Submitting a Report of Modern Slavery via SSO

This guide is intended for UNSW students/staff and shows how to submit a report of modern slavery via single sign-on (SSO), either as a complainant or a referrer on behalf of the complainant.
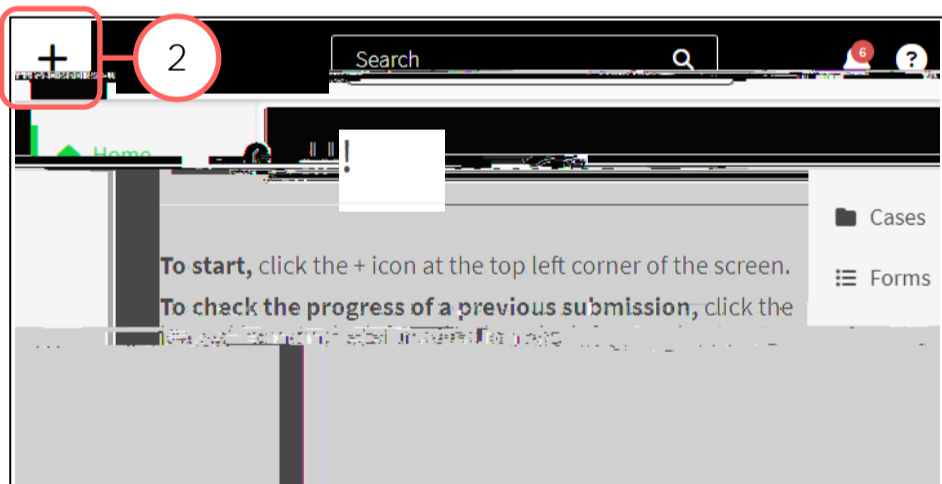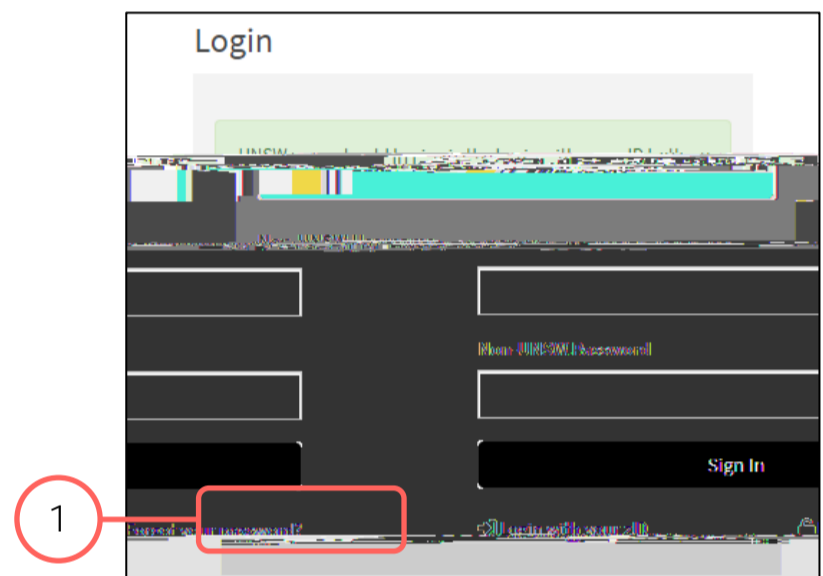
To submit via the Case IQ Portal, please refer to this corresponding section.

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. Create a new complaint or 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.

