

Pre-Onboarding Checklist	<p>The Pre-Onboarding Checklist ensures that all new RPF users complete the required training, documentation, and compliance steps before requesting facility access.</p> <p>It provides a clear, step-by-step pathway to confirm that users are properly prepared, approved, and eligible to work safely and compliantly in the Research & Prototype Foundry.</p>
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1. USYD Staff

Before submitting your Onboarding Request, please ensure you have completed the following:

Account & System Access

- Confirm you can log in to **SydneyFMS** via **USYD Single Sign-On (SSO)**
- Ensure your SydneyFMS profile details (position, department, supervisor if applicable) are correct

Mandatory Training (USYD Staff)

Complete all required USYD **Work, Health & Safety** online training in [Workday Learning](#) (as applicable):

- [Work Health & Safety Induction](#)
- [Sydney Nanoscience Hub Workplace Induction – General](#)
- [Chemical Safety – Module 1](#)
- [Chemical Safety – Module 2](#)
- [Chemical Safety Assessment](#)

Download all **training certificates (PDF)**

Submit in SydneyFMS

- Submit an **Onboarding Request**
- Upload all mandatory training certificates
- Await approval and further instructions from the RPF team

2. Everyone Else (USYD Students, All Other Universities, Industry Clients)

Before submitting your Onboarding Service Request, please ensure the following steps are complete:

Account Creation & System Access

- Register in SydneyFMS using:

USYD students: use your uniKey email (recommended)

External universities / industry: create a login using your institution or company email (no generic @gmail, @outlook, etc.)

- Confirm you can sign in successfully

Mandatory Training

Complete all required USYD **Work, Health & Safety** online training in [CareerPath](#) (as applicable):

- Work Health & Safety Induction
- Sydney Nanoscience Hub Workplace Induction – General
- Chemical Safety – Module 1
- Chemical Safety – Module 2
- Chemical Safety Assessment

Download all **training certificates (PDF)**

To get access to CareerPath, you will need to create a profile using the [Self-Registration Group e-form](#). Please do not create a new profile if you have previously created one. Contact the [Shared Service Centre](#) if you need your password reset.

Once logged into CareerPath, type 'Research and Prototype Foundry' in the 'Search for learning' field in the red box at the top of the page and press 'Enter'. This will lead you to the [Research and Prototype Foundry Curriculum Page](#). Press 'Open curriculum' button on the right-hand side of the page [to access the modules](#).

If you have difficulty accessing the modules, please let us know.

Submit in SydneyFMS

- Submit an Onboarding Request via the SydneyFMS dashboard
- Upload all mandatory training certificates
- Await approval from the RPF team and instructions for the next steps (project creation, training bookings, facility access request, etc.)

Note

Please note that the Induction and the Onboarding process are both required. These can be completed in parallel.

Need Help?

If you encounter issues with SydneyFMS account creation, training requirements, or documentation, please contact:

rpf.queries@sydney.edu.au