

## What is “My eLearning Vista”?

This on-line course is delivered and assessed via “My eLearning Vista”, the standard web system used at UNSW for online learning and teaching activities.

### 1. How can I enrol in this program?

- First step is to contact your faculty or school admin office for the contact details for the specific ‘Green lab training administrator’ for your school.
- Contact the ‘green lab training administrator’ of your school/faculty and provide your valid/active staff or student number as well as your laboratory and work details. The ‘green lab training administrator’ will use this information to enrol you in the “Compulsory Introductory Unit” as well the specific unit (Chemicals Management) if relevant.

### 2. What do I need to access “My eLearning Vista”?

Once enrolled you will require the following to access the on-line training and assessment:

- A username (valid staff or student number) and password (UniPass).
- A computer with internet access.
- The internet browser settings must be correct for access to My eLearning Vista.

You will find all the details about configuring your browser settings (for both Microsoft Windows and Macintosh settings) under the ‘System Requirements’ tab at <http://support.vista.elearning.unsw.edu.au>.

Settings include:

- The Web browser must be installed with Java, JavaScript and cookies enabled in the browser settings, and with the cache set to display a new version of a page every time it is visited.
- The correct Java plug-in must be installed.
- Pop-ups must be enabled for the Vista website.

### 3. Logging onto “My eLearning Vista”

You can enter Vista using the following web address: <http://www.vista.elearning.unsw.edu.au> or through the quick links available on the UNSW homepage.

- Click on the “UNSW Online Courses” link.
- On the next page click the “Log In” link.
- Enter your **User name** (Staff or student number preceded by lower case s for staff employed before 29<sup>th</sup> March 2008 or z for all students and staff employed after 29<sup>th</sup> March 2008) and **Password** (Unipass) and click **OK**.
- If you see a security alert pop-up click “Yes”. This may or may not appear depending on your browser security settings.

### Resolving Password Problems

Passwords are managed by the IT Service Desk. If you don’t have a UniPass, or you have forgotten your UniPass, or if you are having problems logging into Vista for any reason, contact the IT Service Desk for Assistance:

Phone: 9385 1333  
Fax: 9385 1537  
Email: [servicedesk@unsw.edu.au](mailto:servicedesk@unsw.edu.au)  
Web: <http://www.disconnect.unsw.edu.au>  
Location: Level 2 of the main UNSW Library Building – Kensington Campus

If you cannot log onto the Vista server perhaps you have not activated your UniPass by agreeing to the rules for using UNSW Online Services. You can agree to the rules at: <https://wombos.unsw.edu.au/agreement/index.shtml>

If you do not have a valid UNSW number, your School administration can authorise for a miscellaneous staff number. Fill “OSA2” form for “Online Services Access for Contractors, Visiting Academics & Emeritus Professors” available from <http://www.it.unsw.edu.au/services/forms/index.html>

### 4. Accessing the training module

Once logged onto Vista, you will see a list of all courses to which you have online access via vista. This personalised page is called the ‘My eLearning portal or gateway’. Click on the title of the “**Environmental Compliance Induction Training Program: Accreditation Module**”.  
*[Macintosh System users: please contact your ‘Green Lab Administrator’ for additional guidelines]*

### 5. Where is my “Compliance Induction Training Program”?

If you can’t see your training program listed as “Environmental Compliance Induction Training Program: Accreditation Module”, there are two possibilities:

- The ‘Green lab training administrator’ of your faculty or school may not yet have activated your enrolment into the course (Please note that it takes approx 24 hours for activation after enrolment). Contact your administrator to confirm that your enrolment has been processed, and your details are submitted correctly.
- If all the above is correctly done, it may be that your staff or student number may not be valid or active. To resolve this issue please see ‘resolving pass word problems’ (box on this page).

### 6. Logging out of “My eLearning Vista”.

It is important to log out of Vista so that others who use the same computer cannot access your personal data. Click on the **Log out** link that appears on top right corner of your screen.

### Assessment and Certification

Assessments for the course units are available from the “My eLearning Vista”. These multiple choice quiz assessments are open book and un-timed, with no limitation on attempts. Once assessment has been successfully completed (Pass mark: 90% for Intro unit, 80% for Chemicals), learners will be able to download the certificate, and then email it to the “green lab training administrator” of their respective school or faculty as attachment to have it formalised.

## What is the Environmental Compliance Induction Training Program for UNSW?

The "Environmental Compliance Induction Training" is developed to enable UNSW Faculties and Schools to provide mandatory environmental compliance training for laboratory managers, staff, and researchers as efficiently as possible via flexible on-line delivery. Note that this training directly complements relevant UNSW OHS induction training programs avoiding inefficient duplication.

## What is the structure of this program?

This online, competency based induction training program is structured into two units.

- Introductory Unit
- Chemicals Management Unit

## Who needs to do this course?

All lab users who work without direct supervision, or who teach or supervise students in labs are required by law to complete this induction training program. Including:

- Laboratory Managers
- Laboratory supervisors and teachers
- Laboratory technicians
- Visiting researchers
- Honours/post graduate research students

'Green lab training administrator' in the school or faculty is responsible for enrolling targeted lab users in the training.

## What is the Green Lab Program?

This UNSW corporate due diligence program works directly with faculties and schools to inform them of their legal responsibilities with regards to compliance with environmental laws and regulations. Whilst faculties, schools, and relevant staff remain directly accountable for legal compliance and in a range of instances can be personally liable for breaches, the **Green Lab Program** provides support and information to assist achievement of compliance with environmental laws and regulations.

## Green Lab training administrators Faculty of Engineering

### School of Biomedical Engineering

Contact: Veronika Tatarinoff  
Phone: 9385 3923  
Email: [v.tatarinoff@unsw.edu.au](mailto:v.tatarinoff@unsw.edu.au)

### School of Electrical Engineering and Telecommunications

Contact: Zhenyu Liu  
Phone: 9385 5508  
Email: [z.liu@unsw.edu.au](mailto:z.liu@unsw.edu.au)

### School of Mining Engineering

Contact: Dr Chris Fowler  
Phone: 9385 5763  
Email: [c.fowler@unsw.edu.au](mailto:c.fowler@unsw.edu.au)

### School of Mechanical and Manufacturing Engineering

Contact: Seetharam Mahadevan  
Phone: 9385 4109  
Email: [smahadevan@unsw.edu.au](mailto:smahadevan@unsw.edu.au)

### School of Photovoltaic and Renewable Energy Engineering

Contact: Jill Lewis  
Phone: 9385 6152  
Email: [jlewis@unsw.edu.au](mailto:jlewis@unsw.edu.au)

### School of Civil and Environmental Engineering

Contact: Dr Gautam Chattopadhyay  
Phone: 9385 5700  
Email: [gautam@unsw.edu.au](mailto:gautam@unsw.edu.au)

### School of Chemical Sciences and Engineering

Contact: Camillo Taraborrelli  
Phone: 9385 5670  
Email: [c.taraborrelli@unsw.edu.au](mailto:c.taraborrelli@unsw.edu.au)

Published by

**ENVIRONMENT UNIT**

**UNIVERSITY OF NEW SOUTH WALES**

Mathews Building, Level 2, Kensington Campus F23

Phone: 9385 6845

Website: <http://www.greenlab.unsw.edu.au>

Email: [greenlab@unsw.edu.au](mailto:greenlab@unsw.edu.au)



# Environmental Compliance Induction Training Program for UNSW Laboratories

Learner's Quick Start Guide  
(Faculty of Engineering)



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NEW SOUTH WALES