

**This guide** is intended for UNSW students/staff and members of the community and shows how to submit a report of gendered violence via the Case IQ Portal and anonymously, 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.

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

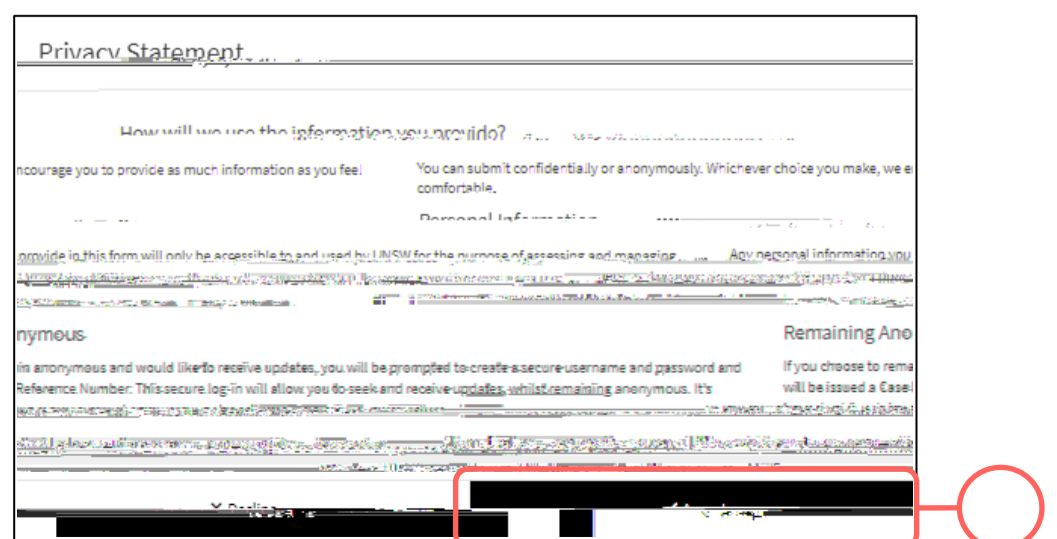
A

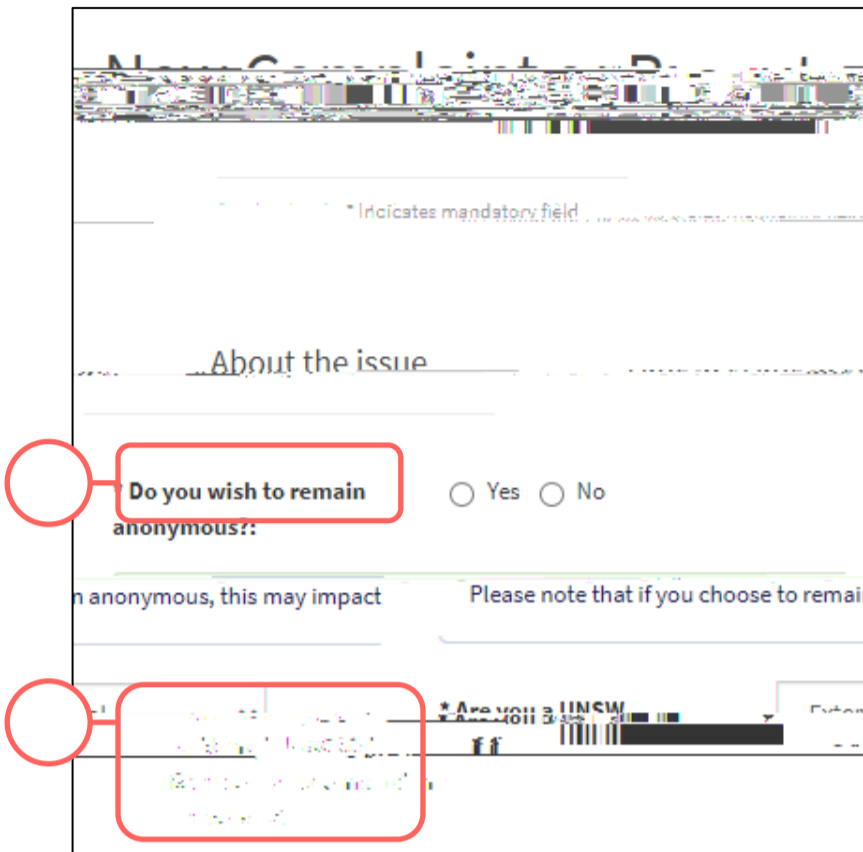
B



1. Read through the Privacy Statement. If you accept how the information you provide is managed, click

If you do not agree, please contact the CAS Team for alternate methods.

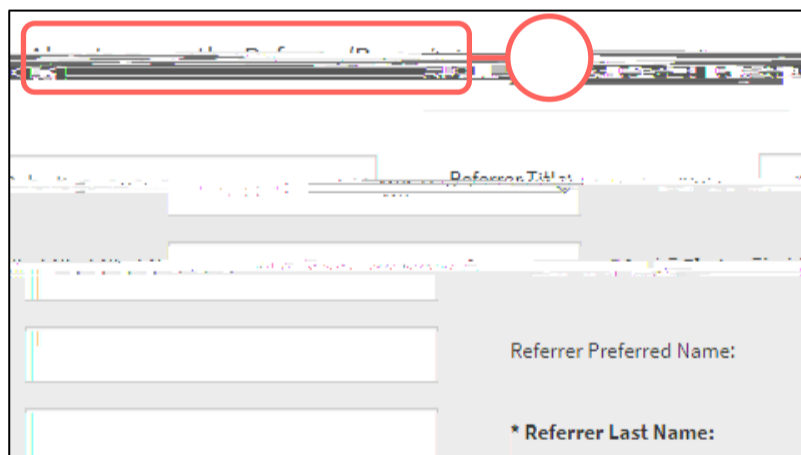
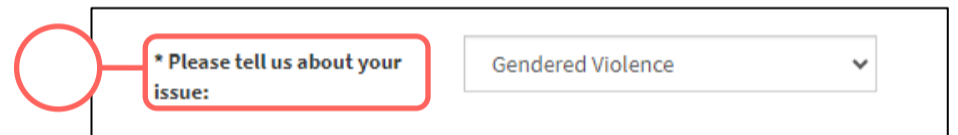




2. Select the most appropriate option in response to the question about your anonymity. You can opt to provide your details for the purpose of, for example, being contacted should clarification be required.
3. Select the most appropriate option in response to the question asking your relationship with UNSW. This question enables the types of issues in this webform for which you can submit. It cannot be used to identify you.

4. Select Gendered Violence as the issue.

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



5. If you initially selected to not remain anonymous in Step A2, provide your details as either the person affected (reporter) or referrer (submitting on behalf of the person affected).

If you initially selected to remain anonymous in Step A2, no details are required.



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

