



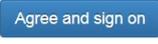
Australia's
Global
University

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 

The Web Single Sign On service allows you to log in once and then connect to multiple UNSW web applications without having to supply your credentials again. However, as an additional security measure, some applications may require that you enter your details again even if you are already logged in to wSSO.

By logging in, you are acknowledging that: Any material submitted complies with copyright legislation and relevant licence restrictions. Further information: Copyright website, Library website or by contacting the Copyright Service (x53798)

By logging in to wSSO, I acknowledge and agree that:

1. I am authorised by UNSW to use this machine and access the UNSW IT system;
2. I have read and understand the Acceptable Use of UNSW Information and Communication Technology (ICT) Resources Policy (the 'Policy') and the Acceptable Use of UNSW Information and Communication Technology (ICT) Procedure (the 'Procedure');
3. I understand that the Policy and the Procedure contain important information and requirements in respect of the use of UNSW information and communication technology resources and that the usage of UNSW ICT Resources, including internet and email, is subject to monitoring in accordance with the terms of the Policy and Procedure; and
4. I agree to the terms and conditions of using UNSW ICT Resources as set out in the Policy and the Procedure.

Step 2

Click **My Staff Profile**

Home **My Staff Profile** HR Help My Finance Logged in as: Log Out

My Surveys and Profiles

- myExperience survey
- CATEI Course and Teaching Evaluation & Improvement
- Serko UNSW Travel Management System

Account Management

My Announcements

Postgraduate Information Sessions

Policies, Procedures and Guidelines for Comment and Approved

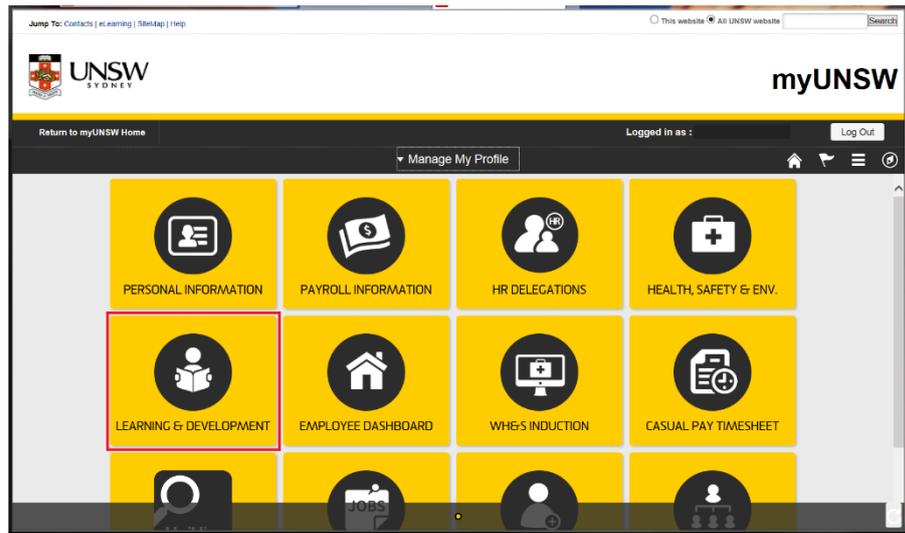
Key UNSW Information

- Passwords - create and change | Student Uni2Pass info | Staff Uni2Pass info
- Key UNSW Dates | Academic Calendar
- Faculties & Schools | UNSW Contacts page



