



MY DATA

SELF-ENROLMENT TRAINING GUIDE

User guide – Beta release



CONTENTS/QUICK STEPS

Enrolling in a Training Session

1. Log into myDATA portal
2. Click 'My onboarding' tile
3. Click 'Enrol in training' button
4. Click on the magnifying glass to bring up available dates
5. Select appropriate date by ticking the box on the left and click 'Submit'
6. Your enrolment can be viewed from the 'Enrolled training' tab

You will receive an email with the training session details, including a Zoom link for virtual sessions, or a physical address if face-to-face.

You can view your training enrolment details at any time:

1. Log into myDATA portal
2. Click 'My onboarding' tile
3. View Enrolled training tab with training session information

ENROLLING IN A TRAINING SESSION

1. Login to myDATA Portal

Click on the onboarding tile.



2. Click on the 'Enrol in training' button.

Home / Dashboard / My onboarding - Enrolled training

My onboarding - Enrolled training

Enrolled training

Completed training

Forms and quiz

Training sessions are shown in local time zones, and do not reflect daylight saving time if observed.

[Enrol in training](#)

Session period ↑	Training venue	Session date	Enrolment Status
There are no records to display.			

3. Click on the magnifying glass to bring up the list of available sessions. Choose your preferred session by ticking the box on the left and click 'Select'.

Lookup records ×

Training sessions are shown in local time zones, and do not reflect daylight saving time if observed.

Q

	Session period	Training venue	Session date	Enrolment Status
<input type="checkbox"/>	New training course - test Brianna	22/12/2023	22/12/2023 8:00 AM	22/12/2023 5:00 PM
<input type="checkbox"/>	DataLab safe researcher training - 6 February 2024	06/02/2024	07/02/2024 12:30 AM	07/02/2024 3:30 AM
<input checked="" type="checkbox"/>	DataLab safe researcher training - 14 February 2024	14/02/2024	14/02/2024 9:00 PM	15/02/2024 12:00 AM
<input type="checkbox"/>	DataLab Safe Researcher Training	17/04/2023	13/06/2020 12:00 AM	17/04/2023 8:00 AM
<input type="checkbox"/>	DataLab Safe Researcher Training (test)	24/02/2023	24/02/2023 9:00 PM	25/02/2023 12:00 AM
<input type="checkbox"/>	DCS team testing session - 23 February 2023	23/02/2023	23/02/2023 9:00 PM	24/02/2023 12:00 AM

No session suitable **Select** Cancel Remove value

- You will be shown a preview of the session details. Click 'Submit' and then 'Ok' to confirm.

Home / Dashboard / Enrol in training

Enrol in training

Training session *

DataLab refresher training ✕ 🔍

Training course *

DataLab refresher training

Session date *

24/11/2022

Session start time *

24/11/2022 8:00 AM

Session end time *

24/11/2022 9:00 AM

Training venue *

Canberra, ABS House, Knibbs Auditorium, 45 Benjamin Way, Belc

Submit

Submit ✕

You are about to enrol in a training session. Would you like to proceed?

Ok **Cancel**

- The 'Enrolled training' tab will now be updated with your session date and time. [Please navigate to 'Forms and quiz' to download the pre-training reading material.](#)

Home / Dashboard / My onboarding - Enrolled training

My onboarding - Enrolled training

Enrolled training

Completed training

Forms and quiz

Training sessions are shown in local time zones, and do not reflect daylight saving time if observed. [Enrol in training](#)

Session period ↑	Training venue	Session date	Enrolment Status
DataLab refresher training - Canberra - 24/11/2022	Canberra, ABS House, Knibbs Auditorium, 45 Benjamin Way, Belconnen ACT 2617	24/11/2022	Enrolled ▾


You will receive an email with the training session details, including a Zoom link for a virtual session, and physical training address for face-to-face.