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).
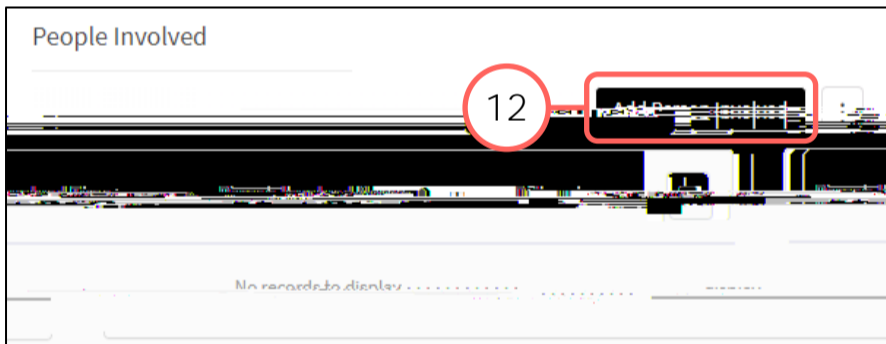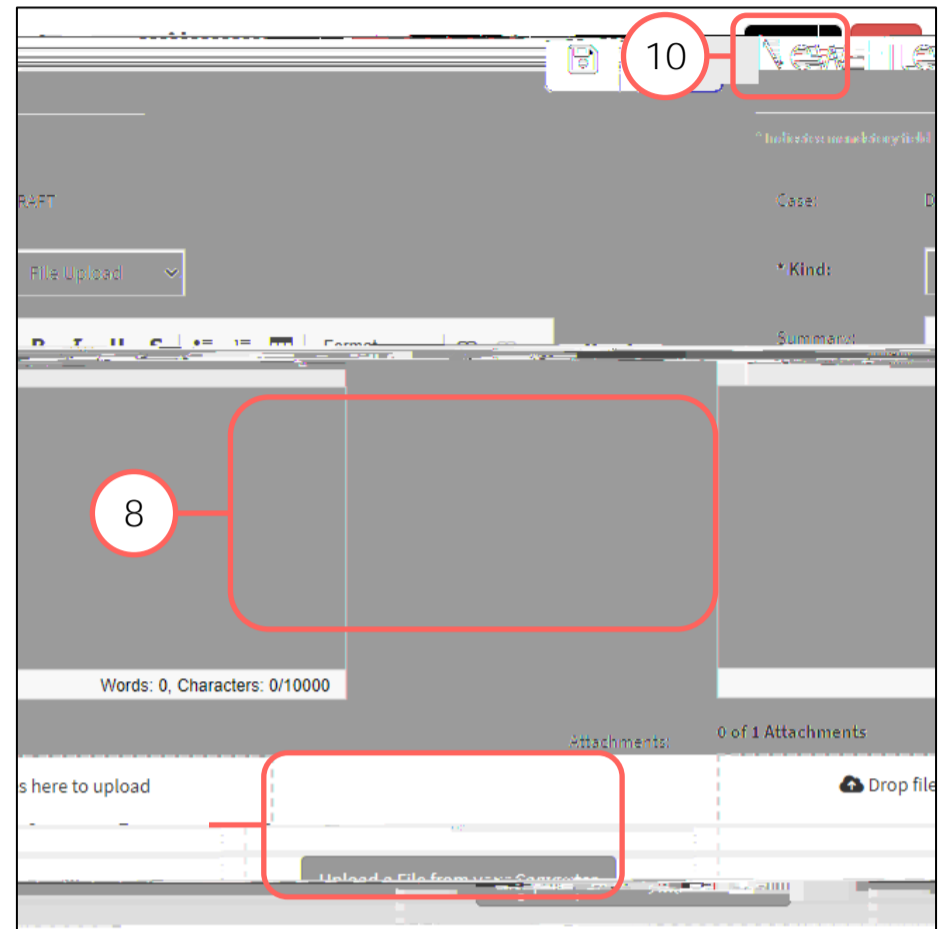
Adding People Involved

12. Add 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.
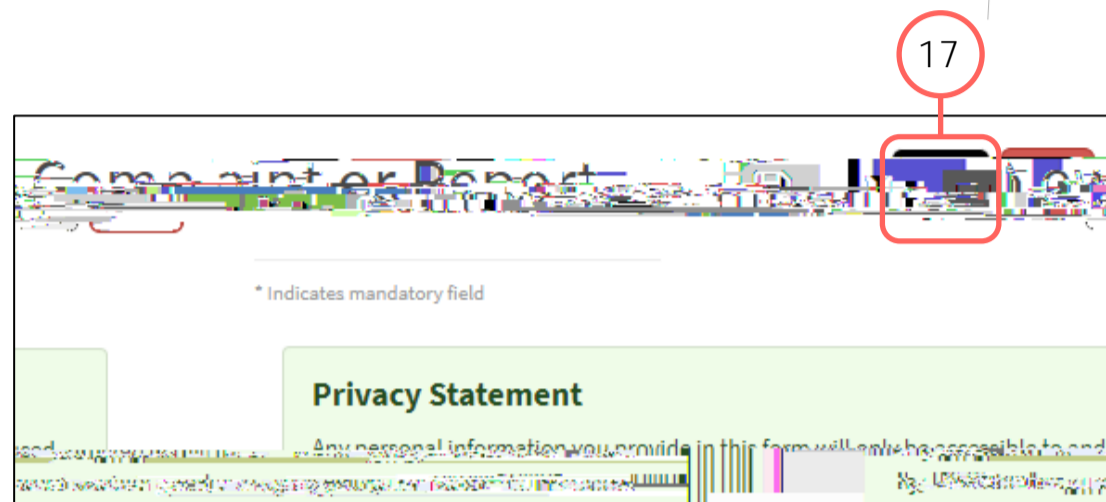
Submitting a Report of Modern Slavery via the Case IQ Portal

This guide is intended for UNSW students/staff and members of the community, and shows how to submit a report of modern slavery 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 –

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

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