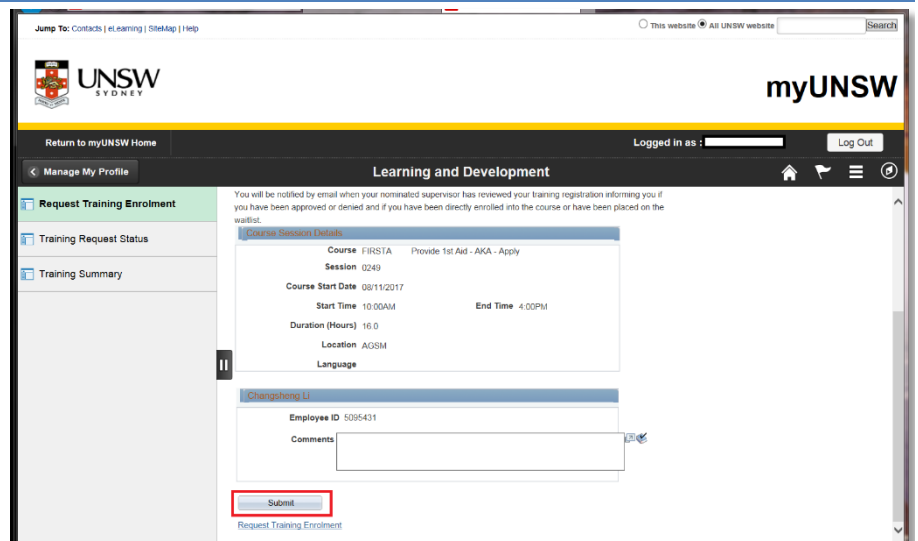

Step 11

1. Details of the chosen session will be displayed, ensure this is the session you want.
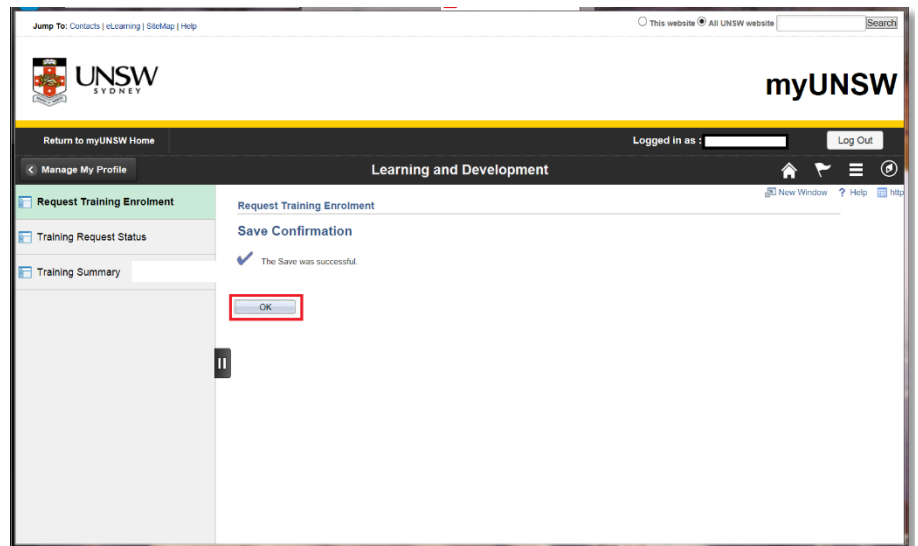2. **Tick** the box that asks if you wish to be placed on waitlist.

3. Click . [Continue]
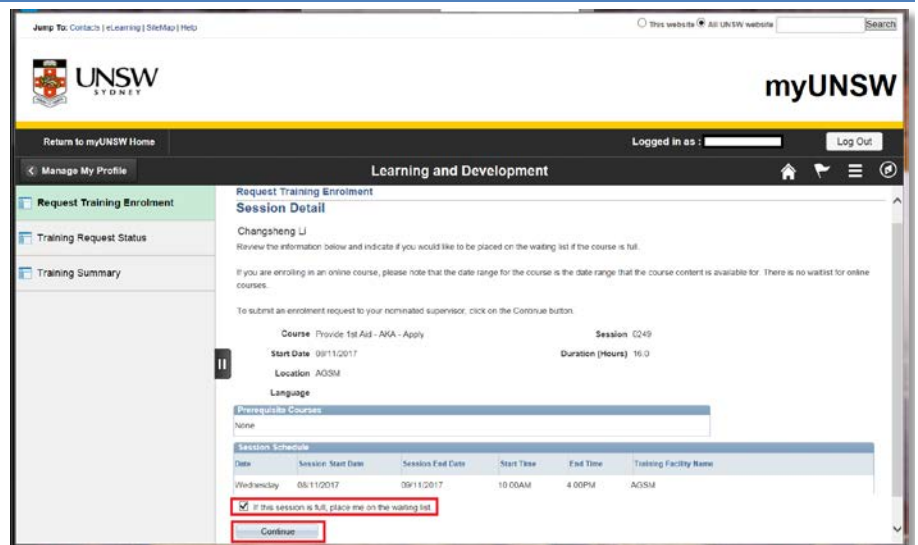
Step 12

1. Scroll to bottom of page and click [Submit] .

Step 13

1. Click [OK] .

Step 14

1. You will then be taken to **Submit Request – Confirmation** page.

2. Your enrolment is now complete