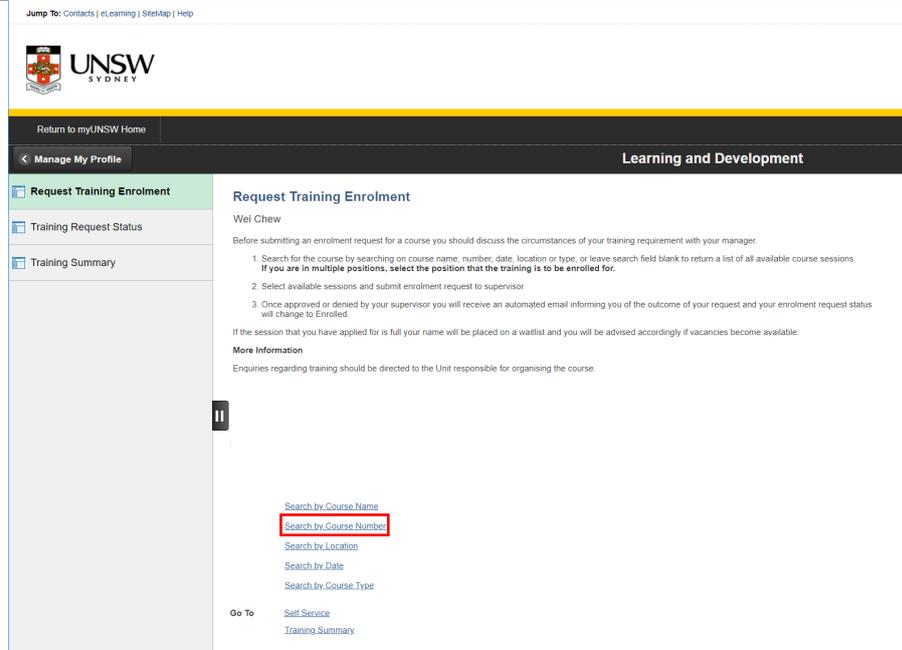
Step 3

1. Ensure that you have the **Manage My Profile** view
2. Click **Learning & Development** tile



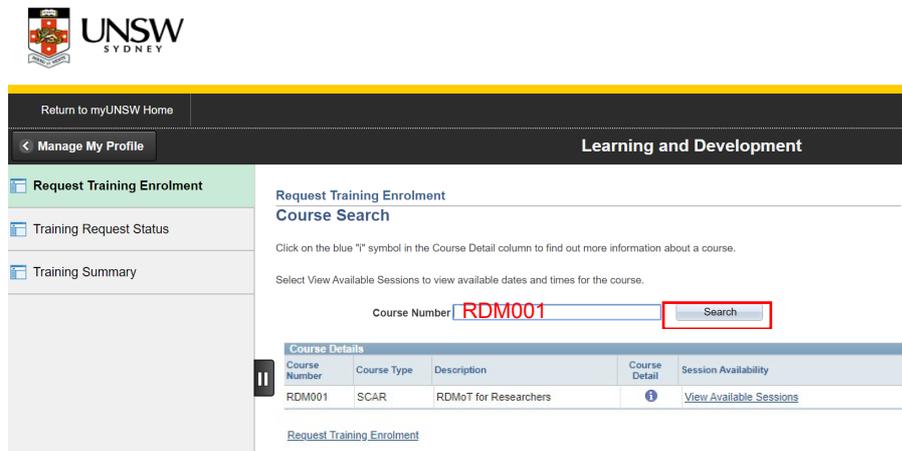
Step 4

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**.

The screenshot shows the UNSW Learning and Development portal. The user is logged in and viewing the 'Request Training Enrolment' page. The 'Course Search' section is active, showing a search for 'RDM001'. A table of course details is displayed, with the 'View Available Sessions' link highlighted in a red box.

Course Number	Course Type	Description	Course Detail	Session Availability
RDM001	SCAR	RDMoT for Researchers		View Available Sessions

Step 7

1. Click session **0001**.

The screenshot shows the UNSW Learning and Development portal. The user is logged in and viewing the 'Request Training Enrolment' page. The 'View Available Sessions' section is active, showing a table of available sessions. The session number '0001' is highlighted in a red box.

Session	Start Date	Location	Duration (Hours)
0001	11/07/2019	Online Course	1.0

Step 8

1. Click **Continue**.

The screenshot shows the UNSW Learning and Development portal. The user is logged in and viewing the 'Request Training Enrolment' page. The 'Session Detail' section is active, showing details for session 0001. The 'Continue' button is highlighted in a red box.

Session Detail

Wei Chew

Review the information below and indicate if you would like to be placed on the waiting list if the course is full.

If you are enrolling in an online course, please note that the date range for the course is the date range that the course content is available for. There is no waiting list for online courses.

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

Course: RDMoT for Researchers Session: 0001
Start Date: 11/07/2019 Duration (Hours): 1.0
Location: Online Course

Prerequisite Courses

None

Session Schedule

Date	Session Start Date	Session End Date	Training Facility Name
Thursday	11/07/2019	11/07/2019	Online Course

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

[Continue](#)

[Return to Course Search](#)

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**.

The screenshot shows the 'Submit Request' page in the myUNSW system. The page header includes the UNSW Sydney logo and navigation links like 'Return to myUNSW Home' and 'Learning and Development'. A left sidebar contains 'Request Training Enrolment', 'Training Request Status', and 'Training Summary'. The main content area is titled 'Submit Request' and contains instructions: 'Enter any comments regarding your request and submit your request.' and 'If you need to change your Supervisor then select your new Supervisor using the "search" function.' A red box highlights a note: 'Please note that if you are enrolling in an online course you will be enrolled directly without supervisor approval and will receive an email confirmation with further details regarding the course and how you access it.' Below this, there is a section for 'Course Session Details' with fields for Course (RDM001), Session (0001), Course Start Date (11/07/2019), Duration (Hours) (1.0), and Location (Online Course). Another section for 'Wei Chew' shows Employee ID 3421466 and a text area for 'Comments'. A red box highlights the 'Submit' button at the bottom of the form.

Step 10

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

The screenshot shows the 'Submit Confirmation' page in the myUNSW system. The page header includes the UNSW Sydney logo, 'myUNSW' branding, and navigation links like 'Return to myUNSW Home' and 'Learning and Development'. A left sidebar contains 'Request Training Enrolment', 'Training Request Status', and 'Training Summary'. The main content area is titled 'Request Training Enrolment' and 'Submit Confirmation'. It displays a success message: 'The Submit was successful.' with a green checkmark. A red box highlights the 'OK' button below the message.

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](#).

The screenshot shows a Moodle course page for UNSW Sydney. At the top right, there is a 'User Guides' link. Below the header, a message states 'This course is currently unavailable to students' with a 'Continue' button. A navigation menu on the left shows 'Home'. At the bottom, there is a footer with contact information for external TELT support, including an email address and phone numbers. The 'Log in' button in the top right corner is highlighted with a red box.

UNSW SYDNEY

> User Guides

You are currently using guest access **Log in**

Navigation

▼ Home

This course is currently unavailable to students

Continue

My Moodle

Academic Integrity | Privacy | Content & Social Media Disclaimer | Copyright & Disclaimer | Accessibility | Site Map

You are currently using guest access (Log in)

UNSW SYDNEY

UNSW staff and students experiencing difficulties using Moodle? Contact External TELT Support for assistance.

Email: externalteltsupport@unsw.edu.au
Internal: x53331
External: 9385 3331
International: +61 2 9385 3331

Page last updated Thursday 26 March 2020
UNSW CRICOS Provider Code 00098G, ABN 57 195 873 179 | Sydney, NSW.2052, Australia