Guidelines for using My Record

UNSW Leadership Program

To access your account within My Record go to www.myrecord.unsw.edu.au and enter your student zID. There are 6 forms submitted through My Record as you progress through the Leadership Program – four by you, and two by your community engagement (CE) Supervisor. Please note your ‘Community Engagement Completion’ form won’t be available until your Supervisor has submitted their ‘Completion’ form.

Steps to Using My Record

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<tr>
<th>#</th>
<th>Section</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Enrolment</td>
<td>Submitted</td>
</tr>
<tr>
<td>2</td>
<td>Community engagement approval</td>
<td>Submitted</td>
</tr>
<tr>
<td>3</td>
<td>Community engagement completion</td>
<td>Not Available</td>
</tr>
<tr>
<td>4</td>
<td>Final program reflection</td>
<td>Not Available</td>
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<td>Final program reflection</td>
<td>Not Available</td>
</tr>
<tr>
<td>5</td>
<td>Agreement (submitted by supervisor)</td>
<td>Submitted</td>
</tr>
<tr>
<td>6</td>
<td>Completion (complete at end of 20hrs)</td>
<td>Submitted</td>
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New applicants use this form to enrol in the program and provide their first reflection on leadership. They then receive an email from the Leadership Program administrators to confirm their application is successful.

All new students must complete the online *Introduction to the Leadership* module at the beginning of the program, followed by your choice of minimum 4 face-to-face workshops before starting the community engagement.

When you have a community engagement opportunity confirmed, submit the details for approval using the *Community Engagement Approval* form in My Record. If the organisation is not previously approved for the program, you will need to wait a couple of days for an email confirming the decision before commencing your volunteering role.

*Please note, to complete this form you will need on hand the following: contact details for the organisation and your supervisor, a brief description of your role, the training you will receive and an understanding of how the opportunity will help you develop leadership skills.*

Once your volunteering is approved, your supervisor will automatically be contacted with a URL link that gives them access to your record. This allows them to complete Step 3, the supervisor *Agreement*, where they agree to provide insurance, supervision, training and feedback about your performance. Once they have completed this form it will appear in your record as item #5 and you can now start counting your volunteering hours.

*Please note, you should discuss the Leadership Program and what it involves for the organisation and your new supervisor, before submitting the Community Engagement Approval form in Step 2.*
Once you have completed 20 hours of volunteering, the next step is for your supervisor to submit the form entitled **Completion**, using the URL link they were emailed at the beginning of your program to access My Record. We recommend that you prompt them to submit the Completion form for you once you completed the 20 hours of volunteering to avoid delays in completing the program, or you can inform us so we can email the link to your supervisor.

In this form they confirm you have completed 20 hours of volunteering and provide feedback as to your strengths and any areas for development. Once they have completed this form it will appear in your record as item #6.

The **Community Engagement Completion** form will now be available for you to submit to confirm your hours and evaluate the experience of volunteering with your community organisation.

When you have also completed all of the required workshop hours you must then submit the **Final program reflection** form as the last stage of the program, worth 5 points. Program administrators will then check you have accrued 100 points and will email you to confirm you have completed the program and with instructions for how to collect your certificate.

**Frequently Asked Questions**

- **How do I log onto My Record?**

  Go to [www.myrecord.unsw.edu.au](http://www.myrecord.unsw.edu.au) and enter your student ZID and Zpass.

- **Why can’t I see my supervisor’s forms when I log in?**

  The supervisor ‘Agreement’ and ‘Completion’ forms are only added to your record once the supervisor has submitted them. When they submit the ‘Completion’ form this triggers the system to make your ‘Community Engagement completion’ form available for submission.

- **How does my Supervisor access my record in order to submit their two forms?**

  If you are currently in the middle of your community engagement, your supervisor has been emailed a URL link to access your record and submit their last ‘Completion’ form when ready. For those who haven’t yet started on the community engagement aspect of the program, when you
submit the ‘Community Engagement approval’ form and it is approved, an email will be sent to your nominated supervisor with the URL link for your record and request to complete the ‘Agreement’.

- **My supervisor has lost the URL link they need to access My Record, what shall I do?**

Send an email to leadership@unsw.edu.au requesting us to contact your supervisor with the URL link. In the email provide the organisation’s name, your supervisor’s name and email address.

- **I have completed 20 hours of volunteering but the ‘Community Engagement Completion’ form isn’t available for me to submit.**

Before you can submit this form, your supervisor needs to submit their ‘Completion’ form through My Record, which then triggers the system to make your ‘Community Engagement completion’ form available for submission.

- **Can my CE Supervisor view my forms, or can I view the forms they submit?**

Each of you can view which forms have been submitted, or are available, but the system won’t allow you to open each other’s documents. All the information you provide in your forms is confidential, including your evaluation of the organisation.

- **I have volunteered for 20 hours with an organisation but never submitted the ‘Community Engagement Approval’ form, what should I do?**

Unfortunately we need to receive this form before you can start volunteering. You would be required to submit the form and complete a further 20 hours with the organisation, or find a new volunteering opportunity.

- **I have graduated from the university already without completing all of the steps; can I still finish the program?**

In order for the program to be listed on your AHEGS we require that you complete all the steps at least a month before your graduation ceremony.

- **I have asked my supervisor to submit their ‘Agreement’ or ‘Completion’ form a while ago but they haven’t done so yet, what should I do?**

Try raising it with them again, perhaps they have forgotten or don’t know how to submit the forms. If they still don’t respond contact leadership@unsw.edu.au and we will investigate for you.
• I have submitted the form but I have missed some important information or need to change some of the details, what should I do?

Contact leadership@unsw.edu.au to let us know the issue, and if required we will unlock the form for you so you can resubmit or edit it.

• Can I save a form I am working on and come back to it?

No unfortunately the system doesn’t allow you to do this. Please have everything ready that you need for each step, particularly full details of your CE organisation and supervisor for the 'Community Engagement Approval' form, and prepare your reflections in word for the first and last form.