Safe researcher training confirmation CRM:0141229



ABS MyDATA Test <info.test@mydata.abs.gov.au>

To

 If there are problems with how this message is displayed, click here to view it in a web browser.



Hello

You have been enrolled in the following session:

Name: DataLab refresher training

Date: Thursday, November 24, 2022

Time: 8:00 AM - 9:00 AM (AEST)

Location: Canberra, ABS House, Knibbs Auditorium, 45 Benjamin Way, Belconnen
ACT 2617

Attendance is required for the entire 3 hours of the session.

Mandatory pre-reading material is available from My onboarding, Forms and quiz view in myDATA.

Virtual training is via **Zoom**.

Regards,
DataLab Team

Need Help?

Email data.services@abs.gov.au

[ABS privacy policy](#) outlines how the Australian Bureau of Statistics handles any personal information that you provide to us.

HOW TO CANCEL YOUR TRAINING ENROLMENT

1. Log into myDATA Portal
2. Click on the 'My onboarding' tile.
3. Select drop down arrow and click 'Cancel' and then 'Confirm'.

Home / Dashboard / My onboarding - Enrolled training

My onboarding - Enrolled training

Enrolled training

Completed training

Forms and quiz

Training sessions are shown in local time zones, and do not reflect daylight saving time if observed. [Enrol in training](#)

Session period ↑	Training venue	Session date	Enrolment Status	
DataLab refresher training - Canberra - 24/11/2022	Canberra, ABS House, Knibbs Auditorium, 45 Benjamin Way, Belconnen ACT 2617	24/11/2022	Enrolled	<input checked="" type="checkbox"/> View Cancel Cancel

Cancel Training enrolment ×

Are you sure you want to cancel this training request?

[Confirm](#) [Back](#)

4. Click on 'Completed training' tab to view cancellation.

Home / Dashboard / My onboarding - Completed training

My onboarding - Completed training

Enrolled training

Completed training

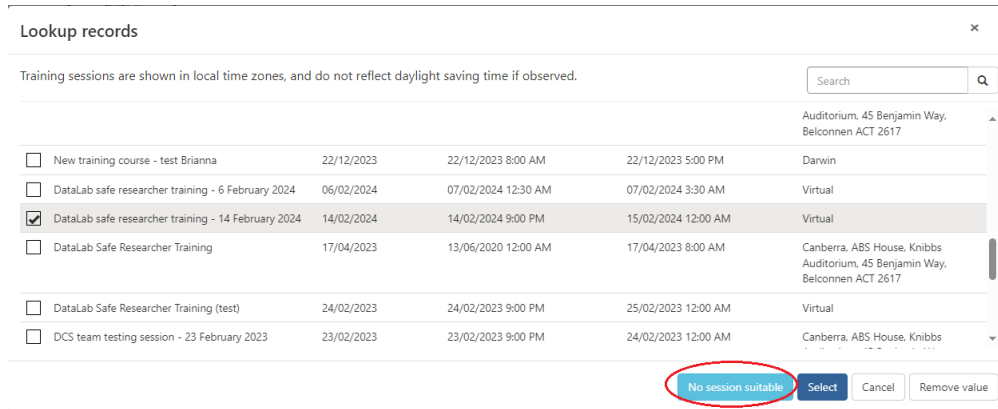
Forms and quiz

[Enrol in training](#)

Session period ↑	Training venue	Session date	Training Completed Date	Enrolment Status
DataLab refresher training - Canberra - 24/11/2022	Canberra, ABS House, Knibbs Auditorium, 45 Benjamin Way, Belconnen ACT 2617	24/11/2022		Cancelled

WAITLISTING – IF NO SESSIONS ARE SUITABLE

1. If the training sessions listed are not suitable, you can elect to be placed on a waitlist. Click 'No session suitable' button.

