# Submitting a Report of ... via SSO

This guide is intended for UNSW students/staff and shows how to submit a report of foreign government interference via single sign-on (SSO), either as a complainant or a referrer on behalf of the complainant.

To submit via the Case IQ Portal, please refer to [this corresponding section](#).

For other issue categories, please refer to those respective guides.

Logging in to Case IQ

1. Navigate to [Case IQ](#) and log in using your UNSW SSO credentials (zID@ad.unsw.edu.au) by clicking on **Login with your zID**.

   You will be prompted to use your
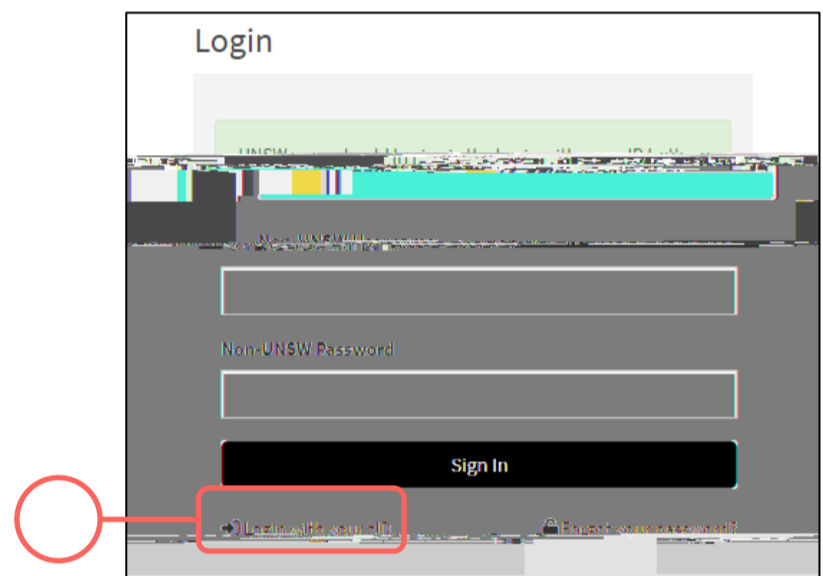
report by clicking on the **+** (plus) sign in the top left-hand corner.
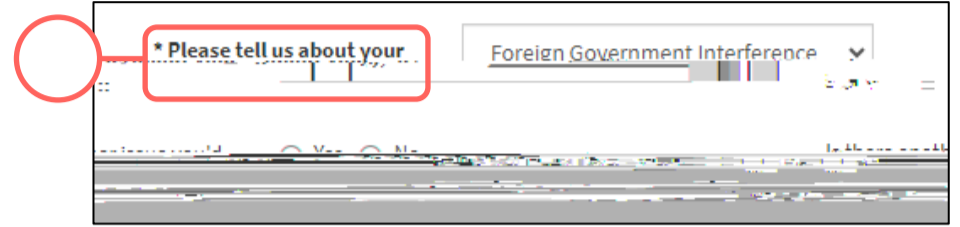

Completing the Webform
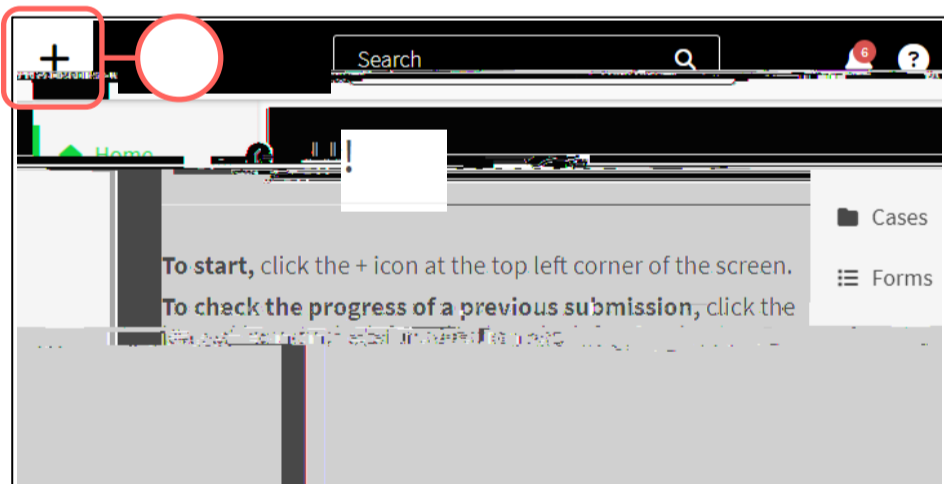
3. Select the most appropriate option in response to the question about your relationship with UNSW.

