



Finance Online Training

Registration Process

Never Stand Still

Finance provides a range of online training modules, you can register for them in MyUNSW. There is a link to MyUNSW at the very top right of the main UNSW web page www.unsw.edu.au. You can also find additional information on the Finance web page under Training and Guidance.

1. Log into **MyUNSW**
2. Click on the **My Staff Profile** tab
3. Click on **My Profile** in the menu
4. Click on **Learning and Development**
5. Click on **Request Training Enrolment**
6. Click on **Search by Course Number**
7. Type "FIN" and press the **search button**
8. Find the course you'd like to register for
9. Click on **View Available Sessions**
10. There is normally only one session for Online Courses
11. Click on the **session number**
12. Click on the **Continue button** to register

You will receive an email notification that you have registered for the course. Registrations are processed overnight so you will only be able to access the course in Moodle the day after you have registered for it.

To access Moodle log into MyUNSW and click on the Moodle icon at the top right of the page. You can view the courses you are registered for by clicking on My Courses in the left menu.

If you have any questions please contact the Finance Training Team on fti@unsw.edu.au