

# ONLINE LODGEMENT GUIDE

## Important notes:

- Ensure your application is complete with the required signatures and you have sourced the required supporting documents. Refer to the [Academic Promotion Procedure](#) and [Academic Promotion Application Instructions](#).
- All documents will be uploaded individually.
- Convert all documents into PDF files.

## Step 1

In [How to Apply](#) page, locate the relevant level you are applying to, campus and faculty. You will be directed to the online application form (REX).

## Step 2 – Log in

You will be asked to enter your email address and password. **Note: this is not your authcate.** If you have used REX before, please use the same email address.

*If you have forgotten your password, please select forgot password and reset it. If you are still experiencing issues with log in, please contact the relevant promotion coordinator.*

## Step 3 - Personal details

Check/input your details. Select “Save & Continue”.

## Step 4 - Current Position details

Input your staff ID. Select “Save & Continue”.

## Step 5 - Your Promotion Application

Select the level you are applying for.

## Step 6 - Upload documents

Upload required documents in **PDF**. Select “Save & Continue”.

## Step 7 - Declaration

Read and understand the declaration. Select “Save & Continue”.

## Step 8 - Submit application

*How did you hear about this opportunity* select “Not Applicable”.

### Submit your application.

**Submit**

You will not be able to edit the application once submitted (contact the [relevant promotion coordinator](#) for assistance).

You will receive an acknowledgement email to confirm that your application has been received. If you did not receive this, please contact the [relevant promotion coordinator](#).

**Save and exit**

This allows you to return to your application at a later date and resume your submission