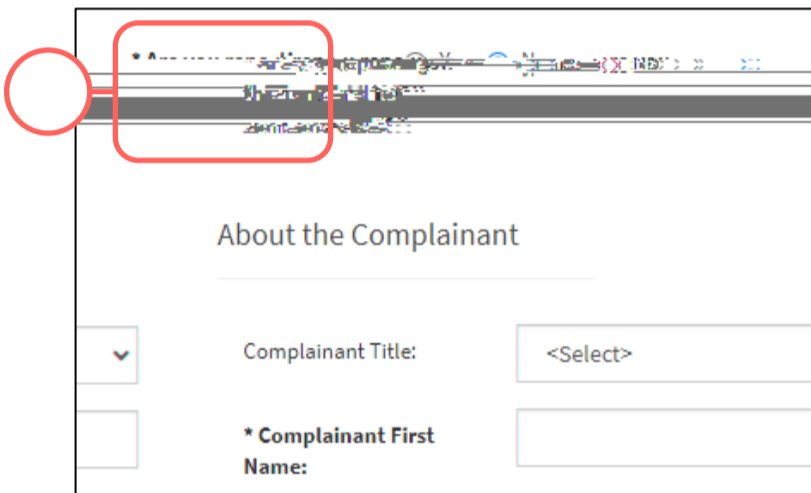   This question enables the types of issues in this webform for which you can submit.

Categorising the Issue

4. Select **Foreign Government Interference** as the issue.

   The webform and its questions will adjust according to your selection.

## Submitting as a Complainant or Reporter

5. If you are submitting this complaint or report as a complainant, select **No** and provide your details.

   If you are reporting on behalf of the complainant, select **Yes** and provide your details. Details of the complainant are not required should they wish to remain anonymous.

## Completing the Rest of the Webform

6. Complete the rest of the webform with as much detail and clarity so that timely and appropriate support can be provided.

