

# Submitting a Report of Serious Wrongdoing via SSO

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

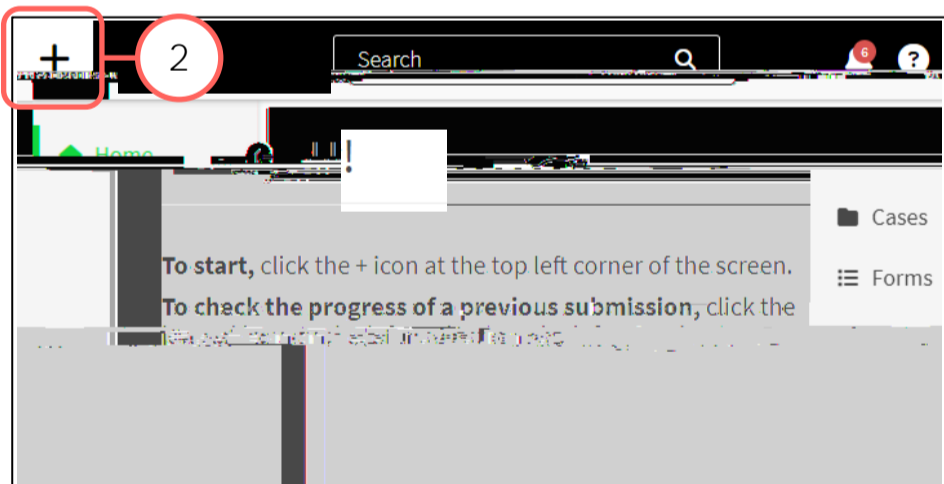
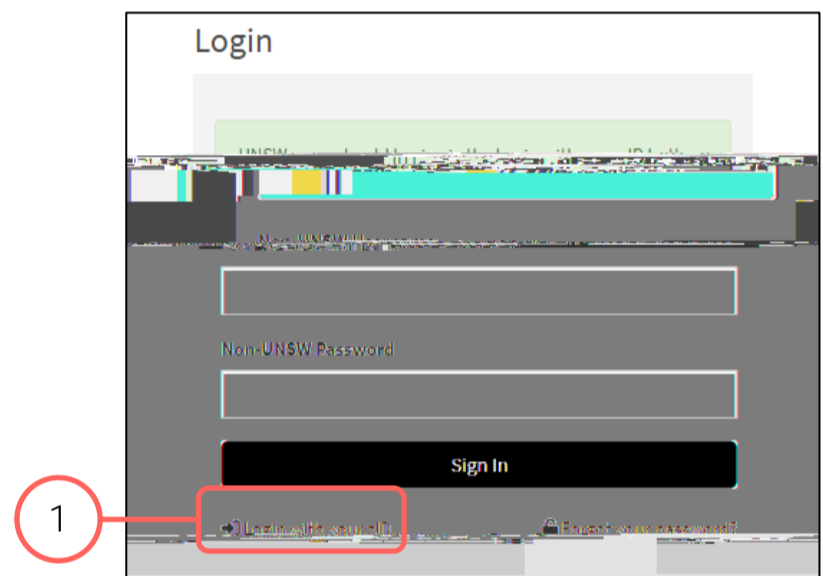
To submit via the Case IQ Portal, please refer to [this corresponding section](#).

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 Microsoft Authenticator app to confirm your login.



## Creating a Complaint or Report

2. Click on the **New Case** button by clicking on the + (plus) sign in the top left-hand corner.

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 Report of Wrongdoing as the issue.

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

5. Select the most appropriate Type that further describes your issue.

## Submitting as a Complainant or Reporter

6. 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

7. 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

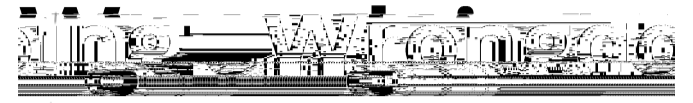
8. If there are any files to attach, click on Add File in the top right of the Files table.

9. In the file upload page, enter a description and include any contextual information to help understand the file and its contents.
10. Drag and drop the file into the attachment area, or click on Upload a File from your Computer to upload via a file dialog.
11. Finish attaching the file by clicking on the floppy disk button in the top right-hand corner.
12. Repeat for any other files.

## Submitting the Complaint or Report

18. After all details have been provided, submit the complaint/report by clicking on the floppy dis

# Submitting a via the Case IQ Portal



This guide is intended for UNSW students/staff and members of the community, and shows how to submit a report of serious wrongdoing via the Case IQ portal and anonymously, either as a complainant or a reporter on behalf of the complainant.

To submit via single sign-on (SSO), please refer to [this corresponding section](#).

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

## Navigating to the Case IQ Portal

1. Navigate to the [Case IQ Portal](#) and select the preferred method of submitting a complaint or report anonymously:

A – Report Online      B – Send Email

## A – Report Online

## Creating a Complaint or Report

- 1.









