A 'zID' AND A 'zPASS'

A "zID" is your UNSW ID number with a z prefix in the form of z1234567. A 'zPass' is a password. You use your zPass along with your zID to access UNSW online services

Where can I find my zID?

Your zID will be sent to you in an email titled "Important Information About Your Role" usually a few days after you have accepted your conferred title. If you still cannot find your zID, please contact the Manager in your host Campus/School/Centre, or the Faculty Conjoint Administrator Team.

How can I activate my zPass?

Please go to the website: UNSW Identity Manager. You will be able to activate your account under the option "Are you new here" Any further issues call the UNSW IT Service Centre on (02) 9385 1333

Multi-Factor Authentication (MFA)

MFA is a requirement to access UNSW single sign-on applications such as Office 365 (Outlook, Teams, etc) and Moodle. After activating your zID and z-Pass please follow the guide and set up MFA or visit the MFA website for more information.

Please call the UNSW IT on 9385 1333 if you need help activating your zID or setting up MFA.

IT ACCESS

How do I get my UNSW email address?

You will automatically be assigned a UNSW email address. Just activate your zID as mentioned above.

Note that your email access will only be active for the specified term noted in the conferral letter. At cessation of the term, access will be terminated automatically, unless an application for renewal is approved.

How do I log into UNSW email?

Please login Microsoft 365 (www.office.com) with your zID in the form of zID@ad.unsw.edu.au and your zPass. You can access this on any device.

How do I forward my UNSW emails to another account?

Once you login to **Microsoft 365** (www.office.com), at the top of the page, choose "Settings > Mail > Forwarding" and enter your preferred email. Click Here for more information.

UNSW ID CARD

Do I need a UNSW ID card?

With a UNSW ID card, you can borrow physical items from the library. Note: may not be required if working off campus.

How do I get a UNSW ID card?

UNSW ID cards are available from the Security and Traffic Management office, located at Gate 2 Security Office, adjacent to the IGA and UNSW Village, Kensington campus between 8.00am and 4.00pm, Monday to Friday. For access to buildings/rooms on campus see your Campus/School Manager first.

RESEARCH & PUBLICATIONS

How do I affiliate publications to UNSW?

Conferred academic title holders should by-line with "UNSW Sydney" for publications to be counted in the UNSW annual publication return. This does not need to replace any other affiliations.

Why should I list UNSW as an affiliation?

Conferred academic title holders are required to lodge publications, such as published books, chapters, journal articles, conference papers into the UNSW online publication database Research Outputs System called (ROS). It is recommended that you login regularly to ROS using your zID and z-pass to ensure your publications have been captured correctly.

How do I add ORCID to my ROS profile?

ORCID is a unique digital identifier to you as a researcher. Adding your ORCID and/or SCOPUS ID to your ROS profile will enable publications to filter through to the right person. For more information, please go to **ORCID** Library-Managing and Evaluating your Research - click 'ORCID').

LIBRARY ACCESS

How do I get access to the UNSW library?

Please go to UNSW Library. Login "myLibrary" with your zID and z-pass to access collections including eJournals,

Databases and UNSWorks.

To access the library offsite, remote access (VPN) service is required. Click Here for more information.

UNSW BENEFITS

IT software

Conferred academic title holders are entitled to free or discounted software and licences at UNSW staff rates. For more information, please go refer to the **IT website** (Software for Staff)

CAMPUS MAPS

Where can I find campus maps?

Click here to view parking maps on Estate Management website.

PARKING ON CAMPUS

Where can I park on campus?

UNSW provide a limited number of on-campus parking, visit Estate Management parking.