   If further information or clarity is required, the Case Manager will be in contact.
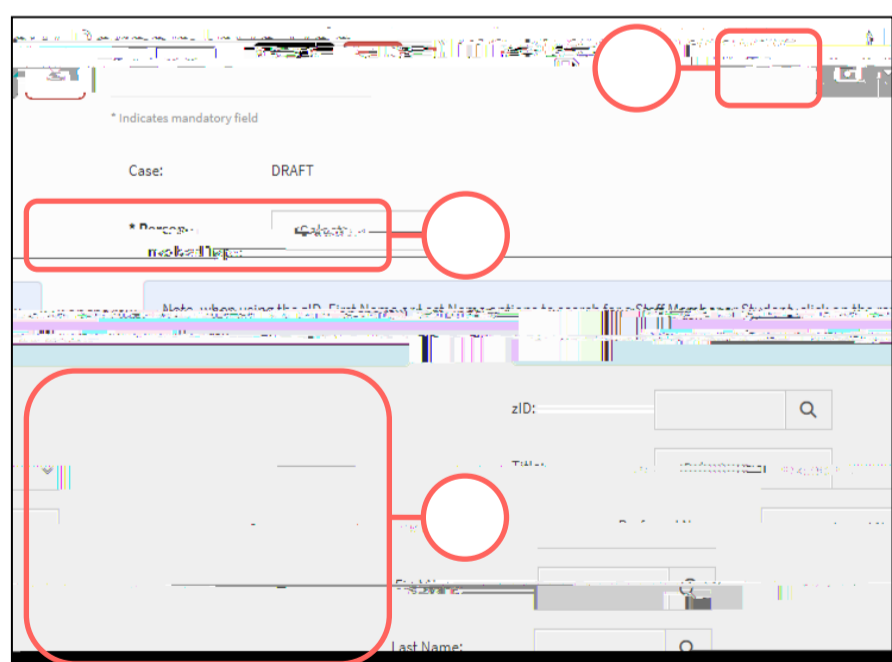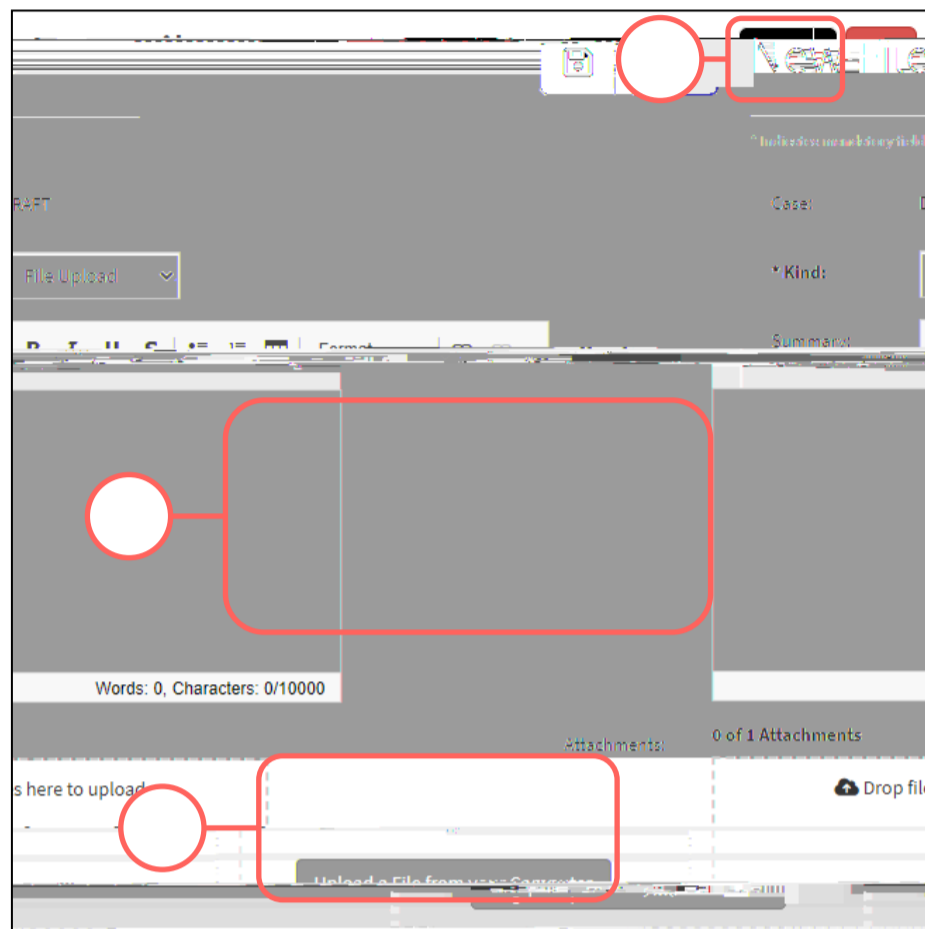
   Mandatory questions are **bolded** and marked with an asterisk (*), and need to be completed at a minimum for the complaint/report to be submitted.
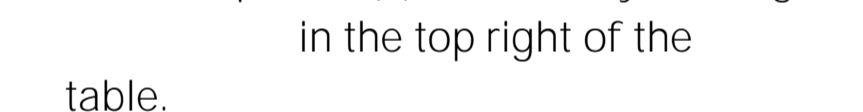

