

INFORMATION FOR CONFERRED ACADEMIC TITLE HOLDERS

A 'ZID' AND A 'Z-PASS'

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

Where can I find my zID?

Your zID is located on letter approving your conferred academic title. If you cannot find it, please contact your Manager in the host School/Centre, or Faculty Human Resources team.

How can I activate my z-pass?

Call UNSW IT Service Centre on (02) 9385 1333. Inform IT that you are a conferred academic title holder and need to set up a z-pass. IT Service will ask you a few security questions over the phone and will issue you with a temporary z-pass. Alternatively, you can set up your z-pass online through the [UNSW Identity Manager](#).

IT ACCESS

How do I get my UNSW email address?

You will automatically be assigned a UNSW email address. To activate this you will need to log into the [UNSW Identity Manager](#).

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 z-pass. You can access this on any device.

How do I forward my UNSW emails to another account?

Log into UNSW [Identity Manager](#), choose the "email forwarding option" and enter your preferred email.

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 counter, located on Level 2, Mathews Building (F23) at UNSW Kensington between 8am and 4.30pm, Monday to Friday.

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.

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** (www.it.unsw.edu.au)

CAMPUS MAPS

Where can I find campus maps?

Maps are available on the Estate Management website at <https://www.estate.unsw.edu.au/unsw-maps>

PARKING ON CAMPUS

Where can I park on campus?

UNSW provide a limited number of on-campus parking, visit <https://www.estate.unsw.edu.au/plan-your-visit/parking>

For further information, contact your School/Centre Office.

For Medicine Conjoint, please visit <https://med.unsw.edu.au>
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