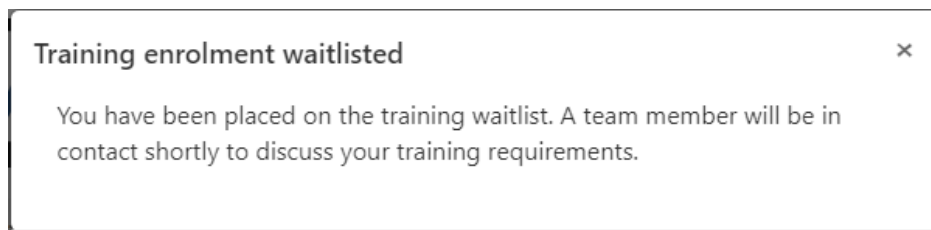


Lookup records

Training sessions are shown in local time zones, and do not reflect daylight saving time if observed.

<input type="checkbox"/>	New training course - test Brianna	22/12/2023	22/12/2023 8:00 AM	22/12/2023 5:00 PM	Darwin
<input type="checkbox"/>	DataLab safe researcher training - 6 February 2024	06/02/2024	07/02/2024 12:30 AM	07/02/2024 3:30 AM	Virtual
<input checked="" type="checkbox"/>	DataLab safe researcher training - 14 February 2024	14/02/2024	14/02/2024 9:00 PM	15/02/2024 12:00 AM	Virtual
<input type="checkbox"/>	DataLab Safe Researcher Training	17/04/2023	13/06/2020 12:00 AM	17/04/2023 8:00 AM	Canberra, ABS House, Knibbs Auditorium, 45 Benjamin Way, Belconnen ACT 2617
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No session suitable Select Cancel Remove value

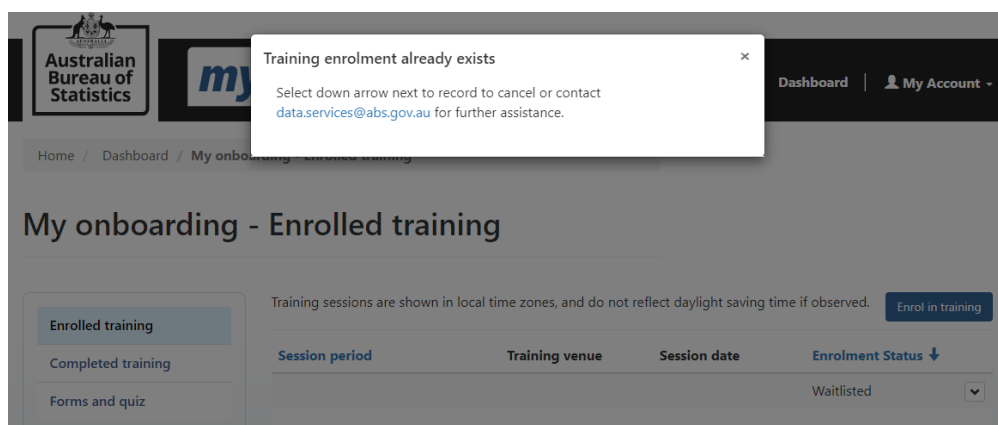


Training enrolment waitlisted

You have been placed on the training waitlist. A team member will be in contact shortly to discuss your training requirements.

You will see the above message. The Researcher Onboarding and System Support (ROSS) team will contact you within two business days. If you do not hear back, please email data.services@abs.gov.au

2. If you wish to enrol in a session after being waitlisted, you will need to cancel the waitlisting enrolment. If you don't, you will receive the below error:



Training enrolment already exists

Select down arrow next to record to cancel or contact data.services@abs.gov.au for further assistance.

My onboarding - Enrolled training

Enrolled training

Completed training

Forms and quiz

Training sessions are shown in local time zones, and do not reflect daylight saving time if observed.

Enrol in training

Session period	Training venue	Session date	Enrolment Status
			Waitlisted

Follow the 'How to cancel enrolment' instructions and then try enrolling in a session again.

If you continue to have issues, email data.services@abs.gov.au