Attaching Files
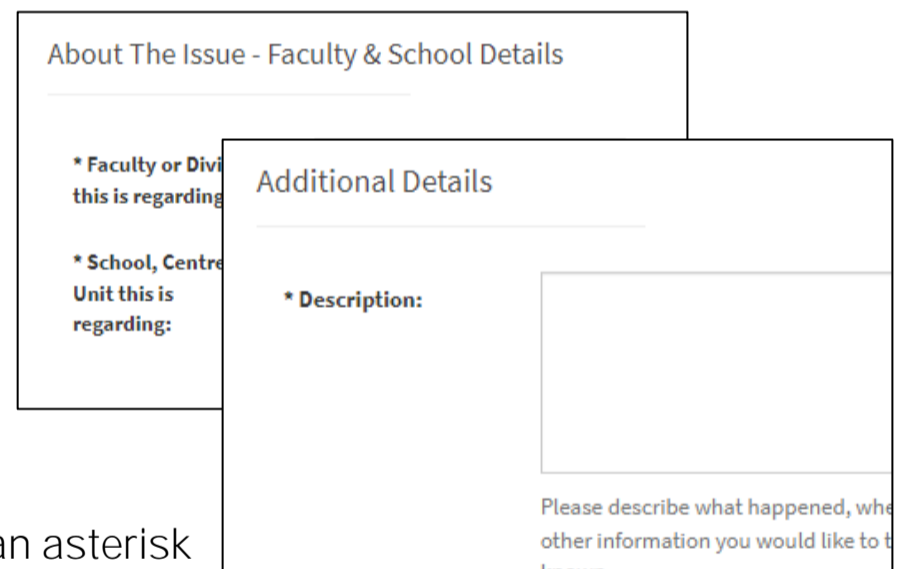
7. If there are any files to attach, click on **Add File** in the top right of the **Files** table.
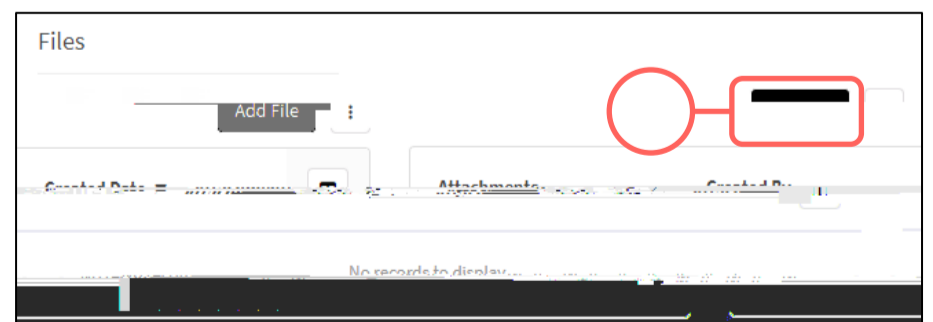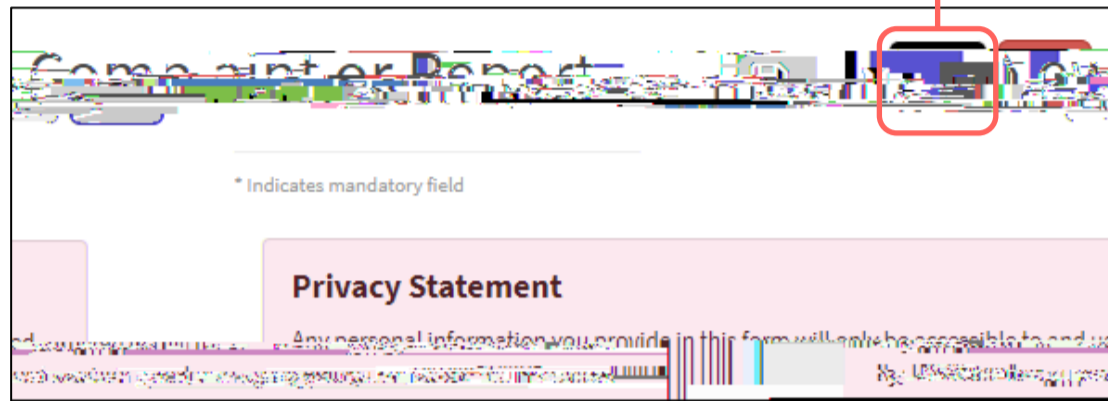
8. In the file upload page, enter a description and include any contextual information to help understand the file and its contents.

