

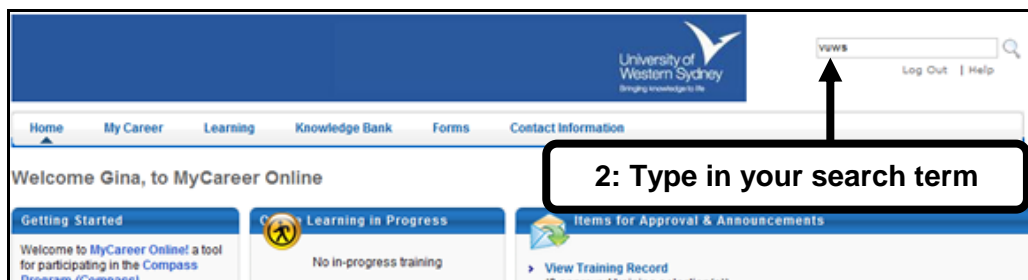
Registering for Workshops

To start the enrolment process log into Staff On-Line (<https://staffonline.uws.edu.au>) using your My UWS Account.

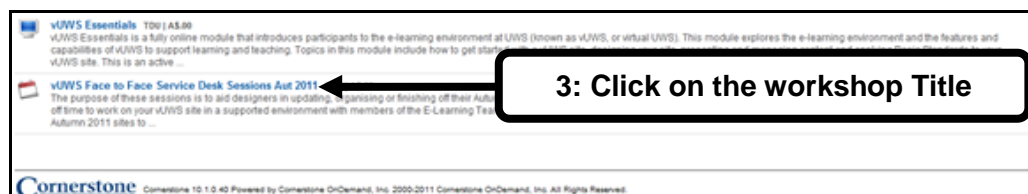
1. Click on the **MyCareer Online** link in the blue navigation bar at the top of the page (it will open in a new window).



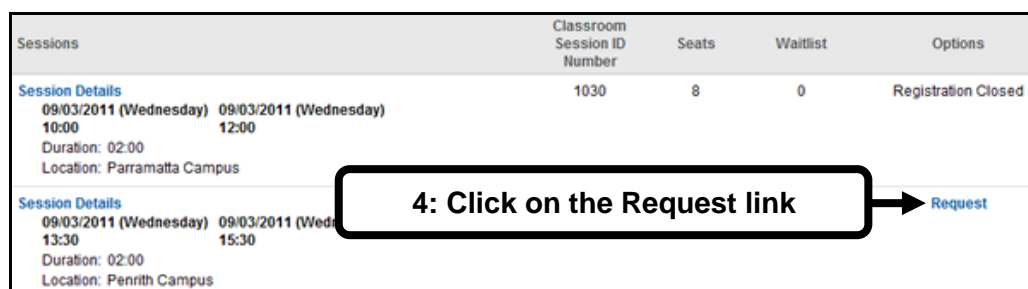
2. On the MyCareer Online Home Page simply type any portion of the workshop title or a key word into the Search box in the top right hand corner and press enter.
 - a. For a list of all the available e-learning workshops type in **vuws**.
 - b. For a list of all the available academic programs type in **tdu**.



3. Click on the **Title** of the workshop you want to register for from the search results.



4. Register by selecting the **Request** link next to your preferred date (you may need to scroll down to see available dates).



Staff who do not have access to online enrolment within MyCareer Online can enrol by completing the registration form available from the Teaching Development box down the right hand side of the intranet page listed below. The return address is on the form.

http://www.uws.edu.au/learning_teaching/learning_and_teaching/teaching_development_unit/teaching_development_activities