Submitting a Report of Gendered Violence via SSO

We appreciate reporting an experience of Gendered Violence or something you have witnessed, can take courage. We know that many people find it easier to do this with a support person.

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

You can provide an anonymous report; however, this means we cannot provide you with any response. You can also provide us with limited information allowing us to respond to you with support options.

A report using this form is not a formal complaint unless you ask for it to be considered as a complaint by Conduct and Integrity Office or Employee Relations.

For more information, please visit the UNSW Safer Communities webpage.

To submit via the Case IQ Portal, please refer to this corresponding section.

For other 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 Microsoft Authenticator app to confirm your login.

Creating a Complaint or Report

2. Create a new complaint or report by clicking on the + (plus) sign in the top left-hand corner.

Completing the Webform person affected

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.

Selecting Gendered Violence

4. Select the Gendered Violence as the issue.

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

Providing Referrer/Reporter Details

5. Provide your details as either the person affected (reporter) or referrer (submitting on behalf of the person affected).

person affected

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. Repeat for any other file(s).

Adding People Involved

12. Add dereW* n G[AdreW* nBT/F1 15.96 Tf1 0 0 1 271.46 640

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.
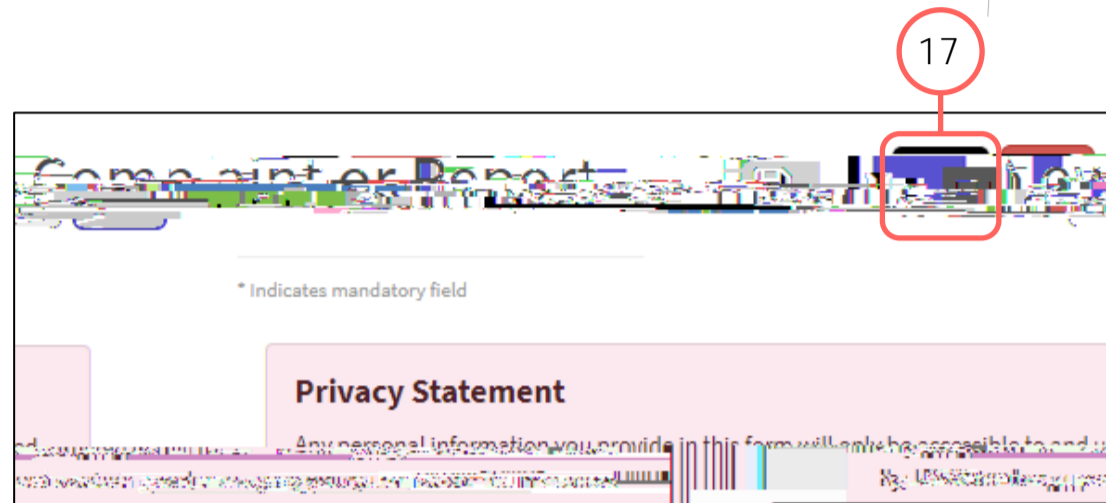
Completing the Rest of the Webform

6. Complete the rest of the webform, filling out the mandatory questions in bolded and marked with an asterisk (*) at a minimum to submit this report.

   You can also provide us with limited information allowing us to respond to you with support options.

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.

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

Submitting the Complaint or Report

19. After all details have been provided, complete the CAPTCHA and click Submit.

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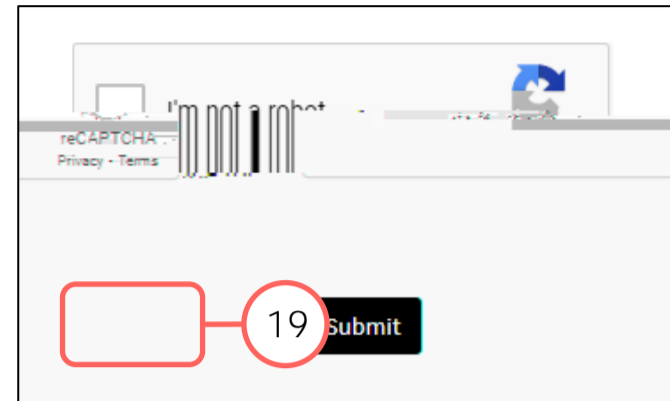
B – Send Email

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Sending the Complaint or Report

1. An email will pop up using your computer's default email application.

2. Send your complaint or report to the UNSW Complaints team at complaints@unsw.edu.au.

   - Make sure to include as much detail and clarity so that timely and appropriate support can be provided.

   - Avoid using your UNSW email or a personal email that has a username with elements that could be used to identify you, such as your name or nicknames.

   - You can also use email to request more information or advice prior to submitting online.