9. Drag and drop the file into the attachment area, or click on **Upload a File from your Computer** to upload via a file dialog.

10. Finish attaching the file by clicking on the **floppy disk button** in the top right-hand corner.

11. R peat for any other file(s).

Adding People Involved

12. Add details of the person(s) involved by clicking on **Add Person Involved** in the top right of the **People Involved** table.

13. Select the appropriate party type for the person you are entering.

14. Enter details of the person. If the person is a UNSW staff or student, the magnifying glass can be clicked to open a function to search that field.

15. Finish adding the person by clicking on the **floppy disk button** in the top right-hand corner.

16. Repeat for any other person(s).

Submitting the Complaint or Report

17. After all details have been provided, submit the complaint/report by clicking on the **floppy disk button** in the top right-hand corner of the webform.

Completing the Webform

2. Select the most appropriate option in response to the question about your anonymity. You can opt to provide your details for the purpose of, for example, being contacted should clarification

Completing the Rest of the Webform

6. Complete the rest of the webform with as much detail and clarity so that the issue can be addressed.

   Mandatory questions are **bolded** and marked with an asterisk (*), and need to be completed at a minimum for the complaint/report to be submitted.


Adding People Involved
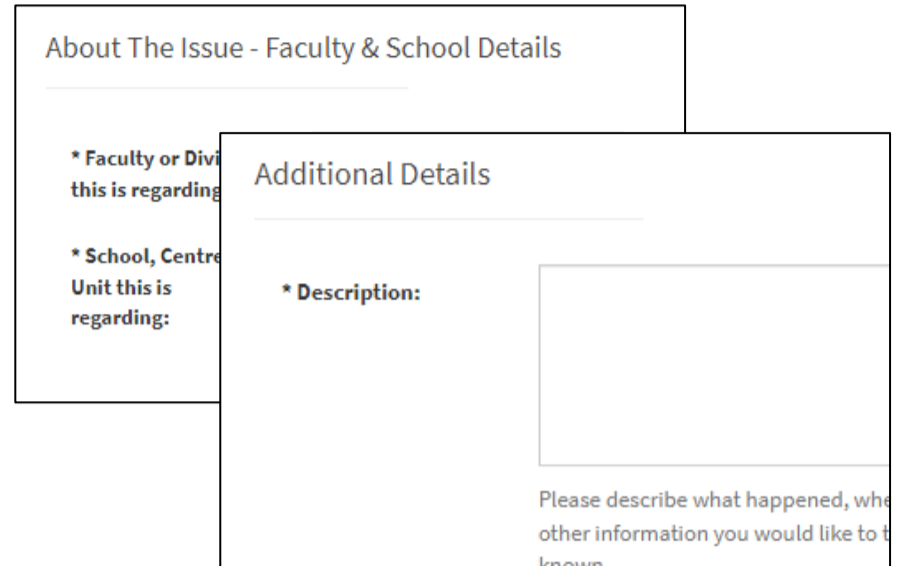
7. Add details of the person(s) involved by clicking on **Add Person Involved** in the top right of the **People Involved** table.

8. Select the appropriate party type for the person you are entering.

9. Enter details of the person. If the person is a UNSW staff or student, the magnifying glass can be clicked to open a function to search that field.

10. Finish adding the person to the case by clicking on the **floppy disk button** in the top right-hand corner.

11. Repeat for any other person(s).

Attaching Files
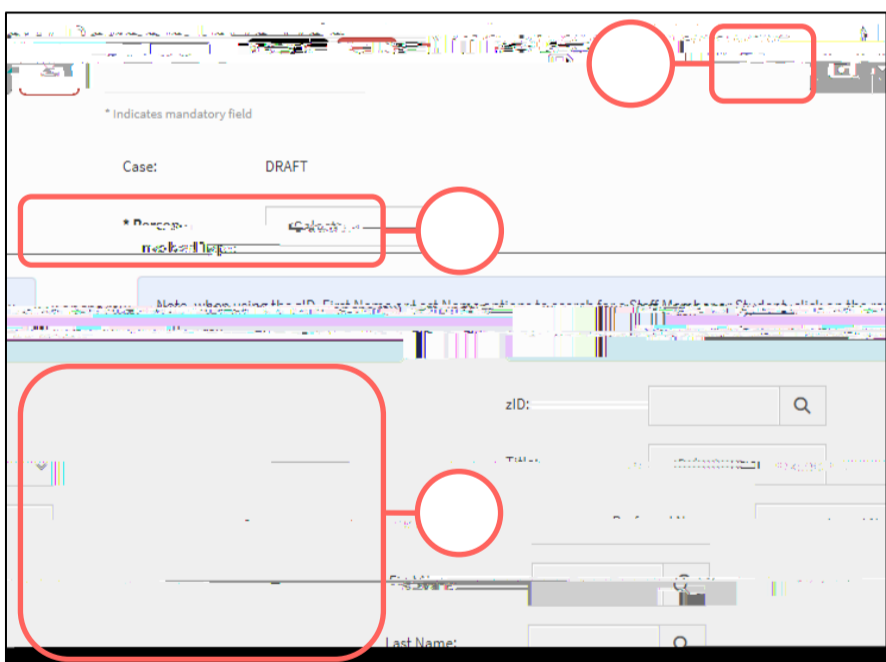
12. If there are any files to attach, click on **Add File** in the top right of the **Files** table.
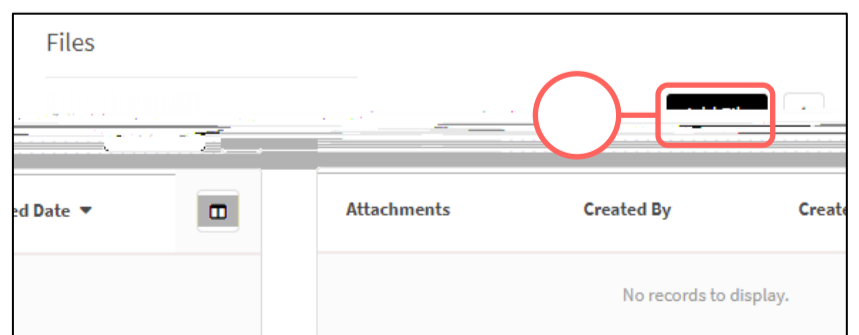
13. In the file upload page, enter a description and include any contextual information to help understand the file and its contents.

14. Drag and drop the file into the attachment area, or click on **Upload a File from your Computer** to upload via a file dialog.

15. Finish attaching the file to the case by clicking on the **floppy disk button** in the top right-hand corner.

16. Repeat for any other file(s).

Logging in to / Creating an Account

17. After all details have been provided, select the most appropriate option in response to the question about whether you are a returning Case IQ user.

    a. If you select **Yes**, log in using the secure username and password created in another, prior submission. This also allows you to receive progress status updates. Go to Step 23.

    b. If you select **No**, you will then be presented the option to receive progress status updates.

18. If you wish to receive updates, select **Yes**